

Responses to questions raised at LDPB meeting Dec 2010 re the role of Chair, Co-Chair and the resources/support needed

- There was agreement that the role of Chair should be undertaken by a senior lead officer because:
 - They are in a position to make decisions
 - Can undertake responsibility for issues raised
 - Are senior enough to take issues back to the Council and Health Authority
 - Can delegate work
 - Will have sufficient knowledge of policies and procedures
 - Will give the Board an important status that will encourage the attendance of other senior officers

- The following duties and responsibilities were regarded as part of the role of the Chair and Co-Chair:
 - They will both treat the Partnership Board as a serious priority and attend it on a regular basis
 - The Co-chair will deputise in the case of the Chair's unavoidable absence
 - They will welcome new people, do introductions and ensure the meeting guidelines are followed
 - They will effectively chair the meeting, make sure everyone sticks to the agenda and keep it to time
 - They will ensure any actions or questions identified at meetings are dealt with
 - They will make sure decisions are made
 - They will share responsibility, along with other Board members, for helping to raise the status and profile of the Partnership Board and the sub groups

- Support needed for the Chair and Co-Chair to help ensure the Partnership Board functions well includes:
 - Admin support with preparing the agenda and taking minutes that are accurate and comprehensive enough
 - Training and support for the Co-chair (either a self-advocate or a family member) as required which will enable them to carry out this role effectively. There needs to be sufficient resources available for this
 - Support, particularly for the Co-chair, to access and understand wider issues / new policies / government reports that are relevant to the Partnership Board
 - Terms of reference should be provided for the Chair and Co-Chair so that they know and understand their roles and responsibilities