

# **Terms of Reference of Buckinghamshire Partnership Boards**

## **1. Purpose and Key Responsibilities**

### **1.1 Purpose**

The (Name) Partnership Board will bring together local service users, local carers of service users, local providers and local commissioners to advise and make recommendations on the joint development of health, social care and related services for (specify the service user group).

The Partnership Board will:

- Provide a forum where discussions can take place between service users and commissioners on services being provided in Buckinghamshire.
- Champion the needs of service users and carers and represent their views to ensure services are accessible and responsive to their needs.

### **1.2 Key Responsibilities**

The key responsibilities of Partnership Board are to:

- Implement a work programme based on priorities set nationally and locally in agreement with the Executive Partnership Board.
- Review and evaluate progress with their work programme and report progress to the Executive Partnership Board on a bi-monthly basis.
- Contribute ideas to the development of commissioning strategies.
- Provide feedback and make recommendations to the Executive Partnership Board.
- Participate in themed groups on identified areas of work where required.
- Engage with users' and carers' to ensure their perspectives are incorporated into the work of the Partnership Board and the Executive Partnership Board.

## **2. Constitution and Membership**

### **2.1 Constitution**

The (Name) Partnership Board will advise and make recommendations through the Executive Partnership Board to the Adult Commissioners Board, Buckinghamshire Primary Care Trust, Buckinghamshire County Council and the District Councils and to the Buckinghamshire Strategic Partnership Board as appropriate.

The (Name) Partnership Board does not have strategic decision making powers. Its role is to represent the views of service users, carers, their representatives, commissioners and service providers for consideration during the decision making process and to be consulted as part of the decision making process.

## **2.2 Membership**

The (Name) Partnership Board will have a 12 month transition period in which it will work from its current structure to the new structure of:

### **Nominated and Elected Posts**

- At least 50% service user representatives and/or carers nominated and elected via the User Led Organisation (ULO).
- Buckinghamshire Joint Commissioning Lead (PCT and County Council).

### **Other members to be determined by each board as appropriate which may include:**

- Buckinghamshire County Council Service Provision Lead for each area of responsibility
- District Council
- Service Providers
- Black and Minority Health and Community
- Voluntary Sector
- Job Centre Plus
- Connexions
- GP's

To ensure involvement and participation it is recommended that the Board should have a maximum number of 16 members. The Co-Chairs will be responsible for agreeing exceptions to this rule for example where advocacy, support or facilitation is required by service user representatives.

## **2.3 The Chair**

The Boards will have 2 Co-Chairs who work in partnership, elected at the start of each year. One of the Co-Chairs will be from the statutory sector and the other will be a service/user or carer. Co-Chairs will be elected each year.

The Co-Chairs will be responsible for the development of the (Name) Partnership Board and for facilitating full participation by ensuring:

- Agenda papers are sent out at least two weeks in advance of meetings so that people can prepare adequately.
- The agenda is managed by limiting the number of papers on each agenda and the number being 'tabled' at the meeting etc.

- All new members are inducted thoroughly including explaining the Partnership Board's Terms of Reference and ensuring they understand their role and responsibilities (Appendix 2).
- Members are engaged and involved in a variety of ways by varying the approach between formal business meetings, workshops, subgroups etc.
- Service users and carer representatives with different needs are supported to participate in the Board through pre-meeting briefings, advocacy and support as appropriate.
- Effective communications with the Executive Board, between Partnership Boards and communication to other stakeholders, users and carers.

The (Name) Partnership Board will nominate two people (one of whom is a service user/ or carer representative) to attend the Executive Partnership Board.

## **2.4 Elections**

From October 2011, service users and carers can be nominated by any individual, group or organisation or can apply as an individual. Nominations can be made verbally or in writing to the ULO (Appendix 3). The nominee will be asked to complete a nomination form (with support from the ULO) if required. The ULO will retain a file of applications until a vacancy occurs. When a vacancy occurs, the ULO will co-ordinate an election process in conjunction with the Co-Chairs.

Nominations and applications should be considered by members of the ULO. At least 50% of the members present should be service users or carers.

User and carer representatives will be elected onto the Partnership Board and serve a one year term which can be extended following a further election. If a user or carer representative wishes to end their membership before the end of their one year term, they should formally notify the Co- Chairs.

The ULO will have responsibility for reviewing the position of elected members if they do not comply with the Code of Conduct.

## **2.5 Conduct of Business**

The (Name) Partnership Board will work to an agenda which the chair will co-ordinate and distribute at least ten working days prior to the meeting.

There is no minimum number for Board meetings as this is an advisory body, although full attendance will be encouraged. Recommendations will, wherever possible, be made by consensus. Boards have the responsibility of maintaining membership of appropriate numbers and diversity.

Members of the (Name) Partnership Board are representatives of their agency, group or forum. The decision making powers of officers will be in accordance with the limits of the authority delegated to their post.

Any member with a conflict of interest or who seeks to benefit as an individual, group or organisation (financially or any other individual benefit) in an agenda item must declare their vested interest and leave the meeting for that item and take no part in the discussion, agreement or recommendations.

The operation of the (Name) Partnership Board will be reviewed every 2 years in conjunction with the Executive Board and the other partnership boards to ensure consistency.

Administrative support will be provided by Buckinghamshire County Council and the level of support will be agreed by the Executive Partnership Board.

There will be an annual Partnership event attended by members of each of the Partnership Boards and the Executive Board.

