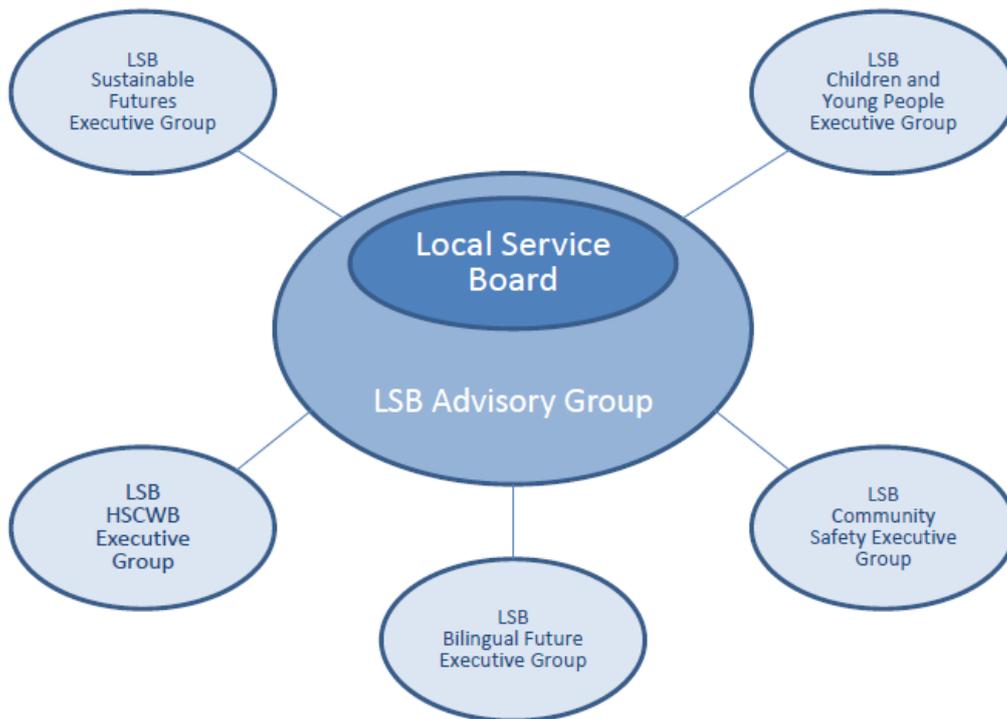


Ceredigion Local Service Board

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, the Health, Social Care and Well-being Strategy, the 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).

The purpose of the LSB is to be the strategic and innovative local leadership team to work together collaboratively across organisational boundaries to agree joint action to achieve better outcomes for the citizens of Ceredigion.

The LSB Advisory Group is responsible for the Co-ordination of the work of the five LSB Executive Groups for Sustainable Futures; Health, Social Care and Well-being; A Bilingual Future; Community Safety and Children and Young People as well as supporting the LSB in the preparation and implementation of its SIP. The LSB

Advisory Group is drawn from the membership of the 5 LSB Executive Groups and representatives from partner organisations.

The LSB Advisory Group delivers a common support and co-ordinating function across all LSB Executive Groups contributing towards the work of the LSB and in the preparation of its SIP. The officers on the Group work collectively to support each other to design and implement consistent approaches without duplication of effort.

