

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

*(Subject to Annual Review by the RPB on 9<sup>th</sup> June 2017).*

### 1. BACKGROUND

- 1.1 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.
- 1.2 These Terms of Reference supplement these documents and set out specific local detail for the Cardiff and the Vale Regional Partnership Board.

### 2. PURPOSE

- 2.1 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 – including the use of the Integrated Care Fund;
  - 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.
- 2.2 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**

- 3.1 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.
- 3.2 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**

- 4.1 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.
- 4.2 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.
- 4.3 A Chair and two Deputies from the University Health Board and the two Local Authorities will be selected from amongst the membership on a bi-annual basis.

### **5. MEETINGS**

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

## Frequency of Meetings

- 5.2 The Regional Partnership Board will meet four times per year on a formal basis.
- 5.3 In addition to the formal 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.
- 5.4 The Partnership's Strategic Leadership Group 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.

## Secretariat

- 5.5 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;
- Papers will be distributed a minimum of 5 working days before each meeting.

## 6. DISPUTE RESOLUTION

- 6.1 All RPB members are encouraged to resolve any issues or concerns that they may have at the earliest opportunity. It is important that as issues do arise, they are dealt with in a fair and timely manner. While some conflicts will be resolved by an informal discussion between parties, other will need a process for successful resolution.
- 6.2 The RPB endorses the following principles for members to follow:
- Respect for another's point of view;
  - Commitment to resolving the issue;
  - Willingness to compromise;
  - Confidentiality;
  - Impartiality;
  - Respect;
  - Prompt action, and
  - Freedom from repercussions.
- 6.3 Should a conflict arise that cannot be resolved via informal discussion, the following procedure will apply:

- The dispute must be set out in writing and sent to the Chair.
- The Chair will use their discretion to bring the issue to the next RPB meeting, or call an extraordinary meeting;
- The matter should be discussed with all members present, unless they have advised the Chair, preferably in writing, that they are aware there is a dispute resolution meeting being held and they are unable to attend.
- The Chair will call for a motion from the RPB, e.g. to appoint an independent assessor, seek mediation, call a special meeting, or to dismiss the complaint. All members present at the meeting will vote on the motion.

**Where mediation is sought,**

- The mediator must be:
  - A person chosen by agreement between the parties; or
  - In the absence of agreement, a person appointed by the RPB.
- The mediator, in conducting the mediation must:
  - Give parties to the mediation process every opportunity to be heard; and
  - Allow due consideration by all parties of any written statement submitted by any party; and
- The mediator must not determine the dispute.
- The mediation must be confidential and without prejudice.

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

*Updated: June 2017*

## Membership of the Cardiff and Vale of Glamorgan Regional Partnership Board 2017/18

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 Social Care and Health <b>(Chair of the Regional Partnership Board)</b></li> <li>• Cllr Graham Hinchey, Cabinet Member for 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 John Thomas, Leader of Vale of Glamorgan Council <b>(Vice Chair of the Regional Partnership Board)</b></li> <li>• Cllr Gordon Kemp, Cabinet Member for Social Care, Health and Leisure</li> <li>• Cllr Andrew Parker, Cabinet Member for Housing and Building Services</li> <li>• Rob Thomas, Managing Director</li> </ul>
At least one member of the Cardiff and Vale University Health Board	<ul style="list-style-type: none"> <li>• Maria Battle, Chair of Cardiff &amp; Vale University Health Board <b>(Vice Chair of the Regional Partnership Board)</b></li> <li>• Marcus Longley, Vice Chair of the Cardiff and Vale University Health Board</li> </ul>
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	<ul style="list-style-type: none"> <li>• Tony Young, Director of Social Services, City of Cardiff Council</li> <li>• Lance Carver, Director of Social Services, Vale of Glamorgan Council</li> </ul>
A representative of Cardiff and Vale University Health Board	<ul style="list-style-type: none"> <li>• Sharon Hopkins, Interim Chief Executive, Cardiff and Vale University Health Board</li> <li>• Abigail Harris, Director of Planning and Strategy, Cardiff and Vale University Health Board</li> </ul>

Two persons who represent the interests of the third sector organisations in the area covered by the Regional Partnership Board	<ul style="list-style-type: none"> <li>• Sheila Hendrickson-Brown, Chief Executive Officer Cardiff Third sector Council (C3SC)</li> <li>• Rachel Connor, Chief Executive Officer Glamorgan Voluntary Service (GVS)</li> </ul>
One Person who represents the interests of national third sector organisations ( <i>for both Older People and Children &amp; Young People</i> )	<ul style="list-style-type: none"> <li>• <b>Children &amp; Young People</b> - Sam Austin, Deputy Chief Executive and Director of Operational Services, Llamau</li> <li>• <b>Older People</b> - 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</li> </ul>
At least one person who represents the interests of care providers in the area covered by the Regional Partnership Board	<ul style="list-style-type: none"> <li>• Malcolm Perrett, Vice Chair of Care Forum Wales</li> </ul>
One person to represent people with needs for care and support in the area covered by the Regional Partnership Board	<ul style="list-style-type: none"> <li>• Andrew Templeton, Chief Executive, YMCA Cardiff</li> </ul>
One person to represent carers in the area covered by the Regional Partnership Board	<ul style="list-style-type: none"> <li>• James Livingstone, Carers Development Officer, Vale of Glamorgan Council and Carer</li> </ul>
Other representation	<ul style="list-style-type: none"> <li>• Estelle Hitchon, Director of Partnerships and Engagement, Welsh Ambulance Services NHS Trust</li> </ul>

### Secretariat

Integrating Health & Social Care Partnership Secretariat	<ul style="list-style-type: none"> <li>• Rachel Jones, Assistant Director – Integrating Health &amp; Social Care, IHSC Partnership</li> <li>• Meredith Gardiner, Programme Manager – Health &amp; Wellbeing, IHSC Partnership</li> <li>• Rachel Armitage, Partnership Support Officer, IHSC Partnership</li> </ul>
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*Updated June 2017*