

Light Bulb Year 1 Steering Group: Role and Function

The Light Bulb Year 1 Steering Group will generate the work that will be overseen and managed by the Light Bulb Project Board.

The Year 1 Steering Group will focus on the detailed work packages of support that will deliver the two parts of the Light Bulb Project – the change management and service design. This will include areas such as:

- Comms and engagement
- Customer insight
- IT
- HR
- Financial analysis
- Operational level risk management
- Operational model, procedures and protocols
- Preparation of the business case
- Data/KPIs and impact assessment

The core aim of the Year 1 Steering Group is put the project in a position to secure agreement and resources from across partners in Leicestershire to jointly fund and staff a redesigned housing support offer in accordance with the Light Bulb bid to the DCLG.

This will entail:

- scoping, designing, implementing and evaluating a pilot Light Bulb project
- developing a robust business case for the ongoing development and expansion of the Light Bulb Project into Year 2 and beyond
- ensuring key dependencies are managed to enable the transformation required

Pilot Project

- Develop and deliver of a redesigned pilot housing support offer (2014/15 – 2015/16) that is able to provide:
 - 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

Development of Business Case

- Feed into the development of the business analysis necessary for the business case.
- Develop the method for monitoring the wider impact of the Light Bulb offer on health and social care budgets (as set out in the DCLG bid)
- Develop the evaluation criteria to ensure that there is a return on investment and delivery against agreed outcomes

Cross Cutting

- Ensuring the quality and impact input of residents and staff into relevant aspects of the project.
- Provide input and oversight into the Project Risk Register
- Consider and propose fundamental changes to the Programme's direction.

The membership of the Steering Group will not be fixed as different expertise will be required at different stages throughout Year 1. An indicative membership is listed below.

Participant	Role
Leads	
Sandra Whiles	Programme Sponsor, Light Bulb Project Co-Chair, Unified Prevention Board Chief Executive, Blaby District Council
Cheryl Davenport	Director of Health and Care Integration
Core Team	
Quin Quinney	Director, Blaby District Council (Housing) <i>Line Manager to dedicated LB staff</i>
Danny Myers	Interim Programme Manager
Lisa Carter	Lead Business Analyst
TBC	Pilot Service Manager
Richard George	Finance Support Leics CC
Sarah Pennelli	Finance Support Blaby DC
Joelle Bradly	User Research Lead
Kristy Wilby	Comms Lead, Blaby DC
Stakeholders	
Amisha Chauhan	Commissioning and Support, Adults and Communities, Leicestershire County Council
Gill Newton	Market development Manager, A&C, LCC - gill.newton@leics.gov.uk
Mark Goddin	Adults and Communities, Leicestershire County Council
Rob Howard	Public Health, Leicestershire County Council
Katie Phillips	Warm Home Lead, Public Health
Sharon Stacey	Director, Hinckley and Bosworth Borough Council (Housing)
Rosemary Leach	Hinckley and Bosworth Borough Council (Housing)
TBC	Relevant Service Manager, Harborough District Council (Housing)

Anita Pathak-Mould	Relevant Service Manager, Oadby and Wigston District Council (Housing)
TBC	Relevant Service Manager, North West Leicestershire District Council (Housing)
Victoria Clarke	Environmental Health, Melton Borough Council (Housing)
Eileen Mallon	Relevant Service Manager, Charnwood Borough Council (Housing)
Francis Philippa	Foundations
Debbie Preston/ Ros Speight	Better at Home/First Contact, Adults and Communities, Leicestershire County Council
Rick Moore, Chair, Healthwatch	Healthwatch (rick.m@healthwatchleics.co.uk)

