

## Older People and People with Long Term Conditions Partnership Board Draft Constitution

### 1 Constitution

This constitution and terms of reference were adopted by Older People and People with Long Term Conditions Partnership Board on 31<sup>st</sup> October 2013. They will be reviewed periodically.

#### 1.1 Name

The name of the Board is the Older People and People with Long Term Conditions Partnership Board.

#### 1.2 Status

Older People and People with Long Term Conditions Partnership Board operates as a sub-group of the York Health and Wellbeing Board.

#### 1.3 Membership of the Board

Responsibility for leading and supporting the Board is shared between the key commissioning organisations for health and wellbeing in York, i.e. City of York Council and the Vale of York Clinical Commissioning Group (VOYCCG).

Board members will be required to represent their organisation with sufficient seniority and influence to take forward the Board's shared vision and agenda and to take decisions within their own organisations in a manner consistent with that vision.

Membership of the Board will consist of:

Organisation	Position
Vale of York Clinical Commissioning Group	Deputy Chief Operating Officer/Innovation Lead (Chair)
Vale of York Clinical Commissioning Group	Chief Operating Officer
York Older People's Assembly (YOPA)	Vice Chair of YOPA
York Council for Voluntary Service	Partnerships Manager
City of York Council	Assistant Director Assessment and Safeguarding
City of York Council	Assistant Director, Adult Commissioning, Modernisation and Provision

## Annex A

City of York Council	Consultant in Public Health
City of York Council	Elected Member Representative
City of York Council	Elected Member Representative
York Blind & Partially Sighted Society	Voluntary Sector Representative
Age UK	Voluntary Sector Representative
York Carer's Forum	Carer Representative
York Carer's Centre	York Carer's Centre Manager
Leeds and York Partnership NHS Foundation Trust	Associate Director, North Yorkshire & York Services
Independent Care Group (ICG)	Chair of ICG
York Teaching Hospital NHS Foundation Trust	Deputy Chief Executive
HealthWatch	HealthWatch Manager
Long Term Conditions Representative(s)	TBC and added

Board membership will be reviewed periodically and can be amended at any stage with the agreement of existing Board members. Partner organisations may substitute for their named Board representative with the prior agreement of the Chair providing they are well briefed in advance by the person they are substituting for. Colleagues from across the partnership can attend the Board for specific agenda items with the prior agreement of the Chair.

All Board members will have equal status. Board Members shall ensure that appointments to the Board have been made in a fair way having due regard to the Nolan principles of public life.

### **1.4 Chair and Vice Chair**

The Chair and Vice Chair of the Board will be nominated from City of York Council and the Vale of York Clinical Commissioning Group in consultation with Board members.

The Chair is responsible for determining the forward plan and agenda items (with assistance from the Lead Officer), ensuring the efficient running of the meeting, maintaining focus and facilitating and enabling participation of all those present and ensuring that confidential items are handled accordingly.

### **1.5 Lead Officer**

The Lead Officer will assist the Chair and Vice Chair in determining the forward plan, prioritising, scheduling and coordinating agenda items. They are responsible for ensuring that appropriate reports, presentations and attendees are available for items tabled and act as a contact point for enquiries.

### **1.6 Secretariat**

Board meetings will be serviced by a secretariat. The secretariat is responsible for planning and coordinating meetings and venues, maintaining an up to date register of Board members and their contact details, publicising agendas and papers to Board members in advance of meetings, taking and publishing minutes of Board meetings and acting as a contact point for enquiries.

### **1.7 Other support for the Board**

The Council and Vale of York Clinical Commissioning Group will ensure that the Board receives the necessary support to enable the Board to discharge its responsibilities effectively. This will include financial and legal advice and specific support to monitor and review performance.

### **1.8 Making decisions**

The Board will not exceed its powers and will comply with any relevant obligations imposed by its members. Members will seek to achieve consensus through discussion. Any vote will be by a simple majority of members in attendance with the exception of proposals to alter or amend the Constitution (see 1.12 below). The Chair has a casting vote if needed.

### **1.9 Interests of Board members**

Board members must declare any personal or organisational interest in connection with the work of the Board. Where there is a potential conflict of interest for individual Board members, this should be openly and explicitly declared. At the Chair's discretion the Board member may be excluded from the discussion and / or decision making related to that particular agenda item.

### **1.10 Leaving the Board**

A person shall cease to be a member of the Board if s/he resigns or the relevant partner agency notifies the Board of the removal or change of representative.

**1.11 Meetings**

The Board will normally meet on a two-monthly basis i.e. 6 meetings per annum. The Board will be quorate when at least five members, including at least one representative from City of York Council or Vale of York Clinical Commissioning Group, and from two other partners, are present. If the meeting is not quorate it may proceed at the discretion of the Chair but may not take any decisions that would require a vote.

**1.12 Changing the Constitution**

Subject to the following provisions of this clause, this constitution and annexes may be altered by a resolution passed by not less than two thirds of the members present and voting at a meeting of the Board. The notice of the meeting must include notice of the resolution, setting out the terms of the alteration proposed.

