



Southend on Sea Borough Council Reprovision of Viking Project Board

Terms of Reference

The Viking Project Board are responsible for ensuring that the Reprovision of Viking Project successfully achieves its objectives as detailed below:

The Project Boards remit includes the monitoring and overall management of the following key objectives:

Project Objectives

- To undertake a number of site visits to gain insight into possible alternative sites / buildings as a new location for Viking.
- Map existing Service Users day care accommodation and local resources / points of interest in their community.
- To set up an accessible building based day care service closer to the local community which is fit for purpose
- The service to include permanent / ad hoc outreach support including, where possible:
 1. Advocacy
 2. Healthy Lifestyle
 3. Social Care Worker / Support
- The buildings are to support a new day services base which offer access into the community and integration into mainstream provision.
- Involvement of Advocates of Service Users / Relatives in Service Planning.
- Consider Carers support and explore how the new service can support Carers.
- Regular reporting to Cabinet as to progress.

Project Management Board Membership

Name	Role
Carol Cranfield	Group Manager
Henry Watson	Day Opportunities Manager
Representative	To be identified - Self Advocate (SHIELDS)
Carole Cecil	Advocate - BATIAS
Donna Purcell	Viking Staff
To be confirmed	Parent / Carer
Matthew Harding	Team Manager - CTPLD
Matthew Mint and Glyn Jones	Members from Strategy Team
Ian Roberts	Corporate Procurement
Lee White	Corporate Procurement
Admin	To be identified
Garry Smith	Assistant Manager Viking
Alan Richards	Group Manager – Asset Management
David Heales	Estates and Valuation Surveyor
Dave Halladay	Team Leader – Adaptations Team

Changing Membership:

Membership may be revised from time to time to reflect changes in the focus of the project where necessary. Membership will be reviewed on a quarterly and a list produced accordingly.

Meeting Advisors:

Any person may attend meetings as an advisor on an ad hoc or regular basis at the discretion of the Chair.

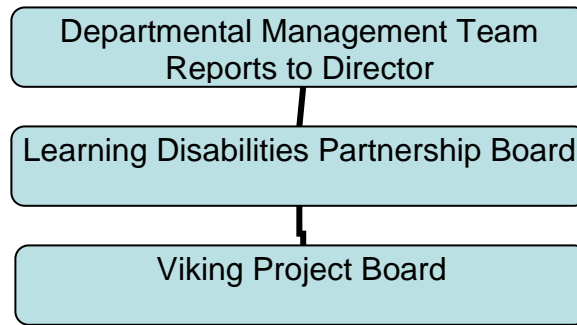
Attendance:

If members are unable to attend they should, where possible, send a representative in their place to report on any actions or feedback any tasks.

Appointment of Chairpersons:

The Group Manager will chair but may appoint a deputy in their absence.

How the Groups Fit Together:



Frequency of meetings:

Every 2 weeks in the initial stages, then to be reviewed.

Communication Arrangements:

The work of the group will adhere to Professional and Council Policies and Procedures.

Where Good Practice is noted this may be shared within professional groups. Other forms of communication may include:

- Email
- Meetings
- Minutes
- Newsletter/ Easy Read
- Reports
- Staff / Carer Forums

Reporting arrangements:

Information will be collected, analysed and reported on to the Departmental Management Team and as needed to the Cabinet and Learning Disabilities Partnership Board.

This information will include trends, gaps in services, financial data or any other information that needs to be considered.