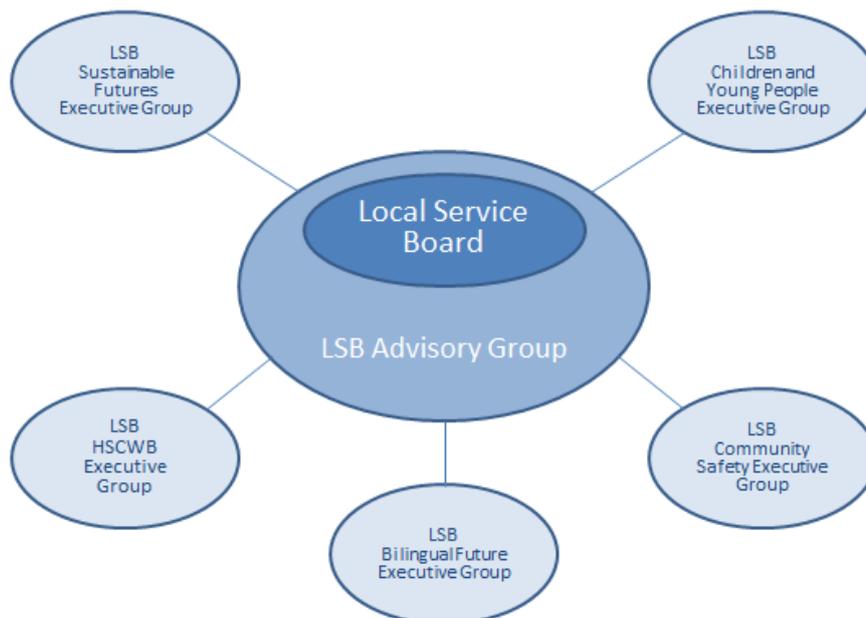


Ceredigion Local Service Board Health Social Care and Wellbeing Executive Group Terms of Reference

1. Ceredigion Local Service Board Structure



2. Introduction

In June 2012, Welsh Government published guidance on integrating partnerships and plans. The new guidance is titled 'Shared Purpose – Shared Delivery'. It replaces the Community Strategy, Health Social Care and Wellbeing Strategy, Children and Young People's Plan and the Community Safety Plan. Thus local partnership structures are now streamlined under the clear leadership of the multi-agency Local Service Board (LSB), underpinned by a Single Integrated Plan (SIP).

Nevertheless, a number of statutory duties relating to the joint planning of health social care and wellbeing services remain in force. The LSB has, therefore, decided to retain an Executive Group for Health Social Care and Wellbeing in order to ensure that these duties are carried out under the auspices of the LSB. The LSB will provide leadership to delegate tasks and responsibilities and to oversee work undertaken by the Executive Group for Health Social Care and Wellbeing.

3. Vision Statement and key outcomes and priorities

The LSB Executive Group for HSCWB works to the Ceredigion LSB vision contained within the Single Integrated Plan. It also works to a specific aim for the health, social care and wellbeing of the population of Ceredigion:

'We want the people of Ceredigion to be as healthy and independent as possible.'

The key outcomes and priorities of the Executive Group are those that are contained within the Single Integrated Plan pertinent to these visions.

4. Role and Responsibilities to the LSB

- 4.1 Receive a strategic lead and be accountable to the Ceredigion Local Service Board and report to it as required;
- 4.2 On behalf of the LSB, seek to achieve better outcomes and improve the well-being of the people of Ceredigion;
- 4.3 Contribute to the development of a Single Integrated Needs Assessment which is the key driver for setting out the needs and well-being of Ceredigion's population.
- 4.4 Contribute to the formulation of LSB priorities to be included in the Single Integrated Plan, as well as designing and delivering actions and targets in relation to these priorities;
- 4.5 Advise the LSB how requirements of national and local strategies, policies and priorities will be best tackled locally;
- 4.6 Provide recommendations to the LSB on arrangements for the joint commissioning of services and sharing of available funding, including core budgets of statutory partners and resource or financial contributions from the voluntary sector;
- 4.7 Regularly monitor and report on delivery against agreed targets relating specifically to the SIP
- 4.8 Delegate tasks to various sub groups /core aim groups or task and finish groups as required and oversee workforce development issues that arise from LSB priorities, service and national and local priorities;
- 4.9 Receive reports / specific updates / key issues from subgroups and networks relevant to the Executive Group, and specifically the following:
 - Joint management board for Health and Social Care (Leadership group)

- Ceredigion Carers Alliance
- Ceredigion Older People's Partnership
- Mental Health Forum
- Learning Disabilities Strategy Forum
- Ceredigion Strategic Falls Group
- Chronic Conditions Management

4.10 Respond to any recommendations from the LSB, LSB Advisory Group, other LSB Executive Groups and other groups / partnerships.