## **2.6 Board Member Responsibilities and Conduct**

The individual roles and responsibilities of Board Members and code of conduct for individual Board Members are set out in Appendix 1.

## **2.7 Frequency of Meetings**

The (Name) Partnership Board will meet on a two monthly basis. Subgroups may be established as required to take work forwards in between meetings

The Executive Partnership Board may from time to time commission a schedule of time limited themed groups and the Partnership Board will nominate members to participate in these groups as appropriate.

## **2.8 Budget**

The (Name) Partnership Board does not have a specific budget; although it may be given a delegated budget in order to carry out specific programmes of work.

## **2.9 Expenses**

Expenses will be paid to service user and carer members to cover travel and the cost of caring responsibilities whilst attending Partnership Board meetings and agreed related activities.

## **Role and Responsibilities of Partnership Board Members**

### **Members**

Members of the Partnership Boards should focus on the needs of the group they represent. The (Name) Partnership Board should not be the forum for personal issues to be discussed. These issues should only be used to demonstrate a point of Principle.

Members will:

- Regularly attend meetings of the Board.
- Be honest, open and provide constructive and balanced feedback.
- Demonstrate positive co-working with other members.
- Undertake actions they have agreed at meetings.
- Be accountable for the recommendations they make to the Executive Partnership Board.
- Communicate the work of the Board with the constituency they represent, e.g. other users, other providers etc.
- Where possible seek the views of others and represent these views to the Board.

### **Co-Chairs**

The Co-Chairs are responsible for the effective operation of the Partnership Board by:

- Setting the agenda.
- Checking progress with activities in the work programme and the actions agreed at meetings.
- Ensuring members are able to participate and are listened to.
- Leading the induction process for new members.
- Maintaining a code of conduct.
- Clarifying agreements, actions and recommendations.
- Representing the (Name) Board at other public meetings as required.
- Co-ordinating the election process for users and carer representatives on the Partnership Board with the ULO.

## **Code of Conduct - Partnership Board Members**

All Board members should work positively by:

- Being honest and open.
- Being constructive - going beyond criticism by working with other members on the Board to find solutions to problems and areas for improvement.
- Being objective and fair.
- Being polite and courteous to others - They must not insult, abuse or use any kind of offensive or threatening language or behaviour towards anyone they have contact with as a Partnership Board member.
- Listening to the views of others without interrupting.
- Being organised and punctual.
- Being prepared for meetings and ensure they read all the documentation.
- Being actively engaged.

The Partnership Board should not be the forum for personal issues to be discussed. These issues should only be used to demonstrate a point of principle.

## Induction Checklist

The aim of the induction check list is to support new members of Partnership Boards to understand their role and the work of the Board and become an active member of the Board.

The content of the induction list can be adapted by each Partnership Board to take account of specific information and communication needs. For example, it can be reproduced in large print or an easy read version. Partnership Boards can also add information that they think will help members to become fully involved and engaged as quickly as possible.

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Information	Completed (date)
<b>Introductions to other Board Members</b> <ul style="list-style-type: none"> <li>• A chance to meet other Board members and find out who they are and who they represent</li> </ul>	
<b>Talk with the Co-chairs</b> <ul style="list-style-type: none"> <li>• How the Board works - what it does and how it fits into the decision making processes</li> <li>• Who is on the Board</li> <li>• Purpose of the Board</li> <li>• Board's work programme</li> </ul>	
<b>Individual Support</b> <ul style="list-style-type: none"> <li>• The support that users and carers are able to receive, e.g. transport, support from advocacy organisation or other</li> </ul>	
<b>Expenses</b> <ul style="list-style-type: none"> <li>• What elected Partnership Board members can claim and how to claim expenses</li> </ul>	
<b>Website and I.T.</b> <ul style="list-style-type: none"> <li>• How to use the Council's website to find information</li> <li>• Email and electronic communication</li> </ul>	
<b>Confidentiality</b> <ul style="list-style-type: none"> <li>• Rules about confidentiality</li> <li>• Tips on how to keep information confidential</li> </ul>	
<b>Expectations</b> <ul style="list-style-type: none"> <li>• Representing others</li> <li>• Attendance</li> <li>• Code of conduct</li> </ul>	
<b>Asking Questions and Speaking in Meetings</b> <ul style="list-style-type: none"> <li>• Explanation of how the meeting works and the best way of making sure your questions and views are heard</li> <li>• Listening to others</li> <li>• How to be part of making decisions</li> </ul>	
<b>Getting Involved</b> <ul style="list-style-type: none"> <li>• Information on how you can get fully involved in the work of the Partnership Board e.g. volunteering for themed groups</li> </ul>	

**Nomination/Application Form (to be completed with the support of the ULO if required)**

I/We (Name or Name of Organisation)

Nominate

(Name)

To be a member of the (Name) Partnership Board

Is the person you are nominating a (please tick)

- Service User
- Carer

The reason why I/ this person would be a good member of the (Name) Partnership Board

is.....  
.....  
.....  
.....

The knowledge, skills or experience this person would bring to the Partnership Board:

- 1.
- 2.
- 3.
- 4.
- 5.



**Personal Details**

These details will be to ensure that we can contact you and the nominee and will be stored in line with the Data Protection Act 1998.

**About you**

Your name

The organisation you represent (if applicable)

Telephone number

Address

Email address

**About the person or organisation you are nominating**

Name

Telephone number

Address

Email address

Does the nominee have any special needs? If so, please provide brief details so that we can ensure that we meet their needs when contacting them in the election process.

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