



MINUTES OF THE MEETING OF THE EXECUTIVE PARTNERSHIP BOARD HELD IN ROOM 1, BUCKINGHAMSHIRE HEALTH AUTHORITY, VERNEY HOUSE, AYLESBURY ON FRIDAY 6 JULY 2001 COMMENCING AT 2PM AND CONCLUDING AT 5.20PM

PRESENT

Hugh Carey – Cabinet Member for Adult Social Care BCC
David Jones - Strategic Manager, Adult Social Care BCC
John Beckerleg – Strategic Manager, Children and Young People BCC
John Spargo – Director of Partnerships and Planning BHA
Sean Brogan - Chief Executive, Vale of Aylesbury PCT
Jayne Stone - Chief Executive Wycombe Area PCG
Kate Kennally – Group Manager, Commissioning and Service Development, BCC
Richard Poxton – Consultant, Institute of Applied Health and Social Policy

Apologies for Absence

Apologies were received from Steve Young, Chief Executive Chiltern and South Bucks PCG

1 CHAIRING, SERVICING ARRANGEMENTS AND VENUES

Members discussed arrangements for meetings of the Board. It was agreed that officers other than members of the Board should attend meetings as required to assist with the business, however they would not take part in decision making. It was agreed that-

1. David Jones be elected Chairman and Sean Brogan vice-Chairman. The Chairmanship to alternate annually between Health and the County Council.
2. Future meetings to be held at Verney House, Aylesbury until further notice.
3. The County Council to provide secretarial support for the meetings.

2 TERMS OF REFERENCE AND ACCOUNTABILITIES

Board members discussed a paper, previously considered by the Modernisation Executive Board (MEG) which set out proposals for Terms of Reference and accountabilities for the Board. Members noted that the Board would primarily be responsible for planning, commissioning and monitoring joint work and for supporting the work of the Learning Disability Partnership Board. The need for clear accounting/reporting lines with partner organisations was emphasised.

The Board agreed the following as its Terms of Reference:

- a) To make executive decisions, including the commitment of human resources and funding, associated with joint planning, joint commissioning and the integrated delivery of services.

- b) To resolve difficulties and obstacles at the interface between health and social care systems. This means:
 - i) Applying practical steps towards implementing joint commissioning
 - ii) Overseeing the programme of service integration
 - iii) Signing off Joint Investment Plans and the mechanisms for their delivery
 - iv) Monitoring the performance of the implementation of joint work programmes to achieve the NHS Plan, NSF's, and national strategies as described in the business plans of the partnership organisations

- c) To provide the executive support and “drive” for the Learning Disability Partnership Board (as required under “Valuing People”). This means:
 - i) Acting as an Executive Group for the Learning Disability Partnership Board, a joint commissioning board and an executive support group for the Forum. It will have the potential to be the executive body for other designated functions, operating either through a segmented agenda or sub-group arrangements.

- d) To provide the executive “drive” so that the Buckinghamshire Partnership Forum is able to act as a key reference and consultative group for joint work programmes, strategies and investment plans, this means:
 - i) Helping the Forum to develop consultative processes that engage key organisations and individuals
 - ii) Providing the Forum with a clear, focussed and important agenda
 - iii) Developing the role of the Forum as part of the quality assurance process
 - iv) Ensuring that, where appropriate the issues discussed at the Forum are linked to other strategic partnerships such as community safety, transport, environment etc
 - v) Enabling the Forum to link effectively with the Local Strategic Partnership (LSP) so as to contribute towards the development of community plans.

The membership of the Board to comprise:

Chief Executives of PCGs and PCT in mid and South Bucks (3)
 Cabinet Member for Adult Care Services (BCC) (1)
 Strategic Manager for Adult Care Services (BCC) (1)
 Strategic Manager, Children and Young People (BCC) (1)
 Executive Director (BHA) (1)

Accountability

- a) To constituent organisations
- b) To the Modernisation Board

Links to:

- a) Modernisation Executive Group (co-membership)
- b) Bucks Partnership Forum (co-membership)
- c) Learning Disability Partnership Board (co-membership)
- d) Children’s Services Planning Forum (links to be defined)

Frequency of Meetings

Monthly meetings of approximately 3 hour duration, to be reviewed as the work progresses.

3 ESTABLISHING THE LEARNING DISABILITY PARTNERSHIP BOARD

Members discussed the establishment of a Learning Disability Board which needs to be in place by October 2001. It was reported that nominations for membership would be invited by the Chief Officer of the County Council from a number organisations. Hugh Carey highlighted the omission of a representative from the business community in the suggested list of representative organisations set out in the Strategy and would consider alternative ways of engaging this sector.

It was reported that the Learning Disability Partnership Board would act in an advisory capacity and that a small group of members drawn from the Board would meet with the Executive Partnership Board, who would be responsible for decision making, as a segment of the Executive Board meetings.