No amendment may be made to this constitution which would conflict with any legislation, regulations or standing orders of City of York Council or the Vale of York Clinical Commissioning Group. Significant changes to the membership or constitution will also need to be ratified by the Health and Wellbeing Board, who will have the final authority in the event of any dispute. The Health and Wellbeing Board may also itself recommend changes to the membership or constitution of the Older People and People with Long Term Conditions Partnership Board.

This constitution was adopted on the date noted above by the relevant Chief Executives/Leaders.

Signed \_\_\_\_\_

Organisation \_\_\_\_\_

**Older People and People with Long Term Conditions  
Partnership Board  
Draft Terms of Reference**

**2 Terms of Reference**

**2.1 Purpose of the Older People and People with Long Term Conditions Partnership Board**

The Board is accountable to the Health & Wellbeing Board for delivering certain Health & Wellbeing Strategy priorities and objectives. The Board has several specific responsibilities in relation to Older People and People with Long Term Conditions

1. Taking joint leadership and responsibility for the City
2. Setting priority objectives, not only for health and wellbeing but also for any other matters relevant to older people and people with long term conditions
3. Collating an understanding of need, for use in Joint Strategic Needs Assessments
4. Investigating joint commissioning and shared budget arrangements
5. Overseeing whole system pathway redesign
6. Ensure individual organisation plans / spending reflect priorities
7. Monitoring outcomes
8. Setting up task and finish groups to undertake particular detailed work
9. Ensuring planning, commissioning and delivery is informed by community and patient voice.
10. Producing an annual report for the Health and Wellbeing Board.

**2.2 Involving residents, communities and individuals who use our services**

The Board expects that the views and involvement of residents, communities and individuals who use our services will influence the work of the Board and its sub groups at all stages. It will ensure that the views of residents, communities and individuals who use our services inform planning, commissioning, design and delivery of service provision. It will link in with several engagement mechanisms in the city to ensure that community priorities are delivered, and actions are influenced by local intelligence.

### **2.3 What the Board doesn't do**

The Board is not directly responsible for managing and running services but it does consider the quality and impact of commissioning and service delivery across partner organisations. It does not have direct responsibility for budgets, except where these have been delegated to it.

### **2.4 Accountability and reporting**

The Older People and People with Long Term Conditions Partnership Board is formally accountable to the Health and Wellbeing Board for York. The Chair of the Board may or may not be a member of the Health and Wellbeing Board; however, it is expected that he or she will establish and maintain effective links with the Health and Wellbeing Board to ensure alignment of the strategic objectives of both Boards.

The Older People and People with Long Term Conditions Partnership Board may establish subgroups, or “task and finish” groups as appropriate to deliver its agenda and priorities. These subgroups will be accountable to the Board and will report at least annually to the Board.

### **2.5 Expert advice and support for the Board**

Financial and legal advice will be available to the Board from within the Local Authority and the Vale of York Clinical Commissioning Group ICG to ensure that decisions taken are both permissible and in accordance with proper accounting procedures.

Performance and management information and advice will be provided by the Local Authority and the Vale of York Clinical Commissioning Group to enable the Board to fulfil its performance and outcome monitoring role.

### **2.6 Culture and values: how the Board exercises its responsibilities and functions**

The Board will take into account the following behaviours and values in exercising its functions. Board Members will:

- Participate on the basis of mutual trust and openness, respecting and maintaining confidentiality as appropriate;
- Work collaboratively, ensuring clear lines of accountability and communication;
- Share expertise and intelligence and use this synergy to provide creative solutions to complex issues;

- Take account of any particular challenges, policies and guidance faced by individual partners;
- Have regard to the policies and guidance which apply to each of the individual partners;
- Adhere to and develop their work based on the vision statement approved by the Board;
- Where decisions of the Board require ratification by other bodies the relevant Board Member shall seek such ratification in advance of any meeting of the Board or promptly following Boards recommendations;
- The Board shall exercise its functions so as to secure the effective cooperation of partners and the provision of high quality integrated services for children, young people and their families.
- Adhere to the Nolan principles on the conduct of public life.

### 2.7 Public participation

Members of the public will have a right of access to the Older People and People with Long Term Conditions Partnership Board's meetings, agendas, reports, background papers and minutes. These will be available 5 clear working days before the meeting and will appear in the Health and Wellbeing section of the Council's website and also on the Vale of York Clinical Commissioning Group's website. Alternatively you can telephone Tracy Wallis (Health and Wellbeing Partnerships Co-ordinator) on 01904 551714 or Rachael Murray (Team Administrator) on 01904 555923 and request a copy be sent to you by e-mail or post.

Anyone wishing to address the Partnership Board about a matter within their remit can do so in person at the meeting, in writing or in a format appropriate to their needs. Both Registrations to speak at the meeting and any written questions/submissions must be received at least 2 clear working days before the meeting so a response can be prepared by the Board. Speakers will be given a maximum of 3 minutes to speak, with a sum total of 20 minutes being allocated to the public participation section of the meeting. Submissions can be made in the following ways:

- By telephoning Tracy Wallis on 01904 551714
- By e-mail to [tracy.wallis@york.gov.uk](mailto:tracy.wallis@york.gov.uk)
- By post to Tracy Wallis, Health and Wellbeing Partnerships Co-ordinator, Public Health Team, Second Floor, West Offices, Station Rise, York, YO1 6GA.