NORTH LINCOLNSHIRE
ADULTS PARTNERSHIP

TERMS OF REFERENCE

1. PURPOSE

The North Lincolnshire Adults Partnership is a stakeholder/reference group which brings together representative partners from all adult workforce sectors as well as adult representatives. It will focus on the collaborative work of agencies and services, help to secure the added value of integrated working and in partnership with adult representatives will help to ensure improved outcomes and reduced inequalities for vulnerable adults, and their families and carers in North Lincolnshire.

The Adults Partnership will also take account of the national drivers for change in relation to the context i.e. Dilnot Commission Report on Social Care (2011), Transforming Care: A National Response to Winterbourne View Hospital (2012) and Care Act 2014; and it will set out the principles and ethos of enabling, empowering and supporting independence and exercising more choice and control. Representative partners will continually examine and challenge their approach to delivering against the ambitions and priority actions as outlined in the Vulnerable Adult Strategy 2015/20 and under the auspices of the Joint Health and Wellbeing Strategy 2013/18.

2. FUNCTIONS

The scope of the Adults Partnership will be across vulnerable adults, and their families and carers.

The functions are to:

- champion vulnerable adults and their families and carers and ensure that they are at the centre of all that we do through meaningful collaboration and engagement
- to be consulted regarding any proposals for commissioning and/or integrated working relating to vulnerable adults and their families and carers
- ensure that any proposals put forward to the Adults Partnership, the Health and Wellbeing Board (or other key partnerships and boards) show evidence and consideration of the whole person, particularly the most vulnerable and whether there has been sufficient collaboration and engagement in the development of the proposals
- agree the local ambitions and priority actions and develop, implement, monitor and review the Vulnerable Adults Strategy
- challenge and support agencies to ensure they are compliant with the values, principles and strategic commitments outlined in the Vulnerable Adults Strategy
• challenge and support the development and implementation of key strategic planning processes and support agencies to achieve improved outcomes
• provide an opportunity to share good practice across agencies (and boundaries) and to encourage and explore opportunities for creativity and innovation
• co-ordinate activity in relation to underpinning actions (against the agreed ambitions) as required
• to identify and escalate any issues and exceptions to others partnerships or boards for response, resolution and challenge as appropriate
• encourage and support integrated working to ensure the right services are in place at the right time and with the right management

3. VALUES

The Adults Partnership is committed to the Nolan Committee Principles of Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; and Leadership (details referred to in appendix 1).

4. GOVERNANCE AND ACCOUNTABILITY

As a stakeholder/reference group, the Adults Partnership is not accountable to any specific partnership or board, though it has relationships and should seek to influence and in turn respond to key issues from key partnerships and boards, in particular the Health and Wellbeing Board, the Local Safeguarding Adults Board and the Safer Neighbourhoods Partnership.

Any issues and exceptions should be fed into the appropriate partnership or board for response, resolution and challenge as appropriate.

The Adults Partnership may appoint task and finish groups to co-ordinate specific pieces of work as required.

The Adults Partnership relationships diagram is outlined in appendix 2.

5. MEMBERSHIP

The membership of the Adults Partnership takes account the breadth of workforce sectors involved in providing services to vulnerable adults, and their families and carers. Membership includes representatives from:

• Citizenship Partnership representative(s)
• Healthwatch
• Voluntary Sector representative(s)
• North Lincolnshire Council
• Clinical Commissioning Group
• General Practitioner representative(s)
• Northern Lincolnshire and Goole NHS Trust
• Rotherham and Doncaster South Humber NHS Foundation Trust
• East Midlands Ambulance Service
• Humberside Police
• Community Rehabilitation Company
• National Probation Service
• Humberside Fire and Rescue Service
• Job Centre Plus
• ONGO
• Social Care Providers
• Colleges

MEMBERSHIP ROLES AND EXPECTATIONS

As members of the Adults Partnership, partners commit to:

• involve vulnerable adults and their families and carers in consultation, engagement, co-production and enable them to influence strategic and operational decision making
• to attending relevant meetings and any development sessions
• send a deputy to attend on their behalf if they are unable to attend (where appropriate)
• be of sufficient seniority within their organisation to be able to comment on and contribute to debates and make decisions committing their organisation to taking action and providing resources if required
• be able to report back on their organisation’s delivery of their commitments in relation to key strategic planning processes and delivery against the underpinning actions of the ambitions within the Vulnerable Adult Strategy
• to providing in kind and/or financial resources, as appropriate, to ensure that the partnership has sufficient support and capacity to undertake its activities
• declare any conflicts of interest to the chair (before the topic is discussed in the meeting)
• represent to the chair if they have any issues arising from the discussion, prior to the next meeting
• contribute to shaping and influencing the agenda and the forward plan
• commit to identifying agenda items and sending papers for dissemination to the partnership in line with the agreed timescales
• contribute to the content for the partnership news update
• disseminate information and communications arising from the meeting across their individual agencies and organisations
• update the partnership of any relevant changes to their agency/organisation i.e. in relation to restructuring, new priorities or legislative changes
• commit to bringing things to the partnership for consultation prior to implementation i.e. new strategies and opportunities for integrated approaches
Membership shall remain flexible to encompass effectively the developing agenda and organisational requirements arising from national and local drivers. As such, partners are able to invite additional members with relevant expert knowledge to contribute to specific meetings. Membership shall be formally reviewed on an annual basis.

(See appendix 3 for latest North Lincolnshire Adults Partnership membership)

6. CHAIR

The Chair shall be of sufficient standing and have the expertise and leadership qualities to:

- be able to speak with authority on behalf of the North Lincolnshire Adults Partnership as a whole and ensure each of the members contributes fully to its work
- have a vital role in making sure the North Lincolnshire Adults Partnership operates effectively
- act objectively and distinguish their role as chair from any other day to day job

The chair has been named as Cllr Julie Reed, Adults and Families Cabinet Member.

7. VICE-CHAIR

The Vice-Chair, who shall act as the Chair whenever the Chair is unavailable, has been named as Karen Pavey, Director of Adults and Health.

8. QUORUM

The North Lincolnshire Adults Partnership has no quorum, so if a member of the partnership cannot attend, a deputy should attend in their absence (where appropriate). Each deputy will be afforded the same rights as the person they are deputising for during the period in question. If neither the named member nor a deputy attends the partnership, the partnership will carry on its business in their absence.

On receipt of the minutes, there is an expectation of the absent member to represent to the chair if they have any issues arising from the discussion, prior to the next meeting.

9. CONFLICTS OF INTEREST

Where there is a potential conflict of interest for individual members about any specific item under consideration by the partnership, mechanisms are in place for these to be openly and explicitly declared. At the discretion of the Chair the level of interest expressed could result in the exclusion of the partner from either the discussion or decision-making element of the meeting for that particular agenda item. The conflict of interest must be declared before the topic is discussed in the meeting.
10. **DIVERSITY AND EQUALITY**

The Adults Partnership recognises that everyone has their own unique needs, skills, qualities and abilities and the partnership believes that this diversity must be valued in accordance with the protected characteristics. In order to meet everyone’s needs, the partnership will treat everyone as an individual and it will not unfairly discriminate on any grounds, such as: ability and disability, age, appearance, background, caring responsibilities, criminal convictions, cultural behaviour, religious belief, gender, geographic location, health status, marital status, personality, political affiliation, sexual orientation or socio-economic status. To take account of members diverse backgrounds and expertise, the use of jargon and abbreviations should be minimised as much as possible.

11. **FUNDING AND RESOURCES**

Partners are committed to providing in-kind and/or financial resources, as appropriate, to ensure the North Lincolnshire Adults Partnership has sufficient support capacity to drive forward the partnership’s day to day business in delivering its functions and provide administrative and partnership support across the partnership framework.

