

## Cardiff and Vale Regional Partnership Board: Terms of Reference

### 1. BACKGROUND

The Part 9 Statutory Guidance (Partnership Arrangements) of the Social Services and Well-being (Wales) Act 2014 (the Act) and the Partnership Arrangements (Wales) Regulations 2015 set out the main requirements, purpose and responsibilities of the Regional Partnership Board.

These Terms of Reference supplement these documents and set out specific local detail for the Cardiff and the Vale Regional Partnership Board.

### 2. PURPOSE

The purpose of the Cardiff and Vale Regional Partnership Board is to ensure the partnership bodies work effectively together to:

- Respond to the population assessment carried out in accordance with section 14 of the Act;
- Implement the plans for each of the local authority areas covered by the Board which local authorities and local health boards are each required to prepare and publish under section 14A of the Act;
- Ensure the partnership bodies provide sufficient resources for the partnership arrangements in accordance with their powers under section 167 of the Act;
- Promote the establishment of pooled funds where appropriate;
- Ensure that services and resources are used in the most effective and efficient way to improve outcomes for people in their region;
- Prepare an annual report for Welsh Ministers on the extent to which the board's objectives have been achieved;
- Provide strategic leadership 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;
- Inform the development of the Cardiff and Vale of Glamorgan Public Service Board's Wellbeing Plans and support delivery in response to the requirements of the Wellbeing of Future Generations Act 2015.

The Regional Partnership Board will 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;
- Establishment of pooled funds in relation to family support functions from 2016 and care home accommodation by 2018.

### **3. DELEGATED POWERS AND AUTHORITY**

The Regional Partnership Board is authorised by the Cardiff and Vale University Health Board and the City of Cardiff County Council and Vale of Glamorgan Council to deliver the requirements of Part 9 of the Act.

The Regional Partnership Board has authority to establish short life working groups which are time limited to focus on a specific matter of advice or assurance as determined by the Partnership Board.

### **4. MEMBERSHIP**

The Regional Partnership Board must include:

- At least one elected member of each of Cardiff City and County Council and Vale of Glamorgan Council;
- At least one member of Cardiff and Vale University Health Board;
- The persons appointed as Directors of Social Services under section 144 of the Act in respect of Cardiff City and County Council and Vale of Glamorgan Council, or their nominated representatives;
- A representative of Cardiff and Vale University Health Board;
- Two persons who represent the interests of the third sector organisations in the area covered by the Regional Partnership Board;
- At least one person who represents the interests of care providers in the area covered by the Regional Partnership Board;
- 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 each of Cardiff Third Sector Council and Glamorgan Voluntary Services;
- One representative of a national third sector organisation.

Officers, organisations or individuals will be invited to attend as required, or may be co-opted to be members of the Regional Partnership Board as appropriate.

A Chair and two Deputies from the University Health Board and the two Local Authorities will be selected from amongst the membership on an annual basis.

### **5. MEETINGS**

Meetings will be quorate when the minimum membership (paragraph 4) set out in the Statutory Guidance is achieved.

## Frequency of Meetings

Board Meetings will be held 3 times per year. The Partnership's Strategic Leadership Team will meet at intervening periods between the Regional Partnership Board meetings, in part to ensure that any required decisions/actions required at short notice can be undertaken with joint agreement from the 5 organisations pending final approval by the Partnership Board at the diarised time.

In addition to the Board Meetings, Development sessions and/or Workshops will be undertaken to develop the priorities of the Partnership's work programme. The focus and frequency of these sessions will be agreed by the Board as required.

## Secretariat

Minute taking duties will be performed by the Partnership Support Officer with oversight from the Assistant Director for Integrating Health & Social Care.

## Agenda Items

- Agenda Items should be submitted to the secretariat at least one calendar month before each Partnership Board meeting;
- Papers will be structured using an agreed format;
- The draft agenda will be shared with all members for approval 2 weeks before each meeting;
- Papers will be distributed a minimum of 5 working days before each meeting.

6. **TERMS OF REFERENCE** will be reviewed on an annual basis.

*April 2016*

## Membership of the Cardiff and Vale of Glamorgan Regional Partnership Board

Required Membership	Cardiff and the Vale of Glamorgan Membership
At least one elected member from the City of Cardiff and the Vale of Glamorgan local authorities;	<p><b><u>City of Cardiff Council</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Susan Elsmore, Cabinet Member for Health, Housing and Wellbeing <b>(Chair of the Regional Partnership Board)</b></li> <li>• Cllr Sue Lent, Deputy Leader and Cabinet Member for Early Years, Children and Families</li> <li>• Paul Orders, Chief Executive</li> </ul> <p><b><u>Vale of Glamorgan Council</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Neil Moore, Leader of Vale of Glamorgan Council <b>(Vice Chair of the Regional Partnership Board)</b></li> <li>• Cllr Bronwen Brooks, Cabinet Member for Housing, Social Care and Health</li> <li>• Cllr Stuart Egan, Older People’s Champion</li> <li>• Rob Thomas, Managing Director</li> </ul>
At least one member of the Cardiff and Vale University Health Board	<p>Maria Battle, Chair of Cardiff &amp; Vale University Health Board <b>(Vice Chair of the Regional Partnership Board)</b></p> <p>Marcus Longley, Vice Chair of the Cardiff and Vale University Health Board</p>
The persons appointed as Directors of Social Services under section 144 of the Act in respect of the City of Cardiff Council and Vale of Glamorgan Council, or their nominated representatives	<p>Tony Young, Director of Social Services, City of Cardiff Council</p> <p>Phil Evans, Director of Social Services, Vale of Glamorgan Council</p>
A representative of Cardiff and Vale University Health Board	<p>Sharon Hopkins, Interim Chief Executive, Cardiff and Vale University Health Board</p> <p>Abigail Harris, Director of Planning and Strategy, Cardiff and Vale University Health Board</p>

Two persons who represent the interests of the third sector organisations in the area covered by the Regional Partnership Board	Sheila Hendrickson-Brown, Chief Executive Officer Cardiff Third sector Council (C3SC) Rachel Connor, Chief Executive Officer Glamorgan Voluntary Service (GVS)
One Person who represents the interests of national third sector organisations ( <i>for both Older People and Children &amp; Young People</i> )	Suzanne Davies, Cluster Services Manager, Action for Children Jeff Hawkins, Chief Executive of Age Connects -Cardiff and the Vale of Glamorgan; Chair of Age Connects Wales; and Vice Chair of Age Alliance Wales
At least one person who represents the interests of care providers in the area covered by the Regional Partnership Board	Malcolm Perrett, Vice Chair of Care Forum Wales
One person to represent people with needs for care and support in the area covered by the Regional Partnership Board	Andrew Templeton, Chief Executive, YMCA
One person to represent carers in the area covered by the Regional Partnership Board	James Livingstone, Carers Development Officer, Vale of Glamorgan Council and Carer
Other representation	Estelle Hitchon, Director of Partnerships and Engagement, Welsh Ambulance Services NHS Trust

### Secretariat

Partnership Secretariat	Rachel Jones, Assistant Director – Integrating Health & Social Care, Cardiff & Vale UHB Meredith Gardiner, Programme Manager – Health & Wellbeing, Cardiff & Vale UHB Rachel Armitage, Partnership Support Officer, Cardiff & Vale UHB
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**December 2016**