

CABINET ITEM COVERING SHEET PROFORMA

**AGENDA ITEM**

**REPORT TO  
CABINET**

**15 JUNE 2006**

**REPORT OF  
CORPORATE  
MANAGEMENT  
TEAM**

**CABINET DECISION**

**Adult Services and Health – Lead Cabinet Member- Councillor Mrs Cains**

**IMPLEMENTING THE WHITE PAPER/CHANGES TO THE SERVICE  
DEVELOPMENT PARTNERSHIP (SDP)**

1. Summary

This paper outlines revised structures to address the Health & Social Care Adults agenda and the way forward in developing a Vision for Adults.

2. Recommendations

That a new Adult Care Partnership be developed to ensure the necessary focus for adults and older people in Stockton. This Partnership would be a strategic group involving a range of partners that will develop the vision for Adults.

That Cabinet agree to the dissolution of the Service Development Partnership and the introduction of the Adult Care Planning Group as the new structure to support the delivery of the White Paper *Our Health Our Care Our Say* across Stockton Borough Council and North Tees PCT.

3. Reasons for the Recommendations/Decision(s)

To ensure that Cabinet is aware of the changes to the Adult Structures.

The new structures will support and promote partnership working within Stockton for Adult Care Services working to develop its Vision for Adults.

4. Members Interests

Members (including co-opted members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (paragraph 8) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (paragraph 10 of the code of conduct).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting is being held, whilst the matter is being considered; not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (paragraph 12 of the Code).

**Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc.; whether or not they are a member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting, and if their interest is prejudicial, they must also leave the meeting room during consideration of the relevant item.**

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## **CABINET DECISION**

### **IMPLEMENTING THE WHITE PAPER/CHANGES TO THE SERVICE DEVELOPMENT PARTNERSHIP (SDP)**

#### **SUMMARY**

This paper outlines revised structures to address the Health & Social Care Adults agenda and the way forward in developing a Vision for Adults.

#### **RECOMMENDATIONS**

That a new Adult Care Partnership be developed to ensure the necessary focus for adults and older people in Stockton. This Partnership would be a strategic group involving a range of partners that will develop the vision for Adults.

That Cabinet agree to the dissolution of the Service Development Partnership and the introduction of the Adult Care Planning Group as the new structure to support the delivery of the White Paper *Our Health Our Care Our Say* across Stockton Borough Council and North Tees PCT.

#### **DETAIL**

##### **1. Introduction**

The recent White Paper – *Our Health, Our Care, Our Say* has confirmed the direction of travel around partnership working across Stockton Borough Council and North Tees Primary Care Trust (PCT). However, the current partnership arrangements need to be reviewed to reassess their ability to deliver on the range of issues endorsed by the White Paper. In parallel, the developments in the Adult work streams need to link with the emerging structures in the Children's Trust.

This paper outlines the revised approach to developing the necessary infrastructure for the development of a Vision for Adults in Stockton.

The Partnership will be linked to Renaissance, the local Strategic Partnership, as a themed partnership group.

## 2. Background

The introduction of the Adult Care Partnership is a mechanism to address the strategic needs of Adults within Stockton. It aims to be an outward facing structure that engages with external partners to co-ordinate and plan services for Adults.

In parallel with the new Partnership structures, the existing Service Development Partnership (SDP) needs to be reshaped to link appropriately with the Council and PCT to address the White Paper *Our Health, Our Care, Our Say* and ensure that this national direction of travel is effectively shaped for the population of Stockton. The Adult Care Planning Group is the revised structure to support this agenda.

It is proposed that a new Adult Care Partnership is also constituted. The draft Terms of Reference are attached (**Appendix 1**). The changes to SDP to become a Adult Care Planning Group are also highlighted in a summary of the key principles and the revised Terms of Reference (**Appendix 2**). A schematic of the organisational arrangements is also presented (**Appendix 3**).

