**LSC VCFSE Alliance Population Data SIS Steering Group. ToR Draft 09.12.24.**

This steering group is established between the LSC VCFSE Alliance and the LSC ICB Digital Directorate on December 2nd, 2024.

It exists due to the development of the LSC System Intelligence Service (SIS), and the opportunity we have to enrich data available to system partners via it, to make decisions about resource allocation and service delivery, and to increase the systems data analytic resources.

The initial members of the group are listed at appendix 1.

1. **The group aims to use reasonable efforts to,**
2. Develop a multi-year approach between the ICB and the VCFSE Alliance,
3. Guide the development of use-cases,
4. Manage the relationship between the Alliance and the ICB in this context.
5. **The groups initial goals, which may change as understanding evolves, are,**
6. Access to SIS established for members of the group, followed by VCFSE attendees at the workshop held on July 30th, 2024, to explore and contribute experiences to item 2.
7. A generic consumption use-case for LSC VCFSE organisations to access the LSC SIS.
8. Enable early access to the SIS for those present at the July 31st workshop to non-patient identifiable data to explore the system’s potential.
9. Develop data self-service and specialist analytical capabilities and expertise, to ensure as far as possible accurate use of SIS, through available paths to increased data literacy.
10. Build on the experience gained from the consumption scenario to explore the potential and required resources to enable a contribution use case to be developed.
11. **Meetings.**
12. Meetings will be held online, monthly, starting January 13th, 2025.
    1. Occurrences in school holidays will be rearranged.
13. If in person meeting is required, a hybrid option will be available.
14. The steering group may select a chair for meeting functions.
15. Quoracy - two thirds of the members, including one ICB digital leader (AD or above).
    1. Any non-quorate meeting can go ahead but will require others to agree to actions.
16. **The group will review meeting frequency and progress at the end of Q1 2025/26.**
17. Business support provided by Community Futures and ICB Digital team.
18. **Initial members – at 02.12.24.**

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| **Member Name** | **Organisation** | **Role** |
| Howerd Booth | LSC Hospices Together | Regional Director |
| Katie Egan | Inspire / CGL | Integrated Care System Lead |
| Linda Barber | Child Action NW | IT & Estates Manager |
| Linda Vernon | LSC ICB | Head of Digital Empowerment |
| Naomi Hollinshead | Child Action NW | Chief Operating Officer |
| Paul Bramwell | Spring North | IT & Data Systems Manager |
| Phil Whitely | Age UK South Lakeland | CEO |
| Stewart Bond | LSC ICB | AD – Digital Intelligence & Data Science |
| Vicky Shepherd | Age UK Blackburn with Darwen | CEO |
| *Micheal Middlehurst* | *Age UK Lancashire* | *Data & Insight Manager\** |
| **Attendee Name** | **Organisation** | **Role** |
| Claire Roberts | LSC ICB | AD – Health & Care Integration |
| Joe Hannett | Community Futures | LSC VCFSE Alliance Lead |

\**Not present on 2/12/24 – need to confirm involvement.*