

Dementia United

Dementia United Strategic Board (DUSB) **Terms of Reference**

<p>Purpose:</p>	<p>The Dementia United Strategic Board (DUSB) facilitated by the Greater Manchester (GM) Health and Social Care Partnership (GMHSCP) will act as the system governance and assurance Board for Dementia United (DU) providing strategic oversight of dementia improvement in GM. It will oversee delivery of the pan-GM co-ordinated DU transformation improvement programme, via exception reporting from the DU Implementation Operations Group, delivery of programme outcomes and monitor dementia system performance, challenging this where progress and performance fall below expectations. It will have responsibility for addressing challenges and barriers in the system and will work with key figures and senior leaders to ensure change can, and will, happen. It is expected to relay information on progress back to colleagues and peers, across localities, networks and meetings attended including the Association of Governing Groups (AGG), Primary Care Advisory Group (PCAG), Provider Federation Board (PFB) and the Joint Commissioning Board (JCB).</p>
<p>Remit (roles & responsibilities)</p>	<p>To be accountable for DU and have oversight, influence and enable improvement on:</p> <ul style="list-style-type: none"> ● Progress and outcomes monitoring of DU and the 4 work programmes (WP): <ul style="list-style-type: none"> ○ WP1 - Locality Delivery ○ WP2 - Regional Support ○ WP3 - Intelligence ○ WP4 - Innovation, Research & Evaluation <p>Review and agree:</p> <ul style="list-style-type: none"> ● The Conflicts of interest policy ● The range of associated commissioning issues involved in scaling up and developing the programme of work ● Alignment and quality of service provision to increase equity and decrease variation across GM ● Proposals to introduce new or revised processes for governing the DU Programme ● Proposals and activities to mitigate programme risks where they have escalated beyond pre-agreed thresholds ● The agenda and draft minutes of the previous meeting will be agreed by the Chairperson before circulating to Implementation Operations Group members ● Draft minutes will be circulated ten (10) working days in advance of each meeting for members to review and provide feedback at the meeting. ● To support localities to identify innovations suitable for local need ● To keep each locality informed and engaged about developments of the GM early dementia and diagnostic and detection framework pathway as and when it is developed.
<p>Frequency</p>	<p>The meetings will occur quarterly. This may be subject to change based on the level/speed of work moving through the programme and on consensus of the DUSB Chair and group members.</p>