In order to highlight the new roles a high level summary of the different responsibilities has been outlined below:

### **Adult Care Partnership (ACP)**

This new Partnership would engage with a number of stakeholders. Its remit would be:

Strategic

To develop Priorities

To support the Visioning for Adults

To increase Participation

To review Performance – national and local priorities

### **Adult Care Planning Group (ACPG)**

The Group will be the key partnership structure across Stockton Borough Council and North Tees PCT for Commissioning Adults Services. It would build on the work of the Service Development Partnership and plan and commission services in line with the aims of the White Paper:

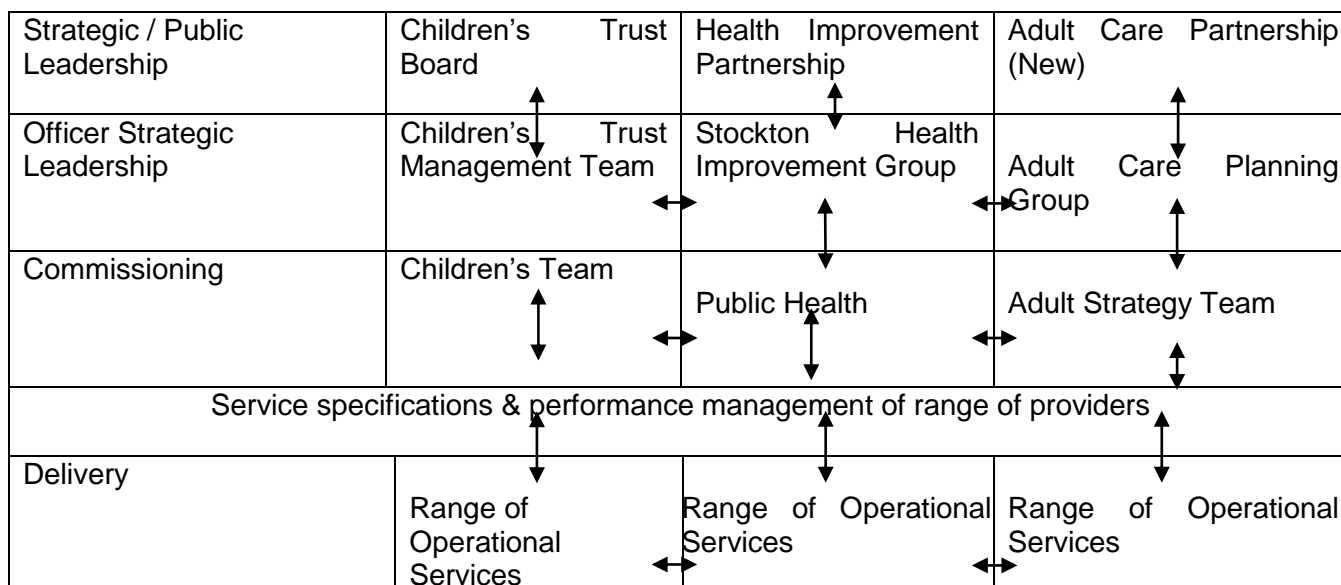
- Enabling more prevention services with earlier intervention
- More choice and a louder voice
- Tackling inequalities and improving access to community services
- More support for people with long term needs

The Group has the intention of:

- Adding value to existing mechanisms
- Avoiding duplication of current processes
- Planning forum for cross cutting themes
- Co-ordinating of local planning to support “adults”,
- Various subgroups fall out of this e.g. stroke, Long Term Conditions (LTCs), falls and mental health

The Adults Planning Group will advise, oversee and drive the implementation of the Adults Care Partnership’s strategic priorities and objectives.

## 3. Strategic Overview of Structures



4. Links to Renaissance

It is proposed that the revised Partnership function is developed with links into the current Renaissance structures.

5. Timelines

In order to take forward these changes it is proposed that the revised structures are put in place from July 2006. Consultation with Cabinet, PCT PEC and Board would be scheduled in June. Further iterations of the Terms of Reference for each group could be tabled at the inaugural meeting. This timetable would enable further consultation on the principles of the Vision for Adults under the revised structures and the collation and further development of Vision throughout Summer 2006.

7. Accountability

The revised Adult Care Partnership would be an outward facing structure which would work to ensure better health and well-being outcomes for vulnerable adults in Stockton. This would be via the development and delivery of a wide range of services with the involvement of all partners, users and carers and the wider community.

