



# **Adults and Communities Involvement Board – Terms of Reference**

**September 2016**

## **1. Introduction and purpose of the board**

- 1.1 The Involvement Board is an inter-agency board. It has a strategic function and its purpose is to oversee the Adults and Communities engagement structure to ensure that there is meaningful engagement on key priorities in health and social care.
- 1.2 The boards key functions are to:
  - Set the annual priorities for the Adults and Communities engagement structure
  - Set the workplan and timings for the working groups
  - Oversee that the recommendations from the working groups have been incorporated into final decisions
  - Support the working groups to problem solve where necessary
  - Ensure that the workplans are meaningful for adult health and social care in Barnet.

## **2. Role of the board**

- 2.1 The board will collate the priorities from the Barnet commissioning intentions, CCG commissioning intentions, Joint Health and Wellbeing Strategy and issues raised at the annual summit to set out the key priorities to be engaged on.
- 2.2 The board will ensure that the recommendations that are provided by the working groups are acted upon by the relevant agencies.
- 2.3 The board will ensure that progress of projects is feedback to all participants in an effective and timely manner.
- 2.4 The board meets the duty of co-operation between Barnet Council and NHS Barnet required under the Health Act 1999.
- 2.5 The board operates within the framework of the Council's Corporate Plan and the NHS Barnet Operating Framework and Commissioning Strategic Plan.
- 2.6 The Board has the power to ask for information and reports from staff from Barnet Council and Barnet CCG.

## **3. Governance and accountability**

- 3.1 The Involvement Board is accountable to the Health and Wellbeing Board, Adults and Communities Senior Management Team and Barnet CCG Senior Management Team.

- 3.2 The board will produce an annual report to the Health and Wellbeing board to inform of key achievements over the previous year and to set out targets for the next year.

## **4. Chairing**

- 4.1 The board will be chaired by a member of the senior management team from Barnet Council and a member of the senior management team from Barnet CCG.

## **5. Membership**

- 5.1 The membership of the Involvement Board will be made up of the following representatives:
- Two resident representatives for:
    - Older Adults
    - Physical Disability
    - Sensory Impairments
    - Learning Disabilities
    - Mental Health
    - Autism
    - Carers
  - Senior Management Team from Barnet Council Adults and Communities
  - Senior Management from Barnet CCG
  - Healthwatch Barnet
- 5.2 The initial term of representation for resident representatives will be for one year when the process will begin again. Representatives will only be able to stand for two years before taking a break.

## **6. Working Groups**

- 6.1 The Involvement Board will set the workplan for the working groups.
- 6.2 The working groups will be accountable to the Involvement board to meet the requirements set out for them.
- 6.3 The Involvement Board will be responsible for ensuring the working groups recommendations have been incorporated into the work.
- 6.4 The Involvement Board will be responsible for ensuring that the working groups are fed back to on the impact their input had.

## **7. Confidentiality**

- 7.1 The Board will keep a record of names and contact details of everyone attending meetings. The names and contact details of people who use services and their carers will not be published in public documents without prior agreement.

- 7.1 Board members agree to keep the subjects discussed at the Involvement Board and the papers associated with the Board confidential and not discuss these outside of the Board members

## 8 **Conflicts of Interest**

- 8.1 Members should let the Chair or the Engagement Lead know if they are involved with anything which might affect the decisions that they make.
- 8.2 Areas that should be declared may include, but not be exclusive to:
- A financial interest in any organisations that may benefit from any decisions made
  - A personal relationship with anyone who may benefit from any decisions made
  - A personal or financial interest in any organisation that may benefit from confidential information shared within engagement opportunities

## 9 **Meetings**

- 9.1 The Involvement Board will hold two full meetings per year in July and January.
- 9.2 Full meetings will be two and a half hours in duration and will focus on
- Setting priorities for the working groups to work on
  - Monitoring the progress of the working groups against the workplan
- 9.3 The Involvement Board will hold two half meetings in October and April.
- 9.4 Half meetings will be one hour in duration and will focus on
- Offering support and guidance to the working groups
  - Ensuring feedback has been provided where appropriate
- 9.5 The minutes of the meeting will be published via the monthly newsletter and will be available on the Barnet website

## 10 **Annual Review**

- 10.1 These terms of reference are subject to an annual review.