**Regional Partnership Board**

**Example Terms of Reference**

**Leadership resources**

# Introduction

This document outlines some of the elements of a set of terms of reference for a Regional Partnership Board. It is intended as a starting point for Boards to help them agree the elements that are required in their own terms of reference.

# Responsibility of Regional Partnership Board

The Social Services and Well-being (Wales) Act 2014 introduces new requirements on local authorities and their partners, particularly with regard to partnership and collaboration under Part 9 of the Act. This includes the need to establish a Regional Partnership Board in each of seven regions across the country with the responsibility 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 under Section 14A of the Act
* Ensure the partnership bodies provide sufficient resources for the partnership arrangements in accordance with their powers under Section 167 of the Act
* Establish and maintain pooled funds where appropriate
* Ensure that services and resources are used in the most effective and efficient way to improve outcomes for people in their region
* Prepare an annual report for Welsh Ministers on the extent to which the board’s objectives have been achieved
* Provide strategic leadership 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

More specifically it has a responsibility to ensure the prioritisation of the integration of services in relation to:

* 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
* Delivering a pooled budget arrangement for care homes by April 2018

# Proposed changes in overview

The following changes will be implemented through these terms of reference:

* Firstly, to meet the requirements of the Act, that the current Partnership Forum and Leadership Boards cease
* Secondly, to meet the requirements of the Act, a new Regional Partnership Board is created
* Thirdly that new terms of reference and membership arrangements for the Board are developed to meet the requirements of the Act
* Fourthly that the role of the Board will be to include oversight of the shared regional services transformation programme and its programme boards

# The governance remit of the Board

The Board will operate a governance role over the four regional programme boards on behalf of its constituent organisations as follows:

# Terms of Reference for the Board

The new Board will replace both the previous Partnership Forum and Leadership Board and its terms of reference will comprise:

|  |
| --- |
| * To sign off an annual regional implementation plan and review progress against it, and report to the Welsh Government * To oversee partnership arrangements and ensure they meet the national and local policy goals of the agencies involved * To offer a forum for partners to address major collaboration problems and challenges as they arise * To ensure effective delivery of the Social Services and Well-being (Wales) Act across the region via the regional implementation plan, setting high level objectives and outcomes for the plan, for approval by the partnership forum and mandating project boards in place within the two HB footprints to identify appropriate activities to support delivery * To oversee the work of the project boards concerned with integrated services and collaboration in their particular area and delivery of the regional implementation plan. To act as the statutory strategic board for the Mid and West Wales Integrated Family Support Team (IFST) programme[[1]](#footnote-1). To ensure the project boards and their workstreams deliver the changes required by the Partnership Board, legislation and national guidance through activities within the regional implementation plan * To take a regular view on whether the governance arrangements are effective in promoting collaboration, and to ensure service user and carer voices influence policy  and practice * Respond to the population assessment carried out in accordance with Section 14 of  the Act * Ensure the partnership bodies provide sufficient resources for the partnership arrangements in accordance with their powers under Section 167 of the Act * Establish and maintain pooled funds where appropriate * Provide strategic leadership 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 * To ensure the prioritisation of the integration of services in relation to: * 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 * Delivering a pooled budget arrangement for care homes by April 2018 |

# Membership

The membership requirements are clearly stated in the national regulations and the Board will comprise:

# Logistics and conduct of business

The following arrangements will apply:

* Meetings will be held quarterly. An annual meeting will be held in March to review progress and to sign off the Regional Implementation Plan. A second update meeting on progress   
  will be held in October if required to review progress against the plan and agree any urgent in-year adjustments
* A chair and vice chair will be elected from the membership of the Board for a term of   
  12 months. The vice chair will deputise for the chair in his or her absence. Associate members may attend meetings at the invitation of the Board
* The forum is not a formal decision-making body with executive powers, courses of action will be agreed by consensus among the full members
* Board recommendations will be made to the chief executives, cabinets or boards of the agencies concerned or the local Public Services Boards in each local authority area who will need to decide how to respond to the Partnership Board recommendations
* The secretariat will be provided by the Regional Health and Social Care Collaborative Office

# Reporting and links

In pursuance of its remit, the Regional Partnership Board will be able to make recommendations to, and receive reports from all the following agencies and partnership bodies:

# Delivery Boards

There will be four Boards, which will report to the Regional Partnership Board, each with a suite of workstreams for which they are responsible. They will be responsible for the delivery of the plans and targets set by the Regional Partnership Board. As such, they will be central in ensuring effective delivery of the regional implementation plan. They will manage the delivery of a range of workstreams. Their remit is:

* To oversee the delivery of a group of key workstreams concerned with integrated services and collaboration, together forming the regional implementation plan
* To ensure the workstreams deliver the changes required by the partners, legislation and national guidance
* To monitor and report on agreed activity and related expenditure.
* To address problems and challenges for the workstreams as they arise
* To report on progress and performance on a regular basis to the Partnership Board

The chair of each Board will be a member of the Regional Partnership Board to ensure good communications. The Delivery Boards are:

* Commissioning Project Board
* Adult Services Project Board
* Workforce Project Board
* Children’s Services Project Board

1. This would require other statutory members joining the Board for part of the business [↑](#footnote-ref-1)