Members agreed that this model should be adopted with a review after six months of operation.

4 EFFECTIVE LOCAL PLANNING: JOINT STRATEGIC PLANNING MEETINGS

The Board examined a matrix of Joint Planning Meetings for Health and Social Services, compiled by John Spargo, which brought together those groups which the Board would be overseeing. The matrix highlighted the major gaps and the actions needed particularly to ensure that the technical expertise was available to the PCGs/PCTs to carry out their functions. Members discussed the support required for the groups with the suggestion that links between groups could be made by nominated individuals around joint themes. Members were asked to feedback views to John Spargo on any of the existing groups which were felt to be unnecessary.

5 RELATIONSHIP WITH THE CHILDRENS SERVICES PLANNING FORUM

It was reported that the Children's Services Planning Forum, which is chaired by Margaret Aston, Cabinet Member for Children and Young People had recently been established and that a number of organisations were involved. Members discussed how the Forum would make links with the Board and it was agreed that this would be discussed at the next meeting of the Forum with a report back to the Board. John Beckerleg and John Spargo are members of the Forum. The importance of the education dimension of the Board's work was acknowledged however it was noted that the Board would be predominately engaged with adult services.

6 FUTURE ROLE AND FUNCTION OF THE BUCKINGHAMSHIRE PARTNERSHIP FORUM

The Board discussed the future role and function of the Partnership Forum. It was felt that the Forum should have a more specific role to provide feedback to inform decision making. It was also felt that the Forum already played an important role as a large reference group which could be developed as part of a quality assurance mechanism. Members suggested that the consultative element of the Forum could be enhanced by providing a greater focus to its role.

In terms of engagement with the modernising process it was proposed that representatives from the Milton Keynes Health Forum and the Buckinghamshire Partnership Forum be used as representation on the Modernisation Board.

In conclusion it was noted that a report would be made to the Forum on 24 July by John Spargo and Robert Ferris and members were asked to feed in further comments and views that they may wish to make.

7 JOINT COMMISSIONING: ISSUES AND PROGRESS AND NEXT STEPS INCLUDING POSTS AND RESOURCES

The Board received a presentation from Richard Poxton on the issues and progress made towards Joint Commissioning. It was reported that the views from a sample of nine people, 4 from Social Services and 5 from Health, had been obtained on partnership issues around joint working between Health and Social Services. A number of strengths and weaknesses were highlighted by the survey, these included:

- A seamless service –the beginnings of working towards a seamless services was identified and its application to patients and users had begun
- Good joint planning of services
- Some good working relationships were identified
- A few “joint posts” were referred to
- Pressures resulting from changing personnel/lack of consistency. This was not always regarded as a weakness as new personnel could bring in fresh approaches and new ideas
- In-built tensions – localisation and central direction
- Differing priorities between Health and Social Services
- Performance management – some cross overs, some individual to each authority
- Lack of Joint Working tradition at a strategic level
- Relationships between PCOs and Social Services
- Whole Care systems need thought
- Political level – lack of connection
- Pace of change may differ for each organisation
- Perception of lack of drive and application

Aspirations for change

- Real seamlessness – access, assessments
- Joint working at primary care level and purchasing services jointly
- Development of Direct Payments
- Whole systems approach on an array of projects
- Focus on Learning Disabilities as a breakthrough
- More attention to developing a shared culture
- More attention to working with a clear shared agenda and more emphasis on learning and sharing learning
- Greater mutual awareness

In terms of ‘wants’ the following were identified:

- Pooled budgets, particularly Learning Disabilities also Mental Health and then Older People
- Cross Agency working
- Scheme delegation
- Greater user engagement

- Streamlined decision making

The Board discussed the issues raised and agreed that Joint Commissioning for Learning Disabilities should be progressed closely followed by Mental Health. In terms of older people it was suggested that this could be progressed with a manager and a team based in the locality.

It was noted that a joint post was in place, the postholder currently working on partnership issues within learning disabilities. It was agreed that the Joint Commissioning Steering Group be requested to work towards identifying gaps and mapping resources available in the service and to work on a progress report with a set of proposals for the next meeting.

8 FREE NURSING CARE POLICIES – ISSUES TO DATE

John Spargo tabled a paper on the issues to date arising from the commitment for the NHS to fund all nursing care provided within a continuing care setting. It was noted that further guidance was due to be published shortly and a further report will be submitted to the next meeting.

9 DATE OF NEXT MEETING

It was agreed that monthly meetings be held. The next meeting would be held on 23 August 2001 commencing at 2pm at Verney House, Aylesbury

10 AGENDA ITEMS FOR NEXT MEETING

1. Joint Commissioning progress report
2. Free Nursing Care Policy
3. Children's Services Planning Forum
4. Performance Targets/Achievements/Pressures
5. Short Presentation on resources available from Health and Social Services.

CHAIRMAN