This Partnership would ensure the development of a vision but also focus on the promotion and planning of integrated commissioning, developing plans and co-ordination of work to maximise integration.

8. Widening the Remit

In line with the direction of travel the Partnership structures will include a broader representation from other services including housing and arts/culture to reflect the impact such services have on vulnerable people.

The Adult Care Partnership would have a broader representation to include representatives from the acute and mental health trusts, community and voluntary sector and other agencies.

10. User/ Carer Involvement

The Adult Care Partnership would have representation from Community and Voluntary Sector.

11. Links with Other Agendas

Critical to the effective working of the Adult Care structures are the acknowledged links with other parts of the agenda, such as children's and health improvement. The 9 box summary (strategic overview of structures) above highlights the links and emphasise the horizontal connections and representation that connects all of these agendas.

The development of the revised terms of reference have taken into account the Children and Health Improvement structures and have attempted to mirror these elements whilst building upon the work of the Service Development Partnership.

12. Conclusion

The revised approach to the Adult Care Agenda should put North Tees PCT and Stockton Borough Council in an excellent position to build upon partnership working that has been developed and enable further developments in line with the national and local direction of travel. The new Adult Care Partnership will enable wider involvement of partner organisations and a greater strategic focus on the Adults work streams.

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Background Papers

Ward(s) and Ward Councillors:

Property

**DRAFT**

**Terms of Reference for the Adult Care Partnership**

**1. INTRODUCTION**

The Adult Strategy Team (AST) has been established to address the changing nature of service development recognising the Children's' Trust agenda and the changes envisaged and since outlined in the White Paper *Our Health, Our Care, Our Say*.

This document sets out the constitutional and governance arrangements for the Adult Care Partnership.

The Partnership is linked to Renaissance, the Local Strategic Partnership, as a themed partnership group.

**2. VISION AND VALUES**

The Adult Care Partnership will work with Stockton Borough Council and North Tees PCT and with external partners (including the public) to co-ordinate, plan, commission and deliver services which:

- Develops a Vision for Adults for the population of Stockton.
- Promotes services in line with the aims of the White Paper:
  - Enabling more prevention services with earlier intervention
  - More choice and a louder voice
  - Tackling inequalities and improving access to community services
  - More support for people with long term needs
- Promote and plan integrated commissioning and ensure high quality services.
  - Deliver the national and local priorities for the NHS and Local Government, meeting performance and quality standards.
  - Are accountable to the public and engage them in decision-making and performance assessment.

It will operate in a spirit of open and honest dialogue and collective responsibility for taking decisions. The Adult Care Partnership will operate within the delegated authority of their parent organisations to ensure the effectiveness of the Partnership.

The vision will be to ensure better health and well-being outcomes for adults in Stockton through the development and delivery of a wide range of services with the involvement of all partners, users and carers and the wider community. The development and delivery of services will be integrated in line with best practice and the most effective and efficient use of resources.

### **3. TERMS OF REFERENCE**

The Adult Care Partnership is a partnership that includes North Tees Teaching Primary Care Trust, Stockton Borough Council and other organisations. It will:

- Develop a Vision for Health and Well-Being of Adults
- Promote integrated commissioning and plan to ensure high quality service delivery
- Develop the work plan to address the Vision for Health and Well-Being of Adults
- Influence the work of the Planning Group to maximise integration
- Develop and oversee the performance agenda for Services
- Work effectively with the Health Improvement and Children's Partnerships.

