

Devon Strategic Partnership for People with Physical and Sensory Disabilities and Acquired Brain Injury

(DRAFT) Terms of Reference for the Strategic Partnership and Local Implementation Groups

A Strategic Partnership

1. Context

Within Devon, the Director of Social Services and the Chief Executives of the Primary Care Trusts have agreed to plan services for health and social care together and in partnership with patients/service users/carers.

This Strategic Partnership is responsible for overseeing the planning of services for adults with:

- Physical Disabilities
- Sensory Disabilities (including deaf people who use sign language)
- Acquired Brain Injury

- To promote their health, well-being and independence and for making sure that national guidelines and statutory requirements relating to these services are put into practice.

As part of the above responsibilities, this Partnership has agreed to establish Locality Implementation Groups covering the seven PCT areas:

- East Devon PCT
- Exeter PCT
- Mid Devon PCT
- North Devon PCT
- South Hams & West Devon PCT
- Teignbridge PCT
- *Torbay PCT*

This partnership also recognises the need to work closely with the Devon Strategic Partnership for Older People on issues of common importance to our respective stakeholders and specifically in order to avoid age discrimination.

2 Outcomes

The aim of the Partnership is:

'To provide better, more accessible services for disabled people and their carers by working more effectively together'

Specific outcomes which the Partnership wishes to achieve are:

- Implementation of the recommendations of the Devon Joint Agency Best Value Review for People with Physical Disabilities and/or Acquired Brain Injury
- Co-ordination, in parallel with the above, joint agency approaches to the implementation of:
 - The National Service Framework for Long Term Conditions
 - Guidelines produced by the National Institute for Clinical Excellence
 - Other clinical and quality initiatives which affect stakeholders of this partnership
- Active and inclusive involvement of service users and carers, integrated into all levels of this partnership's activity
- Improved quality, equity and choice of services to disabled people and their carers
- Improved access to Health, Housing, Education, leisure and social care including information and advice
- Promoting active and healthy lifestyles and improved well-being of disabled people
- Common understanding of the health and social care needs of the local population and how best they can be met
- Improved arrangements for sharing information
- Improved arrangements for a whole system approach to planning, commissioning, monitoring and review of services
- Improved arrangements for managing how well services are arranged and provided

3 Terms of Reference

The Devon Strategic Partnership for Physical Disability will:

- Co-ordinate the development of policies relating to disabled people, and promote consistent and equitable implementation of policy in all localities
- Oversee the development and modernisation of services including Partnership working across Health, social care and District/City councils in Devon
- Co-ordinate, monitor and evaluate the planning, development and review of services for people with physical and sensory disabilities
- Work towards understanding the needs and issues that are most important to local disabled people and their carers to inform planning and commissioning of Health, social care and District/City council services

- Provide a forum for barriers between agencies to be discussed and removed
- Understand the impact of emerging Government policies and identify future actions/changes that are likely to arise
- Meet at least six times a year to coincide with the planning cycle of the agencies involved.

Whilst the Devon Strategic Partnership for Physical Disability will does not have the executive authority to determine policy on behalf of the individual accountable organisations involved, it will be influential in driving forward a agenda for positive change, and for championing the quality and equity of outcomes for disabled people in Devon.

4 Principles

The Devon Strategic Partnership for Physical Disability wishes to establish a fully inclusive partnership and its membership will reflect this. It will operate within the following principles:

- Disabled people and their carers are supported and enabled to make a real contribution to the Partnership with the aim that, collectively and individually service users and carers shall:
 - Be enabled to work as partners with statutory bodies, with their own priorities helping to inform future agendas
 - Be an integral part of the decision-making process in strategic planning, service development, service delivery and evaluation.
- The cultural and geographical diversity of the local community is reflected in its membership
- Local independent providers and the voluntary sector are fully represented within the membership
- Members respect each others perspectives and responsibilities and work in a co-operative way
- This partnership works within a diversity framework
- The principle of appropriate payment of expenses for service user and carer involvement in the above activities is accepted and facilitated.

5 Membership

Membership will include senior representatives from Social Services, Primary Care Trusts, Acute Hospital Trusts, The Peninsula Neurosciences Network, The Partnership Trust, Education, Housing, the Supporting People Team, Partnership Officers-Community Development, Independent Providers, and the Voluntary Sector. Disabled people and their carers will be enabled to take part as full members. This partnership will work towards the inclusion of disabled people from black and minority ethnic groups.

- Membership will be by nomination from the relevant organisation/community and will be subject to ongoing review. Each organisation is responsible for ensuring they are represented for example, by finding a replacement should an individual no longer be able to attend or by having a designated representative. Each Local Implementation group will be responsible for nominating two user/carer representatives to be members of this partnership
- Members will be expected to inform their organisations about the work of this partnership, consult their organisations on key decisions, and be able to make appropriate decisions on behalf of their organisations when required
- The Chair of this partnership will be held by a member at Director, Deputy Director (Social Services) or Chief Executive (PCT) level and will be reviewed annually.

Members should be:

- Provided with effective training in disability awareness and have an understanding of how the statutory and independent sectors operate
- Aware of the national and local issues concerning disabled people and their carers
- Aware of the needs of disabled people and their carers in Devon
- Able to influence change in their organisations in order to improve the experience of disabled people and their carers and modernise public services
- Committed to the principles outlined in section 4 above, and able to make appropriate time commitment to be an effective member

6 Connections with other groups

The Partnership operates within an overall framework provided by the Devon Wide Strategic Partnership, Local Strategic Partnerships. (LSPs) and Local Implementation Groups. There are also links with other strategic partnerships, The county carers' forum and Supporting People.

