

## Terms of Reference for the Complex Care Housing Board

### Purpose

- To provide strategic oversight and coordination for complex housing cases involving Adult Social Care, Housing and Children's Social Care.
- To ensure that vulnerable individuals and families receive appropriate housing and support services.
- To promote collaboration and integrated working across different services and agencies.

### Responsibilities

- **Case Management:** Oversee and manage complex housing cases, ensuring timely and effective resolution.
- **Policy Development:** Develop and review policies and procedures for handling complex housing cases.
- **Risk Management:** Identify and assess risks associated with complex housing cases and implement mitigation strategies.
- **Service Integration:** Promote integrated working between Adult Social Care, Housing and Children's Social Care to provide holistic support to service users.
- **Monitoring and Evaluation:** Monitor the effectiveness of interventions and services provided to complex cases and evaluate outcomes.
- **Stakeholder Engagement:** Engage with stakeholders including – service users, families and partner agencies to ensure their needs and perspectives are considered.
- **Training and Development:** Provide training and support to staff involved in managing complex housing cases.

### Membership

- **Adult Social Care Representatives:** Provides expertise and insight into adult social care issues.
- **Housing Services Representatives:** Represents the housing services and ensures alignment with housing policies.
- **Children's Social Care Representatives:** Ensures that the needs of children and families are considered in decision making.
- **Co-opted members as required:** In addition to the above core membership, others may be invited from time to time dependent on the agenda.

### Meetings

- **Frequency:** Monthly or as required.
- **Agenda:** Case reviews, policy updates, risk assessments, service integration discussions and stakeholder feedback.
- **Quorum:** Minimum membership at any one meet must include one member of each core directorate or identified deputy who can speak and make decisions on behalf of the service.

### Decision Making

- **Consensus-Based:** Decisions are made through consensus, with a focus on collaborative approaches.

### Reporting

- **Regular Reporting:** Provide regular reports to CLT and onward to agreed appropriate governance bodies.
- **Annual Review:** Conduct an annual review of the boards performance and effectiveness.