12. **FREQUENCY OF MEETINGS**

The North Lincolnshire Adults Partnership shall meet every three months at a venue to be agreed, unless the partnership agrees that an additional meeting is required for any reason, or that a meeting should be cancelled or postponed. The Chair shall decide whether more or fewer partnership meetings are necessary. No more than one partnership meeting shall be cancelled in succession.

In addition, development sessions, including wider membership where appropriate, can be scheduled in between formal meetings to provide further opportunities for open discussion, creativity and innovation in order to contribute to the strategic direction for services and support to help fulfil the functions of the partnership.

13. **SUPPORT**

Officers to the North Lincolnshire Adults Partnership have been appointed from North Lincolnshire Council and they will be responsible for all aspects of the Board’s corporate governance and secretariat arrangements.

All stakeholders are responsible for proposing agenda items and ensuring relevant papers are considered by the Adults Partnership. Where possible, agenda items and papers should be sent through to the appointed officer, no less than eight days prior to the partnership meeting. The agenda and available papers will then be distributed to the virtual business group, consisting of the chair, vice chair and lead officers. This will allow them opportunity to comment prior to the agenda and available papers being distributed to the wider partnership, no less than one week prior to the meeting. To allow creativity, innovation and up to date/timely information, there will be a degree of flexibility and papers can follow or be tabled at the agenda where required, though this should be kept to a minimum. The lead officer for the agenda item should take responsibility for late papers.
14. PUBLIC ACCOUNTABILITY

The Adults Partnership is not subject to public accountability procedures.

15. REVIEW DATE

These terms of reference shall be reviewed on an annual basis, as follows:

Date of approval:   July 2016
Review date:       July 2017
Refreshed:         July 2017
Date of approval:   October 2017
Review date:       October 2018
APPENDIX 1 – NOLAN PRINCIPLES

- **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

- **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

- **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- **Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

- **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- **Leadership** - Holders of public office should promote and support these principles by leadership and example.
Other groups and networks representing citizen voice which link into citizen partnerships i.e. Thinkers Group, LDP Action Groups, Mind Hearing Voice Group, HWB Hub Steering Groups, Dementia Action Alliance, seniors forums and networks and others

- Carers Advisory Partnership
- Learning Disability Partnership
- North LinKS Seniors’ Forum
- Experts by Experience
- Mental Health Collaborative Group
- Autism Partnership
- Cross Sector Provider Partnership

Health and Wellbeing Board
Local Safeguarding Adults Board
Safer Neighbourhoods Partnership
## APPENDIX 3 – ADULTS PARTNERSHIP MEMBERSHIP (as at October 2017)

