

## **Think Local Act Personal Partnership Governance arrangements, 2014-17**

### **1. The Partnership**

#### **1.1 Purpose / Role**

The overarching purpose of the Partnership will be to provide strategic leadership across the health, care and other relevant sectors in support of the delivery of *Think Local Act Personal*, as set out in the Partnership Agreement.

#### **1.2 TLAP Partnership organisational commitments 2016**

To support and promote the continued transformation of health, care and support as stated in the Partnership Agreement 2014-17, the TLAP partners agree to follow a set of commitments.

TLAP's National Co-production Advisory Group (NCAG) have co-produced these commitments with members of the Board. They are based on a SOAR analysis (Strengths, Opportunities, Aspirations and Results).

- Partners commit to the principles of personalisation. These principles are defined by actions to support people to live independently within strong communities where they can exercise choice and control and receive tailored coordinated care.
- Partners commit to equality and diversity.
- Partners commit to promoting co-production with people who use services, families and carers.
- Partners commit to promoting relevant TLAP resources to their members and wider networks using language that is plain and easy to understand.
- Partners support sector improvements by sharing information and learning on good practice and by contributing to policy initiatives.
- Partners will help build an evidence base for defining the outcomes of personalisation by contributing any relevant information produced through their work.
- Partners will support increasing the employment of people with lived experience within the health and social care workforce. They will do this either by employing people who use services and carers directly or by promoting the benefits to members.

- Partner organisations, that provide frontline services, will involve people who use services and carers in the recruitment and training of frontline staff.

### **1.3 Partner status**

The Partnership will consist of national organisations (statutory and non-statutory) and associations who have signed up to the *Think Local Act Personal* Partnership Agreement. These organisations will represent a broad spectrum of interest across the health, care and support and other relevant sectors, including major provider and independent sector umbrella bodies, service users and carers, local and national government, improvement agencies and other key stakeholder groups.

Partner status is open to any national organisation not covered by one of the umbrella bodies already signed up to TLAP. Prospective partners may approach TLAP at any time for consideration by the TLAP Board.

### **1.4 Meetings**

The Partnership will meet three times each year. One of these meetings will be a larger, 'open' conference held annually for partners, as well as a wider group of people and organisations supporting TLAP (for example through the *Making it Real* initiative). Other meetings will be scheduled at times that enable partners to shape and inform the TLAP work programme and to review progress (e.g. January and September).

### **1.5 Chair**

The Partnership will be chaired by people with lived experience of care and support or a carer. This co-chairs will be nominated by the National Co-production Advisory Group (NCAG) and will hold office for 12 months, at which time their position will either be reaffirmed by NCAG or a new nomination made. The Chair may serve for a maximum of two terms.

The Chair will take the lead role in Partnership meetings and in conjunction with the Programme Board Chairs (see 2.2.4 below), act as a spokesperson for the Partnership.

## **2. The Partnership Programme Board**

### **2.1 Purpose / Role**

The Programme Board will:

- Construct the work-programme and budget on behalf of the wider partnership, to which the chairs of the Board (see 2.2.4 below) will be accountable for delivery.
- Oversee and co-ordinate action to deliver the agreed programme.

- Nominate lead Board members for each TLAP workstream to provide oversight for the Board and Partnership on programme delivery.
- Report to the Partnership on progress.
- Provide assurance to funders on progress.
- View and sign off publications or products bearing the TLAP logo.

## **2.2 Membership**

The Partnership Board will, as a minimum, consist of:

- Three people with lived experience of care and support (nominally from NCAG).
- One carer representative.
- Five representatives from across the provider sector.
- One representative of small-scale or user led enterprises.
- At least one representative from each of the following agencies:
  - ADASS (in addition to the co-chair, see 2.2.4)
  - The Local Government Group
  - Department of Health
  - CQC
  - NHS England
  - Public Health England
  - SCIE
  - NICE
  - Skills for Care

Where the role of a member is to represent a particular perspective, or range of perspectives, they will be appointed to the Board by the group they represent for a 12 month period, after which time their position will be either reaffirmed for a further 12 months or a new appointment made. This applies to the following members:

- Those with lived experience - to be nominated by NCAG.
- Provider representatives and small scale enterprise – to be nominated by the Care Providers Alliance.

## **2.3 Meetings**

The Programme Board will meet on a six weekly basis

## **2.4 Chairs**

The Board will be co-chaired by the incumbent president or immediate past president of ADASS and the incumbent Chair of the Care Provider Alliance. Appointments will be for 12 months. After stepping down, the Board Chairs may continue to serve on the board if nominated to do so by their respective constituents as, i.e. as the ADASS representative or as one of the provider representatives.

