BARNET OLDER ADULTS PARTNERHSIP BOARD
TERMS OF REFERENCE
February 2012

1. Introduction and Purpose of the Board

1.1 The Barnet Older Adults Partnership Board (OAPB) is an inter-agency forum. It has a strategic and advisory function and its purpose is to improve the health and well-being of older people in Barnet and their carers.

1.2 The board's key functions are to:

- gather comment and opinion from local people upon services and policies proposed by the Primary Care Trust (NHS Barnet) and the Local Authority (Barnet Council) that relate to older adults.
- in conjunction with the statutory services and the voluntary sector, influence the development and management of health and social care services and policies.
- oversee the implementation of integrated commissioning strategies in Barnet

1.3 The OAPB:

- helps decide what services for older adults and their carers are needed in Barnet
- helps decide how these services work
- checks on how well services are working
- consults and communicates with wider stakeholders, including service users and carers, to aid the priority setting process and generation of further ideas for service development
- makes recommendations on the above matters

2. Role of the Board

2.1 The role of the OAPB is to subject the services and policies that relate to older people to analysis and constructive criticism and to ensure that the collective views of the board, and especially those of the community and voluntary groups, are passed to decision makers in the statutory authorities.

2.2 The board's area of responsibility spans health and social care needs of all older adults and their carers In Barnet.

2.3 The Board:

- provides leadership
- makes change happen through the representative groups/bodies of each member
- sets priorities for action

2.4 The board has the delegated responsibility from the Health and Well-Being Board (HWBB) for overseeing the implementation of the Older Adults Integrated Commissioning Strategy.

2.5 It meets the duty of co-operation between the Barnet Council and NHS Barnet required under the Health Act 1999.

2.6 It operates within the framework of Barnet Sustainable Community Strategy, the Council's Corporate Plan, Future Shape and the NHS Barnet Operating Framework and Commissioning Strategic Plan.

2.7 The Board has the power to ask for information and reports from staff from Barnet Council and Barnet NHS.

2.8 The Board highlights specific older adult carers issues to the Carers Strategy Partnership Board through its carer representative members.

2.9 The Board works collaboratively with other boards to ensure that transition arrangements are effective. For example, the OAPB leads on Dementia and mental health needs of older adults but informs and / or involves the Mental Health Partnership Board as appropriate.

3. Governance and Accountability

3.1 The OAPB is accountable to the Health and Well-Being Board (HWBB).

3.2 The HWBB has responsibility for agreeing the establishment and dissolution of the OAPB.

3.3 The OAPB sets its own terms of reference in line with the functions that the HWBB requires it to perform.

3.4 The HWBB gives direction to the work of the OAPB.

3.5 The OAPB on an annual basis will submit a report to the HWBB setting out its achievements for the year and its forward work programme for the year ahead. The HWBB has responsibility for signing off the OAPB's work programme.

In reviewing the OAPB's work, the HWBB will review how the Board involves wider stakeholders including older adults and their carers in its work.

3.6 The Co-chairs of the OAPB will meet twice a year with the Chair of the HWBB to facilitate good communication, agenda setting and risk management. The OAPB can propose items to be included on the forward plan for the HWBB through the Co-chairs of the OAPB.

4. Chairing Arrangements

4.1 The OAPB is to be co - chaired by an Assistant Director from Barnet Council and an elected user / carer representative.

5. **Membership**

5.1 Membership to the Board is as listed in the table below. The Board aims to ensure that 50% of its membership includes service user / voluntary and community organisation representatives and family carers.

5.2 Members will be responsible for representing the views of services users, carers or groups to the board and report back to their groups or organisations.

5.3 The OAPB will comprise the following members

Service User Representatives
Carer Representatives
LB Barnet Representatives
NHS Barnet Representatives
Voluntary and Community Organisations Representatives
Commissioning Representatives
Other

Other representatives may be invited by the Chair to attend meetings where relevant.

