

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 and disabled , people with learning disabilities, with mental health difficulties, long term conditions and 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's and Young People's Partnership.

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 Borough 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 Borough 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 and the Executive Member for Adult Social Care, Health and Housing for Bracknell Forest Borough Council.
2. The Director of Adult Social Services for Bracknell Forest Borough Council and the Director of Localities for Berkshire East Primary Care Trust
3. A representative from Bracknell Forest Voluntary Sector Forum

Those invited to attend and advise the board are:

Chief Executive (or a representative) – Bracknell Forest Borough Council

Assistant Director - Community Care, Social Services and Housing – Bracknell Forest Borough Council

Director of Environment and Leisure (or a representative) – Bracknell Forest Borough Council

Head of Commissioning, Social Services and Housing – Bracknell Forest Borough 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

Director of Public Health (or representative)

To be invited as appropriate

Director of Education, Children's Services and Libraries (or a representative) – Bracknell Forest Borough Council

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

Older People's Forum

Carers' Forum

Public Health Steering Group

Physical Disabilities and Sensory Needs Strategy Group

Safeguarding Adults Board