### **4. MEMBERSHIP**

4.1 The Partnership will consist of the following members:

- representatives of the NTtPCT Board and Executive Committee, including:
  - minimum of one Non-Executive Director.
  - Executive Committee lead for Commissioning
  - Executive Committee lead for Primary Care
- representatives of SBC including:
  - minimum of one Cabinet Member.
  - minimum of one Elected Member from an Opposition party
- Chief Executive of NTtPCT
- Corporate Director of Children, Education and Social Care SBC
- Head of Adult Strategy
- Operations Leads from North Tees PCT & Stockton Borough Council
- Director of Public Health North Tees PCT
- CEO/ Director of North Tees & Hartlepool NHS Trust
- CEO/ Director of Tees Esk and Wear Valleys NHS Trust
- Representation from North East Ambulance Trust
- Voluntary Sector Representative
- Community Sector Representative
- Area Partnership Boards Representation



- 4.2 Performance representatives from the PCT and SBC will be in attendance on most occasions.
- 4.3 Members of the public will participate via the multi-agency planning system and opportunities afforded by each parent organisation's Public involvement processes.
- 4.4 The Council will approve nominations of elected members and officers for membership of the Partnership on an annual basis.
- 4.5 The Board and Executive Committee of the PCT will approve nominations for membership of the Partnership on an annual basis.
- 4.6 For other partner organisations their Board (or appropriate structure) will approve nominations for the membership of the Partnership on an annual basis.
- 4.7 Each member will be an equal and active partner.
- 4.8 Any member failing to attend three consecutive Partnership meetings will be deemed to have forfeited their membership. The Partnership may invite the relevant nominating body to propose a new member, or invite the existing member to continue, if it feels there is a satisfactory reason for non-attendance.

## **5. CHAIRING ARRANGEMENTS**

### **5.1 Chair**

The members will elect a Chair at the first meeting following their approval as representatives of the parent organisations. The Chair will be elected by a simple majority of ALL members present. The Chair will hold office for twelve months. Should the post fall vacant during the year, then the Vice-Chair will take over as Chair until the next annual nomination of Partnership members.

### **5.2 Vice-Chair**

The members will elect a Vice-Chair at the first meeting following their approval as representatives of the parent organisations. The Vice-Chair will be elected by a simple majority of ALL members present. The Vice-Chair will hold office for twelve months and will be a representative from a different organisation to the Chair. Should the post fall vacant during the year, and then a new Vice-Chair will be elected until the next annual nomination of Partnership members.

## **6. FREQUENCY AND DURATION OF MEETINGS**

The Adult Care Partnership will meet a minimum of four times per annum. The aim of all meetings will be to expedite business effectively and efficiently and their normal duration will be no more than 3 hours. Special meetings will be convened as appropriate.

## **7. AGENDA SETTING**

### **7.1 Agenda Items**

Routine agenda items (including papers) should be sent to the Secretary to the Adult Care Partnership at least 10 working days prior to the next meeting. Any urgent items should be notified to the Secretary 7 days in advance of the next meeting.

### **7.2 Agenda Format**

The agenda will include thematic reviews and cross cutting issues. The Chair and the Head of Adult Strategy will agree the agenda for each meeting.

### **7.3 Agenda Papers**

Agenda papers will be sent out 7 working days in advance of the next meeting. Written agenda reports/recent meetings will summarise the purpose of the report and the requirements of the Partnership (e.g. to make a decision, refer to Board/Cabinet etc).

### **7.4 Minutes**

Minutes of the meeting will be circulated to Cabinet, PEC and Board for information.

## **8. PROBITY**

### **8.1 Declarations of Interest**

Members will declare an interest on any agenda items for discussion (whether pecuniary or as a voluntary director trustee, governor etc). They shall take no part in the discussion or decision-making on that item. The corporate governance rules of the parent organisation will be binding on Partnership members and code of conduct will apply to members.

### **8.2 Regulation of Probity Issues**

The existing NTtPCT and SBC mechanisms will be used to regulate the conduct and behaviour of Partnership members.

## **9. RELATIONSHIPS**

### **9.1 Renaissance**

The Adult Care Partnership is linked to Renaissance (the Local Strategic Partnership) as a themed partnership and as such will be a constituent sub-group to the LSP.

### **9.2 NTtPCT Board and Executive Committee**

The Adult Care Partnership will be accountable to the Board and, as such, will be a constituent part of the Executive Committee. The Board/Executive Committee will receive minutes of Adult Care Partnership meetings.

### 9.3 SBC Council and Cabinet

The Adult Care Partnership will be accountable to the Cabinet and the Council and will receive minutes of Adult Care Partnership meetings.