5.4 All members are to be clear about the purpose of the OAPB and their role on the board. All members will work within the Code of Conduct for Partnership Boards (Appendix 1)

5.5 Service user and carer members will work to the role description for user/ carer representatives (Appendix 2).

5.6 The aim is that in due course user and carer representatives will be elected to the OAPB using the User/ Carers Engagement process (Appendix 3 *to be attached*).

5.7 Every member of the board must be a leader and must link with and report back to their groups or departments, for example Advocacy groups, carer's groups, Housing.

5.8 Members are able to delegate to a deputy of suitable authority if they are unable to attend, by agreeing this with the Chair.

5.9 The membership arrangements will be reviewed annually to make sure that the OAPB membership continues to reflect the wide diversity of service users and carers in the borough.

6. Working Groups and Sub Groups

6.1 Working groups or sub groups may be set up to undertake specific tasks of the OAPB work plan. These are to be chaired by a board member and report back on defined work plan actions to the OAPB.

6.2 Working groups and sub groups can be set up in conjunction with other Barnet Partnership Boards to work on cross cutting themes. e.g. Housing, transport.

7. Confidentiality

7.1 The Board will keep a record of names and contact details of everyone attending meetings. The names and contact details or service users and carers will not be published in public documents without prior agreement.

8. Conflicts of Interest

8.1 Members should let the Chair or the Partnerships and Governance Officer know if they are involved with anything which might affect the decisions that they make.

9. Meetings

9.1 The Board will meet a maximum of six times a year.

9.2 A quorum will comprise five members of the Board, provided this consists of one Co-Chair and at least one representative of: Barnet Council; NHS Barnet; the voluntary and community sector; service user or carer.

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

9.4 All meetings will be held in venues that are accessible to all.

9.5 The agenda for meetings is flexible and is governed by current demand by the statutory services.

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

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

9.8 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.

9.9 Administration of meetings: The Partnership and Governance Officer and the User and Carer Involvement Officer shall support the work of the OAPB.

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

9.10 There will be minutes of all meetings of the OAPB. These will be made available on the Council website and the NHS Barnet website.

9.11 Unconfirmed minutes of the meeting will be sent out to members not later than four weeks after each meeting.

10. Reports

10.1 Reports to the OAPB are to be produced using the Partnership Board template (Appendix 4 *to be attached*). They are to be written in plain English, avoiding jargon and containing simple explanations of key issues. The purpose of each report is to be clearly stated e.g. for Information, for comment, for decision.

10.2 A summary of key documents is to be provided for members.

11. Annual review

These terms of reference are subject to an annual review or as directed by the HWBB.

Appendix 1: Code of Conduct for Partnership Boards

The Board is agreeing to this code of conduct to make sure that everyone feels safe and can fully participate in the meetings. These conducts will be reviewed annually.

Board members are asked to:

- Be friendly, polite and courteous
- If you have a criticism, make it helpful and constructive. Think about and offer a solution
- Be objective and fair
- Be open and honest
- Be respectful of other people's views and opinions
- Listen to other people without interrupting
- Try to be on time. Let us know if you are unlikely to attend a meeting or will be late or leave early
- Read the board papers beforehand so you come prepared
- Only use personal experiences if you are doing so to explain something
- Respect people's confidentiality. Do not use any personal information outside the Board meetings.

Appendix 2: Role Description for Service User / Carer Representative Partnership Board Members

The main things you will do as a Partnership Board Member:

- Speak up for the interests of a wider group of people who use services/family carers or other interested people at Partnership Board Meetings.
- Listen to a wide range of people who use services and family carers.
- Pass on the views of other people even if they are not your views.
- Pass on any problems you are told about services, or any risks to the health and safety of vulnerable adults or children.
- Share ways of making services better
- Keep personal things you are told private.
- Be a positive advocate of equality and diversity in service delivery and promote choice and independence.
- Take part in training to build up skills, knowledge and understanding of the issues to be discussed as well as to build up personal skills and knowledge.
- Represent the Partnership Board at local forums.