

Physical and Sensory Impairment Partnership Board

Terms of Reference

January 2007

1. Introduction

The Physical and Sensory Impairment Partnership Board (or “PSIPB”) is the inter-agency mechanism in Barnet to improve the health and well-being of disabled people (aged 18-64 years) and oversee and plan the health and social care services available to them in Barnet. It will have strategic and advisory functions and be crucial in influencing the direction of physical and sensory impairment services through the production of strategies and a workplan to improve health and social care services for disabled people in Barnet.

It has received the delegated responsibility from the Adult Strategy Group (ASG) for overseeing the implementation of the joint plan for Disabled People and their Carers “Our Life, Our Services, Our Say” in Barnet.

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.

The PSIPB 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.

The board will focus on service users who:

- Are aged 18-64, and have a significant and long term physical impairment.
- People aged 18+ who have a sensory impairment.

2. Vision

The Physical and Sensory Impairment Partnership Board will involve and work with disabled people and their carers, to improve the service provision in the London Borough of Barnet.

The Board will achieve this by:

- working within and promoting the Social Model of Disability;
- monitoring, developing and promoting opportunities and choices that improve the quality of life of disabled people (aged 18+);
- supporting the mainstreaming of disability equality schemes throughout all statutory services in line with the Disability Discrimination Act;
- mainstreaming disability awareness across public services so that disabled people can play a full role in their community.

3. General responsibilities

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

- 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.)
- 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.
- Community leadership in respect of improving the health and well-being of disabled adults in Barnet, ensuring that plans are aligned with local need, with the aim to:
 - Improve the health and well-being of adults with a physical and/or sensory impairment;
 - Meet the health and social care needs of all disabled adults in Barnet;
 - Achieve effective transition arrangements for people moving from being cared for by children's social services to adult social services and from adult social services to older people's services.
- Accountability to the Adult Strategy Group for overseeing and co-ordinating the delivery of the ambitions and targets of the joint plan for disabled People and their Carers 'Our Life, Our Services, Our Say' in Barnet

The PSIPB will be accountable to the ASG for its performance. For such purpose, the ASG will hold an annual performance review to ensure the PSIPB adds value, to review/agree the annual workplans, and ensure the PSIPB has effective stakeholder engagement.

3 Membership

The PSIPB will comprise the following members:

- Assistant Director, Health Partnerships (Younger Adults) – Barnet Council
- A representative from PCT at Director's level
- Representatives from stakeholders, including the PSI Network, BVSC, Housing, service users and carers.

Other officers of the Council and the PCT will be invited to attend meetings, where relevant.

The PSIPB will be chaired jointly by the Assistant Director, Health Partnerships – Younger Adults (LBB) and a service representative elected by the board.

4. Meetings

The Group will meet bi-monthly.

4.1 Quorum

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

4.2 Meetings in Public

Meetings of the PSIPB are public meetings. The Partnership Board encourages people to come to the Board to participate in workshop sessions of the Board and to be involved in the subgroups of the Board. It will be ensured that all meetings will be held in venues which are accessible to all, including palantypist, interpreter etc where needed.

4.3 Administration of Meetings

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

Members of the PSIPB 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 PSIPB meeting will be sent to members not less than five working days before the date of the meeting.

There will be notes of all meetings of the PSIPB. Notes of meetings, agenda's etc will be made available on audio-tape where needed.

5. Annual review

These arrangements will be reviewed annually.