## **10. ADULT CARE PARTNERSHIP SECRETARIAT**

The functioning of Adult Care Partnership will be supported by the Head of Adult Strategy and a Secretary to Adult Care Partnership. The secretary will be nominated from existing administration staff and will take minutes at Adult Care Partnership meetings and collate/ distribute all relevant papers.

## **11. HEAD OF ADULT STRATEGY**

The Head of Adult Strategy will be responsible for the effective running of the Adult Care Partnership and will take responsibility for the implementation of its decisions (unless stated otherwise).

## **12. CONSTITUTIONAL ARRANGEMENTS**

The Adult Care Partnership will review the constitutional framework on an annual basis with any proposed changes requiring agreement by a simple majority of all voting members and approval by Cabinet.

**Changes from Service Development Partnership to the Adult Care Planning Group.**

**Background**

The Service Development Partnership (SDP) has been a critical link across the Council and PCT. It has been a key driver in developing joint working, strategic planning and joint priorities. However, it is proposed to reshape the SDP to ensure that it is fit for purpose in addressing the national direction of travel arising from the White Paper *Our Health, Our Care, Our Say*. This has led to the development of a Adults Care Planning Group.

**Key Issues**

The revised structure will focus on partnership working across Stockton Borough Council and North Tees PCT. It will be a strong link between the functional groups that exist (such as Falls, Long Term Conditions and Stroke) and the Adult Care Planning Group (ACPG).

It is proposed that the functional groups are the most appropriate structures to engage and work with service users and carers. It is proposed that the ACPG will actively question the functional groups around their service user and carer involvement and that the Partnership has representation from the wider sector including community and voluntary groups.

The role of the functional groups will need to be reviewed in line with the revised structures. There will be a need for these groups to strengthen elements such as their performance role and accountabilities. Some groups may be time limited as they focus on specific tasks to address issues such as integration.

Operational Services will be invited to the meetings to support specific work streams and contribute to the Adults agenda. However, in line with the national direction of travel to more clearly differentiate between commissioning and provision they will not be members of the Group.

The Adult Care Planning Group is focused on the joint links across the Council and PCT, however, there are critical links with Mental Health and Learning Disability services. It is proposed that representation from Tees, Esk and Wear Valleys NHS Trust is also invited to support the specific work streams that may contribute to the Adults agenda.

**Draft**

**Terms of Reference for the Adult Care Planning Group (ACPG)**

**1. Introduction**

The Adult Care Planning Group (ACPG) has been developed from the existing Service Development Partnership. There have been discussions with a range of partners across NTtPCT, SBC, users and providers about the role of the revised Group and the strategic fit of these structures.

As a result of these discussions the Adult Care Planning Group will be formed to facilitate better outcomes for Adults in line with the direction of travel outlined by the White Paper – Our Health, Our Care, Our Say. It will be the enabling structure between the Adult Care Planning Group (ACPG) and the structures below that (such as Long Term Conditions, Mental Health Commissioners and Falls).

## **2 Vision & Values**

The Adult Care Planning Group (ACPG) will reflect the same vision and values as the Adult Partnership and will develop those together.

The Adult Care Planning Group ACPG will oversee and drive the implementation of the Adult Care Partnership strategic priorities and objectives.

Adult Care Planning Group members will use the delegated authority of their parent organisations for taking decisions and ensuring the delivery of the White Paper.

Adult Care Planning Group is the mechanism for agreeing, developing and planning policy, operational services, strategic commissioning, performance management and business managing the strategic objectives of the Adult Care Partnership across Stockton Borough Council and North Tees PCT. It will particularly focus on cross cutting themes and enabling the co-ordination of local planning to support the adult agenda.

