



Service Management Committee

Terms of Reference

Updated: 8 October 2014

A committee named the "Service Management Committee" (the SMC) has been delegated by the Board of Trustees ("the trustees") of Scotts Project Trust ("the Trust") to act as a sub-committee of the Trust

1. Purpose

- 1.1 The primary purpose of the SMC is to oversee, support and advise the manager of each service to set, maintain and improve the standards for all of the services provided by the Trust and to ensure that each service is delivered in full compliance with the terms of the various contracts, regulations and legislation under which they operate.
- 1.2 The extent of the committee's responsibilities is for the residential care at St Peter's Row, the supporting independence service at the properties known as The Oaks, The Willows and The Flat at the Willows and for the development centre.

2. Membership and attendance

- 2.1 The Committee shall comprise the Chairman, at least one trustee, the nominated managers of the three services, and the Finance and Administration Manager. The Committee may, from time to time, invite other parties to attend all or part of a meeting, as appropriate. Such persons may be invited to speak but may not vote. The Committee may form working parties for particular purposes, agree their terms of reference and receive their reports.
- 2.2 The Committee will usually meet on a monthly basis.

3. Remit

The Committee shall:

- Respect service users' rights to respect and independence and keep their best interests in mind at all times.
- Adhere to the Confidentiality Policy and respect the right to confidentiality of service users and staff.
- Submit regular reports of its activities to the trustees including accidents, incidents and near misses.
- Ensure that all services are aware of the most recent government and local authority legislation and regulations.
- Address all recommendations of the CQC and reports provided as a consequence of Regulation 26 of the Care Homes Regulations 2001.
 1. See footnote
- Review the minutes and annual report of the Health and Safety Committee and take appropriate action as required.
- Request and review monthly reports from all the managers of the three services and from the Finance & Administration manager.
- Ensure that the service managers are consulted about any changes to any trust wide policy.
- Consider and make recommendations to the trustees on any relevant matter concerning the trust services.
- Carry out such tasks which may, from time to time be requested by the trustees.

1. ¹ If a care home provider is not in day-to-day charge of their care home, the law says they must make a monthly, unannounced visit to it. At the visit, they need to check on the quality of service provided at the home. The provider needs to keep a copy of the report so that it can be inspected at the next key inspection.



CONFIDENTIALITY STATEMENT

Scotts Project Trust, including its trustees, staff and volunteers, understands that it has a duty of confidentiality to its service users.

The Trust regards this as being of the utmost importance and a key part in building a trusting, caring environment where service users can be certain that their confidences will be kept and that all information about them will be protected safely.

For the avoidance of doubt, the term “service user(s)” includes residents of St Peter’s Row, all users of the Development Centre and all those people using the Supporting Independence Service.

It is the Trust’s policy that all the information received about or from service users is confidential and that only those people who need to know the information have access to it. No confidential information about any service user is to be disclosed to anyone other than those people who require the information to fulfil their role in supporting the service user. This will include some but not all members of staff and an individual service user’s designated care manager. It will not include parents, siblings or guardians without the express permission of the service user. The default assumption is that the service user has mental capacity to grant that permission. Where, following due process, he or she is deemed not to have mental capacity it is the service manager, in conjunction with the care manager of the individual, who will decide who should have knowledge of confidential information, and what the extent of that information is to be at any particular time.

The Trust seeks to always ask permission of the service user before it shares confidential information regarding service users with anyone else.

All that may come to my knowledge in the exercise of my profession or in daily commerce with men, which ought not to be spread abroad, I will keep secret and never reveal

Hippocrates
5th Century BC