

Adult Social Care (ASC) Improvement Board

Draft Terms of Reference
March 2025

Approvals

This document requires the following approvals:

C = Checker

A= Approver

Version	Date	Name	Title	C / A
V1.1	31.1. 25	Jo Baty	Interim Director of Operations	C
V1.2	14.2.25	Jo Baty	Interim Director of Operations	C
V1.3	14.2.25	Sara Sutton	AD Partnerships & Communities	C
V1.4	20.2.25	Sara Sutton	AD Partnerships & Communities	C
V1.5	4.3.25	Sara Sutton	AD Partnerships & Communities	C

Distribution

This document has been formally distributed to:

Name	Title	Version
Name	Title	V
Adults Improvement Board Members	All	V1.5

1. Purpose

The Adult Social Care (ASC) Improvement Board has been established to oversee, provide a steer, monitor and provide advice to officers on actions in relation to the ASC Improvement Plan. In particular, the Board will advise and inform officers as to the appropriate governance routes to approve any actions and progress any changes required.

2. Function of the Members Improvement Board

2.1. The function of the Board will be to:

- To approve the ASC Improvement Plan that sets out how the Service, working collaboratively with other Council services, with the NHS, the voluntary and community sector and with our residents will implement the change and transformation required as identified in the Care Quality Commission Inspection Report (February 2025).
- To receive regular progress reports on the ASC Improvement Plan
- Progress and advise on any changes/actions required corporately and constitutionally to implement changes via the most appropriate governance routes.
- To receive key performance information in relation to delivery of statutory functions and on areas of the Service which CQC identified as requiring improvement and corrective actions were necessary
- Review changes required to improve transparency and understanding of statutory regulations and processes
- Ensure that the Service meets regulatory and statutory obligations
- To ensure culture change and accountability within the Service to provide high-quality services and support across all functions
- Receive regular reports on Complaint, Feedback and Satisfaction
- To receive progress reports on embedding Co-production across the Service
- Consider and take forward recognised good practice via approved governance routes.
- Approve the communication in relation to the Boards work
- To receive other relevant information in relation to ASC as deemed necessary by the Board.

3. Link to other governance

- Adults & Health Scrutiny Panel
- Health & Wellbeing Board
- Haringey Borough Partnership Boards
- Joint Partnership Board
- Cabinet
- Joint Health Overview & Scrutiny Committee
- Commissioning Co-production Board
- Carers Co-production Board

4. Membership of the Board

4.1. The proposed core membership is as follows:

Name	Title	Role
Andy Donald	Chief Executive	Chair
Sara Sutton	Corporate Director of Adults, Housing and Health	Vice Chair
Cllr Lucia das Neves	Cabinet Member for Health, Social Care, and Wellbeing	Member
Councillor Cressida Johnson	Chair of General Purposes Committee, Cllr for Crouch End	Member
Councillor Dr Thayahlan Iyngkaran	Adults & Health Scrutiny Panel Member, Cllr for Woodside	Member
Cllr Michelle Simmons-Safo	Standards Committee Member, Cllr for Seven Sisters	Member
Councillor Pippa Connor	Chair of Adults and Health Scrutiny Panel, Cllr for Muswell Hill	
Non-core members		
Jo Baty	Director of Adult Social Care (DASS)	

5. Quorum

5.1 The quorum of a meeting of the Members Improvement Board will be 4 members.

5.2 Stakeholders will be invited to attend meetings as and when appropriate to assist the function of the working group.

6 Frequency

6.1 The Board will be held every 8 weeks (although ad-hoc meetings can be called by the Chair).

7 Reporting structure

7.1 Agenda items will be agreed prior to each meeting.

7.2 The agenda and supporting papers will be circulated to Board members 3 days prior to each meeting.

7.3 The actions of the Board will be agreed at the next suitable meeting.

End