

Draft Terms of reference of Buckinghamshire Executive Partnership Board

1. Purpose and Key responsibilities

1.1 Purpose

The Executive Partnership Board will bring together senior managers from the County Council, PCT, District Council, representatives of the Partnership Boards to make strategic commissioning decisions and determine commissioning strategies and priorities. It will ensure that best use is made of available resources and that commissioning arrangements meet needs, provide value for money and fit within the broader statutory and policy framework.

The Executive Partnership Board will consider the views and recommendations made by the Partnership Boards in making its decisions and maintain a strategic overview of the work of the Partnership Boards.

The Executive Partnership Board will refer issues and make recommendations to the Adults Commissioners Board and Local Strategic Partnership Board.

1.2 Key responsibilities

The Executive Board will:

- Set priorities for the Partnership Boards and communicate these priorities.
- Approve and coordinate the work programme of Partnership Boards and monitor their progress.
- Commission Partnership Boards to do specific pieces of work.
- Establish time limited themed groups for specific areas of work that is relevant to more than one Partnership Board and consider their recommendations.
- Consider views and recommendations from Partnership Boards in its decisions and recommendations to the Adult Commissioners Board, Local Strategic Partnership and the PCT and County Council decision making bodies.
- Report on progress with their work programme to the Adults Commissioners Board.
- Ensures users' and carers' perspectives influence strategic commissioning decisions and that the diverse views of service users and carers, commissioners and service providers are considered as part of the decision making process.

2. Constitution and membership

2.1 Constitution

The Executive Partnership Board has the authority to make strategic decisions and will also advise and make recommendations to the Adult Commissioners Board, the Bucks Strategic Partnership, Bucks Primary Care Trust, Buckinghamshire County Council and the District Councils as appropriate.

The Executive Partnership Board may delegate a budget to the Partnership Boards in order to carry out specific programmes of work.

2.2 Membership

The Executive Partnership Board will have representation from:

Senior management level representation

- Buckinghamshire County Council
- Buckinghamshire PCT
- District Council

Representatives from the Partnership Boards

2 representatives from each of the following Partnership Boards (one of whom will be a service user or carer representative):

- Older People
- Physical and Sensory Disability
- Mental Health
- Learning Disability
- Carers

There will be no more than 20 members on the Executive Board to ensure full involvement and participation. Additional people may attend the Board meetings with agreement from the chair to provide advocacy or facilitation for service user representatives.

The Chair

The Chair of the Executive Partnership Board will be from Bucks County Council or the PCT.

2.3 Frequency of meetings

The Executive Partnership Board will meet on a two monthly basis.

2.4 Conduct of Business

An annual work programme will be agreed at the beginning of each year. This will inform the agenda for each of the meetings. The chair will ensure the agenda papers are distributed at least ten working days prior to the meeting.

The quorum for Executive Board meetings is 13 members of the Board.

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.

Arrangements will be put in place to ensure that all members of the Board are able to participate fully. Agenda papers will be sent out at least two weeks in advance of meetings so that members can prepare adequately. Service users and carer representatives will be supported through pre-meeting briefings, advocacy and support during meetings as appropriate via the ULO or Talkback. New members of the Executive Board will receive an appropriate induction.

Administrative support will be provided by the statutory sector

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

The operation of the Executive Partnership board will be reviewed every 2 years.

2.5 Board Member Responsibilities

Executive Board Members are required to attend Board meetings regularly and work constructively with different opinions. They are also expected to undertake agreed work, or delegate actions to others in their organisation and ensure work is completed.

Members will be responsible for communicating the decisions of the Executive Board within their own organisation or to the Partnership Board they represent.

Executive Board members should present the views of the organisation or Partnership Board that they represent rather than their personal views and comply with the Code of Conduct set out below.

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 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.