

Terms of Reference

VIVALDI Social Care Adult Social Care Engagement Collective (ASCEC)

1. Context	
Background to the study	<p>University College London (UCL), Care England and The Outstanding Society (OS) have established a new partnership with the aim to reduce the impact of infections and outbreaks in care homes. Together with care home staff, residents, family members and providers we have coproduced a plan for a 12-month pilot study which will start in November 2023. The study will use data that are routinely collected by the NHS and public health agencies to measure levels of common infections in care home residents, and will generate an anonymised database that can be used for research. Importantly we are not seeking individual-level consent from residents for participation, but they can opt out of sharing their data. This approach has been approved by the Health Research Authority Confidentiality Advisory Group (HRA CAG).</p> <p>Coproduction of the study highlighted that it is essential for the care sector to retain control over how the data can be used and that we must prioritise outputs that address the priorities of people who live and work in care homes.</p>
2. Purpose of the Adult Social Care Engagement Collective (ASCEC)	
Outline of the scope of ToRs	<p>The purpose of this document is to describe the membership, roles, responsibilities, and relationships of the ASCEC, including the timing, frequency and format of meetings, and relationships with other committees.</p>
3. Roles and responsibilities	
Responsibilities of the ASCEC	<p>The ASCEC will represent the views of residents, relatives, and providers throughout the project. We aim to establish a group of c.20 people, with the goal that at least five members are present at every meeting. This flexible approach will make it easier for people to participate because they are not expected to attend every meeting. The ASCEC will fulfil its role in three ways:</p> <ol style="list-style-type: none"> 1) By facilitating feedback from providers to the trial team on the level of opt-outs, documentation, training and other feedback from residents, relatives and team members 2) By ensuring that ASCEC's views are represented at the VIVALDI Stakeholder Oversight and Governance Group 3) By ensuring that ASCEC's views are represented at meetings of the VIVALDI Data Access Committee
Chair	Zoe Fry, Director – The Outstanding Society

Other Committees or Groups	See attached diagram.
4. Composition	
Tenure	The anticipated tenure for independent ASCEC members will be the length of the study.
Membership	Members of the group are listed below and will include care home residents and/or relatives, care home staff and/or managers, care providers, and care sector representative organisations.
5. Group Interactions	
Frequency of ASCEC meetings	<p>The ASCEC will meet virtually every month. Meetings should last no more than an hour. Members are not expected to attend every meeting. Subject to availability, 1-2 ASCEC members will be asked to represent the group at meetings of the Vivaldi Stakeholder Oversight and Governance Group (every 3-4 months) and the Vivaldi Data Access Committee as required</p> <p>Tuesday 14th November 11-12 and every 2nd Tuesday of each month thereafter.</p>
9. Reporting	
Reporting pathways	See attached diagram

Membership: Members will be asked to attend the above-mentioned meetings; future members may be invited where appropriate. We aim to include representatives from the following groups.

	Name	Role	Organisation
1.	Zoe Fry	Director	The OS
2.	Mike Slator	Project Support Specialist	The OS
3.	Samantha Crawley	Director CEO	The OS Bracebridge Care
4.	Laura Shallcross	Project Lead	UCL
5.	Charlotte Lezard	Policy and Public Affairs Officer	Care England
6.	Diane Mayhew	Relative	Care Rights UK
7.	Kate Meacock	Relative	Care Rights UK
8.	Harriet Wright (Distribution list)	Healthwatch	Healthwatch
9.	Naomi Bhundia	Relative	Care Rights UK
10.	Katie Thorn	Digital Social Care	Digital Social Care
11.	Nicola Turner	Relative	Independent
12.	Liz Whyte	Provider	HC1
13.	Debbie Smith	Provider	Risedale
14.	Alex Ball	Provider	Stow Healthcare
15.	Lawra Baumane,	Wellbeing manager	HC-one
16.	Eddy McDowall	Chief Executive Oxfordshire Association of Care Providers	Care Provider Alliance
17.	Francesco Santino Palma	Relative (Younger sister with a rare diagnosis of dementia living in residential care)	Use my Data
18.	Ceri Steele	Relative (x2 parents in a care home)	Use my Data
19.	Caron Sanders-Crook	Operations Manager	Canford Healthcare
20.	John Hudson	Policy and Briefing Officer	UKHSA
21.	Borscha Azmi	VIVALDI Study Project Manager	UCL
22.	Robert Hargreaves	Information Service Manager	Skills for Care
23.	Niccola Hutchinson- Pascal Krisztina Rékai Co-Production Collective	Co-production Collective	UCL
24.	Vickie Longstaff	Head of Infection Prevention and Control	HC1
25.	TBC	TBC	POhWER