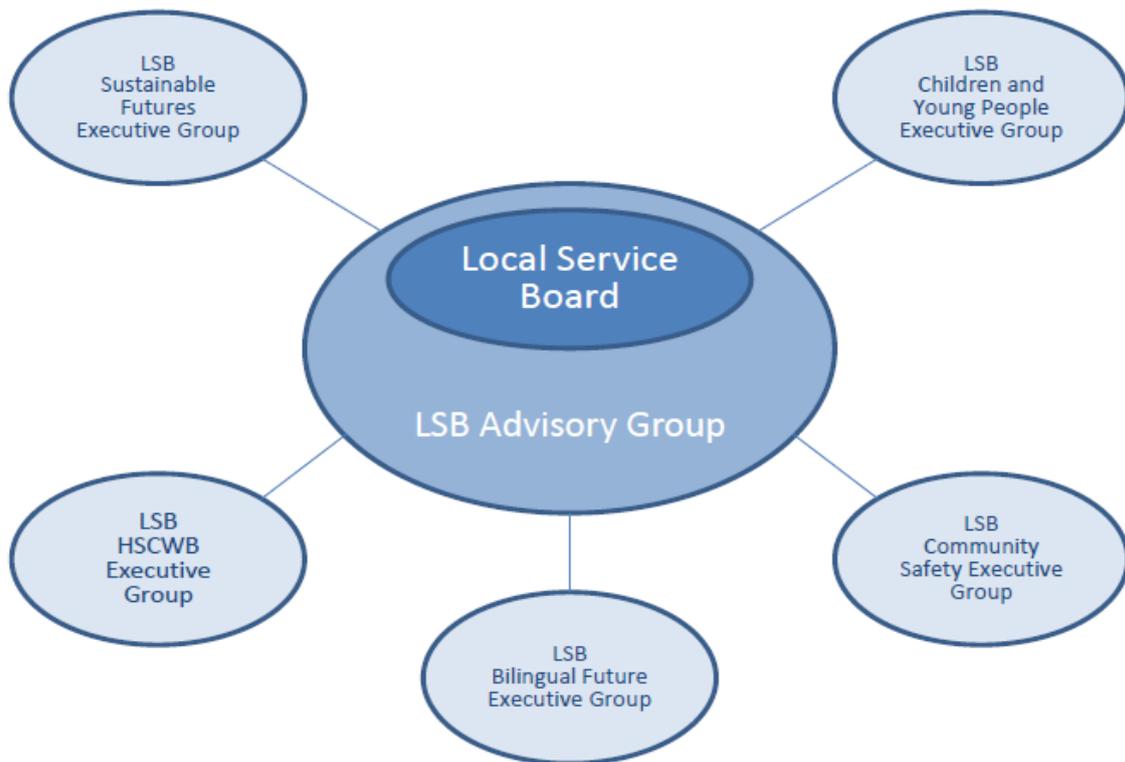


Ceredigion Local Service Board Advisory Group

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).

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 Wellbeing; A Bilingual Future; Community Safety and Children and Young People as well as supporting the Local Service Board in the preparation and implementation of its Single Integrated Plan. 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 Local Service Board and in the preparation of its Single Integrated Plan. The officers on the Group work collectively to support each other to design and implement consistent approaches without duplication of effort.

The Group will discuss and agree upon work programmes in the preparation of the Single Integrated Plan, this includes data sharing and community engagement activity. The LSB Advisory Group is directly accountable and reports to the Local Service Board via the secretariat service. The individual members of the Group are accountable to and report to the LSB Executive Groups and their respective organisations.

3. Role and Responsibilities

- 3.1 Receive a strategic lead and be accountable to the Ceredigion Local Service Board and report to it as required;
- 3.2 Provide guidance and advice to the LSB.
- 3.3 On behalf of the LSB Co-ordinate and support the 5 LSB Executive Groups.
- 3.4 Encourage and facilitate joint working.
- 3.5 On behalf of the LSB, seek to achieve better outcomes and improve the well-being of the people of Ceredigion;
- 3.6 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.
- 3.7 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;
- 3.8 Advise the LSB how requirements of national and local strategies, policies and priorities will be best tackled locally;
- 3.9 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;
- 3.10 Regularly monitor and report on delivery against agreed targets relating specifically to the SIP

- 3.11 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;
- 3.12 Respond to any recommendations from the LSB, LSB Executive Groups and other groups / partnerships.
- 3.13 Ensuring that the work of the LSB and that of the LSB Executive Groups are promoted and communicated widely.

4. Governance and Accountability

- 4.1 The LSB Advisory Group will be responsible to the Ceredigion Local Service Board and through that to their respective organisations. Members of the Advisory Group will take responsibility to feedback information to their respective organisations and LSB Executive Groups and vice versa.
- 4.2 The members of the Advisory 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.
- 4.3 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.
- 4.4 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.
- 4.5 The work of the LSB Advisory Group is subject to the scrutiny of the Overview and Scrutiny Committee of Ceredigion County Council

5. Membership

- 5.1 Representatives of the LSB Executive Groups as appropriate
- 5.2 Key and strategic Co-ordinators representing cross-cutting issues in the County
- 5.3 Representatives from partner organisations.
- 5.4 Membership of the LSB Advisory Group will be flexible and other representatives may be invited to attend as and when necessary to support the work of the LSB Advisory Group.
- 5.5 All partners on the LSB Advisory Group are of equal status.
- 5.6 If members of the LSB Advisory Group are unable to attend, a deputy should be asked to attend.