## **3 Terms of Reference**

The Planning Group will:

- Lead the Adult planning work ensuring the relevant sub groups deliver the vision and objectives and work streams agreed by Adult Care Partnership.
- Support the planning, commissioning and development of adults services on behalf of Stockton Borough Council and North Tees PCT. In particular address cross-cutting themes. Themes such as workforce planning, risk management and the prevention agenda will be a particular focus.
- Approve expenditure, service changes and service developments across adult services and within financial allocations and existing policies as delegated by SBC Cabinet, NTtPCT Board and Corporate Management Team.
- Develop and implement recommendations for financial programmes, service and policy changes and investment within existing schemes of delegation.
- Develop, implement and monitor funding grant allocations such as NRF and other such grants.
- Review procedures and criteria for addressing grant applications.
- Ensure governance and accountability arrangements are in place for strategic commissioning.
- Ensure that the membership of Adult Care Planning Group is such that it is efficient, effective and fit for purpose to deliver on the adults agenda.
- Link with and establish relationships with other key service groupings and partnerships.
- Oversee that the subgroups have engaged with, consulted and involved adults in the planning, implementing, delivering and evaluating service provision.
- Develop and implement co-ordination of policy and performance management systems.

A schematic of the groups that will connect with the Adult Care Partnership is given in **Appendix 3**. In reviewing the current structures the following assumptions have been considered:

- Most Network and LIT structures will not report to Adult Care Planning Group – there are existing mechanisms and accountability arrangements in place that address these issues. However, the Mental Health LIT and sub structures that were part of the Older Peoples LIT (Stroke and Falls) will report to the Planning Group.
- Some groups will be formed to address specific, time limited pieces of work. They will report to the Planning Group on their progress. This may include aspects such as Integration.
- Carer and user representation will be paramount in any of the subgroups that plan, develop and commission services. The subgroups should review their representation to ensure that there is the appropriate engagement around planning and commissioning of services from users and carers.
- For Practice Led Commissioning, it is assumed that as commissioning plans identify specific work streams such as mental health, the development and co-ordination of this work will be developed jointly by the relevant subgroup.

#### **4 Membership**

Adult Care Planning Group will consist of:

Lead Elected Member  
Corporate Director of Children, Education and Social Care  
Chief Executive North Tees PCT  
Chair North Tees PCT  
PEC Representative for Commissioning  
Head of Adult Strategy  
Strategic Commissioner Independent Living  
Strategic Commissioner Mental Health / Learning Disability  
Strategic Commissioner Drugs/ Prisons/ Social Inclusion  
Head of Public Health  
Head of Access & Choice  
Director of Operations (or rep) PCT  
Head of Adult Operations (SBC)  
GP representative (Practice Based Commissioning Representative)  
Primary Care representative  
Finance representatives (SBC & NTPCT)

Invitations for specific work streams will be extended to:

Director of Operations (or rep) PCT  
Head of Adult Operations (SBC)  
Representation from MH & LD (Tees Esk & Wear Valleys NHS Trust)

#### **5 Chair/ Vice Chair Arrangements**

It is proposed that the Chair and Vice Chair will be lead elected member from the local authority or the Chair of the PCT.

## **6 Frequency of Meetings**

These meetings will be scheduled monthly.

## **7 Agenda Setting**

Agenda papers will be sent out a minimum of 3 working days in advance of the meeting.

Written agenda reports will summarise the purpose of the report and the decision required of Adult Care Planning Group.

The Chair/ Vice Chair will agree the agenda for each meeting.

## **8 Confidentiality**

Adult Care Planning Group members will receive confidential papers relating to service, financial and performance issues. These matters should NOT be discussed / shared outwith the Group unless authorised by the relevant parent organisation.

## **9 Secretariat**

The functioning and business management of the Adult Care Planning Group will be co-ordinated by the Head of Adult Strategy. Minutes of the Adult Care Planning Group meeting will be distributed within 5 working days.

