1. Background and context

Think Local Act Personal (TLAP) is a national, cross sector partnership leading the drive to move forward with personalisation and community-based social care. The partnership brings together people who use services and family carers with central and local government, major provider bodies from the private, third and voluntary sector and other key groups. Co-production is a fundamental principle guiding the work of TLAP.

The work of TLAP is coordinated by a smaller "Programme Board" that meets monthly and has responsibility for constructing the developing the work programme and budget, and overseeing and co-coordinating action to deliver the agreed work programme and signing off publications or products bearing the TLAP logo. The Programme Board reports to the wider partnership which meets quarterly. The membership of the Programme Board is reflective of the wider partnership.

The TLAP work programme is made up of seven work streams, one of which is the National Market Development Forum (NMDF). Each work stream is led by a member of the TLAP Programme Board and supported by a member of TLAP staff. The NMDF has a broad remit and to ensure the effective delivery of its programme it has created a number of specific task and finish sub groups.

2. Terms of reference for the National Market Development Forum

2.1 Purpose
The purpose of the NMDF is to bring together a collective wealth of experience from providers and commissioners of services, people who use services and carers, regulators and other connected bodies to work to facilitate a greater choice of affordable quality locally available and responsive services that people want. Specifically the NMDF will

- Inform the development of the market development and workforce dynamics elements of the TLAP Work programme as agreed by the TLAP partnership, ensuring that personalisation is at the heart of work undertaken, that products reflect the views of people who use services, commissioners and providers, and that they contribute to increasing informed choice and control for people in need of care and support.

- Contribute to the work of NMDF task and finish groups developed for specific pieces of work
• Review and comment on draft products as necessary
• Assist with the dissemination of products developed by the NMDF via members networks
• Contribute to discussion on key issues acting as a reference group for connected bodies e.g. DH, CQC as required
• Identify any gaps in coverage and make recommendations for further work

2.2 Membership
The NMDF includes senior representatives of local authorities, leaders of provider associations, members of the TLAP National Co-production Advisory Group and support organisations including Skills for Care, SITRA and SCIE.

2.3 Chair and TLAP Lead
The Chair of the group is Bill Mumford, chair of VODG, CEO of McIntyre and member of the TLAP Programme Board. TLAP’s Business Manager will be the staff lead for this work.

2.4 Frequency of meetings
The NMDF will meet 2-3 a year in February or March to shape the development of the work programme and September to contribute to ongoing work and review progress.

2.5 Relationship to the Programme Board
The Programme Board maintains responsibility for the broad content of the work stream, for the budget allocation and for signing off final products bearing the TLAP logo. Bill Mumford will provide regular updates to the Programme Board.

2.6 Membership of task and finish groups
Small task and finish groups will take forward elements of the NMDF work programme. These groups will consist of members of the NMDF and others who have a significant contribution to make to the groups work.

3. Task and Finish Groups
The Programme Plan proposes that each workstream is delivered through a Task and Finish Group (TFG) whose purpose will be to undertake project work and produce resources for the full forum meetings and the wider sector. Each TFG will:

• Have a specified and time-limited shelf life;
• Comprise a small number of members drawn from the wider forum who are committed to contributing to the work of the group;
• Be co-chaired where possible and appropriate by a Partnership member and the designated Workstream Lead or someone accountable to them;
• Include a member of the NMDF Steering Group;
• Meet in person only as often as is strictly necessary;
• Focus its work where possible upon activity delivered on the ground by and within the organisations of the group’s members;
• Design projects to build an evidence base for what works and to capture a record of action by partner members and changed practice in the wider market;

• Produce specific materials (guidance/tools/reports) that draw upon members’ learning from implementation which will be made available to the wider social care community;

• Possibly have further specialist support to assist in co-coordinating the work, support members with project activity in their own organisations, draw together examples and produce materials, although not all work will be dependent on external support and members’ own resources will be utilised as well.