

Executive Partnership Board

Rachael Rothero

Partnership Structure, attendance, membership and roles

- The new structure is made up of an Executive Partnership Board, Partnership Boards and themed working groups which report into it.
- The Executive Partnership Board will feed into the Adults Commissioners Board and the Local Strategic Partnership Board decision making processes.
- The Executive Partnership Board should be attended by senior level representatives, e.g. Director/Assistant Director of Adult Social Care, Assistant Director of Commissioning at the PCT, District Council representation, Head of Commissioning, and representatives from each Partnership Board.
- The Executive Board should include 2 representatives from each Partnership Board, of whom 1 should be a user or carer.
- There should be 5 'Partnership Boards' reporting to the Executive Partnership Board:
 - - Older People's Partnership Board
 - Physical and Sensory Disability Partnership Board
 - Carers Partnership Board
 - Learning Disability Partnership Board
 - Mental Health Partnership Board
 - Prevention

Partnership Structure, attendance, membership and roles

- The term Partnership Board will be retained in the new structure. The purpose, role, responsibilities accountabilities etc. will be made clear in new Terms of Reference. These will be standard as far as possible to ensure consistency.
- A small number of fixed-term themed (cross Partnership Boards) working groups, reporting to the Executive Partnership Board should be established to work on six monthly identified programmes of themes. Members of Executive Partnership Board would identify the themes and which of the Partnership Boards need to be involved.
- Membership of Partnership Boards should be limited to a maximum of 15, unless there are specific circumstances which require a larger membership, e.g. Learning Disability Partnership Board. 50% should be users or carers representatives.
- The roles and responsibilities of Board members will be clarified and documented.
- Each Partnership Board will have an annual work programme, agreed by Executive Partnership Board and monitored via the meeting process at 6 months and 12 months annually.
- Provide induction for all Partnership Board and Executive Partnership Board members that includes briefing on role, responsibility and accountability.
- When members are selected there should be consideration of whose views they represent and where they report back. An election process for user and carer representatives will be in place in 2011.

Communications and information sharing

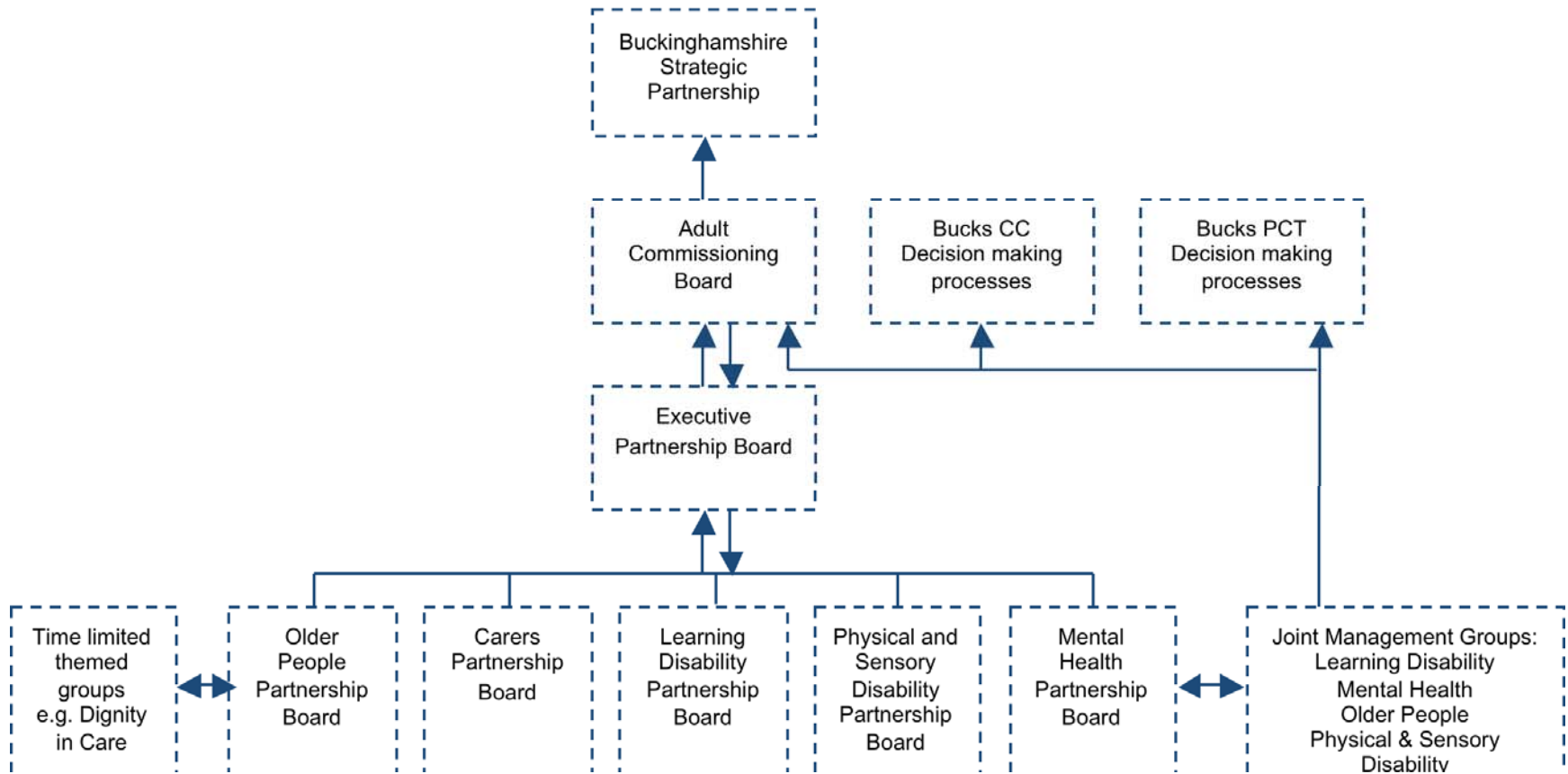
- Introduce a standard template to capture standard information and to assist feedback from each Partnership Board meeting. The Template will assist communication upwards to Executive Partnership Board, between Partnership Board's and with all Partnership Board members.
- Develop shared communications, e.g. a shared newsletter.
- Hold an annual event for members of the Executive Partnership Board and Partnership Boards to come together, to include 2 way feedback with a focus on continual improvement and development of knowledge and skills.
- Identify alternative ways for structured information sharing and dissemination including use of a newsletter and development of a shared intranet site.

Resourcing and Effectiveness

- An equal level of support is provided to each Partnership Board – to disseminate information, keep monitoring information and progress chase. It is proposed that the commissioning leads on the Boards are responsible for ensuring this happens
- The role of the User-Led Organisation (ULO) will be to support user involvement in the partnership.

Structure of the new Executive Partnership Board

Proposed new Partnership Structure



Next Steps

- Sign off ToR
- Agree administrative support
- Agree role of ULO
- Agree priorities for the Board