**Somerset Adult Social Care**

**Working Together Board**

**Terms of Reference – November 2023**

**1 – Aims – What we want to achieve?**

* Make personalisation and co-production a reality so people can live full and independent lives.
* Have influence across the Health and Social Care.
* Social care services that are designed and improved with the participation of people who use services.
* Experts by Experience are involved from the beginning in designing policies and strategies that will affect not just them, not just now, but also social care in the future.

**2 – Role – What we do**

* Use feedback from people using services to recommend improvements.
* Provide influence across the system.
* 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
* Understand what Adult Social Care dose and what support we can identify to be more creative. How can we make the best use of our collective resources across the county to support people.
* Celebrates the success and the positive outcomes Adult Social Care can bring.
* Report progress through an annual Working Together report
* Ensure the Board is strategic and has the power and influence to make real change.

**3 – Board Membership**

* The Board will be co-chaired by the Executive Director for Adult Services in Somerset, and an Expert by Experience elected from the membership of the board.

The Board will include -

* People who have experience of using adult social care services (Experts by Experience)
* Family carers (Experts by Experience)
* Lead Member for Adult Services
* Adult social care representatives such as Occupational Therapists / Social Workers, Commissioners and a variety of voluntary sector organisations.
* Representative from Healthwatch
* Somerset Council communications
* The Board may co-opt new members on an ad hoc basis.

**3 – Meetings**

* Meetings of the Board will be arranged by Somerset 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 four times a year. Subgroups will meet regularly in between Board meetings.

Meetings will be held both in person and via Microsoft TEAMS.

**5 – Individual roles and 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 – Review TOR**

Terms of Reference will be reviewed after 12 months or sooner if required.

**7 - Future board meetings times and dates to be confirmed**

March 2024

June 2024

September 2024

December 2024

March 2025

June 2025

September 2025

December 2025