

KEYWORKING FUNCTION STEERING GROUP

TERMS OF REFERENCE

1. PURPOSE OF THE GROUP

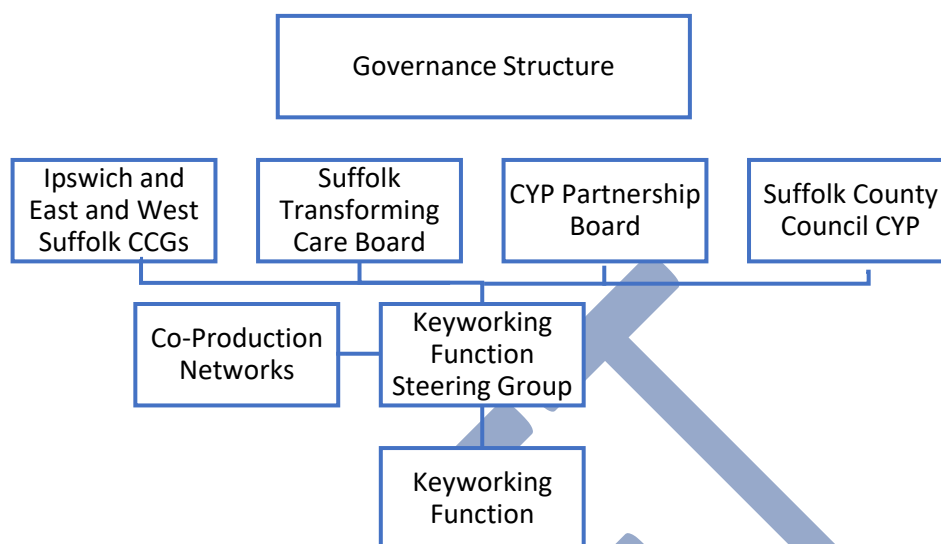
- a. The Keyworking Function Steering Group exists to:
 - i. Oversee the design and implementation of the Keyworker Function in Suffolk (excluding Lowestoft and Waveney)
 - ii. Ensure that the design is coproduced with partners, stakeholders, children and young people and their families and carers.
 - iii. Monitor the risks and issues associated with the project.

2. KEY FUNCTIONS OF THE GROUP

- a. The key functions of the Group are to:
 - i. agree the:
 - Design of the keyworker function in Suffolk
 - Which organisation will host the function.
 - The structure and leadership of the team including job descriptions.
 - The service specification/standard operating procedure for the function
 - The desired impact and outcome measures and how these will be collected.
 - The recording mechanism for the team.
 - The training package for the team.
 - ii. support the:
 - Recruitment of the team

3. RELATIONSHIP WITH THE GOVERNING BODIES

- a. The Group will report to the Suffolk Transforming Care board, The CYP Board and the senior leadership boards at Ipswich, East and West Suffolk CCG and Suffolk County Council CYP. The Steering Group would also report into the co-production networks that have a wider representation of people and families with lived experience of learning disability and autism



4. REPORTING PROCEDURES AND MEETINGS

- The Group will meet twice weekly, or as required. Reports of its meetings will be presented to the next available meetings of the NHS Ipswich and East Suffolk and West Suffolk Governing Bodies.
- The agenda and supporting papers will be sent out at least 5 days in advance of the meetings to allow time for due consideration of issues.
- Meetings will be timetabled and agreed in advance.
- Meetings will be carried out using Microsoft Teams and will be recorded for minuting purposes

5. MEMBERSHIP AND QUORUM

- Membership of the Group will include representation from:

Organisation	Representative	Role
Ipswich, East and West Suffolk CCG (Chair)	Kathryn Searle	Head of Quality
Ipswich, East and West Suffolk CCG (Deputy Chair)	Anita Farrant	Project Manager
Ipswich, East and West Suffolk CCG	Lianne Nunn	AD for CYP and Maternity
Ipswich, East and West Suffolk CCG	Jack Walker	Designated Clinical Officer
Ipswich, East and West Suffolk CCG	Leslie Frost-Schenk	Minute Taker
Ipswich, East and West Suffolk CCG	Gary Joyce	AD Transformation
Ipswich, East and West Suffolk CCG	Beulah Chizimba	Designated Nurse for Safeguarding

Suffolk County Council (SCC)	Hannah Holder	Designated Clinical Officer for Social Care (SEND)
Suffolk County Council (SCC)	Walter McCulloch	AD for Social Care, Youth Justice and Early Help
Suffolk County Council (SCC)	Fran Arnold	Head of Social Care Fieldwork
Suffolk County Council (SCC)	Adrian Orr	AD Learning Improvement
Suffolk County Council (SCC)	Ioana Furcovici	Service Manager CHRIS
Suffolk County Council (SCC)	Ross Somerville	AD SEND and Inclusion
Suffolk County Council (SCC)	Julia Ilott	Engagement Hub
Suffolk County Council (SCC)	Paula Benneworth	
Norfolk and Suffolk Mental Health Trust (NSFT)	Katie Budge	Clinical Psychologist
Norfolk and Suffolk Mental Health Trust (NSFT)	Lucinda Gough	
Norfolk and Suffolk Mental Health Trust (NSFT)	Susie Howlett	LD Care Group
Norfolk and Suffolk Mental Health Trust (NSFT)	Sarah Gibbs	CYP Care Group
Norfolk and Suffolk Mental Health Trust (NSFT)	Fiona Whitfield	
Norfolk and Suffolk Mental Health Trust (NSFT)	Kathryn Barrow	
Norfolk and Waveney CCG	Mark Gower	DCO
Integrated Paediatrics	Nic Smith- Howell	AD
Healthwatch Suffolk	Andy Yacoub	CEO
Suffolk Parent Carer Forum	Toni Wassag	Chair
Young Person		
SENDIASS	Nikki Ferguson	
SENDIASS	Nicki Howlett	

- b. A quorum will require at least three members, including a representative from the CCG to be present. Should either of the Chairs be unable to attend, they may nominate another person represent them. In the event of the Chair being unable to attend all or part of a Committee meeting, he or she will nominate a replacement from within the membership to deputise for that meeting.

6. CONDUCT OF THE GROUP

- a. The Group will review on an annual basis, or as appropriate, its own performance and effectiveness including running costs and membership and terms of reference. The Clinical Commissioning Group CYP Board will approve any resulting changes to the terms of reference or membership.

8. AUTHOR

Anita Farrant

Programme Manager

Date Approved	XX/XX/2021
Last Review	
Next Review	

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