



Benchmarking Network

Royal College of Occupational Therapists



Specialist Section Older People



British Geriatrics Society
Improving healthcare for older people



Royal College of Physicians

Directors of **adass**
adult social services

the patients association



Royal College of Nursing



Chartered Physiotherapists working with older people

National Audit of Intermediate Care Steering Group

Terms of Reference

Version: 16th April 2018

Purpose	The purpose of the Steering Group is to oversee the development and delivery of the National Audit of Intermediate Care.
Membership	<p>The Intermediate Care Steering Group will comprise:</p> <ol style="list-style-type: none"> 1. Chair: Duncan R Forsyth Consultant Geriatrician, Addenbrooke's Hospital Cambridge University Hospitals NHS FT Representing: British Geriatrics Society 2. Cynthia Murphy Chair, Royal College of Occupational Therapists, Specialist Section – Older People Representing: Royal College of Occupational Therapists 3. Vicky Paynter Physiotherapist – Intermediate Care, Bristol Community Health / AGILE National Executive Committee member Representing: AGILE, Chartered Physiotherapists working with Older People 4. Claire Holditch Project Director for the National Audit of Intermediate Care Representing: NHS Benchmarking Network 5. Debbie Hibbert Project Manager for the National Audit of Intermediate Care Representing: NHS Benchmarking Network 6. Joanne Crewe Director of Quality and Governance / Executive Nurse NHS Harrogate and Rural District CCG Representing: Commissioner organisations 7. Vacant Representing: Royal College of Speech and Language Therapists 8. Rachel Power CEO Representing: The Patients Association 9. Bie Grobet Assistant Director of Commissioning Development, NHS Corby CCG Representing: Commissioner organisations 10. Lizanne Harland Head of Contracts

NHS Gloucestershire Clinical Commissioning Group
Representing: **Commissioner organisations**

11. Adrian Crook
Assistant Director, Health and Adult's Social Care, Integration and Provider Services, Bolton Metropolitan Borough Council
Representing: **Association of Directors of Adult Social Services**
12. Dawne Garrett
Professional Lead – Older People and Dementia Care
Representing: **Royal College of Nursing**
13. Dr Fiona Kearney
Consultant Geriatrician
Nottingham University Hospitals NHS Foundation Trust
Representing: **British Geriatrics Society**

Representing **NHS England**: -

14. Professor Martin Vernon
National Clinical Director for Older People and Integrated Person-Centred Care
15. Dr Dawn Moody
Associate National Clinical Director for Older People and Integrated Person-Centred care
16. Kathryn Evans
Community Nurse Lead / Acting Head of Planning Delivery
Programme Lead – Hospital to Home
National Directorate of NHS Operations and Delivery
17. Tom Luckraft
Assistant Head of Planning Delivery
Hospital to Home Team - National Directorate of NHS Operations and Delivery

Representing **NHS Wales**: -

18. Tracey Williams
Assistant Director for The National Unscheduled Care Programme
National Collaborative Commissioning

Representing the **Northern Ireland Public Health Agency / Health and Social Care Board**: -

19. Shane Breen
AHP Consultant
Public Health Agency

Providing additional support from the NHS Benchmarking Network

1. Jessica Grantham
Project Manager

	<p>2. Lucy Trubacik Assistant Project Manager</p> <p>3. Josh Davies Project Co-ordinator</p> <p>The partner organisations represented above may change their representative by notifying the Chairman.</p> <p>A quorum shall be 4 members (the 4 must comprise at least 2 representatives from either the Chair, the Project Director and the Project Manager plus a representative from NHS England).</p>
Attendance	It is expected that members will attend a minimum of 75% of meetings / teleconferences per annum. Members who cannot attend should provide input by email. A schedule of attendance will be maintained by the Project Manager.
Frequency	Meetings / teleconferences shall be held monthly or every two months, as determined by the Steering Group.
Duties	<p>The National Audit of Intermediate Care Steering Group shall:</p> <ul style="list-style-type: none"> • Develop and agree all proposals and marketing materials in relation to the audit • Agree and monitor the budget for the audit • Appoint a Project Director • Develop and agree the structure and content of the audit • Develop and agree the format of the web-based audit tool and underlying databases • Oversee the data collection and analysis phases of the project • Review and authorise the publication of all audit outputs • Agree a timetable for the audit and ensure the audit is delivered to published timescales • Ensure appropriate records are maintained of organisations registered for the audit • Ensure project financial records are maintained and regularly review the project financial position to ensure the project is within budget
Intermediate Care Advisory Group	<p>The Intermediate Care Steering Group shall draw upon the advice and expertise of a wider Intermediate Care Advisory Group as and when necessary.</p> <p>The Intermediate Care Advisory Group will comprise:</p> <p>1. Professor David Oliver</p>

	<p>Consultant Geriatrician, Royal Berkshire Hospital NHS Foundation Trust Clinical Vice President Representing: Royal College of Physicians (London)</p> <p>2. Dr Imran Rafi Chair of Clinical Innovation and Research Representing: Royal College of General Practitioners</p> <p>3. Dr Elizabeth Teale Consultant Geriatrician and Senior Lecturer Bradford Institute for Health Research</p> <p>4. Professor John Young Head, Academic Unit of Elderly Care and Rehabilitation Bradford Hospitals NHS Trust</p>
Financial Reporting	Financial records will be maintained by NHS North of England CSU or successor organisation, on behalf of the NHS Benchmarking Network. Financial reports will be presented at each Steering Group meeting by the Project Director.
Project reporting	The minutes of Steering Group meeting shall be formally recorded. Reports on the progress of the audit will be provided to the quarterly meetings of the NHS Benchmarking Network Steering Group. Each representative will provide reporting back to their partner organisation as appropriate.