Think Local Act Personal Partnership
Proposed governance arrangements, 2014-17

July 2014

1. Background

1.1 The original governance arrangements and Terms of Reference (TOR) for TLAP were agreed in April 2011. These have been reviewed at the request of the TLAP Board as part of the wider process of refreshing and updating the Partnership currently underway. There are a number of aspects that have been considered in this review:

1.2 Partnership size: The original TOR set a limit of 40 organisations on the overall size of the TLAP Partnership. This number was not exceeded between 2011 and 2014, but will be following the re-launch in June 2014, because a number of new partners are joining.

1.3 Partnership criteria: While it has been possible for organisations to join TLAP at any time, for example the NDTi and NHS England joined subsequent to the original launch in 2011, the criteria and process for joining up is not set out clearly in the current TOR and should be for the future.

1.4 Role of the Partnership and Board: The original TOR located overall leadership and decision making concerning the TLAP work programme with the Partnership, with the Board as a delivery vehicle. This has proved difficult in practice and will be more so as the partnership expands. Different and more realistic roles are therefore proposed.

1.5 Chairing: The original TOR did not include much to distinguish between the role of Chairs at Partnership and Board level. Proposed changes to the roles of the Partnership and Board include new descriptions of the role of Chairs for both to aid clarity.

1.6 Membership of the Programme Board: The original TOR do not reflect the size of the Board in 2014 or its methods of appointment. Revised membership arrangements are therefore proposed.

1.7 Frequency of meetings: The original TOR set the frequency of full Partnership meetings as 3-4 times per annum and Board meetings at monthly. Full Partnership meetings have happened less frequently than this, especially since the number of workstream related fora has expanded, and Board meetings have been six weekly as of January 2014. Revised frequency for meetings is therefore proposed to reflect this.
1.8 Transparency: The original TOR did not include a ‘statement of transparency’. This statement indicates what kind of information would commonly be shared from meetings. The Board has asked for such details to be included in the TOR rather than in a separate statement to ensure documentation is kept simple and proportionate to requirements.

2. Draft Terms of Reference

2.1. The Partnership

2.1.1 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. To do this, the partners will:

- Make specific commitments to support the delivery of TLAP within their own organisations and constituencies, to be renewed / revised annually
- Work with Government and key agencies outside of the Partnership to support delivery of TLAP where these opportunities arise.
- Promote the work of TLAP through their constituencies and membership
- Set direction for the work-programme and review its implementation

2.1.2 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. As a minimum, Partner status will involve an annual commitment or commitments setting out how the organisation will work with its members or constituents to support the delivery of the Partnership Agreement.

2.1.3 Meetings

The Partnership will meet 3 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)

2.1.4 Chair

The partnership will be chaired by someone with lived experience of care and support or a carer. This chair will be nominated by the National Coproduction 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.

2.2 The Partnership Programme Board

2.2.1 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

2.2.2 Membership

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

- 3 people with lived experience of care and support (nominally from NCAG)
- 1 Carer representative
- 5 representatives from across the provider sector
- 1 representative of small-scale or user led enterprises
- 1 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
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

### 2.2.3 Meetings

The Programme Board will meet on a six weekly basis.

### 2.2.4 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.

### 2.2.5 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 TLAPs work in this area externally

In addition, the board will nominate a lead for equality and diversity across the work programme.
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 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. Transparency

This section sets out:

- the information we will publish as a matter of course concerning meetings relevant to these TOR
- how this information will be published

5.1 Agendas, minutes and papers:

5.1.1 Public papers:

Agendas and summaries of Partnership meetings will be published here (weblink)

Part 1 agendas and minutes of meetings of the Programme Board will be published here (weblink). Part 1 agenda items will be those with general relevance to the Partnership and wider stakeholders, including those relating to programme delivery.
5.1.2 Confidential papers:

Part 2 agenda items and minutes of meetings of the Programme Board will not be published. Part 2 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.

5.2 Programme plans and reports:

The annual programme plan for TLAP will be published here (weblink)

An annual progress report including budgetary information will be published here (weblink)

5.3 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.

5.4 Comments or complaints:

Comment or complaints, can be made to TLAP on 020 7535 0900 or by email to thinklocalactpersonal@scie.org.uk. If preferred, a complaint in writing can be made to:

Think Local Act Personal
Second Floor
206 Marylebone Road
London NW1 6AQ.

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.