<table>
<thead>
<tr>
<th>Member Agency</th>
<th>Member Role</th>
</tr>
</thead>
</table>
| **Citizen representatives** | • Carers Advisory Partnership representative  
• Co-Chair of Learning Disability Partnership  
• North LinKs Senior Forum representative  
• Experts by Experience representative  
• Others (as available/required) |
| **Healthwatch** | • Healthwatch Board member and/or Delivery Manager |
| **Voluntary Sector representatives** | • Chief Executive Officer, MIND  
• Voluntary Action North Lincolnshire representative  
• Services Manager, Alzheimer’s Society  
• Director, Carers Support Centre  
• Co-ordinator, British Red Cross  
• Deputy Head of Operations Stroke Association |
| **North Lincolnshire Council** | • Cabinet Member for Adults and Health (Chair)  
• Director of Adults Service and Community Wellbeing (Vice Chair)  
• Director of Operations  
• Director of Business Development  
• Director of Public Health  
• Director of Learning, Skills and Culture  
• Head of Integrated Commissioning and Prevention  
• Head of Community Wellbeing  
• Head of Adult Social Care  
• Governance and Partnership Manager  
• LSAB Service Manager  
• Others (as available/required) |
<p>| <strong>North Lincolnshire Clinical Commissioning Group (CCG)</strong> | • Chief Officer |
| <strong>General Practitioner representative(s)</strong> | • GP Chair of CCG Committee and/or GP representative |
| <strong>Northern Lincolnshire and Goole NHS Trust</strong> | • Head of Safeguarding |
| <strong>Rotherham and Doncaster South Humber NHS Foundation Trust</strong> | • Service Director Mental Health Services |
| <strong>East Midlands Ambulance Service</strong> | • Improvement and Innovation Manager or Locality Manager, Northern Division |
| <strong>Humberside Police</strong> | • Detective Chief Inspector |</p>
<table>
<thead>
<tr>
<th>Organization</th>
<th>Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Rehabilitation Company</td>
<td>• Operational Director</td>
</tr>
<tr>
<td>National Probation Service</td>
<td>• Director</td>
</tr>
<tr>
<td>Humberside Fire and Rescue Service</td>
<td>• Chief Fire Officer/Chief Executive</td>
</tr>
<tr>
<td>Job Centre Plus</td>
<td>• Centre Manager</td>
</tr>
<tr>
<td>ONGO</td>
<td>• Director of Operations</td>
</tr>
<tr>
<td>Social Care Providers</td>
<td>• Chair, Cross Sector Provider Partnership</td>
</tr>
<tr>
<td>Colleges</td>
<td>• Principal, John Leggott College</td>
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<tr>
<td></td>
<td>• Head of Student Support, North Lindsey</td>
</tr>
<tr>
<td>Others</td>
<td>• As available/required</td>
</tr>
</tbody>
</table>
MAKING SENSE OF MULTI AGENCY ADULTS STRATEGIES, PLANS, PRIORITIES AND PARTNERSHIPS

<table>
<thead>
<tr>
<th>Key Strategy or Plan</th>
<th>Areas of Focus</th>
<th>Associated Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Health and Wellbeing</td>
<td>The priority areas have been revised and refreshed for 2016/17, as follows:</td>
<td>Health and Wellbeing</td>
</tr>
<tr>
<td>Strategy</td>
<td>• Tobacco</td>
<td>Board</td>
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<td></td>
<td>• Obesity</td>
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<td></td>
<td>• Alcohol</td>
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<td></td>
<td>• Mental Health</td>
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<td></td>
<td>• Healthy Ageing</td>
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<tr>
<td>Safeguarding Adults Board</td>
<td>Priorities:</td>
<td>Safeguarding Adults</td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>• To keep adults safe at home.</td>
<td>Board</td>
</tr>
<tr>
<td></td>
<td>• To raise awareness of keeping people safe.</td>
<td></td>
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<td></td>
<td>• To keep adults safe in care and health settings.</td>
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<td></td>
<td>• To ensure the Board leads multi-agency safeguarding effectively.</td>
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<tr>
<td>Safer Communities Plan</td>
<td>Strategic Priorities</td>
<td>Safer Neighbourhoods</td>
</tr>
<tr>
<td></td>
<td>• Target problems in priority wards</td>
<td>Strategy Board</td>
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<td></td>
<td>• Reduce prolific offending and reoffending</td>
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<td></td>
<td>• Reduce violent crime</td>
<td></td>
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<tr>
<td></td>
<td>• Respond to locally identified crime and anti social behaviour issues</td>
<td></td>
</tr>
<tr>
<td>Vulnerable Adults Strategy</td>
<td>Ambitions:</td>
<td>Adults Partnership</td>
</tr>
<tr>
<td></td>
<td>• Vulnerable adults live well for longer.</td>
<td></td>
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<td></td>
<td>• Vulnerable adults enable to be involved in community life.</td>
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<td></td>
<td>• Vulnerable adults have choice and control.</td>
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Examples of other important strategies and plans which help to make sure that work gets done to meet the priorities identified above and improve outcomes include the Better Care Fund Plan, Dementia Vision and Action Plan, Autism Strategy, Learning Disability Partnership Work Plan and Healthy Ageing Strategy. This list is not exhaustive.