

Freedom of Information Request: Our Reference CTHB_64_18

You asked:

- 1. For copies of the most recent six agendas/meetings of Cwm Taf Health Board, and where/if any such information is available on the Health Board website. Also, the date & venue of the next planned Board meeting.**

Copies of all Health Board agendas, and papers (including sub committees of the Board) can be found via the following link:

<http://cwmtaf.wales/we-are-cwm-taf/board-papers/>

2017/18 meeting papers can be accessed here:

http://cwmtaf.wales/we-are-cwm-taf/board-papers/?drawer=Board_Papers*2017-2018

The date and venue of the next planned Board meeting is as follows:

Thursday 29 March 2018, 2.00pm at Ynysmeurig House, Navigation Park, Abercynon.

- 2. Copies of the last six agendas/meetings of the Cwm Taf Regional Partnership Board-- (meetings with RCT and Merthyr Councils)**

Please see attached, agendas for the last 6 meetings of the Regional Partnership Board.

- 3. Details of what citizen involvement, (service user and carer representation) is present at both Health Board and Regional Partnership Board meetings.**

Health Board - <http://cwmtaf.wales/board-members/>

Regional Partnership Board - please see the attached Memorandum of Understanding (Attachment 7).

Cwm Taf Social Services and Wellbeing Partnership Board

12th January 2017 at 10am Valleys Innovation Center Abercynon

AGENDA

A. Preliminary Matters			
1.	To receive apologies	Chair	Verbal
2.	To agree the minutes of the last meeting	Chair	Paper 2.i
3.	To discuss matters arising	Chair	Verbal
B. Items for approval or recommendation for approval			
4.	1.To receive and approve an update of the Intermediate Care Fund allocation 2016/17 2. To consider the Welsh Government response to the 2016-17 Quarter 2 ICF report for Cwm Taf Region Partnership Board and approve response.	RT	Paper 4.i, 4.ii & 4.iii
5.	To receive an update from the Building Community Capacity group and endorse the Terms of Reference for this social value forum (as required by Part 2 of the SSWB Act)	SJ	Paper 5.i, 5.ii
C. Items for Discussion			
6.	To receive a first draft of the population needs assessment and an update on the required approval process	ND	Paper 6.i
7.	To receive an update on the establishment and management of a pooled fund for Learning Disability joint packages of care	LW	Paper 7.i
8.	To receive an update on the Regional Plan	SN	Paper 8.i
D. For Information only			
8.	Analysis from the older peoples commissioner regarding the Cwm Taf response to her 'More than just memory loss' report	TBA	Paper 9.i
E. Any Other Business			
10.	Any other Business	Chair	Verbal
11	Date of Next meeting: 9 th March 2017 at 10am Valleys Innovation Center	Chair	Verbal



Cwm Taf Social Services and Wellbeing Partnership Board

Memorandum of Understanding , March 2016

1. Context

The Social Services and Well-being (Wales) Act 2014 (the Act) comes into effect on 6th April 2016.

Part 9 of the Act sets out specific responsibilities for partners in terms of partnership working and the forming of new governance arrangements, and this document proposes key elements of a Memorandum of Understanding between partners in Cwm Taf.

2. Requirements

The Act requires that Local Authorities and their Local Health Board establish a Regional Partnership Board to manage and develop services to secure strategic planning and partnership working between local authorities and Local Health Boards and to ensure effective services, care and support are in place to best meet the needs of their population.

The objectives of the Regional Partnership Boards are 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.
- Ensure the partnership bodies provide sufficient resources for the partnership arrangements.
- Promote the establishment of pooled funds where appropriate.

The Regional Partnership Boards are required to prioritise the integration of services for:

- Older people with complex needs and long term condition, including dementia
- People with learning disabilities
- Carers, including young carers
- Integrated Family Support Services
- Children with complex needs due to disability of illness

In addition, they will be expected to ensure that pooled funds are established and managed in relation to care home accommodation to take effect from 6 April 2018, and to ensure effective information sharing to improve the delivery of services, care and support, underpinned by use of technology and common systems.

