

TERMS OF REFERENCE
VIVALDI Social Care Adult Social Care Engagement Collective (ASCEC)
Reviewed 14th February 2025

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 March 2025. 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	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.
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.40 people, with the goal that at least 50% of the 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 on the Engagement and Communication page 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	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 Every 2 nd Tuesday of the month from 11:00-12:00
9. Reporting	
Reporting pathways	Click here for Oversight and Governance

Membership: Members will be asked to attend the above-mentioned meetings; future members may be invited where appropriate.