

**ADULT SOCIAL CARE OVERVIEW AND SCRUTINY PANEL
1 DECEMBER 2009**

**REVIEW OF THE HEALTH AND SOCIAL CARE PARTNERSHIP
Assistant Chief Executive**

1 INTRODUCTION

As part of the agreed approach to the Overview and Scrutiny (O&S) of the Bracknell Forest Partnership (BFP), the Chairman and Lead Officer of each of the BFP theme Partnerships has been invited to meet the O&S Commission or relevant O&S Panel to discuss the Partnership's governance, performance management, financial management, and related issues, with reference to a questionnaire completed in advance of the meeting. The Health and Social Care Partnership is one of the BFP theme partnerships within the purview of the Adult Social Care Overview and Scrutiny Panel.

2 SUGGESTED ACTION

- 2.1 That the Adult Social Care Overview and Scrutiny Panel discusses with the Chairman and Lead Officer of the Health and Social Care Partnership Board, Councillor Dale Birch and Mr Glyn Jones, respectively, the Partnership's governance, performance management, financial management, and related issues, with reference to the attached completed questionnaire.**

3 SUPPORTING INFORMATION

- 3.1 The approach to O&S of the Bracknell Forest Partnership has been endorsed by the O&S Commission and Panels, also the BFP Board, and implementation has commenced. The agreed approach includes a structured programme of information gathering and initial analysis of the BFP's affairs. This work has been apportioned as follows:

O&S Commission – BFP's Board and the Town Centre Partnership, the Crime and Disorder Reduction Partnership, and the Economic and Skills Development Partnership.

Environment, Culture and Communities O&S Panel - the Strategic Housing Partnership, the Cultural Partnership, the Transport Partnership, and the Climate Change Partnership.

Children's Services and Learning O&S Panel - the Children's Trust, and the Early Years, Child Care and Play Partnership.

Adult Social Care O&S Panel - the Health and Social Care Partnership.

- 3.2 The information gathering comprises initially asking the Chairmen and Lead officers for the ten Theme Partnerships to complete a questionnaire, and then for the responses to the questionnaire to inform individual meetings by the Commission/Panel concerned with the Chairmen and Lead officers for each of the Theme Partnerships, individually. These will form part of the public meetings of the Commission and Panels throughout 2009/10. The structured series of meetings with the Chairmen and lead officers of the Theme Partnerships will contribute to relationship building.
- 3.3 The purpose of the questionnaire to be sent in advance of the meetings is to gather all the basic information on the work and organisation of each Theme partnership, to make best use of members' time at the ensuing meetings.

Background Papers

Agenda and minutes of the Overview and Scrutiny Commission on 1 April 2009

Contact for further information

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Draft Questionnaire for completion by the Chairman and Lead Officer of BFP's Board and each of the 10 BFP Theme Partnerships

A: Name of Partnership:	Comments
Chairman's name and contact details:	Chairman for 2009/10 municipal year: Councillor Dale Birch, Bracknell Forest Council
Lead Officer's name and contact details:	Glyn Jones, Chief Officer: Adult Social Care, tel: 01344 351458

B: Partnership details	Comments
1. Please attach the terms of reference for the partnership. If it is not in the TOR, please outline the agreed aims, key objectives and key functions	Terms of Reference are attached and include aims, objectives and membership.
2. Please provide a few examples of the partnership's major achievements	<ul style="list-style-type: none"> • Co-ordination of elements of Health and Social Care activity • Commissioning strategy consultation • Healthspace and JSNA developments • A successful conduit for sharing information, providing a forum for discussion and ensuring on-going monitoring of issues
3. Where do you think the partnership currently is in terms of its stage of development? E.g. early formation, delivering shared outcomes, or fully developed?	Developing shared outcomes
4. Please describe any major obstacles towards the partnership's success	None identified

<p>Membership</p> <p>5. If not in the TOR, please list the current members of the partnership and the organisations they represent</p>	<p>Included in the terms of reference.</p>
<p>6. If not in the TOR, please describe the arrangements for appointing members to the partnership</p>	<p>The partnership itself decides on its membership and which organisations/bodies should be represented. The organisations/bodies are then responsible for appointing their representatives.</p>
<p>Minutes</p> <p>7. Please provide minutes of meetings in the last year</p>	<p>Attached.</p>

