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| \\ntcarmcc\cfp\Adult Care\Regional Collaborative Working\NEW FILE STRUCTURE\COMMUNICATIONS\Internal\Branding Specification\GD4356-west-wales.gif  **West Wales Regional Partnership Board**  **Terms of Reference** |

Background

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.

These Terms of Reference reflect the above requirements and set out local arrangements for the West Wales Regional Partnership Board (‘‘the Board’’).

Purpose and role

1. To take steps to secure strategic planning and partnership working between Carmarthenshire County Council, Pembrokeshire County Council, Ceredigion County and Council and Hywel Dda University Health Board (together the “Statutory Partners”) and to ensure Statutory Partners:

* Discharge duties under Part 9 of the Social Services and Wellbeing (Wales) Act;
* Set regional priorities; and
* Identify and respond to opportunities for collaboration and integration in the delivery of health, social care and wellbeing in West Wales.

1. To oversee delivery of regional priorities and unblock obstacles to successful collaborative working.
2. To produce an Annual Report for Welsh Ministers on delivery of the Board’s objectives;
3. To prioritise the integration of services in relation to:

* Older people with complex needs and long-term conditions, including dementia
* People with learning disabilities
* Carers, including young carers
* Integrated Family Support Services
* Children with complex needs due to disability or illness;

1. Over time, to extend the provision of integrated services by the Statutory Partners beyond the priority areas identified in the Statutory Guidance;
2. To ensure the Statutory Partners have appropriate arrangements in place across the region to:

* Respond to the advocacy requirements of individuals
* Offer Information, Advice and Assistance services which are accessible and suit the needs of individuals
* Promote the development of social enterprises, cooperatives, user-led services, third sector and not for profit delivery models

1. To require the Statutory Partners to undertake a Population Assessment each electoral cycle, as required under section 14 of the Social Services and Wellbeing (Wales) Act and implement plans at local authority and regional level as required under section 14A;
2. To consider the Population Assessment and determine where the integrated provision of services, care and support will be most beneficial within the region. This should be informed by the views of service users.
3. To ensure that the Statutory Partners establish pooled funding arrangements for family support functions and, from April 2018, for care home accommodation for adults;
4. To consider whether any functions exercised jointly in response to the Population Assessment should be the subject of pooled fund arrangements and recommend the same to Statutory Partners;
5. To put in place mechanisms to ensure effective management of the Integrated Care Fund (ICF), ensure funded schemes achieve identified outcomes on time and on budget and ensure ‘due diligence’ is exercised before utilising any part of the funding to provide a grant or procure services from third parties.
6. To consolidate the development of Integrated Family Support Services and require the Statutory Partners to establish an Integrated Family Support Team;
7. To provide strategic direction to ensure that information is shared and used effectively to improve the delivery of services, care and support, using technology and common systems to underpin this;
8. To ensure Statutory Partners review existing formal partnerships across health and social care in West Wales, strengthen governance as required and identify opportunities for new partnership arrangements at local authority and regional level;
9. To develop an integrated approach to delivering services for children with complex needs, due to disability or illness and for children and young people with mental health problems. This includes transition arrangements from children to adult services.
10. To ensure that Statutory Partners provide sufficient resources to support the partnership arrangements in accordance with section 167 of the Act;
11. To consider what additional or alternative arrangements may be required to integrate services to improve outcomes for individual and/or make more effective use of resources. This should also include consideration of what arrangements would be more effective at a national, rather than regional or local level.
12. To require the Statutory Partners to agree an annual regional budget to support delivery of agreed priorities and agree to any reallocation of resources within the course of the year to support revised priorities;

1. To require that the Statutory Partners ensure the agreed priorities reflect specific duties within the Social Services and Wellbeing (Wales) Act and facilitates service transformation across the region through effective collaborative working, sharing of practice and comparative analysis;
2. To report on progress and delivery to the three Public Service Boards;
3. To maintain formal links with Public Service Boards in Carmarthenshire, Ceredigion and Pembrokeshire, the Mid Wales Healthcare Collaborative and the ‘A Regional Collaboration for Health (ARCH)’ programme;
4. To ensure that Statutory Partners meet accountability requirements to the Welsh Government regarding deployment of grant funding;
5. To require the Integrated Programme Delivery Board (being a board of the Statutory Partners) scrutinise activities to support delivery of the Board’s priorities, deploy resources appropriately, monitor delivery and provide reports when required to the Regional Partnership Board;
6. To take a regular view on whether regional governance arrangements are effective in promoting collaboration and facilitating delivery of the Board’s priorities;
7. To ensure the Statutory Partners make appropriate arrangements for service user and carer engagement in the development and delivery of the regional programme and Partnership Plan.

