

Sensory Impairment Partnership Board

Terms of Reference

The Equality Act 2010 defines someone as having a disability if they have an impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

'Substantial' is more than minor or trivial, eg it takes much longer than it usually would to complete a daily task. 'Long-term' means 12 months or more.

<https://www.gov.uk/definition-of-disability-under-equality-act-2010> (9th March 2020)

Purpose

To bring together adults with Sensory Impairments, their representatives and the public and voluntary sectors and key stakeholders, to work together to ensure the highest quality and best value services for people with disabilities in Cambridgeshire and Peterborough.

Reporting and Governance

The Chair of the Board will attend meetings of the Adult Social Care Forum (ASCF) to raise awareness of issues and influence strategic decision making. The Chair will in turn report back to the Board.

The Chair will feedback on, and report to its members on any local initiatives affecting people with disabilities.

Tasks

- To ensure a Sensory Impairment Services strategy is co-developed, co-produced and implemented within an agreed timescale.
- To work closely with the other Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) Partnership Boards and other participation bodies to identify common areas of concern, or need, for people with sensory impairments, then to work with them to resolve the issues.

- To act as a critical friend to CCC, PCC and other public authorities and services operating within the area to ensure that people with sensory impairments are treated as full and equal citizens.
- Contribute to, and comment on, the strategic plans and service delivery plans for health and social care services for people with sensory impairments in Cambridgeshire and Peterborough as appropriate.
- Act as a vehicle for partnership planning for people with sensory impairments across, and between, different service areas (carers, older people, physical disabilities, learning disabilities and mental health).
- Advise on sensory impairment services in the context of national and locally identified need by providing effective engagement of all partners within Cambridgeshire and Peterborough
- Provide a forum for engagement in the integrated approach to commissioning
- To promote and ensure the delivery of integrated approaches to service delivery

Board Members

The Board will operate a two-tier membership comprising:

- a) Full members who attend and participate fully in Board meetings
- b) Corresponding members who do not attend meetings but receive all information and minutes and are invited to participate and contribute via email / telephone etc.

The Board will be made up of the following:

- A minimum of 50% (of Full members) will be local adults with a physical disability
- Appropriate Voluntary and Community Sector Organisation representatives

- A limited number of Statutory Services Representatives to include Social Care staff & appropriate Health representatives e.g. Cambridgeshire and Peterborough Clinical Commissioning Group.

The membership of the Board should aim to be representative of the diversity (location, age, gender and ethnicity) of Cambridgeshire and Peterborough.

Individual members will remain on the board for a period of 2 years per term, for a maximum of 2 terms. If people miss 3 meetings the Partnership Development Manager will meet with them to discuss their membership, identifying barriers to attendance etc and exploring how to maintain their involvement.

There will be an annual review of Board membership of Voluntary and Community Sector organisations.

Chair

The role of the Chair is to facilitate the smooth running of meetings and to ensure that the views of all members are duly considered. Elected Chairs will ideally be adults with a Sensory Impairment and will remain in office for two years and may be elected for a further one year. Except in exceptional circumstances, two meetings notice is required of resignation from the position of the Chair.

Vice Chair

The Vice Chair will provide support and back up to the Chair and will take on the role and responsibilities above in the absence of the Chair.

People with Sensory Impairments

People with Sensory Impairments play a crucial role in delivering lived experience expertise. On the Board they are known as Independent Members. The Independent Members on the board must be adults representing the age range and span of sensory impairments that the Sensory Services team support. They may, or may not, be users of services commissioned within Cambridgeshire and Peterborough, but must have a local connection. The nature of the sensory impairment only needs to be disclosed to the Partnership Development Manager to ensure that any support is appropriately provided

Third Sector Organisations and Statutory Service Representatives

These representatives are required to take responsibility to use their networks and links to people with disabilities to support voice and consultation activities when required.

Prospective new board members

Prospective new board members will meet with the Chair and Healthwatch Cambridgeshire and Peterborough Partnership Development Manager who will give an overview of the work of the board and the responsibilities of membership. Following this meeting, the Chair, Healthwatch Cambridgeshire and Peterborough Development Manager and the individual will decide on whether membership of the board is appropriate.

Meetings - Frequency and agendas

Meetings will be held every three months.

Extraordinary meetings can be called by any of the group members, in consultation with all other members and to be agreed by the Chair

Any member of the group may suggest agenda items to the Chair or Partnership Development Manager at least 4 weeks before each meeting to be agreed by the Chair

Papers will be available in the Board members preferred medium (font size, braille, audio).

Pre meetings will take place (before the meeting starts) for Independent Members to discuss matters of concern which may be raised in the meeting or for action by Healthwatch.

Referral Onwards

Where relevant issues are raised at the Board which require detailed scrutiny, a Task and Finish group will be convened, which will feed back to the Board on completion of the task.

Where individual issues arise, which would more appropriately be referred on for individual resolution through the Complaints Process, or through presentation at another specialist forum, members will be encouraged and supported to do so.

Communications

Relevant information will be published on Healthwatch's website, on which there is a dedicated Sensory Impairment Partnership Board page.

This includes:

- Final versions of last 4 meetings minutes
- Terms of Reference
- Annual Report

Key Points

Decisions will be made by a vote of all members.

Behaviours expected by the Board

- Act with integrity - Do what you say you will do
- Work Together - be open, honest and share objectives
- Support - Empower and help
- Empathise - put yourself in other shoes
- Aspirations - be realistic
- Confidentiality - do not use any personal information outside the Board meetings
- Positivity - think about and offer a solution
- Be friendly, polite and courteous
- Take ownership; seek responsibility to see through to an agreed outcome

Lifespan of the Terms of Reference

The Board will look at these rules 1 year after the Boards merge, then they will be looked at every 3 years.

If something happens that means the Board needs to look at the Terms of Reference before the 3 years are up, then it can do so.



These terms of reference were agreed on: 23rd June 2020

The Board plans to look at them again by 22nd June 2021