3. Role and Responsibilities

- 3.1 Provide the strategic direction and leadership to the LSB Advisory Group and the LSB Executive Groups and be accountable for the Single Integrated Plan.
- 3.2 Make recommendations and delegate tasks to the LSB Advisory Group, LSB Executive Groups and any other sub groups / task and finish groups as required and consider workforce development issues that arise from LSB priorities, service and national and local priorities;
- 3.3 Regularly monitor and report on delivery against agreed targets relating specifically to the SIP
- 3.4 Respond to any recommendations from the LSB Advisory Group, LSB Executive Groups and other groups / partnerships.
- 3.5 React and consider new/urgent issues that arise that need the attention of the LSB that may not be included in the SIP.
- 3.6 Contribute to the formulation of LSB priorities to be included in the SIP, as well as designing and delivering actions and targets in relation to these priorities.
- 3.7 Review annually the progress of the SIP as well as the Needs Assessment to determine if priorities should be re-evaluated.
- 3.8 Develop management processes including performance measures which will enable the monitoring of the LSB's outcomes in particular relating to the SIP.
- 3.9 Develop jointly, citizen engagement mechanisms to enable more effective engagement and intelligence gathering in relation to the needs of the citizen and Ceredigion's communities
- 3.10 Develop information and data sharing mechanisms, particularly through the use of technology, to enable more effective use of data to inform strategic planning

- 3.11 Ensuring that the work of the LSB and that of the LSB Executive Groups are promoted and communicated widely.
- 3.12 The LSB may choose to set up and delegate a specific task to a sub-group in order to bring together appropriate officers to deliver an agreed work-stream.

4. Governance and Accountability

- 4.1 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.
- 4.2 Members of the LSB will take responsibility to feedback information to their respective organisations and vice versa.
- 4.3 The members of the LSB 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.
- 4.4 Each member will retain statutory responsibility for their functions. Governance arrangements will be agreed between the members to address the issue of public accountability and probity as well as satisfying Standing Orders and Standing Financial Orders.
- 4.5 The work of the LSB is subject to the scrutiny of the Overview and Scrutiny Committee of Ceredigion County Council.

5. Membership

The full members of the LSB will be senior representatives from the following organisations:

- Ceredigion County Council
- Hywel Dda Local Health Board
- Ceredigion Association of Voluntary Organisations
- Dyfed-Powys Police
- Welsh Government (Senior Civil Servant)
- Dyfed-Powys Police and Crime Commissioner
- National Library of Wales
- Aberystwyth University
- University of Wales Trinity St David
- Coleg Ceredigion
- Mid and West Wales Fire Services
- Hywel Dda Health Board Public Health Team
- Natural Resources Wales
- Department of Work and Pensions
- One Voice Wales

- Chairs of the 5 LSB Executive Groups.
- 5.1 Support will be provided by policy advisers and the LSB Advisory Group as required by the LSB
 - 5.2 Membership of the LSB will be subject to continual review to ensure its membership is fit for purpose to achieve its objectives.
 - 5.3 In the event of a person appointed to represent an organisation resigning or otherwise leaving that organisation, that person shall cease to be a representative on the LSB.
 - 5.4 To ensure consistent and high level representation on the LSB, members will make a commitment to attend all meetings if possible. If members are unable to attend, the LSB will only accept named deputies as substitute members with full delegated authority to speak and commit on behalf of the LSB Member.
 - 5.5 Observers may be accepted at the Chair's discretion or invitation

6. Policy

6.1 Chairing of LSB Meetings:

The Chair of the LSB will be elected on an annual basis

6.1 Frequency of Meetings:

The LSB will meet quarterly.

6.2 Agreement:

Since the LSB is not a decision-making body with executive powers, courses of action will be agreed and will be passed to the partners of the LSB for them to consider in accordance with their own formal decision making processes.

6.3 Access to information:

Agenda, minutes, information papers and other output from the LSB will be publicly available documents.

6.4 Modus operandi:

6.4.1 Each substantive item on the agenda would be supported by a paper with a clear recommendation

6.4.2 Urgent items may be permitted at the discretion of the Chair

6.4.3 The agenda and papers would be circulated to arrive no later than five working days in advance of the meeting.

6.4.4 All reports will be made available in both the Welsh and English language.

6.4.5 The meetings will be conducted in both the Welsh and English language.

6.5 Review:

The LSB's operation and terms of reference will be reviewed on an annual basis.

6.6 Secretariat:

To be provided by Ceredigion County Council.