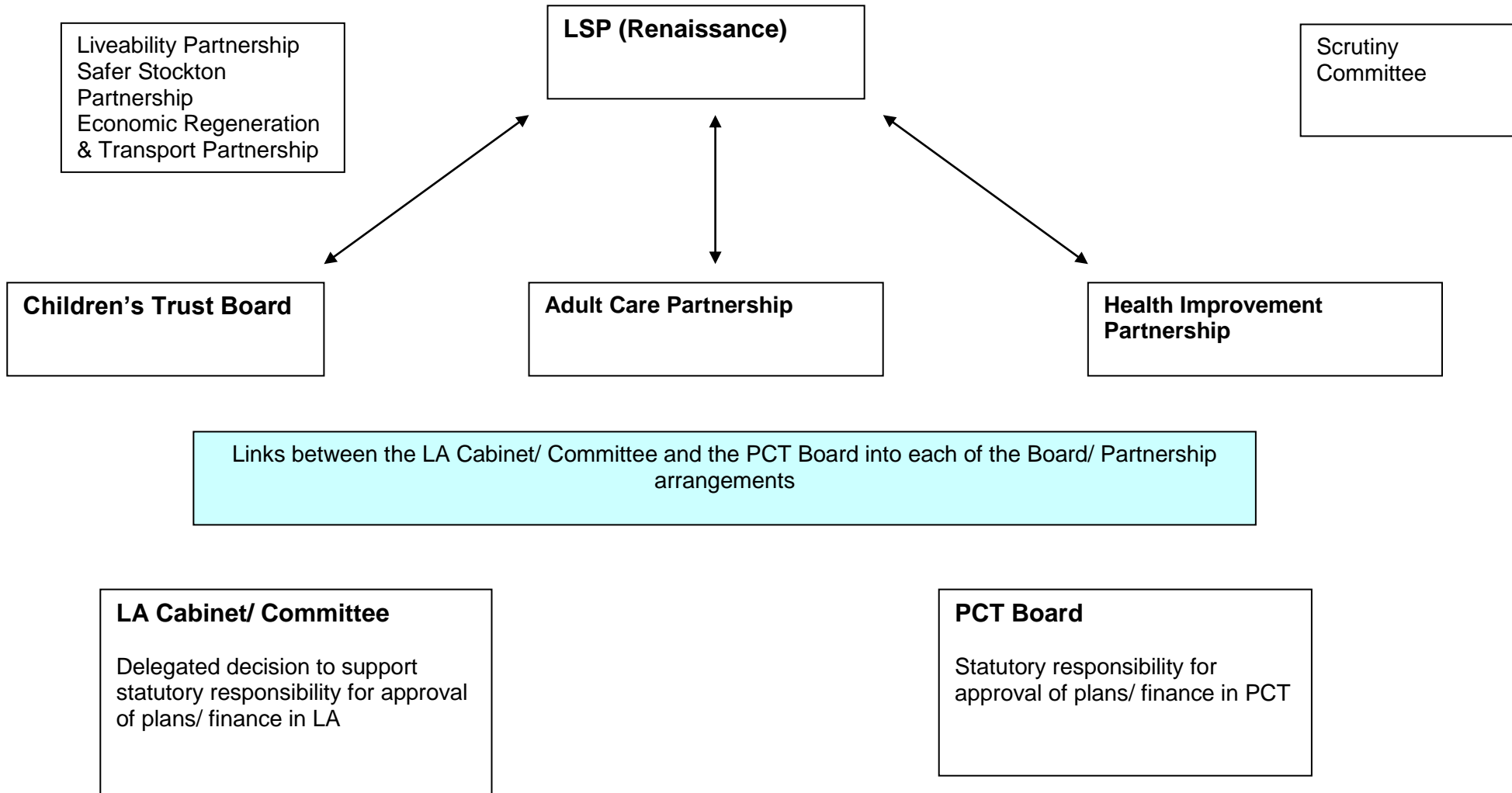
## **10 Accountability**

The Adult Care Planning Group is the business delivery sub-group of Stockton Borough Council and North Tees PCT and as such the individual members have delegated decision-making authority within the boundaries of their parent organisation responsibilities.

