

Commissioning Co-Production Board: Terms of Reference

Background

The Commissioning Team in Adult Social Care did a Review of itself in September 2022. They realised that they needed to do more co-production with people who, through a personal budget and/or direct payment, use adult social care services.

The Commissioning Co-Production Board was an action for the Commissioning Team, to help them meet people who use services and their circle of support and engage them in the full commissioning process.

Definition

The Commissioning Co-Production Board will engage in activities of co-production, defined as:

- Co-planning
- Co-design
- Co-delivery
- Co-evaluation

Principles

Co-Production activities undertaken by members of the Board will be guided by the following principles of co-production:

- **Accessibility** – meetings (venues and formats), minutes, and work undertaken will promote accessibility by all Co-Production Board members and any other participants in a Co-Production project
- **Diversity** – the Co-Production Board will work to maintain a diverse group of participants in projects, as relevant to each project
- **Reciprocity** – Getting something back for putting something in, through formal and informal recognition, training and skills development and where possible remuneration, will be a key part of any project undertaken by the Board.

- **Mutuality** – Board members will have responsibilities defined in each project, and expectations to both deliver and participate in a way that is respectful and compassionate and achieves the objectives of the project
- **Equality** – Board members' knowledge, experience and understanding of services will be valued equally amongst Members, regardless of professional background

Objectives

The Commissioning Co-Production Board members will increase co-production of statutory Adult Social Care services by:

- Developing accessible ways for Residents who use services and their circle of support to:
 - Design and develop new services
 - To be part of the purchasing process (procurement) of new services
 - To support implementation of services
 - To support contract management of current services
 - To quality assure current services

The Commissioning Co-Production Board may engage in some or all of the tasks above for any one project. The Board will define specific objectives for each project.

Scope and Limitations

Board Members should keep in mind that they work within the following rules, constraints and opportunities:

- There are many laws to follow when purchasing and delivering services, and we need to keep to them
- We want to work with the strengths of people who might need services, and help them live as independently as possible
- We have limited financial resources so we have to get the best value out of what we deliver
- We are committed to trying to reach people who may be reluctant to engage with the Council, to get as many points of view as possible

Members

Co-production works on the basis that those who will hopefully benefit from the product or service are involved as co-producers. Therefore with the exception of co-chairs, members will be able to attend meetings based on the relevance to their circumstances, experience and knowledge.

Membership will be limited to twenty (20) Board members, including the two Co-Chairs. However, sub-groups can be created by the Board for any project, and can involve a membership as determined by the Board. The Co-Chairs are responsible for keeping a balance of membership between residents, providers and health and social care staff, to ensure that the voice of the resident is equally represented.

Commissioning projects that focus on a particular service-area, such as learning disabilities for example, may not need attendance from residents and professionals whose area of expertise is in dementia. These members can choose which Co-Production board meetings they attend, based on the agenda and relevance to them.

Co-Chair: A Resident who uses statutory Adult Social Care services and is a member of the Commissioning Co-Production Board (to be voted in for the period of a year [with the option to extend by a year], by the Commissioning Co-Production Board)

Co-Chair: A member of the Commissioning Team (to be nominated by the Senior Head of Commissioning, Brokerage and Quality Assurance, voted in for a period of 2 years by the Commissioning Co-Production Board)

General Membership:

- A representative of the Joint Partnership Board (not to overlap with the Co-chair positions or representatives below)
- A representative from Disability Action Haringey
- A representative from each of the Reference Groups
- A representative from each self-advocacy groups in the borough, who represent people accessing statutory adult social care services (limited to one per group)
- A second Commissioner
- Social Worker(s) from OP, MH and LD services
- A representative from the ICB
- Member(s) of clinical staff for OP, LD and MH health services
- An elected member of the Council

- Representatives from other Council departments as required (Procurement, Finance, Housing, Policy, etc)
- Self-representatives who access one or more statutory adult social care services
- Carers and advocates (formal and informal) of people who access one or more statutory adult social care services
- Representatives from local providers, private, public and voluntary sector organisations

Members agree to prioritise their attendance at Commissioning Co-Production Board meetings, to which they have an interest, area of expertise or relevant experience. Co-chairs must attend all meetings, unless there are unforeseen circumstances, in which case a deputy will be nominated for that meeting.

Members recognise that they may delegate tasks, but the responsibilities remain with them, therefore no substitutions can be made with regard to meeting attendance.

Purpose

The Commissioning Co-Production Board exists to help increase co-production of Adult Social Care statutory services across the commissioning cycle: planning, purchasing, implementing, reviewing and decommissioning services.

Duties and Functions of the Commissioning Co-Production Board

The Project Board is responsible for the overall implementation of co-production of commissioned statutory adult social care services at Haringey. It has responsibility and authority for this aim and participatory method as defined in the Participation Framework, and reports to the **Haringey Borough Partnership** on its co-production activities.

It is expected that work will be undertaken in between meetings, so in addition to preparation for board meetings, members of the Board must be able and willing to undertake the necessary work to progress actions between meetings.

The Commissioning Co-Production Board has these responsibilities for all commissioning activities:

Task	Stage of the Commissioning Project	Responsible person(s)
Identify stakeholders who may wish to be involved in the task	Pre-initiation	Council Officer(s)
Advertise the Activity on the Council website and Council intranet	Pre-initiation	Council Officer(s)
Advertise the Activity via current self-advocacy and Carer groups	Pre-initiation	Board Members
Agree tasks to be completed by the Board	Initiation of the Commissioning Project	Board Members
Agree the work of the project and assign Board Members to it	Initiation of the Commissioning Project	Board Members
Agree timescales and budget and other constraints	Initiation of the Commissioning Project	Board Members
Agree Communications Plan	Initiation of the Commissioning Project	Board Members
Minute all meetings and record actions	During the Commissioning Project	Co-Production Board members (nominated minute-taker each meeting)
Undertake tasks related to action between meetings	During the Commissioning Project	Board members (assigned to specific tasks)
Read and engage with materials shared between meetings	During the Commissioning Project	Board Members
Follow-up on all actions	During the Commissioning Project	Co-chairs at each meeting
Agree what will be implemented through contract monitoring / quality assurance	During the Commissioning Project	Board Members
Complete all agreed work for the Project	During the Commissioning Project	Board Members
Provide information to Joint Partnership Board for their annual report to ASC&H Scrutiny Panel	After the completion of the Commissioning Project	Board Members
Agree transfer of work product to regular team	At the conclusion of the Commissioning Project	Board Members

to continue implementation		
Implement any Contract Monitoring / Quality Assurance arrangements with the Council	At the conclusion of the Commissioning Project	Council employees on the Board
Hold "Lessons Learned" session	At the conclusion of the Commissioning Project	Board Members

Commissioning Co-Production Board Meetings

1. Date of first meeting: **29 November 2023**
2. Frequency of future meetings: Monthly
3. Meeting length: 2 hours
4. Action Points circulation beyond the Board:
 - Haringey Borough Partnership
 - DMT in Adult Social Care (as required by Senior Head of Commissioning, Brokerage and Quality Assurance)
 - Senior Head of Commissioning, Brokerage and Quality Assurance