****

**West Glamorgan Regional Partnership Board Terms of Reference**

Prepared with reference to the Welsh Government Statutory Guidance Social Services and Well-being (Wales) Act 2014 Part 9 Statutory Guidance (Partnership Arrangements)

Agreed by West Glamorgan Regional Partnership Board on:

**Status**

1. The following organisations are Partnership Bodies for the purposes of the Partnership Arrangements (Wales) Regulations 2015[[1]](#footnote-1)

(a) Swansea Bay University Health Board,

(b) Council of the City and County of Swansea and

(c) Neath Port Talbot County Borough Council

1. The Partnership Bodies are required to establish a Partnership Board pursuant to the Regulations to be known as the West Glamorgan Regional Partnership Board[[2]](#footnote-2)
2. West Glamorgan Regional Partnership Board (The Board) does not have separate legal personality and references to the Board are references to members of the Board acting jointly.

**Objectives of the Board**

1. The statutory objectives of the Board are summarised in paragraphs 5, 6 and 7 below.[[3]](#footnote-3)
2. To ensure that the Partnership Bodies work effectively together to:
3. respond to the population assessment carried out under Section 14 of the Social Services and Well-being (Wales) Act 2014 (the Act) [[4]](#footnote-4) and
4. implement the plans for each local authority area covered by the Board which the Partnership Bodies are each required to prepare and publish under Section 14A of the Act.
5. To ensure that the Partnership Bodies provide sufficient resources for the Partnership Arrangements in accordance with their powers under Section 167 of the Act.
6. To promote the establishment of pooled funds where appropriate.
7. Aside from the establishment of pooled funds for care home accommodation functions and family support functions, decisions on the establishment and maintenance of pooled funds shall be made by the Partnership Bodies in consequence of an assessment carried out under Section 14 of the Act or any plan prepared under Section 14A of the Act.
8. In exercising its functions, the Board must have regard to:
9. Any guidance issued by the Welsh Government and to any outcomes specified in a statement issued under Section 8 of the Act.[[5]](#footnote-5)
10. The need to obtain timely and sufficient funding from the Welsh Government
11. Other statutory duties of the Partnership Bodies.

**Main Functions**

1. The Board has the following functions:
2. To provide a senior forum to
3. oversee the discharge of duties under Part 9 of the Act,
4. agree regional priorities,
5. identify and respond to opportunities for collaboration and integration in the delivery of health, social care and well-being in West Glamorgan programme area,
6. oversee delivery of the Regional Programme[[6]](#footnote-6)
7. unblock obstacles to successful collaborative working
8. 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
9. To sign off an annual Partnership Plan and produce an Annual Report on delivery against the Partnership Plan[[7]](#footnote-7)
10. To agree a recommended budget for consideration by the Partnership Bodies to support delivery of the Partnership Plan and agree to any reallocation of resources within the course of the year to support revised priorities
11. To ensure the Partnership Plan reflects specific duties within the Act and facilitates service transformation across the region through effective collaborative & co-productive working, sharing of practice and comparative analysis
12. To meet accountability arrangements to the Welsh Government regarding delivery of the Partnership Plan and deployment of grant funding
13. To mandate regional programme and project boards to oversee activities to support delivery of the Partnership Plan, deploy resources appropriately, monitor delivery and provide reports when required to the Regional Partnership Board.
14. To assess each year whether the regional governance arrangements are effective in promoting collaboration and facilitating delivery of the Partnership Plan
15. To assist the Partnership Bodies in preparing a Population Assessment each electoral cycle, as required under section 14 of the Act and implement plans at local authority and regional level as required under section 14A of the Act
16. To make recommendations to the Partnership Bodies for establishment of pooled funding arrangements for functions exercised jointly in response to the Population Assessment, family support functions and for care home accommodation for adults
17. To approve and oversee the implementation of the plans under the Regional Funding
18. To make appropriate arrangements for service user and carer engagement in the development and delivery of the regional programme and Partnership Plan
19. The Board is not a formal decision-making body and has no executive powers. Courses of action will be agreed by consensus among the full members. Partners will need to take issues agreed by the Board through their own local policy and decision-making for ratification as required.

