

## **Terms of Reference (draft) for Adult Social Care Partnership Board**

### **Report by the Director of Health, Housing and Adult Services**

#### **1. Introduction**

- 1.1 This paper presents the first draft of the proposed Terms of Reference for the Board for discussion and agreement.

#### **2. Background**

- 2.1 As previously discussed at the Partnership Board, it has been proposed that the current function of the Board as an Advisory Committee to Cabinet is changed and the Board becomes a formal partnership within the recently reviewed Local Strategic Partnership structure.
- 2.2 The change in function, alongside a strengthening of the current membership, requires a revision to the terms of reference for the Board.

#### **3. Terms of Reference**

- 3.1 The attached appendix is the first draft of the proposed terms of reference. Terms of reference describe the purpose and structure of the Board.

#### **4 Recommendations**

- 4.1 It is recommended that the Board:
- Consider and discuss the proposed terms of reference
  - Agree any changes.

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Strategic Commissioning Manager  
April 2009

## Appendix 1

### **Sunderland's Adult Social Care Partnership Board – Terms of Reference (draft)**

#### **Introduction**

The Sunderland Strategy sets out the long term vision for the City, providing a framework for all to work towards, in relation to improving the quality of life for people in Sunderland over the next 15 years and beyond. This provides a platform for the Adult Social Care Partnership Board to deliver for vulnerable people.

Putting People First, a concordat across HM Government, published in December 2007, sets out a shared vision and commitment to the transformation of Adult Social Care. The vision is consistent with our aspirations as set out in Health, Housing & Adult Services 15 year plan [and sits as a sub set of the Sunderland Strategy].

Putting People First sets out that Local Authority leadership, accompanied by authentic partnership working with local NHS, other statutory agencies, third and private sector providers, users and carers and the wider local community, will create a high quality care system which is fair, accessible and responsive to the individual needs of those who use services and their carers.

The overall vision in effect drives the social model of disability, which makes a distinction between impairment (physical in nature) and disability (socially constructed). Therefore requires extended partnerships and influence if it is to be delivered. Development of universal services to all universal access will be critical.

The Adult Social Care Partnership Board exists to ensure that the shared vision and commitment is a reality within Sunderland, and the Board is in a position to influence the delivery of the longer term strategy for Sunderland via its direct link within the LSP.

#### **Purpose of the Board**

The Board will:

- Foster effective partnership working between key partners involved in the delivery of the care and support system through oversight of the delivery against Health, Housing and Adult Services' 15 year plan for adult social care
- Encourage new and innovative delivery consistent with the need to extend choice, control and flexibility in service delivery and the promotion of independence

- Lead on local implementation of the agreed health and wellbeing elements of the Local Area Agreement
- Monitor the implementation and performance of agreed health and wellbeing targets
- Lead on transforming joint commissioning agendas relevant to LAA targets and adult social care agenda
- Provide a strategic steer for key partnership groups within the city
- Ensure the sharing of best practice and experience between partner agencies
- Identify and remove any barriers to successful partnership working.

### **Accountability**

The Board will report to the Local Strategic Partnership Board on the progress against the agreed LAA targets, within the Sunderland Strategy.

Members are accountable to their own organisations.

The Board will establish clear lines of communication, strong consultation and involvement methods with the work of the partnership.

### **Roles and Responsibilities**

The individual partner organisation roles and responsibilities in relation to the Adult Social Care Partnership Board are as follows:

- To work effectively to ensure delivery of a quality care and support system within Sunderland
- To work effectively to ensure delivery of the agreed LAA indicators
- To build a partnership approach to key issues and provide collective and collaborative leadership
- To reflect the views of the organisation/sector/user group that they represent in meetings and tasked groups, being sufficiently briefed and able to make decisions about future policy developments/service delivery
- To ensure that there are effective communication mechanisms in place within organisation/sector/user groups that they represent to enable information about the priorities and decisions of the Board to be disseminated
- To influence any consequent changes to policy development/service delivery in their own organisation/sector/user group
- To champion the work of the Board in the wider networks and in the community.

### **Membership [this reflects current membership – we may want to consider additional members]**

<b>Elected Members</b>	Leader
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	<p>Deputy Leader</p> <p>Portfolio Holder (ASC)</p> <p>Portfolio Holder (Childrens)</p> <p>Elected Members</p>
<p><b>Council</b></p> <p>Health, Housing and Adult Services</p> <p>Health, Housing and Adult Services</p> <p>Health, Housing and Adult Services</p> <p>Community and Cultural Services</p> <p>Children's Services</p>	<p>Director</p> <p>Head of Performance, Commissioning and Change</p> <p>Strategic Commissioning Manager</p> <p>Head of Community Services</p> <p>Head of Performance and Commissioning</p>
<p><b>NHS</b></p> <p>South of Tyne and Wear NHS Trust (PCT)</p> <p>South of Tyne and Wear NHS Trust (PCT)</p> <p>City Hospitals Sunderland</p> <p>Northumberland Tyne and Wear</p>	<p>Director of Commissioning and Reform</p> <p>Public Health Specialist</p> <p>Directorate of Corporate Affairs</p> <p>Director of Adult Mental Health</p>
<p><b>User Groups</b></p> <p>Carers</p>	<p>Voices for Carers</p>

Older People	Age Concern
Mental Health	Headlight
Learning Disabilities	LD Provider Forum
Older People Mental Health	Alzheimer's society
Physical Disabilities	Physical Disabilities Alliance

Other partners will be invited to attend the Board as and when required, in order that specific issues highlighted can be discussed and addressed.

### **Quorum**

- Wherever possible, decisions will be reached by consensus
- In exceptional circumstances, and where decisions cannot be reached by a consensus of opinion, voting will take place and decisions agreed by a simple majority.
- Where there are equal votes the Chair of the meeting will have the casting vote.
- A quorum of a third of the Membership representing at least 3 different partner organisations will apply.

### **Board Meetings**

- The Board will meet every 6-8 weeks
- An annual schedule of meetings will be agreed
- Additional meetings may be convened with agreement of the Chair
- The agenda and supporting papers will be circulated seven days in advance of the meetings
- Minutes of decisions taken at meetings will be kept and circulated to partner organisations as soon as possible.