4.11 Ensure that the work of the LSB and that of the LSB Executive Groups is promoted and communicated widely.

5. Objectives / Responsibilities / Principles

5.1 The LSB Executive Group for HSCWB will operate to the following underlying principles:

- We want to work together to improve services,
- We want to help people improve their own health and wellbeing.
- This will be done in a way which raises awareness, is equitable, and accessible,
- Makes best use of resources, and
- Based on involvement, engagement and collaborative working.

5.2 Ensure delivery against specific Projects to support the SIP implementation, including joint initiatives such as Cardigan, Tregaron and Aberaeron hospital redevelopments.

5.3 Approving Project Plans to support the SIP development and implementation;

5.4 Monitoring delivery against the agreed aims, objectives and local priorities for action over the operational period of the SIP;

5.5 Ensuring adequate resources are available to deliver the Welsh Government's requirements regarding the development and implementation of the SIP;

- 5.6 Identifies the necessary input required, including defining the required standards, to ensure delivery of a local Health, Social Care and Well-being work within the SIP;
- 5.7 Establishes mechanisms to raise awareness of the SIP and ensure active involvement in its implementation;
- 5.8 Manages risks associated with the development of the SIP;
- 5.9 Oversees and coordinates funding bid applications such as Joint Working Special Grant, Independence and Wellbeing grant, Big Lottery Funds etc.
- 5.10 The Executive Group will be responsible for consulting the LSB prior to making any decisions or taking any action that may vary significantly from the previously agreed project plan.

6. Governance and Accountability to the LSB

- 6.1 The LSB Executive Group for Health Social Care and Wellbeing will be responsible to the Ceredigion Local Service Board and through that to their respective organisations. The Chair of the Executive Group will be an Associate member of the Local Service Board. Members of the Executive Group will take responsibility to feedback information to their respective organisations and vice versa.
- 6.2 The members of the Executive Group will represent the decision-makers responsible for the commitment of resources and will approve and commend plans to constituent partners. It will monitor risks and issues.
- 6.3 Each member will retain statutory responsibility for their functions. Governance arrangements will be agreed between the member to address the issue of public accountability and probity as well as satisfying Standing orders and Standing Financial Orders.
- 6.4 Whilst the LSB has the overarching responsibilities for the quality assurance of the work of its executive groups, the LSB Executive Group for Health Social Care and Wellbeing has the lead role in quality assuring its work including monitoring and quality assuring the work of sub/task and finish groups.
- 6.5 The LSB and its constituent groups is not a separately constituted body and therefore its strategies and plans must be approved by each parent body.
- 6.6 The work of the Health Social Care and Wellbeing Executive Group is subject to the scrutiny of the Healthier Communities Scrutiny Committee of Ceredigion County Council.

7. Membership

Members of the LSB Executive Group for HSCWB will include members from the core services of the LSB at a strategic and senior officer level. This requires membership from the Local Health Board, Local Authority, Public Health Wales and County Voluntary Council.

County Council:

- Cabinet lead(s) for HSCWB
- Chief Executive
- Strategic Director for Care, Protection and Lifestyles
- Head of Services for Policy Support
- Heads of Lifestyle Services
- Nominated Representation from the LSB Executive Group for Children and Young People
- Public Health Protection Manager
- Service Manager Strategy and Commissioning
- Coordinator for HSCWB LSB partnership

Local Health Board:

- Non-Executive Member representative from the Board
- Representative from Corporate Strategic Partnerships
- County Director
- Community Primary Care Nurse Manager
- Head of Nursing
- County Manager Mental Health

Public Health Wales:

- Representative of Hywel Dda Public Health Team

Ceredigion Association of Voluntary Organisations

- Chair
- Chief Officer
- Health and Social Care Facilitator

- 7.1 The Executive Group may co-opt additional membership from other partner organisations and agencies, on a temporary or ad hoc basis, for specific 'task and finish' and/or project planning/co-ordination.
- 7.2 The Executive Group will appoint a chair, a vice chair and a secretary from either the Local Authority or Local Health Board as lead Statutory bodies. These appointments will be reviewed annually.

8. Administration

- 8.1 Executive Group meetings will take place every 8-12 weeks, at minimum, and more frequently when necessary.
- 8.2 The times, dates and venues of Executive Group meetings will be agreed between the chair and the secretariat, ideally in consultation with the wider membership.
- 8.3 Agendas will be agreed in advance of the meetings between the chair and the secretariat, ideally in consultation with the wider membership.
- 8.4 Agendas, and minutes of the previous meeting, will be circulated at least three working days prior to the meeting and action notes will be circulated as soon as possible.
- 8.5 The Executive Group secretary will be responsible for recording and circulating minutes of meetings.
- 8.6 Minutes of meetings will also be circulated to members of the LSB and all Executive Group decisions will be reported back to the LSB
- 8.7 The quorum for an Executive Group meeting is four permanent members to include the Local Authority and Local Health Board. In the event of less than four permanent members attending, the meeting shall be postponed and rescheduled at the earliest opportunity.
- 8.8 In the spirit of partnership, decisions should be reached through the mutual consent of all members present. Where this is not possible, decisions can be referred to the LSB.