**Board Membership**

1. The membership of the Board is set out below[[8]](#footnote-8):
2. Three elected Members of each local authority
3. One Member of the Local Health Board
4. The Director of Social Services appointed under Section 144 of the Act of each local authority (or his or her nominated representative)
5. Three representatives of the Local Health Board
6. Three persons who represent the interests of third sector organisations
7. One person who represents the interests of care providers in the area covered by the Board
8. Two persons to represent people with needs for care and support in the area covered by the Board
9. Two persons to represent carers in the area covered by the Board
10. One person to represent trade unions
11. One person to represent registered social landlords
12. One senior local authority officer who has responsibility for capital investment in housing
13. One senior local authority officer who has responsibility for education
14. One person to represent Welsh Ambulance Service Trust
15. One person to represent Llais (Formally Community Health Council).
16. Each member from the Partnership Bodies referred to in 11 (a) – (l) can nominate a deputy to attend if their absence is unavoidable and the deputy shall have the same rights as the member.
17. Members of the Board shall prioritise their attendance of Board meetings. Should members referred to in paragraph 11 (e) – (j), fail to attend 3 consecutive meetings, then their continued membership at the Board may be terminated at the Chair’s discretion in consultation with the group which elected them.
18. The members referred to in paragraph 11 (e) – (l) shall be known as Stakeholder Members.
19. The persons referred to in 11 (e) above shall provide representation from the Council for Voluntary Service, the Local Third Sector, the National Third Sector. The representatives from the Local Third Sector and the National Third Sector shall be selected from the regional Third Sector Health and Social Care Network. The representative from the Council for Voluntary Service shall be nominated by the Council for Voluntary Service and ratified by the regional Third Sector Health and Social Care Network. The persons referred to in 11(f) above shall be selected by Care Forum Wales. The persons referred to in 11 (j) above shall be selected by the regional Housing Partnership. The persons referred to in 11 (g) above shall be elected by the People Forum. The persons referred to in 11 (h) above shall be elected by the Carers Liaison Forum. The persons referred to in 11 (i) above shall be selected through the appropriate trade unions that work within the partner organisations. All of these members will be endorsed by the Board.
20. The members of the Board may substitute at any time another person for any of the persons appointed under paragraph 11, prior to the end of their term of office. The Partnership Bodies shall approve any substitution of members appointed under paragraph 11 (e) to (j).
21. The persons appointed under paragraph 11(a) above shall cease to be members of the Board if they cease to hold the office of elected Member.
22. The term of office of Local Authority elected members shall run until the next general election of local authority members or until their resignation or replacement by their Local Authority or the dissolution of those local authorities by effect of statute
23. The term of office for Stakeholder Members will be for four years, plus a period of up to 6 months to allow for a transition for the introduction of new Stakeholder Members.
24. If any person appointed to the Board tenders written resignation, becomes incapable of acting or fails to attend Board meetings for a period of six months that person shall cease to become a member of the Board.
25. Any occasional vacancy amongst the persons named in paragraphs (e) (f) and (j) above shall be filled by decision of the regional Third Sector Health and Social Care Network. An occasional vacancy amongst the persons named in (g) above shall be filled by decision of the People Forum and the person named in (h) above shall be filled by decision of the Carers Liaison Forum, endorsed by the Board.
26. The Board may co-opt such other persons to be members of the Board as it thinks appropriate.[[9]](#footnote-9) Any such co-optees would not be eligible to vote.
27. The Chair and Vice Chair will be appointed from one of the Partnership Bodies as defined in paragraph 1, through nominations from the Board and agreed by a majority vote of Partnership Bodies It is agreed that the Chair and Vice Chair will not be drawn from the same statutory group.
28. The maximum tenure of appointment for the Chair and Vice Chair will be for four years, and these appointments will be reviewed on an annual basis and elections undertaken to confirm the Chair and Vice Chair or to seek new postholders if required.
29. Board decisions are made by simple majority but are only effective if supported by a representative of each of the Partnership Bodies appointed under paragraphs 11.
30. (a) In the event of a disagreement between members of the Board it is the responsibility of the Chair to convene a meeting to resolve the disagreement.
31. In the event that a consensus cannot be reached at that meeting the Chair shall appoint an independent mediator who must not be in the employment of any of the Partnership Bodies.
32. All Board members must cooperate with the mediator.
33. The costs of mediation shall be borne in equal shares by the Partnership Bodies.

**Quorum**

1. A meeting of the Board shall be quorate if it is attended by at least one member of each of the Partnership Bodies.

**Meetings of the Board**

1. The Board shall meet at least four times in any financial year.
2. Additional meetings may be held at the discretion of the Board
3. The first meeting of the Board in any financial year shall adopt a work programme for the Board during the course of that financial year and shall undertake a review of the functioning of the Board in the previous financial year.

**Sub-Groups of the Board**

1. The Board may establish sub-groups to support it in undertaking its functions.
2. Any sub-group of the Board must include at least one representative of a Partnership Body who will chair the sub-group. The sub groups shall also include a representative for people with needs for care and support and a carers representative, subject to the chair’s approval

**Administrative Support**

1. Administrative support for the Board is provided by West Glamorgan Transformation Office.

**Scrutiny**

1. The Board shall submit to scrutiny by the scrutiny committees of the local authorities which are Partnership Bodies or a joint scrutiny committee established by those local authorities.
2. The scrutiny committees can require any member of the Board to give evidence but only in respect of the exercise of functions conferred on the Board.

**Review**

1. In order to keep up to date with changes in legislation and any other decisions of the Board that may affect the operation of the Partnership Arrangements, the Board shall review these Terms of Reference at least once a year.

**Emergency arrangements**

1. In the event of an emergency situation arising which either impacts upon the ability of the Regional Partnership Board to meet and undertake its functions in an effective manner or which otherwise requires a modification to these Terms of Reference then the Partnership Bodies shall by agreement and utilising the powers and authority vested in each of the Partnership Bodies in accordance with their respective constitutions, make such amendments to the Terms of Reference and to any operational and governance arrangements established as part of these partnership arrangements as are necessary to enable to the RPB to respond to the emergency situation.

1. Regulation 1 (4) Partnership Arrangements (Wales) Regulations 2015 [↑](#footnote-ref-1)
2. Regulation 5 (2) [↑](#footnote-ref-2)
3. Regulation 10 [↑](#footnote-ref-3)
4. Regulation 10 (a) (i) [↑](#footnote-ref-4)
5. Section 169 (2) Social Services and Well-being –(Wales) Act 2014 [↑](#footnote-ref-5)
6. the portfolio of programmes as approved by the Regional Partnership Board from time to time. [↑](#footnote-ref-6)
7. Section 14A Social Services and Well-being (Wales) Act 2014 [↑](#footnote-ref-7)
8. Regulation 11 [↑](#footnote-ref-8)
9. Regulation 11 (2) [↑](#footnote-ref-9)