The Chairs will have delegated authority to make decisions on behalf of the Programme Board, hold responsibility for staffing arrangements and oversee the work of the core staff team. In conjunction with the Partnership Chair, the Programme Board Chairs will speak externally on behalf of the Partnership when required. In addition, the Chairs will liaise with the Department of Health regarding funding and the host body regarding hosting arrangements.

## **2.5 Lead roles**

The Programme Board will nominate leads for each of TLAPs areas of activity to:

- Provide leadership for the workstream on behalf of the Board.
- Be the formal link into the Board for updates and progress reports.
- Chair the Steering Group.
- Assist the TLAP team lead with the development of the workstream plan.
- Agree amendments to the plan in year.
- Represent TLAP's work in this area externally.

## **3. Finances**

The Programme Board will have delegated responsibility to develop and signed off the Partnership budget, and will work to align this process as necessary with the requirements of the Department of Health and any other funders. The Programme Board will also have delegated authority to amend the budget during the year on behalf of the Partnership. In urgent situations, the Programme Board will delegate authority to the Board Chairs to approve expenditure outside the budget up to the sum of £15,000. Such expenditure must be reported at the subsequent board meeting.

The Board will delegate authority to manage the agreed budget to members of the staff team, although expenditure over £20,000 will need to be approved by the Programme Board.

## **4. Use of the Logo and sign off of publications**

The TLAP logo represents endorsement by the TLAP Partnership. While it may be appropriate for organisations represented in the Partnership to use the TLAP logo on their websites to indicate their involvement with the Partnership, it should only be used to endorse particular products or publications, if they have been approved by the Programme Board.

All publications or products, whether arising from the TLAP work programme or from Partnership organisations will need to be signed off by the Programme Board before use of the logo can be agreed. This generally requires the Board having at least two weeks to provide comment and make recommendation as to whether a publication or product can use the TLAP logo.

## **5. Copyright**

Copyright and all other intellectual property rights created by the staff employed to support the TLAP Partnership shall belong to TLAP. Information may be used and re-used (not including logos or photographs) free of charge in any format or medium, including copying, publishing, distributing and transmitting the information for personal, private research or educational purposes. People who do so, must acknowledge the source of the information by including an attribution statement to TLAP and where possible, provide a link to this website.

Content for commercial purposes may only be used with prior permission from TLAP to ensure the information will not be used in any way that suggests official status or that TLAP endorses the commercial use; and that they do not mislead others or misrepresent the information. If permission is given, the organisation will be expected to acknowledge the source of the information by including an attribution statement to TLAP and where possible, providing a link to the TLAP website.

Permission must be sought from the TLAP Partnership for the copying of logos, images or videos from the website or any of our channels.

This does not extend to material on the website that is identified as being copyright of a third party. Authorisation to reproduce such material must be obtained from the copyright holders concerned.

Where partners have worked with TLAP to co-produce material, they will be specifically recognised by inclusion of their logo.

Due to the diverse range of partnership organisations, it is recognised that not all of TLAP's work will be relevant to the aims and objectives of all organisations. Inclusion of partners' logos on materials will be agreed in advance.

## **6. Transparency**

This section sets out:

- The information we will publish as a matter of course concerning meetings.
- How this information will be published.

### **6.1 Agendas, minutes and papers:**

#### **6.1.1 Public papers:**

[Agendas and summaries of Partnership meetings](#) will be published on the TLAP website/About us.

Updates from the Programme Board meetings will be shared with Partners and with the wider public upon request.

### **6.1.2 Confidential papers:**

Part two agenda items and minutes of meetings of the Programme Board will not be published. Part two agenda items will form a minority of items including those relating to HR questions, programme funding and issues deemed to be commercially sensitive for partner or external organisations.

### **6.2 Programme plans and reports:**

The [annual programme plan](#) and [annual progress report](#) including budgetary information will be published on the TLAP website/About us.

### **6.3 Requests for further information:**

TLAP will be as open as possible in supplying any additional information requested, but may withhold information if its release may be considered to cause significant harm based upon the exemptions contained in the Freedom of Information Act 2000.

If TLAP is unable to supply all or part of any other information requested, written reasons will be given for the refusal. Should the requester deem these reasons inadequate, a complaint can be made.

### **6.4 Comments or complaints:**

Comment or complaints, can be made to TLAP on 020 7535 0900 or by email to [info@tlap.org.uk](mailto:info@tlap.org.uk)

If preferred, a complaint in writing can be made to:

Think Local Act Personal  
First Floor, Kinnaird House,  
1 Pall Mall East, London  
SW1Y 5BP

TLAP will aim to respond to complaints within 20 working days. If this does not prove possible within this time, reasons and a timeframe for a reply will be provided.