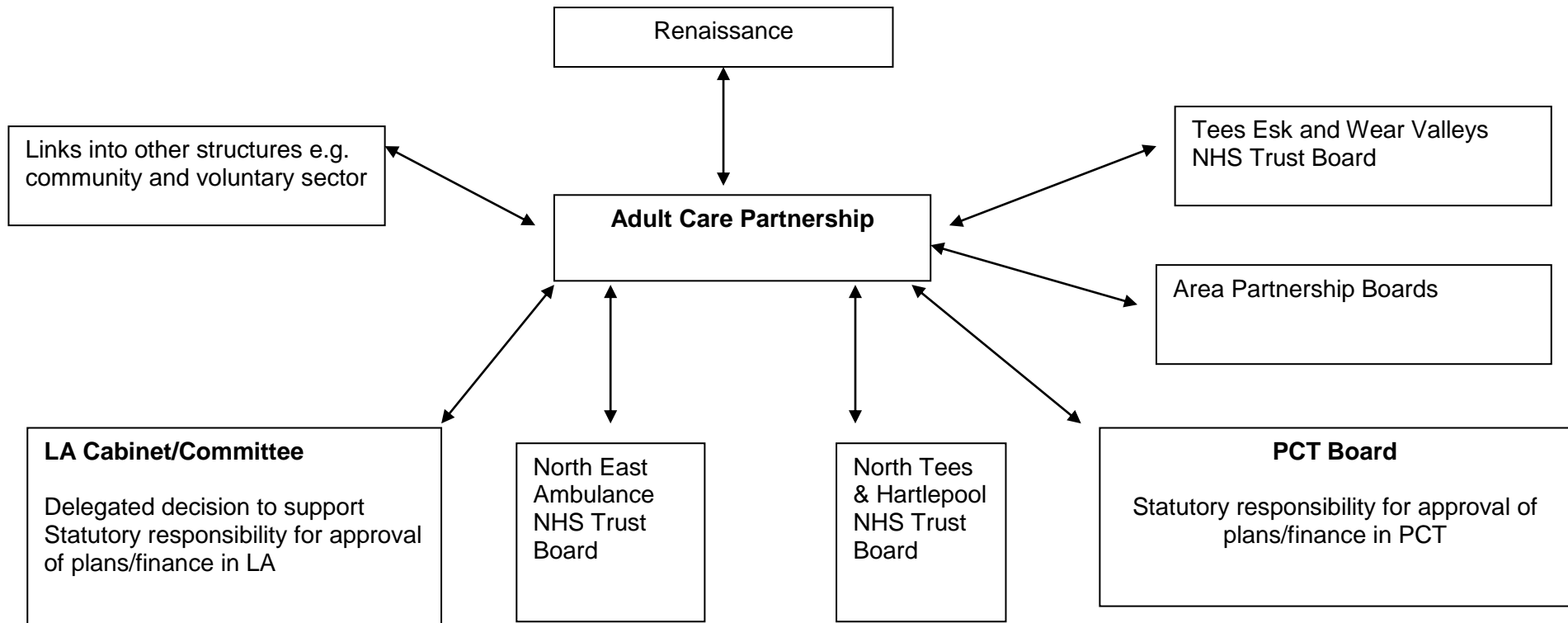
## **11 APG Review & Function**

A review of the membership, terms of reference and functioning will take place on an annual basis. However, as this is a new structure the Adult Care Planning Group will be reviewed in its first year of operation at a 6 month stage.

### PLANNING & COMMISSIONING FRAMEWORK







The Partnership will consist of a number of organisations including voluntary and community sector, North Tees & Hartlepool NHS Trust, Tees, Esk and Wear Valleys NHS Trust and North East Ambulance Service amongst others. It will be the structure that links with external partners to co-ordinate, plan and commission services to develop a Vision for Adults for Stockton

Stockton Borough Council

North Tees PCT

*Networks e.g. cancer and CHD,  
Supported Housing **not** accountable to APG  
Will Influence and scrutinise work plans of both organisations*

**Adult Care Planning Group**

- Joint Planning PCT/LA
- Added value to existing mechanisms
- Avoidance of duplicating processes
- Forum for planning cross-cutting themes
- Co-ordination of local planning to support Adult agenda

Drugs

Prisons

Mental Health

Falls

Stroke

Independent Living

Learning Disability

Physical Disabilities

Long Term Conditions

Cross Cutting Themes\* -  
Social Inclusion BME Carers

User/ carer input required at this level

Task Centred Groups may also undertake specific and time limited work accountable to the Planning Group. E.g. Integration

The Adults Planning Group will have a commissioning focus and will oversee the joint working across SBC & NTPCT