C: Governance arrangements	Comments
<p>1. Please provide any recent self-assessment of governance arrangements for the Partnership, or describe any plans to do so.</p>	<p>The partnership reviews its terms of reference on an annual basis.</p>
<p>2. How are decisions made? Is there a scheme of delegation that makes clear who can take decisions?</p>	<p>Decisions are taken at Board meetings by a simple majority as detailed in the terms of reference.</p>
<p>3. How are decisions recorded?</p>	<p>Minutes are the formal record of Board meetings and within the minutes action points are highlighted.</p>
<p>4. Who makes sure decisions are acted upon?</p>	<p>Lead Officer or whoever an action is allocated to and follow up reports given at successive meetings.</p>
<p>5. Please describe how the partnership is held to account, and by whom</p>	<p>The Bracknell Forest Partnership receives quarterly newsletter updates from each themed partnership which highlights the recent work of the partnership.</p> <p>The Bracknell Forest Partnership also reviews the performance of themed partnerships through the quarterly performance monitoring of the Local Area Agreement. If there are indicators that fall into the 'red' category (that are in the remit of a particular partnership), members of the themed partnership will</p>

	be requested to attend a meeting of the BFP to explain why these indicators are failing.
6. Risk management - Has the Partnership itself carried out a formal risk assessment of the Partnership? If yes, please provide details	No.

D: Performance management	Comments
1. Please describe the arrangements for setting output/outcome targets, and give details of the partnership's targets for 2008/09	LAA targets form the basis of performance. Progress is tracked from the core group partnerships via annual reports.
2. Please describe the arrangements for monitoring and reporting progress against targets	LAA performance monitoring.
3. How does the partnership agree action on targets that are not likely to be met?	Decisions made through discussion at meetings.
4. How do you demonstrate publicly that the partnership adds value?	Bracknell Forest Partnership has a Communications Group that ensure the work of the partnership is publicised.
5. How does the public know that the partnership achieves value for money?	Through publicity of the work being carried out.
6. Does the Partnership contribute accounts of success to the BFP's communications group?	Yes, through a quarterly newsletter.

E: Financial Management	Comments
1. How is the partnership funded? (on the basis of the last financial year)	The partnership has no budget, Democratic Services administer the meetings.
2. Who decides on how to spend the money?	N/A
3. Can the money be reallocated? If so, who can authorise this?	N/A
4. What are the financial reporting arrangements?	N/A

F: Serving the Public (For response just by BFP's Board)	Comments
1. Does the partnership have a communications policy? If so, please provide this	
2. How does this partnership achieve accessibility for the public? (for example, are meetings open to the public?)	
3. Is there a complaints and suggestions process the public can use?	

G: Overview and Scrutiny of the Partnership	Comments
1. Does the partnership have any views on how O&S can assist in its development and achievement of objectives?	
2. Does the partnership have any suggestions for O&S reviews to be considered for the partnership O&S programme?	

If there are any queries on the completion of this questionnaire, please contact Richard Beaumont, Head of Overview and Scrutiny, Bracknell Forest Council on 01344 352283 or Richard.Beaumont@Bracknell-Forest.gov.uk

HEALTH AND SOCIAL CARE PARTNERSHIP BOARD

TERMS OF REFERENCE

1. PURPOSE

- (a) To establish the needs of the local population of Bracknell Forest through a joint strategic needs assessment and ensuring user and carer involvement.
- (b) To approve joint commissioning of services and support for older people, people with learning disabilities, with mental health difficulties, long term conditions and those who misuse substances, Aids/HIV, where an integrated response is required and to monitor and evaluate these arrangements when they have been established.
- (c) To promote the use of pooled budgets or other Health Act flexibilities, where necessary, in relation to all of the work of the board.
- (d) To contribute to the broader work of the Bracknell Forest Partnership's Sustainable Community Strategy, the Local Area Agreement and the Health and Well-being Strategy
- (e) To report to the Bracknell Forest Partnership and liaise with other theme partnerships reporting to it
- (f) To develop joint targets in relation to priorities.
- (g) To produce an annual work programme and monitor its implementation.
- (h) To ensure that the groups reporting to the Partnership Board (see appendix 2) contribute appropriately to the Board's objectives.
- (i) To share relevant information between partners
- (j) Respond to government initiatives and consultations concerning adult social care and health on behalf of the partners.
- (k) Exercise oversight of such functions as may be determined by the Partnership or the partner agencies.

