

Report to: Bolton Cares Steering Committee

Date 12th July 2017

Bolton Council

Report of: Chief Executive Officer: Bolton Cares

Report No:

Contact Officer: John Livesey

Tel No: 4096

Report Title: **Steering Committee Development**

**Confidential /
Non Confidential:**

Non-Confidential

Purpose:

The purpose of this report is to establish a development programme for Steering Committee and to link Steering Committee members to the company's services.

Recommendations:

The Bolton Cares Steering Committee is recommended to review and approve the proposed committee development programme and the recommended linking of Steering Committee members to each of the company's services.

Background Doc(s):

1.0 Background

- 1.1 With the recent change in the membership of the Bolton Cares Steering Committee it is timely that the Committee considers its development needs for the coming year.
- 1.2 Furthermore, it is also an opportune time to consider a refresh of the links between Steering Committee members and each of the company's services.

2.0 Steering Committee Development

- 2.1 The Bolton Cares Steering Committee is a committee of Bolton Council. The Committee exists to fulfil the responsibilities of the Council as the shareholder of the Bolton Cares companies. In particular the committee is responsible for:
 - Setting the overall strategy for Bolton Cares.
 - The appointment of company directors.
 - Monitoring and the holding the company directors to account for the company's performance.
 - Championing Bolton Cares and its Services.
- 2.2 In order to carry out the above responsibilities effectively it is important that the members of the Steering Committee are provided with support and advice and appropriate training and development. Advice and support is provided by the directors of the company and also by the Director of People, Borough Treasurer and Borough Solicitor who act as advisors to the committee.
- 2.3 The table below presents a proposed development programme for the Steering Committee and in particular for its new members. Members are asked to consider and approve the proposed programme, making any amendments as required.

Role and responsibilities of the Bolton Cares Steering Committee.	Delivered by Helen Gorman – Borough Solicitor. Presentation to the whole Steering Committee at its August/September meeting.
Summary of the CQC regulations relating to the registered care activities that are provided by Bolton Cares.	Delivered by Adrian Crook – Assistant Director Department of People, Bolton Council. Presentation to the whole Steering Committee at its August/September meeting.
Overview of Bolton Cares covering: <ul style="list-style-type: none"> • Company structure. • Services delivered. • Relationships with Bolton Council. • Mission, vision and values. • Strategic business plan. • Performance scorecard. 	Delivered by John Livesey – Bolton Cares CEO and Jackie Tait – Operations Director. Workshop session for new committee members, delivered outside of the formal steering committee session.
Service overviews. A presentation on each of the services provided by Bolton Cares, including: <ul style="list-style-type: none"> • Supported Living. • Extra Care. • Shared Lives and Short Breaks. • Day Care and Outreach. 	Delivered by the Operations Managers responsible for each service area. A short presentation delivered as part of a steering committee meeting. 4 presentations in total beginning September/October.

3.0 Linking Steering Committee Members to Services

1.1 In September 2016, the Bolton Cares Steering Committee agreed that each committee member would be linked to one of the Company's Services. Such links have proven to be effective and have created a number of benefits for both the Company and for Committee members, including:

- Deepening Steering Committee members' knowledge and understanding of the services through engagement with staff and contact with service users and their families.
- Enabling Steering Committee members to champion the services to which they are linked and to help the services improve and be successful.

- Allowing staff to gain an understanding of the role of the Steering Committee and to feel supported.
- 1.2 Given the varying workloads of Steering Committee members, it was decided that each steering committee member would be able to do as little or as much as they felt they had time for. Their work has included, for example:
- Visits to the services to meet managers, staff, service users and families.
 - Attendance at special events.
 - Supporting improvements or developments in the services.
 - Promoting the services to potential commissioners and customers.
 - Building links between the services and local communities.
- 1.3 The table below shows the services that the Company provides and the location of the buildings from which services are delivered and the current and proposed link committee members.
- 1.4 Steering Committee members are asked review the table and to agree which member(s) would be linked to each service area.

Manager	Service	Buildings	Wards	Current Link	Proposed Link
Joanna Jackson	Extra Care Services	Eldon House Maxton House Merton House Campbell House Eden Lodge Kenyon House Manor Gardens Rushey Fold Thurstons Whitecroft	Tonge Moor Farnworth Rumworth Farnworth Astley Bridge Hulton Bradshaw Crompton Westhoughton South Halliwell	Vacant	Cllr Murray
Lisa Griffiths-Wood	Older Adults Day Care	Thicketford Winifred Kettle Brazley	Tonge Moor Westhoughton Horwich	Vacant (Previously Cllr Cunliffe)	Cllr Morris
Lisa Griffiths-Wood	LD Day Care	Thicketford Brazley Jubilee Centre and Pool	Tonge Moor Horwich Halliwell	Cllr Morris	Cllr Morris
Lisa Griffiths Wood	Outreach	Service Users Homes' Team based at Thicketford	Throughout the Borough	Vacant (Previously Cllr Thomas)	Cllr Chadwick
Jonathan Greenhalgh / Andrea Whitney	Supported Living	31 Houses Management Team based at Thicketford	Throughout the Borough	Vacant (Previously Cllr Thomas)	Cllr Newall
Karen Wolstenholme	Short Breaks / Respite Care	Mere Hall View New Lane	Halliwell Breightmet	Cllr Radcliffe	Cllr Radcliffe
Karen Wolstenholme	Shared Lives	Service Users Homes' Team based at Thicketford	Throughout the Borough	Cllr Fairclough	Cllr Fairclough

4.0 Recommendations

- 4.1 The Bolton Cares Steering Committee is recommended to review and approve the proposed committee development programme and the recommended linking of Steering Committee members to each of the company's services.

