**Voluntary Sector Influence and Participation initiative for the Mental Health, Learning Disability and Autism sector of Cambridgeshire and Peterborough**

**Draft Terms of Reference for the Project Board**

1. **Introduction**

The Voluntary (or VCSE: Voluntary, Community and Social Enterprise) Sector Influence and Participation initiative for Cambridgeshire and Peterborough Mental Health, Learning Disability and Autism Partnership (MHLDAP) is being hosted by CPSL Mind.

This initiative supports the role of the Mental Health, Learning Disability and Autism Partnership in strengthening collaborative relationships and working in partnership across our local Integrated Care System (Cambridgeshire and Peterborough ICS).

Our aim is that the VCSE sector will become even more influential and participative in informing and implementing Integrated Care System strategies, priorities and developments and considering allocation of resources. Together with the MHLDAP and with the support of the Integrated Care Board (ICB) we want to ensure that the sector’s role in continuously improving mental health, learning disability and autism outcomes for local people is highly valued.

The initiative will be overseen by this, newly established, Voluntary Sector Influence and Participation Project Board. Project Board members will be recruited via an open process (see section 6). It is anticipated that they will be well networked, with a reputation for partnering across local VCSE organisations and take great pride in listening to and communicating with all audiences.

Our Project Board will work closely with the Manager in setting influencing and participation priorities, implementing an action plan and monitoring progress, outcomes and impact.

Our role will be to ensure that the voluntary sector becomes fully contributory to the Integrated Care System and the MHLDA Partnership and thereby influential and participatory with the Integrated Care Board. We will partner with the Health Alliance.

Throughout the Project we will share responsibility for consulting, involving, representing and reporting back to voluntary sector colleagues throughout Cambridgeshire and Peterborough across the mental health, learning disability and Autism/neurodiversity sector.

1. **Board remit**

* To share Board members’ expertise, networks and knowledge in terms of stakeholders, organisations, networks, themes, beneficiaries, geographical and cultural communities.
* To provide a VCSE perspective on evidence of need and research of best practice which may improve the experiences of the Cambridgeshire and Peterborough population. Compare the identified needs of people experiencing mental ill health, a learning disability and/or who are neurodiverse with existing provision, accessibility, facilities and availability.
* Through voluntary sector evidence, mapping and data identify gaps to inform priority setting. We will link this market intelligence with local Integrated Care System health and wellbeing strategies, priorities, plans, pathways and opportunities.

* Identify influencing and participation priorities, then regularly review progress against the action plan and, if appropriate, identify new priorities.
* Develop plans and models for accessible and engaging consultation, involvement and participation of the wider VCSE sector, to include events.
* Scan environment and ICS structures to identify each Project Board member’s representation within the local system on behalf of this Board. Establish Board’s relationship with the Mental Health, Learning Disability and Autism Partnership (MHLDAP) to ensure that the VCSE sector is effectively represented. The Manager is an MHLDAP Board member.
* Agree consultation, information gathering and sharing, representation and feedback protocols and related Code of Conduct behaviours and practice.
* Establish a shared understanding of partnerships, networking and collaboration across our sector and structural options for future models, initiatives and developments.
* Identify providers willing to collaboratively co-produce and co-design new models and services to meet greater need and achieve good outcomes for local people with mental health conditions, a learning disability and/or autism.
* Build up the sector and System’s confidence in engaging and participating, up to and including at ICB level, constantly extending influence and participation.
* Welcome new voluntary sector colleagues, organisations and initiatives.
* Facilitate new opportunities for the VCSE sector that may arise through System engagement and oversee collaborative developments originating through the Project.
* Contribute to the content and design for presenting research, reports, briefings, business cases and presentations to the Integrated Care Board.
* Define and undertake the process of selecting an evaluator and defining evaluation measures for the Project and final evaluation.
* Understand that opportunities that may emerge could include joint training and development.