Membership of a Regional Partnership Board must include the following:

- A least one elected member of a local authority which established the regional partnership board;
- at least one member of a Local Health Board which established the regional partnership board;
- the person appointed as director of social services under section 144 of the Act in respect of each local authority which established the regional partnership board, or his or her nominated representative;
- a representative of the Local Health Board which established the regional partnership board;
- two persons who represent the interests of 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.

The Regional Partnership Board may co-opt other persons to be members of the board as appropriate.

The regulations refer to the minimum membership of the boards but the number of representatives and range of people involved is a matter for local determination.

It is recognised that individuals cannot be expected to represent all people in need of care and support. Therefore, they will need to work with both the Regional Partnership Board and the citizen's panel (or other relevant groups) to inform the development and delivery of integrated services.

Similarly, the representatives for the third sector cannot be expected to represent every organisation within their sector but they will need to ensure the sector is effectively engaged and able to influence and be involved in the delivery of integrated services, as appropriate.

3. Cwm Taf Social Services and Wellbeing Board (CTSSWPB) Arrangements

In Cwm Taf, partners want to continue the good progress that has been made in the development of collaborative regional activity, and design arrangements which build on this success as well as meet the national requirements.

The following elements are agreed by the CTSSWPB partners:

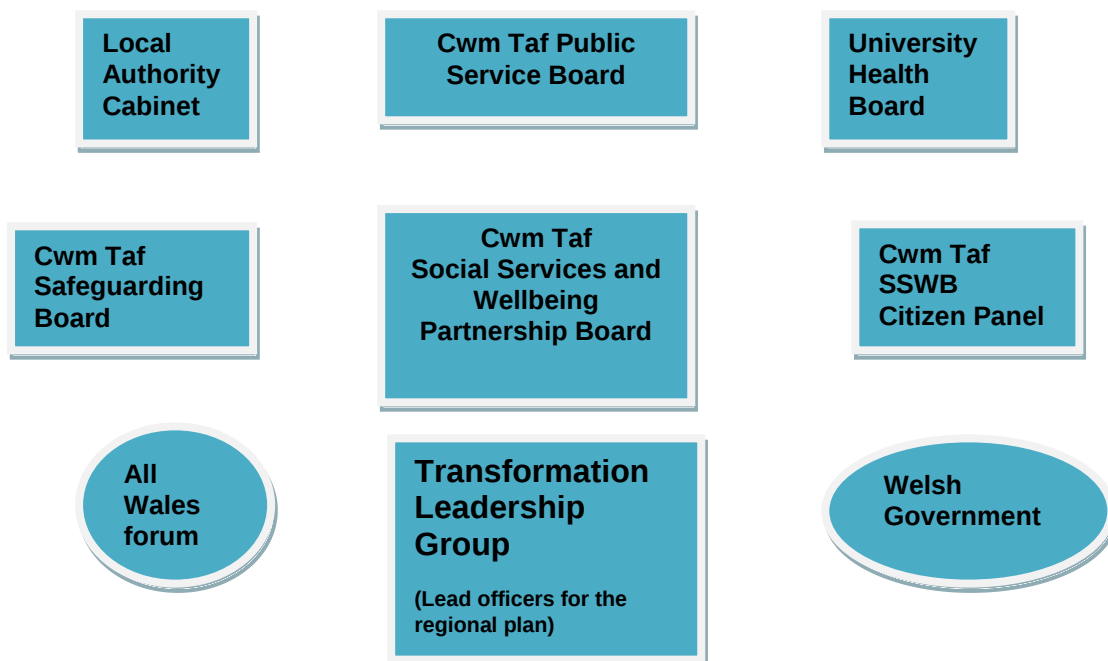
3.1 The role of the CTSSWPB

The crucial roles for the CTSSWPB will be to:

- Ensure that there is an agreed shared vision and a clear direction of travel for service development and integration of health, care and wellbeing
- Ensure that there are shared plans and strategies in place (supported by appropriate business cases) for delivering on the vision
- Ensure that the strategic plans are evaluated and reviewed against agreed and understood outcomes and performance indicators
- Lead a strategic approach to communicating and publicising the direction of travel and the progress made
- Ensure that the principles of the board are upheld
- Maintain an effective overview of the resources allocated by the CTSSWPB
- Report to the Public Services Board on progress, key issues and exceptions. escalating any barriers to progress within the CTSSWPB for resolution
- Ensure that an annual report on progress is prepared and delivered as required to the Welsh Government.

