

Task and Finish Group Scoping Document – Domiciliary Care Procurement

Adults, Children and Health Overview & Scrutiny Panel

TASK & FINISH GROUP MEMBERSHIP

IT IS RECOMMENDED THAT 3- 4 MEMBERS ARE APPOINTED FOR THE DURATION OF THE TASK AND FINISH GROUP. MEMBERS SHOULD BE AWARE THAT MEMBERSHIP SHOULD BE POLITICALLY BALANCED.

The process for establishing a task and finish group as follows:

1. The relevant Overview & Scrutiny Panel identifies a potential topic or topics for the relevant Task and Finish group
2. The relevant Scrutiny Panel Chairman and Lead Officers to complete the scoping document.
3. The relevant Overview & Scrutiny Panel will review the scoping document
4. The relevant Overview & Scrutiny Panel agrees overall terms of Reference Task and Finish group

Purpose of proposed task and finish group (options for topics and tasks)

The purpose of the proposed task and finish group is to understand the current provision of domiciliary care and to make recommendations on the future delivery of care at home for adult residents.

What outcomes and recommendations are the dedicated task and finish group aiming to achieve?

To ensure that domiciliary care commissioned by the borough is fit for purpose and meets the needs of residents ensuring a quality service.

Equalities Impact Assessment – As part of the procurement process an equality impact assessment will be undertaken.

Data Protection Impact Assessment – The final contract will include the processing of data and information sharing agreements will be included.

Recording of meetings - Action notes would be produced as opposed to minutes for each Task and Finish Group meeting.

Proposed Work Plan & Schedule of Meetings

	Meeting Dates	Task/ considered items	Who is to be invited & interviewed (if applicable)
1	August	To gain an understanding of the current provision of domiciliary care commissioned by the council and with a provider.	Lynne Lidster – Head of Commissioning People A provider of domiciliary care in the borough Others to be identified by Scrutiny Panel members
2	September	To review, understand and make recommendations regarding the proposed specification for the new domiciliary care service prior to the council going out to tender.	Lynne Lidster – Head of Commissioning People Steve Eker – Commissioning Manager Adults Sophie Swadling – Procurement Officer Others to be identified by Scrutiny Panel members
3	Late November/early December	To receive an overview of the tenders for domiciliary care that have been received by the council.	Lynne Lidster – Head of Commissioning People Others to be identified by Scrutiny Panel members
4	January	Discuss findings and formulate recommendations for Cabinet.	Lynne Lidster – Head of Commissioning People Others to be identified by

			Scrutiny Panel members
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Proposed and Confirmed dates to Report to Panel and Cabinet / Council (if required):

Report to Cabinet meeting in February 2021.