NB: This Partnership Board is responsible for commissioning services for adults. Services for Children are covered by the Children & Young People's Trust.

2. RISK

Each report to the partnership should highlight any potential risks and relevant mitigating factors. Risks to projects or to the partnership should be discussed at meetings and a clear record of any decisions in relation to risks should be made.

3. DECISIONS

Partners shall bring along their own expertise to the decision making process, but decisions will be taken in the overall interest of the Sustainable Community Strategy and the Local Area Agreement. The partnership will endeavour to reach consensus on matters for decision. Where votes are invoked, each representative will have one vote, carrying equal weight. Decisions will be made on a simple majority basis and will require a quorum of at least one member from Berkshire East Primary Care Trust, Bracknell Forest Borough Council and the voluntary sector forum.

3. FREQUENCY AND DURATION

The meetings will take place on a quarterly basis. Each meeting will be no longer than two hours in duration.

4. ADMINISTRATION

The meetings will be administered by Democratic Services at Bracknell Forest Council.

All venues considered for meetings will be accessible.

5. MEMBERSHIP

See Appendix 1.

Membership of the partnership will be reviewed on an annual basis.

The chair of the partnership will alternate every twelve months between Bracknell Forest Council and Berkshire East Primary Care Trust.

6. LINKS TO OTHER PLANNING ARRANGEMENTS

A number of groups/boards report to the Partnership Board to assist it in delivering on its key tasks and are listed in Appendix 2.

NB: This Board covers those services that are jointly commissioned within Bracknell Forest Borough boundaries. The Berkshire East Joint Strategic Commissioning Board is responsible for jointly commissioning services across the three unitary authorities within Berkshire East.

Appendix 1

Membership of the Health and Social Care Partnership Board

1. The Bracknell Locality Non-Executive Member for Berkshire East Primary Care Trust (Irene Douglas)
2. Executive Member for Adult Services, Health and Housing for Bracknell Forest Council. (Councillor Birch)
3. The Director of Adult Social Care for Bracknell Forest Council (or their representative) (Lesley Heale)
4. Director of Localities for Berkshire East Primary Care Trust (or their representative) (Mary Purnell)
5. A representative from Bracknell Forest Voluntary Sector Forum (Martin Gilman)
6. A carer representative (Barbara Briggs)

Those invited to attend and advise the board are:

Chief Executive (or a representative) – Bracknell Forest Council

Chief Officer - Adult Social Care – Bracknell Forest Council

Director of Environment, Culture & Communities (or a representative) – Bracknell Forest Council

Head of Adults and Commissioning, Adult Social Care – Bracknell Forest Council

Head of Older People and Long Term Conditions – Adult Social Care – Bracknell Forest Council

Assistant Director for Bracknell Locality - Berkshire East Primary Care Trust

Member of Berkshire East Professional Executive Committee

Chief Executive (or a representative) – Heatherwood and Wexham Park Hospital Trust

Chief Executive (or a representative) – Berkshire Healthcare Trust

Assistant Director of Offender Management – Thames Valley Probation Service

Director of Bracknell Forest Voluntary Action (or representative)

Director of Public Health (or representative)

Berkshire East Clinical Executive Committee

Director of Community Health Services

To be invited as appropriate

Senior Partnerships Manager – Thames Valley Police

Berkshire Care Association

A representative from Royal Berkshire Fire and Rescue Service

Appendix 2

Reporting to the Health and Social Care Partnership Board

Learning Disabilities Partnership Board

Mental Health LIT

Older People's Strategy Group

Carers' Strategy Group

Public Health Working Group

Physical Disabilities and Sensory Needs Strategy Group

Safeguarding Adults Board

Drug and Alcohol Action Group