

BARNET PHYSICAL AND SENSORY IMPAIRMENT PARTNERHSIP BOARD TERMS OF REFERENCE

March 2012

1. Introduction and Purpose of the Board

1.1 The Barnet Physical and Sensory Impairment Partnership Board (PSIPB) is an inter-agency forum. It has a strategic and advisory function and its purpose is to improve the health and wellbeing of people with physical and / or sensory impairments 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 people with physical and / or sensory impairments.
- 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
- ensure that commissioning arrangements meet needs, provide value for money, and fit within the broader statutory and policy framework.

1.3 The PSIPB:

- helps decide what services for people with physical and / or sensory impairments 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 Statement of Intent

The PSIPB will involve and work with people with physical and / or sensory impairments and their carers, to improve 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 people with physical and / or sensory impairments
- 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 people with physical and / or sensory impairments can play a full role in their community.

3. Role of the Board

- 3.1 The role of the PSIPB is:
- to subject the services and policies that relate to people with physical and / or sensory impairments to analysis and constructive criticism
 - 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.
- 3.2 The Board's area of responsibility spans health and social care needs of all people with physical and / or sensory impairments and their carers In Barnet.
- 3.3 The Board:
- provides leadership
 - makes change happen through the representative groups/bodies of each member
 - sets priorities for action
- 3.4 The Board has the delegated responsibility from the Health and Well-Being Board (HWBB) for overseeing the implementation of the Integrated Commissioning Strategy in relation to people with physical and / or sensory impairments.
- 3.5 It meets the duty of co-operation between Barnet Council and NHS Barnet required under the Health Act 1999.
- 3.6 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.
- 3.7 The Board has the power to ask for information and reports from staff from Barnet Council and Barnet NHS.
- 3.8 The Board highlights specific issues of carers of people with physical and / or sensory impairments to the Carers Strategy Partnership Board through its carer representative members.
- 3.9 The Board is mindful that people may experience a range of disabilities and works collaboratively with other boards to ensure that transition arrangements are effective. For example, PSIPB works with Older Adults Partnership Board recognising that sensory impairment develops with age. PSIPB informs and / or involves other partnership boards in its work as appropriate.
- 3.10 The Board engages with services to achieve effective transition arrangements for people moving from being cared for by children's services to adult services and from adult services to older people's services.

4. **Governance and Accountability**

- 4.1 The PSIPB is accountable to the Health and Well-Being Board (HWBB).
- 4.2 The HWBB has responsibility for agreeing the establishment and dissolution of the PSIPB.
- 4.3 The PSIPB sets its own terms of reference in line with the functions that the HWBB requires it to perform.
- 4.4 The HWBB gives direction to the work of the PSIPB.
- 4.5 The PSIPB 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 PSIPB's work programme.

In reviewing the PSIPB's work, the HWBB will review how the Board involves wider stakeholders including people with physical and / or sensory impairments and their carers in its work.

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

5. **Chairing Arrangements**

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

6. **Membership**

- 6.1 Membership of the Board is as listed in 6.3. The Board aims to ensure that 50% of its membership comprises service user / voluntary and community organisation representatives and family carers.
- 6.2 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.
- 6.3 The PSIPB will comprise the following members

Service User Representatives
Carer Representatives
Barnet Council Representatives
NHS Barnet Representatives
Voluntary and Community Organisation Representatives

Commissioning Representatives
Other

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

- 6.4 All members are to be clear about the purpose of the PSIPB and their role on the Board. All members will work within the Code of Conduct for Partnership Boards (Appendix 1)
- 6.5 Service user and carer members will work to the role description for user/ carer representatives (Appendix 2).
- 6.6 The aim is that in due course user and carer representatives will be elected to the PSIPB using the User/ Carers Engagement process (Appendix 3 *to be attached*).
- 6.7 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 (Appendix 2).
- 6.8 Members are able to delegate to a deputy of suitable authority if they are unable to attend, by agreeing this with the Chair.
- 6.9 If members do not attend more than two meetings without apology or representation, their membership will be reviewed.
- 6.10 The membership arrangements will be reviewed annually to make sure that the PSIPB membership continues to reflect the wide diversity of service users and carers in the borough.

7. **Working Groups and Sub Groups**

- 7.1 Working groups or sub groups may be set up to undertake specific tasks of the PSIPB work plan. These are to be chaired by a board member and report back on defined work plan actions to the PSIPB.
- 7.2 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.

8. **Confidentiality**

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

9. Conflicts of Interest

- 9.1 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.
- 9.2 Members are required to declare, at the beginning of Board meetings, any interest in any agenda item which might lead to a conflict of interest.

10. Meetings

- 10.1 The Board will aim to meet six times a year.
- 10.2 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.
- 10.3 Meetings of the PSIPB 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.
- 10.4 All meetings will be held in venues which are accessible to all, including palantypist, interpreter etc where needed.
- 10.5 The agenda for meetings is flexible and is governed by current demand by the statutory services.
- 10.6 Members of the PSIPB will be requested sufficiently in advance to propose items for the agenda.
- 10.7 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.
- 10.8 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.
- 10.9 Administration of meetings: The Partnership and Governance Officer and the User and Carer Involvement Officer shall support the work of the PSIPB. The PSIPB will have sufficient support in place to operate effectively (timely circulation of minutes, papers etc.)
- 10.10 There will be minutes of all meetings of the PSIPB. These will be made available on the Council website and the NHS Barnet website.
- 10.11 Unconfirmed minutes of the meeting will be sent out to members not later than four weeks after each meeting.

11. Reports

- 11.1 Reports to the PSIPB 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.
- 11.2 A summary of key documents is to be provided for members.
- 11.3 On request, reports will be made available to members in alternative formats.

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.