

Lightbulb Project Board: Terms of Reference – Year 1

The Lightbulb Project Board is a delivery body of the Unified Prevention Board (UPB). The UPB reports to the Leicestershire Health and Wellbeing Board.

The Role of the Board

Governance

- provide leadership, direction and assurance on behalf of Lightbulb's composite partners. This would include:
 - the corporate and collective risk management associated with the Lightbulb Project
 - the performance management of the project in accordance with the conditions set out by the DCLG and partners
 - oversight and assurance of the programme budget (including contributions from the DCLG, Leicestershire County Council and the Better Care Fund)
 - the management of governance approvals from funding organisations – e.g. corporate governance

Transformation

- The Board will ensure that the development, design and change management delivered in Year 1 of the Lightbulb Project (2015-16) meets the requirements as set out in the DCLG Transformation bid - that is the design and piloting of a housing support service which provides:
 - easier access and is more widely available to people in Leicestershire
 - a better managed and easier to navigate offer of advice and support for people in Leicestershire
 - an expanded and integrated range of housing support solutions for people in Leicestershire

Partnership

- The Board will ensure that:
 - the Lightbulb Project remains consistent to key strategies such as the Better Care Together Plan, Better Care Fund and a co-ordinated part of a wider, redesigned Prevention offer in Leicestershire;
 - that formal reporting and briefing mechanisms are established on a quarterly basis to all funding partners;
 - proposals for the Lightbulb Project will be sequenced correctly through the necessary partner and partnership boards ahead of any formal local authority decisions required.

Communication

- Ensure that the Lightbulb's purpose, progress and achievements are effectively communicated to stakeholders to improve their collective understanding.
- Assurance on Member engagement, political support from partners throughout the programme

Sequence of key Board responsibilities/decisions

- **Quarter 1 Year 1:** to agree a Memorandum of Understanding between partners for Year 1 of the Project including a scheme of delegation for project spending
- **Quarter 1 Year 1:** to agree to a resource plan for the Lightbulb pilot
- **Throughout Year 1:** to provide assurance to the development of the business case for Year 2 of the project
- **Quarter 4, Year 1:** to take the recommendations/preferred options from the business case for approval ultimately into Cabinet and District Councils as well as other potential funders
- **Quarter 4, Year 1:** to agree to a revised governance to support the preferred business case model for Year 2
- **Throughout Year 2:** to provide assurance to the evaluation of organisational forms for year 3

Decision Making

The Lightbulb Project Board will make recommendations to the Board's composite formal decision making structures (i.e., local authority cabinets). The Board's role does not replace the authority of the partner agencies to determine their priorities and expenditure.

Specific Roles and General Duties

Programme Management

- Provide strategic support and guidance to the Change Programme Sponsor and Team.
- Agree the scope of the programme of work for Year 1 of the Lightbulb Project (2015-16), setting the scale of ambition and pace needed for delivery.
- Agree a programme plan to ensure delivery of all components of the work to agreed milestones.
- Agree a risk register for the Lightbulb Project programme
- Agree and implement the necessary mitigation plans across the Integration programme as a whole, with connectivity to the corporate governance systems in partner agencies.
- Agree, allocate and monitor the resources from the Lightbulb Project budget
- Monitor key milestones for programme delivery and major achievements in line with the monitoring requirements attached to the DCLG Transformation funding.
- Review and approve/reject fundamental changes to the Programme's direction.

Service Redesign & Business Case

- Lead the development and delivery of a redesigned housing support offer (2014/15 – 2015/16)
- Quality assures the development of Lightbulb's business case and accompanying business analysis.
- Quality assure the service redesign input of residents and staff.
- Test and agree the method for monitoring the wider impact of the Lightbulb offer on health and social care budgets (as set out in the DCLG bid).
- To agree, monitor and support a pilot Lightbulb offer in Year 1.

Change Management

- Develop and agree the decision making framework which will be used to determine the potential commitment or resources into a long-term integrated housing support service with both existing partners (LAs) and potential partners (CCGs)
- Lead the development of sustainable, long term partnership agreement across contributing partners to any potential integrated housing support service, including suitable performance, financial and risk management protocols.
- Lead the change management required to ensure the necessary duties and responsibilities are executed in line as our role as service providers and employers.
- Oversee and approve the forward planning for the potential roll out of the Lightbulb Project, subject to agreement

Reporting Responsibilities

- Agree and implement a routine reporting cycle, risk management and escalation process to provide for assurance on the delivery of the Lightbulb Project, including
 - specific reporting requirements for bid partners (LAs)
 - specific reporting requirements for potential future funders (CCGs)
 - specific reporting requirements for funding organisations (DCLG, LCC)
 - reporting arrangements to responsible partnerships bodies (the Unified Prevention Board and the Health and Wellbeing Board)

Membership

Participant	Role
Sandra Whiles	Programme Sponsor, Lightbulb Project Co-Chair, Unified Prevention Board Chief Executive, Blaby District Council
Cheryl Davenport	Director of Health and Care Integration
Heather Pick	Assistant Director, Personal Care and Support, Adults and Communities, Leicestershire County Council
Mike Sandys	Director of Public Health, Leicestershire County Council
Sanjiv Kohli	Director, Hinckley and Bosworth Borough Council
Jane Toman	Director, Blaby District Council
Norman Proudfoot	Director, Harborough District Council
Ann Court	Director, Oadby and Wigston District Council
Glyn Jones	Director, North West Leicestershire District Council
Christine Marshall	Director, Melton Borough Council
Eileen Mallon	Director, Charnwood Borough Council
Jo Morrison	Corporate Communications Manager, Leicestershire County Council
In Attendance:	
	Change Programme Manager
	Pilot Service Manager
	Project Programme Leads
	When required Legal, HR, Procurement and ICT support

Membership determined by provisional financial support and in-scope service provision and budgets as identified in the DCLG Bid and ability to give senior commitment, subject to sign off, for in-scope resources.