

## **REPORT TO ADULT SOCIAL CARE PARTNERSHIP BOARD**

**17 JANUARY 2012**

**BY EXECUTIVE DIRECTOR HEALTH, HOUSING AND ADULT SERVICES**

### **ADULT SOCIAL CARE PARTNERSHIP BOARD**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To update the board on the developments from the review meeting that took place on the 1<sup>st</sup> December.

#### **2. BACKGROUND**

- 2.1 Following the Adults Partnership Board on the 8<sup>th</sup> November it was requested that interested Board members come together to review the current roles and responsibilities of the group and establish how the Board will develop into its new role as an advisory group to the Health and Wellbeing Board.

The issues discussed at the meeting included

- Membership
- Ways of working
- Key issues and topics
- The Board work plan
- How to link with the Children's Trust – joint topics

#### **3. UPDATED DOCUMENTATION**

- 3.1 On outcome from the review meeting have been updated terms of Reference for the board and a DRAFT work programme (APPENDIX A and B).

#### **4. RECOMMENDATION**

- 4.1 The board discuss the documentation produced from the review and agree a working format for the board for 2012/2013.

## Appendix A

### **Sunderland's Adult Partnership Board – Terms of Reference**

#### **Introduction**

The Health and Social Care Bill states that each local authority must establish a Health and Wellbeing Board (HWBB) for its area. The Bill also states that the HWBB will be a committee of the local authority. It brings together key NHS, public health and social care leaders in each local authority area to work in partnership.

The HWBB board is a decision-making and shaping board which works closely with its "advisory" boards which are the existing Children's Trust and Adults Partnership Board.

The Adults Partnership Board exists to ensure that the decisions made by the HWBB are influenced by a range of Adults Services practitioners through the provision of advice on agenda items of the HWBB and through the co-production of briefings and improvements plans on topics of interest to the Adults Partnership Board members and their presentation to the HWBB.

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

The Board will:

- Foster effective partnership working between key partners
- 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 Health and Wellbeing Strategy
- Advise together with the Children's Trust the annual Joint Strategic Needs Assessment
- Monitor the implementation and performance of agreed health and wellbeing targets

- Lead on transforming joint commissioning agendas relevant to the adults agenda
- Ensure the sharing of best practice and experience between partner agencies
- Identify and remove any barriers to successful partnership working.
- Provide accountable body status for the following partnership groups:
  - 50+ Action Group
  - Learning Disabilities Partnership / Governance Board
  - Mental Health Governance Board
  - Safeguarding Adults Partnership Board
  - Older People Mental Health Strategy Group
  - WHO Healthy City / Age Friendly City
  - Joint Strategy Needs Assessment Group

### **Accountability**

The Board will report to the HWBB on the progress against the agreed targets.

The Board will act as an advisory group to the HWBB, through the provision of advice on agenda items of the HWBB and through the co-production of briefings and improvement plans on topics of interest to the Adults Partnership Board members and their presentation to the HWBB.

Members are accountable to their own organisations/groups of organisations.

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

Those groups for which the Board hold accountable body status will provide the Board with an annual work plan including key milestones and indicators which will be reviewed on a bi-annual basis by the Board.

### **Roles and Responsibilities**

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

- To provide advice and guidance to the HWBB on issues of relevance to Adults health and social care
- To work effectively to ensure delivery of a quality care and support system within Sunderland
- To work effectively to ensure performance against agreed health and wellbeing targets
- 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 task 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
- To challenge and influence the HWBB on behalf of the groups that the Board is accountable for, to ensure that priorities and objectives are achieved.
- Individual board members will be expected to take on and deliver work on behalf of the Board and will be responsible to the Board for the products of this work

## Membership

<p><b>Elected Members</b></p>	<p>Leader – Cllr Paul Watson</p> <p>Cabinet Secretary – Cllr Mel Speding</p> <p>Portfolio Holder Health and Wellbeing – Cllr Dave Allen</p> <p>Portfolio Holder Children and Young People- Pat Smith</p> <p>Elected member from major party in opposition</p>
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<p><b>Council</b></p> <p>Health, Housing and Adult Services</p> <p>Health, Housing and Adult Services</p> <p>City Services</p> <p>Children’s Services</p>	<p>Executive Director – Neil Revely</p> <p>Head of Strategic Commissioning – Graham King</p> <p>Head of Community Services – Julie D Gray</p> <p>Head of Commissioning – Bev Scanlon</p>
<p><b>NHS</b></p> <p>South of Tyne and Wear (PCT)</p> <p>South of Tyne and Wear (PCT)</p> <p>Sunderland Clinical Consortia</p> <p>City Hospitals Sunderland</p> <p>Northumberland Tyne and Wear Mental Health Trust</p> <p>South Tyneside Foundation Trust</p>	<p>Commissioning – David Hambleton</p> <p>Public Health Specialist – Gillian Gibson</p> <p>Julie Whitehouse as Rep?</p> <p>Directorate of Corporate Affairs – Carol Harries</p> <p>Don Stronach Other rep – Check notes (as given in review meeting)</p> <p>Community Services rep ?</p>
<p><b>User Groups</b></p> <p>Carers</p> <p>Older People</p> <p>Mental Health</p> <p>Learning Disabilities</p> <p>Physical Disabilities</p>	<p>Voices for Carers – Ailsa Martin</p> <p>Age UK – Alan Patchett</p> <p>Headlight – Trisha Doyle</p> <p>LD Provider Forum – Need rep</p> <p>Rep required</p>

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

The meeting will be chaired by the portfolio holder for health, with a vice chair elected from the constituent members, with elections to be held on a bi-annual basis.

