

## **PUBLIC PARTNERSHIP FORUM – TERMS OF REFERENCE**

### **Aim**

- 1.1 To provide the Integration Joint Board (IJB) with the proposed Terms of Reference for the Public Partnership Forum (PPF) and to seek agreement that the IJB should formally link to this by embedding it within the overall governance structure for the Scottish Borders Health & Social Care Partnership.

### **Background**

- 2.1 The purpose of this paper is to describe the working arrangements to be agreed between Scottish Borders Public Partnership Forum (PPF) and the Scottish Borders Health and Social Care Partnership and the IJB. These arrangements are intended to maximise the effectiveness of the PPF as the main way in which the IJB engages, communicates and maintains a meaningful dialogue with the public, and is based on the current arrangements that were put in place under the former Community Health and Care Partnership (IJB).
- 2.2 Throughout this document the term “PPF” will refer to the whole membership of Scottish Borders PPF. The term “PPF Planning Group” will refer to the small group of PPF members who advise and support staff on issues relating to the development of the PPF.
- 2.3 Following approval by the IJB, members of the PPF will be asked to confirm their agreement with the principles contained within the Terms of Reference.

### **Terms of Reference**

#### **Aims of the PPF**

- 3.1 The aim of the PPF is to enable the IJB to develop and maintain an effective dialogue with the community, paying particular attention to those who could be socially excluded or face discrimination when accessing services by:
  - Ensuring the public is informed about the range and location of health related services;
  - Involving the public, local service users and carers in discussions about how to improve health services for the local community;
  - Supporting wider public involvement in planning and decision making and assisting the IJB in breaking down the barriers that prevent equal access to services.

### **Vision Statement**

- 4.1 The PPF strives to ensure that health and social care services are provided in a fair way to people in the Borders. We believe that patient care should be as close to people’s homes as possible and we will do our best to ensure that safe and good quality services are available for the Borders Community. As a group we will aim to

be open and honest with health and social care services and we will challenge decisions that we do not agree with.

4.2 The relationship between the PPF and the IJB will be based on the following key principles:

- Openness and honesty;
- Listening to and having respect for each others views and opinions;
- Giving and receiving feedback;
- Learning from each other;
- A commitment to improving services and better health for all.

4.3 The IJB will:

- Ensure that the PPF is involved from the beginning of planning and decision making processes.
- Ensure that meetings are accessible and inclusive.
- Use plain English and avoid acronyms.
- Ensure that the PPF is provided with relevant, accessible and timely information
- Work with the PPF to support its development.
- Provide appropriate induction and training to members.
- Provide an opportunity for members to set the agenda.
- Value and respect the input of the PPF.
- To be open and honest.
- Ensure that NHS Borders, the Borders Voluntary Community Care Forum (on behalf of the voluntary sector) and Scottish Borders Council all table items for discussion at each meeting.
- Let everybody have their say and be respectful of different views.

4.4 The PPF members will:

- Be a means of communicating between the IJB and the public by facilitating engagement and meaningful dialogue with individuals, groups and communities.
- Respect sensitive information and the need for confidentiality when it is required.
- Provide updates and share information with other members.
- Speak one at a time and allow less confident members the time to express their views.
- Prepare for meetings and seek clarification when unsure about anything.
- Let everybody have their say and be respectful of different views.
- Commit and communicate, including giving apologies for meetings if unable to attend.
- Access other people's views especially minority groups and people that might find it harder to have their views heard.
- Encourage members to challenge, sense check and ask questions for clarification.

## **Roles and Responsibilities**

### **IJB**

5.1 The IJB will ensure that the PPF has the necessary support and resources required to develop and undertake its role and responsibilities. This will include any

requirements that relate to professional support, training and development. As and when required a PPF planning group will be established to ensure that the PPF is in receipt of the support required and to facilitate the development of agreed work plans.

## **PPF**

6.1 The PPF will build upon existing methods of public involvement to establish and maintain an effective partnership with the IJB and to ensure that the community is represented in the decision-making process of the IJB.

6.2 The PPF will:

- help promote positive change in the health of the local community and in the service provided by the Scottish Borders Health & Social Care Partnership, commissioned and governed by the IJB;
- where possible, represent the views of the communities in Scottish Borders paying particular attention to those who could be socially excluded or face discrimination when accessing services;
- provide a way for the IJB to inform local people about the range and location of services it provides throughout Borders;
- support the involvement of local people, service users and carers in discussions about how to improve services provided by the IJB;
- assist the IJB to promote equal access to services by respecting equality, diversity and transparency in all aspects of its work;
- assist the IJB to engage with local communities either directly or through existing groups/organisations;
- offer insights from local communities regarding the planning and delivery of services. Raise issues, concerns and other comments from local communities in relation to services provided by the IJB;
  - support the IJB to meet the National Standards for Community Engagement as adopted by Scottish Borders Council, NHS Borders and other partners;
  - act responsibly, in an appropriate manner without bias or discrimination.

## **NHS Borders Public Governance Committee**

7.1 The PPF will report directly to the NHS Borders Public Governance Committee on relevant matters of joint interest.

## **Membership of the PPF**

8.1 Membership of the PPF is open to anyone who receives, or has the potential to receive services provided by the IJB in Borders

OR

- receives health services delivered in Scottish Borders;
- cares for someone who receives these services;
- is a potential user of these services and
- who lives in, works in, or has a substantial connection with the area that is serviced by Scottish Borders Health and Social Care Partnership.

8.2 Group membership is also open to:

- voluntary sector organisations;
- community groups;
- support groups;
- self-help groups;
- community councils;
- local community planning/other partnership forums; and
- any other group with a presence in the Borders, having an interest in health services provided in Scottish Borders and how they are delivered to local communities.

8.3 Members of the PPF, who represent the above groups, are responsible for communicating information to and from their groups. These representatives are also accountable to their own group for their expressed views when participating in any involvement activities. A group representative is there to voice their group's views and not their own individual view unless otherwise stated.

### **Meetings of the PPF**

9.1 The PPF will hold approximately six meetings a year (bi-monthly). An agenda and any papers will be distributed 5-7 days in advance of the meeting and minutes produced within 2 weeks.

9.2 Papers will be available on request in different formats.

9.3 A PPF Development Day will be held once a year to which all PPF members will be invited and supported to attend.

### **Roles and responsibilities of the PPF Representative serving on the IJB**

10.1 A PPF Planning Group member will serve as PPF Representative on the IJB.

10.2 In the event of absence, the nominated PPF representative will seek to ensure that the PPF is always represented at the IJB meetings.

10.3 This member will have voting rights on behalf of the PPF.

10.4 This member will have the mandate of the PPF to represent the views of the PPF and therefore should not be presenting their own personal views. Any conflict of interest must be declared.

10.5 Where the IJB considers all the facts and then makes a decision that does not reflect the views of the PPF the IJB should ensure that the reasons why such decisions were taken are shared openly.

10.6 Appointment of PPF Chair, Vice Chair and PPF Representative to the IJB.

10.7 PPF Chair, Vice Chair and PPF member on the IJB. Members will be able to put themselves forward for re-election if they so wish, with a limit of two consecutive terms.

- Self nominations are invited from the PPF Planning Group membership.
- A personal statement from candidates will be sent out to all members of the PPF Planning Group prior to meeting.
- A private vote of the public members will take place at the meeting if there are more candidates than positions.

### **Scottish Health Council**

- 11.1 The Scottish Health Council will provide ongoing support to the development, review and evaluation of the Scottish Borders PPF.