

Dumfries & Galloway Health & Social Care Partnership

Particular Needs Housing Strategy Group

Terms of Reference

1. Background/context

Good housing is an essential pre-requisite for wellbeing and is central to addressing some of the most pressing health challenges in Scotland; including, poverty and inequality, population ageing and climate change. We have an ageing population with increasingly complex health and care needs. There is an aspiration to support people to live at home, or in a homely setting, for as long as possible, as independently as possible. Housing is therefore central to addressing the challenge of supporting our ageing population, including; how we live well in older age and how we deliver health and social care in an effective, efficient and person-centred way.

This notion is central to one aspect of the Public Bodies (Joint Working) (Scotland) Act 2014 which aims to *'ensure that more people are cared for and supported at home or in a homely setting'*. Under the Act some housing related functions of the local authority must be delegated to Health and Social Care Partnerships including:

- Provision of assistance to registered social landlords in relation to provision and improvement of housing, in so far as it relates to an aid or adaptation
- Provision of assistance to any person for housing purposes, in so far as it relates to an aid or adaptation
- Assessment of need and provision of social welfare services (including housing support, in so far as it is provided in conjunction with personal care)

The Act also states the need for coordination between health, social care and housing services, in order to *'jointly drive forward the housing contribution to better health and wellbeing among the population'*.

New developments in community planning, legislation on health and social care integration and community empowerment have combined to create an ideal opportunity to bring together sectors which have a role to play in contributing to the ambition of providing good housing. With this in mind the time is right to bring

together the disciplines of housing, health and social work and the Particular Needs Housing Strategy Group has been established with the view of strengthening existing relationships and creating new opportunities to work together to bring about effective action in relation to housing and health needs in Dumfries and Galloway.

2. Membership

The Particular Needs Housing Strategy Group is comprised of the following members:

Name	Designation	Organisation	Depute
Gary Sheehan	Health and Social Care Locality Manager (Annandale & Eskdale)	NHS Dumfries & Galloway	
Jimmy Marshall	Locality Social Work Manager – Adult Services	D&G Council	
Rebecca Aldridge	Locality Social Work Manager – Adult Services	D&G Council	
Stephanie Mottram	Health and Social Care Locality Manager (Stewartry)	NHS Dumfries & Galloway	
Lorna Campbell	Financial Wellbeing and Revenues Manager	D&G Council	
Philip Myers	Public Health	NHS Dumfries & Galloway	
Jim O'Neill	Strategic Housing Manager	D&G Council	
Graham Robertson	Development Manager	Loreburn Housing	
Jayne Moore	Director of Housing Operations	D&G Housing Partnership	
Sheila Tyeson	Housing Lead Officer	D&G Council	
Sharon Walker	Public Health Practitioner (Stewartry)	NHS Dumfries & Galloway	
June Watters	Health and Social Care Locality Manager (Wigtownshire)	NHS Dumfries & Galloway	
Fiona Wright	Service Manager - Occupational Therapy - Social Work Services	D&G Council	
	Minute taker – Social Work Services	D&G Council	

If a member of the Group is unable to attend any meeting their appointed depute should attend in their place.

Other individuals may be added to the group as and when required.

3. Role and function of the Particular Needs Housing Strategy Group

The Particular Needs Housing Strategy Group will:

- Provide a platform for strategic discussion and decision making by Locality Housing Leads and members of the group in relation to existing and new housing developments, particularly in terms of meeting the changing needs of vulnerable people in respect of housing with care or support. This will be done in partnership with Strategic Housing and local housing providers and take into account the requirements of the local Strategic Housing Investment Plan (SHIP)
- Make recommendations on proposed and prioritised new housing with care and support projects it wishes to develop in partnership with Registered Social landlords and other providers to the Integrated Joint Board for Health and Social Care and Dumfries and Galloway Council
- Identify unmet housing with care or support need in each of the four localities and develop proposals to deal with this in partnership with Strategic Housing, housing providers and other key partners
- Ensure that all aspects of housing are included in the work portfolio of the Group; including homelessness. The Group will also ensure that wider determinants such as inequality and social, environmental, cultural and individual influences are considered in all aspects of its work
- Ensure robust and effective relationships between leaders and managers across the four localities in Dumfries and Galloway and with key partners in the Council, NHS and housing providers are established and maintained. This includes ensuring continuing interface with the Strategic Housing Forum and Development Forum, Homelessness Strategy Steering Group, Locality Housing Workstream Groups and other groups as identified.
- Ensure consistent and unified messages regarding housing related matters relevant to the Health and Social Care Partnership is shared with all partners
- Support evidence gathering activity by providing information and intelligence as and when required

- Enhance the knowledge, skills and expertise of members around the housing agenda through identifying key learning opportunities
- Communicate the purpose and progress of the Group to relevant front line staff across the Health and Social Care Partnership, Locality Management Teams and the General Manager for Health and Social Care

4. Role of individual Group members

In order for the Particular Needs Housing Strategy Group to fulfil its function individual members of the Group will:

- Attend meetings as required and actively participate in the Group's work
- Represent the interests of their organisation as appropriate
- Seek to understand the perspectives of other Group members and their representative organisations
- Be an advocate for the Group's work programme and outcomes
- Be committed to, and actively involved, in pursuing the work programme and outcomes developed by the Group
- Provide feedback on the activities of the Group to their own organisation

5. Meeting arrangements

The following meeting arrangements will apply:

i) Frequency of meetings

The Particular Needs Housing Strategy Group will meet every 2 months. There may be on occasions a requirement to increase the frequency of meetings for example; where a new high priority area of work is being developed.

ii) Chair and administrative arrangements

The Particular Needs Housing Strategy Group will be chaired by the identified Health and Social Care Partnership Lead for Housing (this is currently the Locality Social Work Manager (Adult Services) for Annandale and Eskdale).

Administrative support to the Group will be provided by the Senior Clerical Assistant, Social Work Services for Annandale and Eskdale.

Administrative support will include; booking meeting venues, taking minutes, distribution of agendas, minutes and associated papers and acting as a central point of contact for the Group.

iii) Location of meetings

Ideally meetings should take place at a location which is central to the majority of Group members i.e. to reduce travel costs associated with attending meetings. To meet with requirements for cost savings, venues for meetings should ideally incur no room hire charges.

6. Governance and reporting arrangements

It is proposed that the Particular Needs Housing Strategy Group will report progress to the following committees/meetings:

- Health and Social Care Partnership Integrated Joint Board
- Locality Management Teams and appropriate Workstream Groups
- Dumfries and Galloway Council Housing Sub Committee (as and when appropriate)

7. Communication arrangements i.e. communication with our wider audience

There are a wide range of individuals and groups with an interest and a role to play in supporting the wider housing agenda. It is proposed that the Group considers ways in which all interested stakeholders and partners can be kept informed of developments. Use of existing and new communication mechanisms should be used to inform partners and stakeholders of developments.

8. Review arrangements

The membership and effectiveness of the Particular Needs Housing Strategy Group will be reviewed every 12 months. There are a number of self assessment tools available which can be used to assess the effectiveness of 'Partnerships'. The Particular Needs Housing Strategy Group will consider using such tools to evaluate its effectiveness.

Version:2 dated:
8th October 2017