

Shropshire Adult Social Care 'Making it Real' Board

TERMS OF REFERENCE (2022)

1. Aims - What do we want to achieve?

- Personalisation and co-production are a reality so people can live full and independent lives. (Co-production is where everybody works together on an equal basis to create a service or come to a decision that works for them all. To read more about Co-production please follow this link <https://www.thinklocalactpersonal.org.uk/co-production-in-commissioning-tool/co-production/In-more-detail/what-is-co-production/>)
- The continuous improvement and transformation of services using the principles behind the national Making it Real "I/we" statements. www.thinklocalactpersonal.org.uk/assets/MakingItReal/TLAP-Making-it-Real-report.pdf
- Social care services are designed and improved with the participation of people who use services.

2. Role - What we do

The Board will:

- Use feedback from people using services to recommend improvements.
- Work as a partnership with Experts by Experience, Adult Social Care and voluntary organisations to put the improvements into practice.
- Actively engage with people who use services, carers and the wider community.
- Use the Making it Real "I/we" statements to check that services are meeting people's needs.
- Report progress to the public through the annual Making it Real report and the Local Account. Both can be found on the Making it Real web page <https://shropshire.gov.uk/shropshire-choices/making-it-real-mir/about-making-it-real-in-shropshire/>

3. Board members

- The Board will be co-chaired by the member of Shropshire Council with responsibility for Health & Wellbeing, and by an Expert by Experience elected from the membership of the board.

The Board will include:

- Member of Shropshire Council with responsibility for Health & Wellbeing.
- Shropshire Council Executive Director of People.
- People who have experience of using adult social care services (Experts by Experience).
- Family carers (Experts by Experience).
- Adult social care representatives such as Occupational Therapists / Social Workers, and a variety of voluntary sector organisations, for example Taking Part.
- Representative from Healthwatch Shropshire.
- The Board may co-opt new members on an ad hoc basis.

4. Meetings

- Meetings of the Board will be arranged by Shropshire Council, who will also provide the clerking and recording of meetings.
- The meetings will be chaired alternately by the Co-chairs.
- Nominated Board members may appoint a delegate for each position.
- A quorum for all meetings of the board will be a simple majority of the full Board membership.
- Decisions at the Board will be reached by consensus, or by a simple majority of members present and voting. The Co-chair leading that meeting will have the casting vote if voting is tied.
- Meet six times a year. Subgroups will meet regularly in between Board meetings.

5. Individual roles & responsibilities

Board members will:

- Work constructively to achieve agreed aims.
- Respect the views and opinions of all members.
- Share the work or the views of the board with other groups as appropriate or as required. (Represent the collective views of the Board when appropriate)
- Adhere to the principles of the Board.
- Read reports and papers prior to each meeting.
- Members will maintain confidentiality for particular issues when requested.
- Revise the Terms of Reference when appropriate.

6. Expenses

- Members who use services and family carers will be reimbursed their travel expenses (mileage - 45p per mile, this rate may change within the life of this document) and carparking - when attending a Board meeting or on Board business.

