

NW ADASS Adult Social Care Commission on the impact of Covid 19 on people who uses services and what this means for long term approaches to meeting need.

Terms of Reference

Introduction

1. As part of NW ADASS approach to reset, recovery and transformation, a Lessons Learned Review has been commissioned to look at what things have changed over the period of the Covid-19 pandemic and what are the considerations for future waves of the pandemic and opportunities for the long-term transformation of adult social care.
2. The review is being conducted by ARCC consulting and will include a range of stakeholders and include two locality reviews. A conceptual framework has been designed which the review team will use to understand the findings from interviews and develop key lines of enquiry.
3. As part of the lessons learned review process, it is intended to establish a ***Covid-19 Social Care Commission*** of north west elected members (hereafter referred to as *The Commission*)

Scope

4. The Commission has been given a remit to undertake a review of the following question:

What has been the impact of the pandemic on people who use adult social care services, their families and our communities and what does this tell us about the role our communities should play in supporting people to live independently at home

Objectives

5. The Commission has two main objectives:
 - a. To answer the question.
 - b. To make recommendations which may be adopted regionally, sub-regionally or at locality level.
6. Within those objectives there are three specific tasks:
 - a. Identify key lines of enquiry which will draw out the evidence required to answer the question;
 - b. To ask questions of 'Witnesses'.
 - c. To draw out and agree key findings, conclusions and recommendations.

Commission Membership

7. The Commission will be formed from the existing North West Adult Social Care Portfolio Holder's Network.

Chair and Vice-Chair

8. The Chair and Vice Chair will be elected by the Members of The Commission on its first sitting.

Quoracy

9. The Commission will be quorate when The Chair or Vice Chair and 50% of the membership are in attendance.

Commission Delivery

10. The Commission will hear 'Testimony' from 'Witnesses' during 'Sessions'.
11. There will be three scheduled Sessions but additional Sessions may be arranged with the agreement of the Chair and Members.
12. Sessions will be conducted using Microsoft Teams and will each last for no longer than 2.5 hours.
13. Sessions may over-run with the agreement of the Chair/Vice Chair and Members but must remain quorate.
14. Members should have joined the call at least five minutes before the Session is due to start.
15. Each Testimony will last for 30 minutes. The 30 minutes includes the time for Members to ask questions and supplementary questions.
16. At the start of each period of Testimony, the Chair will introduce themselves and provide a very short explanation of the process and answer any questions the Witness may have. The aim is to put the Witness at ease.
17. Testimony may consist of a prepared statement from the Witness.
18. At the end of each period of Testimony, the Chair will thank the Witness and their Testimony will end. The next Witness will then be admitted to the Session.
19. There will be a comfort break in each Session at the discretion of the Chair.
20. Each Session will be facilitated by the NW ADASS Programme Office and/or their Associate. Facilitation includes dealing with MS Teams eg admitting Members and Witnesses, sharing information on screen; providing support to the Chair and Vice Chair; taking accurate minutes; providing support to witnesses before, during and after the sessions; providing briefing materials to Members.
21. To aid the taking of accurate minutes, each Session will be recorded. The Chair will inform each Witness that a recording is being made.
22. At the end of each period of Testimony, the Chair will ask the Witness if they are happy for their name and/or organisation to be used in a public version of the Final Report.

Commission Environment

23. Although The Commission is established along similar lines to a Parliamentary Select Committee, the line of questioning and the style must not seek to catch people out or make them feel under any pressure.
24. The majority of the people who give evidence will be sharing lived experience as people who use care services, as family members, care workers, volunteers and representatives from community organisations. Therefore, The Commission will create a friendly, inclusive and non-intimidatory environment so that people who are sharing experiences feel relaxed and able to give open and honest accounts.
25. Where The Commission hears evidence from people who use services and who require extra support, information will be provided in easy read format and support will be arranged to ensure a safe and inclusive environment.

26. The hearings will not be open to the public, but the final report of The Commission will be made public and published on the NW ADASS website and shared with other local, regional and national bodies. People's names and/or organisations will be kept confidential if they choose to.

Commission Sub-set and Final Report

27. At the conclusion of the final Session, The Commission will form a Sub-set to agree the key findings, conclusions and recommendations.
28. The Commission sub-set will submit a draft final report to the wider Commission which will outline the key findings from the sessions, conclusions, and recommendations.
29. The recommendations in the Final Report will be advisory.
30. Once The Commission have signed-off the Final Report, the report will be submitted by The Chair to the NW ADASS Reset, Recovery and Transformation Group.
31. The Final Report will be published on the NW ADASS website and may also be published on other websites including (but not limited to) national ADASS website, LGA website, the ADASS/LGA Corona Virus Hub and North West councils. Other requests to publish the report must be made in writing to Programme Director, NW ADASS.
32. Members of The Commission will be encouraged to use the Final Report as they wish within their own localities, sub-regional, regional and national work.
33. The Final Report will be written to complement the findings of the wider NW ADASS Lessons Learned Review and will form part of the Review's final report.
34. An easy read version of The Commission's Final Report will also be made available for publication.