Joint briefing sessions will be held with the chair and vice chair in advance of the Adults Partnership Board meetings,

### **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.
- The meetings will be hosted in turn by members of the Board and vary throughout the programme.
- Sub groups, task and finish groups and single topic sessions may be convened to examine specific issues in greater detail, but will always report back to the full Board.



APPENDIX B

**ADULT PARTNERSHIP WORK PROGRAMME 2012 - 2013**

Topic	Issue	Lead member (s) / Officer(s)	Purpose
<b>JOINT WORKING</b>			
<b>Board Leads</b>	To identify board leads & key actions for each of the identified priorities	<b>To be identified</b>	Winter planning / pressure on beds Community mental health provision Out of hours service provision A&E targets Emergency Planning
<b>Alignment of partnership action plans</b>	All partnership action Plans i.e. safeguarding	<b>Group leads</b>	To strengthen alignment of the work of the Board and Partnerships/Groups

<b>Recruitment of lay advisors</b>	To identify and induct new members	<b>Joint Chairs</b>	To ensure that the composition of the Board reflects stakeholders.
<b>Working with the Children's trust</b>	To develop joint working arrangements	<b>To be identified</b>	To develop joint areas of work for the HWBB regarding Whole Family working
<b>PERFORMANCE MANAGEMENT AND MONITORING PROGRESS</b>			
<b>Performance targets chosen</b>	To choose specific targets for which the board will be responsible for and measured against.	<b>All</b>	<p><b>NI134</b> Manage the risk of emergency hospital admission and length of stay, especially for vulnerable people</p> <p><b>NI 139 (LI F1)</b> Provide information and support to enable older people to live independently</p> <p><b>NI 120</b> Improve health and wellbeing whilst reducing inequalities between areas with high and low deprivation scores</p> <p><b>NI 123 (LI F2)</b> Reduce levels of smoking (those aged 16 and over who successfully quit smoking using NHS Quit Smoking Service)</p> <p><b>NI 142</b> Promote independent living for vulnerable people</p> <p><b>NI 39 (LI F4)</b> Tackle alcohol abuse</p> <p>(Targets given examples)</p>

<b>Performance framework</b>	To ensure Strategy implementation is performance managed	<b>Performance Task and Finish Group (PT&amp;FG)</b>	Development of a performance framework
<b>COMMUNICATION</b>			
<b>Feed into other thematic groups</b>	To share progress with wider partnership		To share the work of the partnership board, highlight good practice and inform partners of the Strategy in order to gain widest engagement in delivery.
<b>HWBB FUNCTIONS</b>			
<b>Adoption of Strategy</b>		<b>Joint Chairs</b>	To ensure approval of the strategy

<b>Launch of HWBB strategy</b>	To conclude the development of the Strategy	<b>Partnership Board</b>	To share the Strategy with partners
<b>Consultation of HWBB reports</b>	To provide adults view point	<b>ALL</b>	To share information, inform practice and give guidance to HWBB

**ADULT PARTERSHIP WORK PROGRAMME 2012-2013**

	Jan-12	Mar-12	May-12	Jul-12	Sep-12	Nov-12	Jan-13	Mar-13
<b>JOINT WORKING</b>	Revisions to Adults Partnership Board Terms of Reference and Forward Plan (KG)	Winter Planning / Pressure on beds - Review (Set Up)	Community Mental health Provision - Review (Set up)	Emergency Planning - Review (Set up)	Winter Planning / Pressure on beds - Final Report	Community Mental health Provision - Final Report	Out of Hours Service Provision (JU)	Emergency Planning - Final Report
	Whole Family Approach (PC/MB)	Safeguarding Adults Board update ()	50+ Action update (AP)	Learning Disability Partnership Board update (PC)	Safeguarding Adults Board update ()	50+ Action update (AP)	Learning Disability Partnership Board update (PC)	Safeguarding Adults Board update ()
	Personal Health Budgets & Links to Personal Social Care Budgets (PC/JH)		Older People Mental Health Strategy Group update ()	Mental Health Governance Board update ()	JSNA Group update ()	Older People Mental Health Strategy Group update ()	Mental Health Governance Board update ()	JSNA Group update ()
	Learning Disability Partnership Board update (PC)							
	Local Accounts (GK /ML)							
	HealthWatch Update (JC)							
<b>PERFORMANCE MANAGEMENT AND MONITORING</b>		Targets chosen		A&E Targets	Performance Report			Performance Report
<b>COMMUNICATION</b>			Health and Wellbeing Scrutiny Committee		Safer Sunderland Partnership	Economic Development		DRAFT Annual Report
<b>HWBB FUNCTIONS</b>	Health Impact of the Welfare Reforms (PA/JR/FB)	Consultation of HWBB reports	Consultation of HWBB reports	Consultation of HWBB reports	Consultation of HWBB reports	Consultation of HWBB reports	Consultation of HWBB reports	Consultation of HWBB reports
	Evaluation Criteria for the HWBB Consultation (KG)							