

WEST WALES INTEGRATED PROGRAMME DELIVERY BOARD

Terms of Reference

Purpose

The purpose of the Board is to promote and support collaborative approaches to commissioning and delivery of health, social care and wellbeing services in West Wales, improving outcomes for service users and carers and optimising efficiency. In so doing the Board will seek to ensure:

- Compliance across partner agencies with the requirements of the Social Services and Wellbeing (Wales) Act
- Implementation of evidenced effective practice
- Consistency in the quality of services available across the Region
- Alignment of activity in the Region aimed at improving health, social care and wellbeing services

Roles and responsibilities

General

1. To regularly consider and address strategic and operational issues affecting health, social care and wellbeing services in the Region.

Programme Development

2. To identify priorities for regional collaborative working and develop programmes to take these forward, within the context of duties conferred by the Social Services and Wellbeing (Wales) Act 2014 and expressed priorities of the Regional Partnership Board.
3. To review identified priorities on a regular basis.
4. To contribute to the shaping, forming, maintenance and implementation of the Regional Partnership Plan.
5. To identify and maintain appropriate relationships with other statutory and non-statutory boards and forums including Regional Safeguarding Boards, Public Service Boards and Children and Young People's Partnerships, to ensure an aligned approach to transformation.

Programme Delivery

6. Through the Regional Partnership Plan to lead on a programme of change to implement the Social Services and Wellbeing (Wales) Act across the footprint and

across footprint partners, particularly local government, the NHS, third and private sectors.

7. To effectively manage risks in relation to the identified activity.
8. To scrutinise delivery of the programme of change.
9. To identify and address obstacles to delivery of the programme of change.
10. To identify appropriate funding at national, regional and local level to support delivery of the agreed programme, including specific Welsh Government grants.
11. To identify a lead member/s from within the Board to oversee individual workstreams contained within the programme.
12. To establish appropriate project infrastructure to support delivery of agreed workstreams.
13. To support the development of outcomes-focused performance frameworks to monitor and evaluate delivery.

Oversight of regional partnership arrangements

14. To receive regular reports from established regional partnerships, for example Integrated Family Support Services and the Mid and West Wales Adoption Service.

Engagement and Communication

15. To develop a communications plan relating to the work of the Board that contributes to the regional Communications Strategy
16. To support the development of effective mechanisms for citizen engagement which meet national and regional standards.

Workforce Development

17. To ensure that workforce learning and development requirements to support delivery of the programme of change are reflected in the regional learning and development strategy/ workforce development strategy and addressed through relevant regional and national funding streams.
18. To contribute to the identification of priorities for the West Wales Social Care Workforce Development Programme (SCWDP) and Mid and West Wales Social Care in Partnership (SCiP), and receive regular reports on delivery.

National priorities

19. To work in partnership with Welsh Government, ADSS Cymru and others on Wales-wide priorities for transformation.
20. To support the adoption of shared regional ICT systems to underpin delivery of the programme of change.
21. To capture and share learning, including examples of best practice, that support implementation of the Act across Wales.

Legal Status

22. The Board will not replace or diminish the legal responsibilities of partner organisations represented on it, which remain accountable for the delivery of their respective legal obligations.

Membership

Membership will include a nominated senior representative from each partner organisation¹ who will be responsible for:

- Representing their organisation in all discussions and decisions of the Board.
- Securing sign up by their organisation as required to effect the decisions of the Board.
- Ensuring that data and other supporting evidence is provided from their organisation in a timely manner as required by reporting arrangements adopted by the Board.
- Take responsibility for promoting the work of the Board within their organisation and ensuring that agreed activity is given appropriate priority.
- Sharing effective local practice to inform service transformation across the region.
- To oversee on behalf of the Board delivery of specific activity through agreed project infrastructure.

Chair

The Board will be chaired by a member of the Regional Partnership Board on a rotational basis.

¹ Powys County Council and Powys Teaching Health Board will be represented on the Board in connection with children's services issues

Quorum

In order for the meetings to proceed and actions to be agreed, a minimum of one representative per partner organisation is required.

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Deputies

Members will appoint named Deputies who will attend meetings on their behalf as required.

Frequency of Meetings

Meetings will take place initially on a quarterly / bi-monthly basis??

Reporting

The Board will receive reports at each meeting on all identified components of the programme following an agreed reporting template. Exception reports will be provided to the Regional Partnership Board on a regular basis.

Reports will also be provided to Welsh Government and others as required.

Secretariat

The secretariat will be provided by the Regional Collaboration Unit.

Review

The Terms of Reference will be reviewed on a six-monthly basis.

Conflict of Interest

Anyone who is in position to directly or indirectly influence the outcome of the MWW business must ensure that their external interests do not compete with their role on the Board/s. Examples of interests which would be regarded as relevant are:

- Directorships, including non-executive directorships held in private companies or Private Limited Companies
- Ownership or part-ownership of private companies, businesses or consultants likely or possibly seeking to do business with the participating Local Authority and Health Board
- A position of authority in a charity or a voluntary body in the field of health and social care
- Any connection with any person contracting for Health and Social Care Services including spouses and relatives

Procedure where a conflict of interest may arise

Any potential conflict of interests must be declared at the start of each meeting. Declarations of interest must be clearly recorded within the minutes of the meeting, including whether the individual/s withdraw from the meeting for the relevant agenda item and the reason/s why.

The Chair of the meeting will decide whether the member withdraws or not from the meeting. Where this may involve the Chair, the vice Chair will take the decision.

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