Conflicts of interest (part of GM Mental Health Programme)	Greater Manchester Health and Social Care Partnership: Dementia United Programme - Conflicts of Interest Policy (in development to be circulated when ratified by this Board).																																																									
Members – Core	<p>The Board is largely tasked with providing strategic leadership for Dementia United to support colleagues working across the system to change and improve the experience of dementia support and services for people with dementia, carers and the public.</p> <p>The Board will be supported by a DU administrator and will also be attended by the DU Senior Implementation and Improvement Lead.</p> <p>Core membership of the Board is given in the table below:</p> <table border="1" data-bbox="448 689 1466 1554"> <thead> <tr> <th>No.</th> <th>Organisation</th> <th>Person/ Representative</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Salford CCG (Senior Responsible Officer – Localities)</td> <td>Steve Dixon (Chair)</td> </tr> <tr> <td>2.</td> <td>Salford Royal Foundation Trust</td> <td>Vacant</td> </tr> <tr> <td>3.</td> <td>NHS England</td> <td>Professor Alistair Burns</td> </tr> <tr> <td>4.</td> <td>GMCA</td> <td>Andy Burnham</td> </tr> <tr> <td>5.</td> <td>ADASS</td> <td>Adrian Crook</td> </tr> <tr> <td>6.</td> <td>Person Living With Dementia (PLWD)</td> <td>John O’Doherty</td> </tr> <tr> <td>7.</td> <td>Alzheimer’s Society (supporting PLWD)</td> <td>Sue Clarke</td> </tr> <tr> <td>8.</td> <td>Carer Representative</td> <td>Ruth Turner</td> </tr> <tr> <td>9.</td> <td>North West Boroughs Healthcare NHS FT</td> <td>Emma Nazurally</td> </tr> <tr> <td>10.</td> <td>Pennine Care NHS Foundation Trust</td> <td>Jackie Stewart/Sian Schofield</td> </tr> <tr> <td>11.</td> <td>Greater Manchester Mental Health NHS Foundation Trust</td> <td>Gill Green</td> </tr> <tr> <td>12.</td> <td>Primary Care Advisory Group</td> <td>Dharmesh Patel</td> </tr> <tr> <td>13.</td> <td>Voluntary Community and Social Enterprise</td> <td>Sue Clarke (Alzheimer’s Society)</td> </tr> <tr> <td>14.</td> <td>Health Innovation Manchester</td> <td>Cara Afzal</td> </tr> <tr> <td>15.</td> <td>Dementia United Programme</td> <td>Gill Walters</td> </tr> <tr> <td>16.</td> <td>GMHSCP (Senior Responsible Officer)</td> <td>Warren Heppolette (attendance as required)</td> </tr> <tr> <td>17.</td> <td>Primary Care</td> <td>Dr Helen Martin</td> </tr> <tr> <td>18.</td> <td>Secondary Care</td> <td>Dr Emma Vardy</td> </tr> </tbody> </table>	No.	Organisation	Person/ Representative	1.	Salford CCG (Senior Responsible Officer – Localities)	Steve Dixon (Chair)	2.	Salford Royal Foundation Trust	Vacant	3.	NHS England	Professor Alistair Burns	4.	GMCA	Andy Burnham	5.	ADASS	Adrian Crook	6.	Person Living With Dementia (PLWD)	John O’Doherty	7.	Alzheimer’s Society (supporting PLWD)	Sue Clarke	8.	Carer Representative	Ruth Turner	9.	North West Boroughs Healthcare NHS FT	Emma Nazurally	10.	Pennine Care NHS Foundation Trust	Jackie Stewart/Sian Schofield	11.	Greater Manchester Mental Health NHS Foundation Trust	Gill Green	12.	Primary Care Advisory Group	Dharmesh Patel	13.	Voluntary Community and Social Enterprise	Sue Clarke (Alzheimer’s Society)	14.	Health Innovation Manchester	Cara Afzal	15.	Dementia United Programme	Gill Walters	16.	GMHSCP (Senior Responsible Officer)	Warren Heppolette (attendance as required)	17.	Primary Care	Dr Helen Martin	18.	Secondary Care	Dr Emma Vardy
No.	Organisation	Person/ Representative																																																								
1.	Salford CCG (Senior Responsible Officer – Localities)	Steve Dixon (Chair)																																																								
2.	Salford Royal Foundation Trust	Vacant																																																								
3.	NHS England	Professor Alistair Burns																																																								
4.	GMCA	Andy Burnham																																																								
5.	ADASS	Adrian Crook																																																								
6.	Person Living With Dementia (PLWD)	John O’Doherty																																																								
7.	Alzheimer’s Society (supporting PLWD)	Sue Clarke																																																								
8.	Carer Representative	Ruth Turner																																																								
9.	North West Boroughs Healthcare NHS FT	Emma Nazurally																																																								
10.	Pennine Care NHS Foundation Trust	Jackie Stewart/Sian Schofield																																																								
11.	Greater Manchester Mental Health NHS Foundation Trust	Gill Green																																																								
12.	Primary Care Advisory Group	Dharmesh Patel																																																								
13.	Voluntary Community and Social Enterprise	Sue Clarke (Alzheimer’s Society)																																																								
14.	Health Innovation Manchester	Cara Afzal																																																								
15.	Dementia United Programme	Gill Walters																																																								
16.	GMHSCP (Senior Responsible Officer)	Warren Heppolette (attendance as required)																																																								
17.	Primary Care	Dr Helen Martin																																																								
18.	Secondary Care	Dr Emma Vardy																																																								
Quorum	50% of the group (with voting rights) in addition to the Board Chair.																																																									
Voting rights	<p>Each core voting member of the Group has one vote when a decision is required. For those roles that are shared (for example co-chairing/deputies), the role still only has one vote but this can be taken by either person. In the event of a formal vote the meeting is required to be quorate.</p> <p>As noted above there may be advisory or supporting roles these members do not have voting rights.</p>																																																									
Expert representation																																																										

	<p>There is an expectation that service user/expert involvement is an integral part of all Mental Health sub-programmes (of which DU is one), which should be made clear through the GM MH programme governance structure.</p> <p>A seat on the Group is present for a person with dementia and a carer, as experts in living with dementia. Each is offered the opportunity to have a support person with them, if required.</p> <p>It is recognised that this may not be the most suitable way to engage meaningfully, therefore DU will access existing forums and networks to understand and design the best ways of engagement with the work.</p>
Governance and accountability	<p>The DUSB reports by exception to the Mental Health Programme Board and is accountable to the Strategic Partnership Executive/Strategic Partnership Board.</p> <p>The DUSB will update on the work of DU to the Mental Health Programme Board as part of the GM Mental Health Governance system on a regular basis (suggested frequency every 6 months). The DUSB has a seat on the Mental Health Programme Board through which items can be escalated as required.</p>
ToR Review	April 2021

Version Number	Author	Purpose/Change	Date
01	G Holliday	First Draft	16/11/2017
02	G Holliday	Inclusion of Conflict of Interest Policy	21/11/2017
03	R Volland	Review and amends	21/11/2017
04	G Holliday	Amendments and update of Conflicts of Interest	22/11/2017
05	G Holliday	Spell Check and minor amendments	22/11/2017
06	R Volland	Final review before sending out to group as draft for comment	22/11/2017
07	G Holliday	Revised Review Date	06/12/2017
09	E M Smith	Revised Membership	22/05/2018
10	E M Smith	Revised Membership	15/08/2018
11	E M Smith	Updated Membership	04/09/2018
12	E M Smith	Updated Membership	26/09/2018
13	E M Smith	Updated Membership	16/10/2018
14	E M Smith	Updated Membership	11/04/2019
15	E M Smith	Updated Membership	16/09/2019
16	E M Smith	Updated Membership	08/11/2019
17	E M Smith	Updated Membership	06/12/2019
18	E M Smith	Updated Membership	22/01/2020
19	Z Shand	Updated Membership	11/03/2021