3.2 Reporting and Governance

The following reporting and governance arrangements are proposed:



In effect the CTSSWPB will report to the Public Services Board (PSB) on the areas of specific responsibility in health, care and wellbeing.

Each Member of the CTSSWPB will be responsible for ensuring any Strategic decisions and plans made by Partnership Board, have Partner body support and are considered through their respective governance systems

In addition, the CTSSWPB will be responsible for reporting on its statutory requirements and progress against strategic plans to the Welsh Government as required

The CTSSWPB will receive reports primarily from the

- Regional safeguarding board,
- Citizens panel
- Transformation leadership group.

The CTSSWPB will also be able to call for additional information from partners to inform its role and its ongoing objectives as specified below.

3.3 Key objectives

On the basis of the requirements of the Act, it is proposed that the CTSSWPB ensures its programme of scrutiny and overview focuses on the following objectives:

- That the population assessment required by section 14 of the Act is undertaken and effective.
- That the outcome of the population assessment is taken into account when creating, publishing and delivering strategic plans
- That the partnership bodies provide sufficient resources for the partnership arrangements to be effective
- That pooled funds are established where appropriate.
- That information is shared and used effectively to improve the delivery of services, care and support, underpinned by technology and common systems
- That there is progress on the integration of services for the following
 - 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.
- To ensure that pooled funds are established and managed in relation to care home accommodation to take effect from 6 April 2018.
- To ensure that pooled funds are established and managed in relation to the Integrated Family Support Service to take effect from 6 April 2016

3.4 Principles

To following principles will be used by the CTSSWPB to inform its work

- We will promote and support effective communication across the partnership
- We will make sure the public and particularly users of our services and their carers are able to influence the work of the partnership
- We will focus on what matters to the people and communities of Cwm Taf

- We will promote and develop solutions towards preventing problems occurring or getting worse for people in Cwm taf
- We will promote and support collaboration and integration
- We will make sure that we strike a balance between short term needs and longer term goals

3.5 Membership

- **Service User Representative (TBD)**

- **Carer Representative (TBD)**

- **Local Authority** **Rhondda Cynon Taf CBC**

Cabinet Member - for Health and Adult Social Services
 Cabinet Member - for Children's Social Services and Equalities
 Cabinet Member - for Service Delivery, Communities and Housing

Director of Social Services (*Currently Lead Director of social Services for the Region*)

- **Local Authority** **Merthyr Tydfil CBC**

Cabinet Member - with Portfolio for Social Services & Social Regeneration
 Director of Social Services

- **Health Board** **Cwm Taf University Health Board**

Vice Chair Cwm Taf UHB
 Director of Planning and Partnerships
 Director of Nursing and midwifery
 Director of Primary, Community and Mental Health services
 Assistant Director – Planning & Partnerships

- **Regional Appointment**

Head of Transformation

- **Third Sector**

Chair of County Voluntary Council

CEO of County voluntary Council

Representative of National third sector organisation (TBD)

- **Private Sector**

Care Home owner

Care forum Wales officer

- **Care Council Wales**

Member Care Council Wales

3.6 Roles and responsibilities of members

See appendix 1 - 3 for specific roles and responsibilities

The position of Chair and vice chair will be reviewed on an annual basis, and rotated across all statutory partner organisations.

CTSSWPB meetings will be held on a bi-monthly basis with a schedule of meeting dates circulated and agreed at the start of each financial year.

Full commitment is required from board members expected to attend meetings. If unable to attend a specific meeting, a **senior level substitute** should be designated to attend in their place and should have the authority to participate in decision-making

Although the decisions of the CTSSWPB are not legally binding upon the CTSSWPB members, it is expected that each organisation implement decisions according to their own respective governance arrangements. Decisions, recommendations and updates made by the CTSSWPB will be fed into other relevant local, sub-regional, regional and national bodies through minutes of the meetings and representation as appropriate.