1. **Contributing to and participating within the Integrated Care System**

Our Project will enable and equip the voluntary sector to become more influential, participatory and contributory to Cambridgeshire and Peterborough’s Integrated Care System (CPICS) led by the Integrated Care Board (ICB). We will achieve this with and through the Mental Health, Learning Disability and Autism Partnership (MHLDAP) which is an ICB established ABU (Accountable Business Unit) hosted by CPFT (Cambridgeshire and Peterborough NHS Foundation Trust).

Our partnership approach will therefore include working with the Health and Wellbeing Board/Integrated Care Partnership, Health Alliance, Healthwatch, District, Unitary and County Councils, Children and Maternity Partnership and the Integrated Care North and South Place Partnerships and their Neighbourhood Boards.

1. **Our role in Influencing and Participation**

We will identify strategic themes for Influence, Participation and Collaboration together with the Integrated Care Board and partner organisations, by:

* Contributing to the evidence base and co-production of new local Mental Health, Learning Disability and Neurodiversity strategies and pathways.
* Recognising and seeking to address community, environmental and societal risks emerging and increasing across Cambridgeshire and Peterborough.
* Identifying demographic population shifts and related diversity, accessibility and inclusivity challenges and opportunities to meet more people’s needs.
* Balancing parity of profile, influence and participation of VCSE organisations across our local neurodiversity, learning disability and mental health sectors.
* Developing and nurturing enhanced connectivity across local partnerships, collaboration and networking, from neighbourhood up to strategic levels.
* Bringing an enhanced collaborative and partnership based approach to designing and contributing to new and improved Pathways.
* Emerge and seek to replicate and expand evidence-based best practice, of pilot and embedded services including community-led provision and initiatives.
* Explore and embrace innovative approaches to co-designing collaborative models that combine scale, scope, resources, flexibility and responsiveness of the voluntary sector.
* Through all routes of influence and participation, with all audiences, ensure the diversity of our local residents and communities is represented.

1. **Project Board membership**

**Strong representation:** We will seek applications from a wide range of people working in the voluntary sector including those running local neighbourhood groups, specialist community embedded organisations, and through to larger local charities and branches (including of volunteers) of national charities.

**Collaborative:** We know that many local leaders already partner with each other, are members of local networks and will bring experience of successful and innovative collaboration.

**Remuneration:** We will pay each Board member an amount for the five Board meetings between Winter 2023 and beginning of 2025 that will total £750.

**Commitment:** We expect to have a Project Board launch meeting at the outset in November 2023 and then meetings quarterly. We will all take from those meetings an understanding of our priorities in both consulting our VCSE colleagues as well as representing those voices with the Integrated Care Board.

**Events:** We are likely to decide to hold events and Board members will be important in co-designing, leading and facilitating these.

**Action:** We will agree our Action Plan with priorities and timelines to January 2025.

**Evaluation:** The Project Board will commit to appointing evaluators and monitoring and analysing agreed Project outcome and impact measures, during and upon completion of the Project (due to be January 2025).

1. **Board Membership applications**

We seek applications from interested voluntary sector leaders throughout Cambridgeshire and Peterborough - whose group, network, services, organisation or consortia serve local people with mental health conditions, a learning disability and/or who are neurodiverse - by completing our application form as an Expression of Interest. To be submitted to [fiona.kerr@cpslmind.org.uk](mailto:fiona.kerr@cpslmind.org.uk) by 9am on 23rd October.

This form will require key information needed to efficiently and effectively shortlist at that stage (Autumn 2023). This will be done by a panel of Independent Stakeholders who will evaluate applications according to:

* Beneficiaries declaring mental health, learning disability and/or neurodiversity
* Diversity of community/ies served in either or both of Cambridgeshire and Peterborough
* Existing expertise in and approach to collaboration
* Networks and relationships across their area, including reach and connectivity in the most deprived and disadvantaged neighbourhoods and communities.

We will meet shortlisted applicants and make the Project Board final selection. We aim to bring new Board members together for a launch event in November 2023.

We know it is equally important for applicants who do not join the Board and the VCSE sectors they represent to continue to actively participate and be influential.