Delegated powers and authority

1. The Board is authorised by the partner agencies to ensure delivery of the requirements of Part 9 of the Social Services and Wellbeing (Wales) Act. Autonomous decision-making powers will be ascribed to the Board where appropriate to facilitate delivery of its responsibilities. Any such delegation of powers will be agreed separately by partner agencies before being enacted. In all other areas, decisions taken by the Board will be required to be taken through decision-making process of partner agencies to obtain ratification.

Operation

1. The Board will meet every two months.
2. The Board will develop and maintain strategic links with three Public Service Boards within the region.
3. The Board will receive regular exception reports on activities undertaken to support delivery of its priorities.
4. Appropriate reporting links will be established and maintained with the Powys Regional Partnership Board in relation to areas of shared responsibility and interest.

Membership

1. The Board will comprise the minimum membership as set out in the Code of Practice, namely:

* At least one elected member of each of Carmarthenshire County Council, Ceredigion County Council and Pembrokeshire County Council;
* At least one member of Hywel Dda University Health Board;
* The persons appointed as Directors of Social Services under section 144 of the Act in respect of Carmarthenshire County Council, Ceredigion County Council and Pembrokeshire County Council;
* An executive of Hywel Dda University Health Board;
* At least one person who represents the interests of care providers in the area covered by the Regional Partnership Board;
* At least one person to represent people with needs for care and support in the area covered by the Regional Partnership Board; \*
* One person to represent carers in the area covered by the Regional Partnership Board; \*
* One representative of the Carmarthenshire, Ceredigion and Pembrokeshire Voluntary Services Councils;
* One representative of a national third sector organisation. \*

1. Those members marked with a \* will be selected through an external appointments process.
2. Additional members may be co-opted onto the Board at any time, by agreement of its Members, to support delivery of its business.

Chairing arrangements

1. The Chair and Vice Chair will be formally appointed by the Board for a one year term from the date of appointment. The next appointments will be made in July 2017.

Quorum

1. In order for the meetings to proceed and actions to be agreed, a minimum of two Local Authorities and the Local Health Board will need to be represented.

Deputies

1. Each representative will identify a named deputy to participate in Board meetings should they be unable to attend. It is the responsibility of the Board member to ensure that are represented in the event of unavoidable absence from a meeting. Should the representative and the deputy be unable to attend, an alternative representative will be agreed by the Chair in advance of the meeting.

Secretariat

1. The secretariat will be provided by the Regional Collaboration Unit, hosted by Carmarthenshire County Council.
2. Agendas and supporting papers will be circulated a minimum of 5 working days in advance of meetings. Agenda items should be submitted to the Chair at least one calendar month before each meeting.
3. Items for consideration under ‘Any Other Business’ will be agreed in advance with the Chair.
4. Agendas, minutes and supporting papers will be made available to the public via the West Wales Care Partnership website

Review

1. These terms of reference will be reviewed next in **December 2017**.

**Annexe**

Membership

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| At least one elected member of each of Carmarthenshire County Council, Ceredigion County Council and Pembrokeshire County Council | Councillor Jane Tremlett (Carms) **VICE CHAIR**  Councillor Catherine Hughes (Ceredigion)  Councillor Tessa Hodgson (Pembrokeshire) |
| At least one member of Hywel Dda University Health Board | Bernadine Rees OBE |
| The persons appointed as Directors of Social Services under section 144 of the Act in respect of Carmarthenshire County Council, Ceredigion County Council and Pembrokeshire County Council | Jake Morgan (Carmarthenshire)  Sue Darnbrook (Ceredigion) **CHAIR**  Jonathan Griffiths (Pembrokeshire) |
| An executive of Hywel Dda University Health Board | Jill Paterson |
| At least one person who represents the interests of care providers in the area covered by the Regional Partnership Board | Melanie Minty (Care Forum Wales) |
| At least one person to represent people with needs for care and support in the area covered by the Regional Partnership Board | Alan Thomas  James Tyler |
| One person to represent carers in the area covered by the Regional Partnership Board | Steven Griffiths |
| One representative of the Carmarthenshire, Ceredigion and Pembrokeshire Voluntary Services Councils | Hazel Lloyd Lubran (Ceredigion Association of Voluntary Organisations) |
| One representative of a national third sector organisation | Tracey Price (Carmarthenshire and Pembrokeshire Mind) |

Others:

National workforce and improvement Cathryn Thomas (Social Care Wales)