March 2016

APPENDIX 1**Cwm Taf Social Services and Wellbeing Partnership Board****ROLE PROFILE – CHAIRPERSON****ORGANISATIONAL ARRANGEMENTS**

Reporting:	The Chair will be professionally responsible to the Cwm Taf Social Services and Wellbeing Partnership Board (CTSSWPB).
Term of Office:	The appointment will be reviewed every year
Review:	The CTSSWPB will provide written feedback on performance annually.
Relationships:	The Chair will work with the Vice-chair, Lead statutory Director of Social Services and Head of Transformation to ensure the CTSSWPB delivers its statutory functions. The Chair & Vice-chair will be appointed from different member agencies.

JOB PURPOSE

To ensure the CTSSWPB fulfils its objective to deliver efficient and effective citizen centred services across the Cwm Taf region that will help support good health and wellbeing outcomes for people in their communities. Working to the priorities as stated in the MOU.

DUTIES & RESPONSIBILITIES**Leadership**

- To effectively chair and provide leadership to CTSSWPB.
- To ensure that CTSSWPB develops an independent and authoritative identity within the Public Service Board arrangements
- To support the CTSSWPB in fulfilling its objectives as stated in its MOU and Regional Implementation Plan.
- To ensure the CTSSWPB meets the requirements as laid out in Part 9 of the Social Services and Wellbeing (Wales) Act 2014
- To act as the formal link between the CTSSWPB and Welsh Government.

- To speak to the media on behalf of the CTSSWPB if necessary
- To ensure the CTSSWPB communicates effectively its function to deliver efficient and effective citizen centred services across the Cwm Taf region to support good health and wellbeing outcomes for people in their communities

Management

- To prepare for and chair the CTSSWPB as and when required including setting the agenda with the Vice-chair.
- To work with the Vice-chair. Lead director of social Services and Head of transformation between Board meetings to ensure that CTSSWPB business is managed effectively.
- To meet with the lead officers of the formal Sub-groups to ensure that the objectives of the CTSSWPB Regional implementation Plan are met.
- To meet with the Citizen Panel on a quarterly basis to ensure their arrangements support the priorities of the CTSSWPB
- To support the CTSSWPB in effective budget management.
- If a conflict of interest arises between the role of Chair of CTSSWPB and the role held within their organisation, the Chair will pass the matter over to the Vice-chair.

Governance

- To facilitate the monitoring and evaluation of the effectiveness of the CTSSWPB partners in relation to their meeting statutory safeguarding duties through peer review, self-evaluation, performance indicators and joint audit.
- To ensure the voice of service users, carers, children and their families are heard and represented in the work of the CTSSWPB.
- To ensure the CTSSWPB Regional Implementation Plan is consistent with the requirements of the Social Services and Wellbeing (Wales) Act 2014

APPENDIX 2



Cwm Taf Social Services and Wellbeing Partnership Board

ROLE PROFILE – VICE CHAIRPERSON

ORGANISATIONAL ARRANGEMENTS

Reporting:	The Vice Chair will be professionally responsible to the Cwm Taf Social Services and wellbeing Partnership Board (CTSSWPB).
Term of Office:	The appointment will be reviewed every year
Review:	The CTSSWPB will provide written feedback on performance annually.
Relationships:	The Vice Chair will work with the Chair, Lead statutory Director of Social Services and Head of Transformation to ensure the CTSSWPB delivers its statutory functions. The Vice-Chair will be appointed from a different member agency to the chair

JOB PURPOSE

To ensure the CTSSWPB fulfils its objective to deliver efficient and effective citizen centred services across the Cwm Taf region that will help support good health and wellbeing outcomes for people in their communities. Working to the priorities as stated in the MOU.

