

West Wales Regional Leadership Group

Terms of Reference

1. Constitution

- 1.1 Statutory guidance for Part 9 of the Social Services and Wellbeing (Wales) Act 2014 and the Partnership Arrangements (Wales) Regulations 2015 set out the requirements, purpose and responsibilities of the new Regional Partnership Boards.
- 1.2 These Terms of Reference of the Regional Leaders Group (RLG) reflect the requirements set out on Statutory Partners under the Statutory guidance for Part 9 of the Social Services and Wellbeing (Wales) Act 2014 [the Act] and the Partnership Arrangements (Wales) Regulations 2015.

2. Membership

Chief Executive, Carmarthenshire County Council
Chief Executive, Ceredigion County Council
Chief Executive, Pembrokeshire County Council
Chief Executive, Hywel Dda University Health Board
Lead Cabinet Member for Social Services, Carmarthenshire County Council
Lead Cabinet Member for Social Services, Ceredigion County Council
Lead Cabinet Member for Social Services, Pembrokeshire County Council
Chair/ Vice Chair, Hywel Dda University Health Board
Vice-Chair, Hywel Dda University Health Board

- 2.1 Nominated members of the RLG will also be members of the Regional Partnership Board (RPB).
- 2.2 Membership of the RLG will be reviewed on an annual basis.
- 2.3 Chair and Vice-Chair appointments will be drawn from different Statutory Partner organisations, elected by the membership and reviewed on an annual basis.

3. Quorum and Attendance

- 3.1 A quorum shall consist of one officer or member representative of each partner organisation.
- 3.2 Nominated deputies with delegated responsibility may attend meetings on behalf of Group members.

4. Purpose

The purpose and role of the RLG is:

- 4.1 To bring together senior representatives from the Statutory Partners (Carmarthenshire County Council, Ceredigion County Council, Pembrokeshire County Council and Hywel Dda University Health Board) in a regional strategic forum to consider the integration and transformation of health and social care in West Wales.
- 4.2 To provide strategic advice and support in relation to:
 - Setting an overall vision for the integration of health, care and support in the region
 - Agreeing objectives in support of the vision
- 4.3 To undertake joint decision-making within the scope of each Partner's delegated responsibilities.
- 4.4 To advise and support the RPB in the promotion and coordination of shared strategic planning and partnership working and delivery of effective health, care and support that meet the needs of the population.

5. Key Responsibilities

- 5.1 To identify priorities for the deployment of regional funding streams including the Transformation Fund and Integrated Care Fund, in support of the vision and objectives for ratification by the RPB
- 5.1 To receive and agree detailed delivery plans in respect of the above for ratification by the RPB
- 5.2 To receive and agree an annual composite regional delivery plan for ratification by the RPB
- 5.3 To receive exception reports in relation to delivery of agreed plans, agreeing remedial action where necessary to ensure achievement of agreed objectives, or modifying these objectives where appropriate.

- 5.4 To ensure alignment between the activity of the RPB and other relevant programmes, including those of the West Wales Public Services Boards, the Swansea Bay City Region, A Regional Collaboration for Health, the Mid Wales Joint Committee for Health and Social Care and the Joint Regional Planning & Delivery Committee.
- 5.5 To facilitate the engagement and contribution of the wider range of local government and NHS services, and those of the third and independent sectors, to deliver the priorities and objectives of the RPB.
- 5.6 To establish formal partnership arrangements between the local authorities and the University Health Board to support the integration of health, care and support, putting in place pooled funding arrangements where appropriate.

6. Agenda and Papers

- 6.1 An agenda setting meeting will be held with the Chair and/or Vice Chair, at least **four** weeks before the meeting date.
- 6.2 The agenda will be based around the Group's work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year, and requests from Group members. Following approval, the agenda and timetable for request of papers will be circulated to all Group members.
- 6.3 Items for consideration under 'Any Other Business' will be agreed in advance with the Chair.
- 6.4 All papers must be approved by the Chair/Lead/relevant Director.
- 6.5 The agenda and papers will be distributed **seven** days in advance of the meeting.
- 6.6 The minutes and action log will be circulated to members within **ten** days of the meeting to check the accuracy.
- 6.7 Members must forward amendments to the Group Secretary within the next **seven** days. The Group Secretary will then forward the final version to the Group Chair for their agreement prior to submitting for approval to the next Regional Statutory Partners Group meeting.

7. Frequency of Meetings

- 7.1 The Group will meet on a bi-monthly basis and shall agree an annual schedule of meetings. Any additional meetings will be arranged as determined by the Chair of the RPB.
- 7.2 The Chair of the Group, in discussion with the Group Secretariat, shall determine the time and the place of meetings of the Group and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 All members will bring with them delegated authority from their respective organisations to take decisions within their agreed level of autonomy.
- 8.2 All decisions of the Group will be on a unanimous basis and a dispute resolution process will be agreed between the Statutory Partners if required.

9. Reporting

- 9.4 The RLG, supported by the Secretariat, shall:
 - 9.4.1 Report formally, regularly and on a timely basis to the RPB on the Group's activities. This includes the submission of a Group update report.
 - 9.4.2 Ensure appropriate escalation arrangements are in place to alert the Chair of the RPB of any significant/urgent/critical matters.

10. Secretarial Support

- 10.1 The Secretariat will be provided by the Regional Collaboration Unit, hosted by Carmarthenshire County Council.

11. Review Date

- 11.1 These terms of reference and operating arrangements shall be reviewed on an annual basis by the RLG for consideration by the RPB.