



OLDER ADULTS' PARTNERSHIP BOARD

TERMS OF REFERENCE

1. Introduction

The Older Adults' Partnership Board (or "OAPB") is the inter-agency mechanism in Barnet to improve the health and well-being of older adults (aged 65+ year) and oversee and plan the health & social care services available to them in Barnet. It will have strategic and advisory functions and be crucial in influencing the direction of older adults services through the production of strategies and action plans for the provision of older adults' health and social care services in Barnet.

It has received the delegated responsibility from the Adult Strategy Group (ASG) for overseeing the implementation of the Older People sub-theme of the Community Strategy (2006-2016) and the joint plan for Older People and their Carers 'Living longer living better' in Barnet (2006-2009).

It meets the duty of co-operation between London Borough of Barnet ("the Council") and Barnet Primary Care Trust ("the PCT"), required under the Health Act 1999.

It acts as the link between the "Barnet's Independence and Healthy Active Life Forum" and the Local Strategic Partnership.

The OAPB operates within the constitutional requirements of Barnet Council and the Primary Care Trust, and in line with the "Common Principles for Partnership Boards, which were endorsed by the ASG in April 2006.

Its area of responsibility includes:

- health improvement for Older Adults;
- health and social care needs of all older adults in Barnet;
- health and social care provision for EMI (elderly mentally infirm) in Barnet; and
- working to achieve effective transition arrangements for people moving from being cared for by adult social services to older people's services.

2. General responsibilities

Within this policy and constitutional framework, the OAPB has the following responsibilities:

- Community leadership in respect of improving the health and well-being of older adults in Barnet, ensuring health improvement plans are aligned with local need.
- Accountability to the Adult Strategy Group for overseeing and co-ordinating the delivery of the ambitions and targets of the "Older People – sub theme" of the Community Strategy and the joint plan for Older People and their Carers 'Living longer living better' in Barnet (2006-2009).
- To agree priorities and make recommendations to the Joint Management Team of Adult Social Services and Barnet Primary Care Trust on resource distribution and/or joint commissioning arrangements, to ensure they meet needs, provide value for money, and fit within the broader statutory and policy framework.

- To ensure effective consultation and communication with wider stakeholders including users and carers, to aid the priority setting process and generation of further ideas for service development (e.g. service communication and consultation plans.)
- In relation to the Adult Strategy Group:
 - The ASG will agree the establishment and dissolution of the OAPB, and agree any proposed revisions to the terms of reference.
 - The OAPB will be accountable to the ASG for its performance. For such purpose, the ASG will hold an annual performance review to ensure the OAPB adds value, to review/agree the annual workplans, and ensure the OAPB has effective stakeholder engagement. Performance reports provided by the OAPB to the ASG, will contain information to show that the OAPB is:
 - identifying and meeting key performance indicators;
 - providing useful and qualitative data;
 - 'making a difference' in the service they provide;
 - fully involving the voluntary and community sector in service plans;
 - supporting work to achieve a user-centred and seamless service.

3 Membership

The OAPB will comprise the following members:

The Council	<ul style="list-style-type: none"> • Assistant Director, Health Partnerships (Older Adults)
The PCT	<ul style="list-style-type: none"> • Director, Commissioning & Planning • Assistant Director, Commissioning • Assistant Director, Nursing & Quality, BPCT • Senior Management Accountant • Non Executive Director (the Older People's Champion)
Acute Trusts	<ul style="list-style-type: none"> • Consultant Old Age Medicine, Royal Free Hospital • Consultant Old Age Medicine, Barnet Hospital
Voluntary & Community Sector	<ul style="list-style-type: none"> • Chair, Older Adult Network • Representative, BME Network • Deputy Chief Executive, Barnet Voluntary Services Council
Users & Carers	<ul style="list-style-type: none"> • Barnet Senior Citizens' Forum (two representatives) • Carer Representative • Barnet Carers Centre Representative
Observers	<ul style="list-style-type: none"> • Representative, PPI Forum for Barnet PCT

Other officers of the Council and the PCT may be invited by the Chair to attend meetings, as appropriate.

The chairman will be the Director, Commissioning & Planning (PCT). The Vice Chairman will be the Assistant Director, Health Partnerships - Older Adults (LBB)

The designated officers from the Council are the Head of Community Care and the Senior Finance Officer; the designated officers from the PCT are the Director for Commissioning and Service Development and the Senior Finance Officer.

Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the Chairman.

4. Meetings

The Group will meet a maximum of six times a year (bi-monthly).

4.1 Quorum

A quorum will comprise five members, provided this consists of the Chairman or Vice Chairman and at least one representative each of the Council, the PCT, the voluntary sector and users.

4.2 Meetings in Public

Meetings of the OAPB will be open to the Public. Any matters deemed to be confidential would be discussed in a private session of the meeting and explained as such in the agenda.

4.3 Administration of Meetings

The OAPB will have sufficient support in place to operate effectively (timely circulation of minutes, papers etc).

Members of the OAPB will be requested sufficiently in advance to propose items for the agenda.

Unconfirmed minutes of meetings will be sent out to members not later than ten working days after each meeting. The agenda and associated papers of each OAPB meeting will be sent to members not less than five working days before the date of the meeting.

The Chairman will have the discretion to accept late items and associated papers provided the reason for their urgency is accepted and reported to members accordingly.

There will be notes of all meetings of the OAPB.

5. Annual review

These arrangements will be reviewed annually.