A framework for developing close links between the Partnership and other local and County-wide strategic groups, as well as its Local Implementation Groups (see

section B), will need to be established. This will ensure a common direction, avoid duplication and help to address wider issues, such as access to other local authority services.

7 Partnership Support

The Support Group will:

- Develop the work programme for the Partnership and prioritise activity
- Develop a framework for the monitoring and evaluation of plans, policies and service developments and the sharing of good practice
- Ensure communication systems are in place to support the work of the Partnership and its associated Local Implementation Groups.
- Scan emerging Government policies, advise the Partnership of the potential impact and identify future actions/changes that are likely to arise

This function will be undertaken by nominated PCT Officers in relation to specific tasks and Devon Social Services' Modernisation & Best Value Development Officer (Physical Disabilities)

B Local Implementation Groups

1. Context

As part of its responsibilities, the Devon Strategic Partnership for Physical Disabilities has agreed to establish Locality Implementation Groups covering the seven PCT areas covering Devon and Torbay. These Local Implementation Groups shall operate within the same contextual framework as the Strategic Partnership (*See section A1 above*)

The Local Implementation Group provides the vehicle for local health and social care communities and stakeholders, to influence the planning, development and review of policies and services for people with physical and sensory disabilities through its direct links with the Devon Strategic Partnership for Physical Disability

2 Outcomes

Local Implementation Group outcomes shall be consistent with those specified for the Strategic Partnership, (*See section A2 above*)

Local Implementation Groups shall have particular responsibility for ensuring that local priorities for service development along with any local organisational constraints are communicated to, and reflected in the outcomes achieved by this partnership

3 Terms of Reference

Each Local Implementation Group shall:

- Respond to the recommendations of this partnership and promote the implementation of these at local level
- Identify local priorities for service development along with any local organisational constraints, and ensure these are effectively communicated to this partnership
- Ensure effective communication and consultation with local statutory authorities, service users, carers and other stakeholders within their catchment area
- Advise and comment upon developments and issues which affect disabled people in their locality, thus influencing the work of this partnership
- Audit existing services, identify and map needs and champion these by influencing appropriate commissioning and service development

4 Principles

The Devon Strategic Partnership for Physical Disability wishes to establish a fully inclusive partnership and its Local Implementation Groups will reflect this. Local Implementation Groups will operate within the following principles:

- Disabled people and their carers are actively enabled and supported to make a real contribution to the Local Implementation Group with the aim that, collectively and individually service users and carers shall:
 - Be enabled to work as partners with statutory bodies, with their own priorities helping to inform future agendas
 - Be an integral part of the decision-making process in strategic planning, service development, service delivery and evaluation.
- The cultural and geographical diversity of the local community is reflected in its membership
- Local independent providers and the voluntary sector are represented within the membership
- Members respect each others perspectives and responsibilities and work in a co-operative way
- Local Implementation Groups work within a diversity framework

5 Membership

Membership will include appropriate local representatives from Social Services, Primary Care Trusts, Hospital Trusts Housing, Leisure, Community Development, local Independent Providers, and Voluntary Sector organisations. Disabled people and their carers will be supported and enabled to take part as full members. LIGs will work towards the inclusion of disabled people from black and minority ethnic groups.

- Membership will be by nomination from the relevant organisation/community, and will be subject to ongoing review. Each organisation is responsible for ensuring they are represented for example, by finding a replacement should an individual no longer be able to attend or by having a designated representative
- The core membership of a Local Implementation group is expected to be around 12 to 15 members including at least four service user/carer members
- Organisations not represented within the 'core' LIG membership may, as appropriate to specific items in the agenda or work programme, be invited or co-opted to attend LIG meetings
- Local Implementation Group members will be expected to inform their organisations about the work of the Local Implementation Group and consult them on key decisions
- The Chair will be agreed by members and reviewed annually

Members should be:

- Provided with effective training in disability awareness and have an understanding of how the statutory sector operates
- Aware of national and local issues concerning disabled people and their carers
- Aware of the needs of disabled people and their carers in Devon
- Aware of other groups operating within the locality
- Able to influence change in their organisations in order to improve the experience of disabled people and their carers and modernise public services

6 Connections with other groups

Each Local Implementation Group shall be accountable to the Strategic Partnership for Physical and Sensory Disability

Each Local Implementation Group shall establish close links with local service user involvement groups, including:

- Those established as a direct outcome of the Devon Joint Agency Best Value Review for People with Physical Disabilities and/or Acquired Brain Injury, to support and enable the positive involvement and engagement of service users in the work of the Strategic Partnership and Local Implementation Groups
- NHS patient and public involvement groups within their locality
- Local voluntary organisations representing the interests of disabled people and of people with specific disabling conditions
- Local elements of the Devon Carers involvement framework
- Each LIG will need to establish close liaison with coterminous Local Strategic Partnerships (LSP's), Housing and Supporting People Services.

7 Local Implementation Group Support

The Local Implementation Groups will require support in the following areas:

- Developing the work programme and prioritising activity
- Developing a framework for monitoring and evaluation of local plans, policies and service developments and sharing good practice
- Ensuring communication and administration systems are in place to support the work of the Local Implementation Groups.

This function will be undertaken by a nominated officer in each locality

Actions Needed:

- Agree & sign-off final changes to these Terms of Reference
- Agree mechanism & local responsibility for rapid setting-up of LIG's (linked to rapid inception of user involvement groups)
- Consider any support & funding implications of LIGs including arrangements for the payment of service user members
- Define an outline work programme for LIGs
- Define & allocate the communication, administration and project management support required by this partnership and its LIGs. (See sections A7 & B7)

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