DUTIES & RESPONSIBILITIES

Leadership

- To effectively chair and provide leadership to CTSSWPB as necessary
- To support the Chair ensure that CTSSWPB develops an independent and authoritative identity within the Public Service Board arrangements
- To assist the Chair support the CTSSWPB in fulfilling its objectives as stated in its MOU and Regional Implementation Plan.
- To ensure the CTSSWPB meets the requirements as laid out in Part 9 of the Social Services and Wellbeing (Wales) Act 2014

- To act as the formal link between the CTSSWPB and Welsh Government in the absence of the Chair
- To speak to the media on behalf of the CTSSWPB if necessary in the absence of the Chair
- To ensure the CTSSWPB communicates effectively its function to deliver efficient and effective citizen centred services across the Cwm Taf region to support good health and wellbeing outcomes for people in their communities

Management

- To prepare for and chair the CTSSWPB as and when required including setting the agenda with the Chair.
- To work with the Chair, Lead Director of Social Services and Head of transformation between Board meetings to ensure that CTSSWPB business is managed effectively
- To meet with the lead officers of the agreed Programme priorities and cross cutting issues to ensure that the objectives of the CTSSWPB Regional implementation Plan are met.
- To meet with the Citizen Panel on a quarterly basis to ensure their arrangements support the priorities of the CTSSWPB
- To support the CTSSWPB in effective budget management
- If a conflict of interest arises between the role of Vice Chair of CTSSWPB and the role held within their organisation, the vice Chair will pass the matter over to the Chair

Governance

- To facilitate the monitoring and evaluation of the effectiveness of the CTSSWPB partners in relation to their meeting statutory safeguarding duties through peer review, self-evaluation, performance indicators and joint audit.
- To ensure the voice of service users, carers, children and their families are heard and represented in the work of the CTSSWPB
- To ensure the CTSSWPB Regional Implementation Plan is consistent with the requirements of the Social Services and Wellbeing (Wales) Act 2014

APPENDIX 3**Cwm Taf Social Services and Wellbeing Partnership Board****ROLE PROFILE – BOARD MEMBER****ORGANISATIONAL RESPONSIBILITIES**

- To foster relationships of mutual trust between members from partner agencies
- To be the Social Services and Wellbeing lead for their organisation and drive the transformation agenda forward at a local, regional and national level
- To raise awareness throughout Cwm Taf and particularly within their own organisation, of the transformation agenda and promote the priorities for development within the Regional Implementation Plan
- To be responsible with others for leading and resourcing the Regional Implementation Plan
- To be responsible for communicating the priorities and objectives of the Cwm Taf Social Services and Wellbeing Board (CTSSWPBB) to their own organisation and making sure their organisation is appraised of its progress

SPECIFIC DUTIES

Members Should:

- Be held to account for dissemination of information between their own organisation and the Cwm Taf Social Services and Wellbeing Partnership Board (CTSSWPBB) and visa versa
- Prioritise attendance at Main Board meeting and only in exceptional circumstances should a deputy attend; this deputy must also be in a position to make executive decision.
- Provide feedback to their agency on the work of the CTSSWPBB
- Take responsibility for representing the CTSSWPBB on other forums and strategic partnerships

- Participate, or identify an individual from their own agency to participate, in subgroups, task and finish groups and consultation processes
- Ensure the implementation of their own agency's action plans in relation to the agreed priorities within the Regional Implementation plan
- Bring to the attention of the chair any conflict of interest between their CTSSWPBB role and their own individual organisational responsibilities

APPENDIX 4**Cwm Taf Social Services and Wellbeing Partnership Board****ROLE PROFILE – BOARD MEMBER (Service user/carers)**

- To provide a Service User or Carer perspective to the business of the CTSSWPB
- To contribute to discussions that take place during CTSSWPB meetings, based on your own experience as a service user or carer
- To prepare for CTSSWPB meetings by reading the agenda and papers in advance and raising any issues for clarification with the Chair or Head of Transformation
- To maintain the confidentiality of agenda papers, discussion and decisions made
- To attend CTSSWPB meetings - there are at least 6 meetings a year held within Cwm Taf
- To make sure you understand the priorities and objectives of the CTSSWPB and communicate them to others if required
- To provide a link between the CTSSWPB and its Citizen Panel where required