

Physical Disability Partnership Board

Terms of Reference

The Equality Act 2010 defines a someone as having a Physical Disability if they have a physical 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 like getting dressed. ‘Long-term’ means 12 months or more, eg a breathing condition that develops as a result of a lung infection. There are special rules about recurring or fluctuating conditions such as arthritis.

<https://www.gov.uk/definition-of-disability-under-equality-act-2010> (1st November 2019)

Purpose

To bring together adults with disabilities, 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 Partnership Board will appoint an Independent Member to attend meetings of the Adult Social Care Forum (ASCF) to represent the Partnership Board in raising awareness of issues and influencing strategic decision making. The representative will in turn report back to the Board.

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

Tasks

- To ensure a Physical Disability 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 physical disabilities, then to seek solutions that 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 physical disabilities 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 physical disabilities in Cambridgeshire and Peterborough as appropriate.
- Act as a vehicle for partnership planning for people with physical disabilities across, and between, different service areas (carers, older people, sensory impairments, learning disabilities and mental health).
- Advise on Physical Disability 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 whole systems - integrated approaches to service delivery
- Take opportunities to positively influence best practice
- To ensure effective consultation and communication with staff, to aid the priority setting process and generation of further ideas for the service development
- To ensure that views and needs of physically disabled people are represented to Cambridgeshire and Peterborough Council's
- To agree priorities and make recommendations on resource distribution to ensure they meet needs, provide value for money and fit within broader strategy framework

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 1-3 years except under exceptional circumstances and at the discretion of the board.

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

Co-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.

The Physical Disability Partnership Board has agreed that Independent Members will co-chair the meeting on a rota basis.

Independent Members can opt in and opt out of the co-chairing arrangements.

Training is available for all Independent Members to develop in their role.

People with Physical Disabilities

People with Physical Disabilities play a crucial role in delivering lived experience expertise. The people with disabilities on the board must be adults representing the age range and span of disabilities, health conditions and impairments that the Physical Disability team support. They may, or may not, be users of services commissioned within Cambridgeshire, but must have a local connection. The nature of the disability/health condition 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 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 Healthwatch at least 4 weeks before each meeting to be agreed by the Chair

Agendas will be sent out to members at least 2 weeks before each meeting; these will also be available on the Healthwatch website

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 Physical Disability Partnership Board page.

This includes:

- Final versions of last 4 meetings
- 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.

The terms of reference were agreed on: 3rd December 2019

The terms of reference were reviewed on 9th February 2021

The terms of reference were reviewed on 21st February 2023

The Board plans to look at them again in February 2026