

The Vale of Glamorgan Council

Scrutiny Committee (Healthy Living and Social Care): 8th January 2019.

Report of the Director of Social Services

Update on the Cardiff and Vale of Glamorgan Regional Partnership Board

Purpose of the Report

1. To update Members on the work of the Cardiff and Vale of Glamorgan Regional Partnership Board in relation to the integration of health and social care.

Recommendations

That Scrutiny Committee:

1. Notes the work being undertaken by the Cardiff and Vale of Glamorgan Regional Partnership Board.
2. Receives annual updates on the work of the Board.

Reasons for the Recommendations

1&2 To appraise Members of the progress made with regard to the Cardiff and Vale of Glamorgan Regional Partnership Board (CVGRP).

Background

2. Part 9 of the Social Services and Well-being (Wales) Act 2014 (SSWWA) requires Local Authorities to make arrangements to promote co-operation with their relevant partners and others, in relation to adults with needs for care and support, carers and children.
3. Part 9 of the Act also provides for partnership arrangements between Local Authorities and Local Health Boards (LHBs) for the discharge of their functions. It also provides Welsh Ministers with regulation powers in relation to formal partnership arrangements (including pooled funds) and partnership boards.
4. Local Authorities and LHBs are required to establish Regional Partnership Boards (RPs) to secure strategic planning and partnership working between local

authorities and LHBs and to ensure effective services, care and support are in place to best meet the needs of their respective populations.

5. The objectives of the RPBs are to ensure that the partnership bodies work effectively together to:
 - Respond to the population needs assessment carried out in accordance with Section 14 of the Act;
 - Implement the plans for each of the Local Authority areas which are covered by the board, which Local Authorities and LHBs are each required to prepare and publish under Section 14 of the Act;
 - Ensure the partnership bodies provide sufficient resources for the Partnership Arrangements;
 - Promote the establishment of pooled funds where appropriate.
6. RPBs also need to prioritise 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 and children with complex needs due to disability or illness.
7. The SSWWA came into force on 6th April 2016 and the Cardiff and Vale of Glamorgan Regional Partnership Board (CVGRP) met for the first time on 22nd April 2016. The Terms of Reference, Membership and Governance Structure can be seen in Appendices 1 and 2.
8. This Report provides an update following the last report to the Scrutiny Committee on 15th January 2018.

Relevant Issues and Options

CVGRP Annual Report 2017/18

9. The Partnership Arrangements (Wales) Regulations 2015 require that each Regional Partnership Board must prepare an annual report by the 30th June on the extent to which it has met its objectives. The 2017/18 Annual Report of the CVGRP is available on the Partnership's website at <http://www.cvihsc.co.uk/wp-content/uploads/2018/06/Annual-Report-2017-18.pdf>
10. As part of the CVGRP's commitment to being a learning partnership, a Development Session was held by Board Members in June 2018. Feedback from the workshop was that the Partnership was maturing, that effective relationships were in place and there were open conversations with increased understanding between partners. In terms of areas for improvement, CVGRP members felt that the Part 9 requirements had meant that the scope had been prescriptive to date with an over emphasis on older people. Board members also wished to see greater alignment with the two Public Service Boards, accelerated delivery of priorities and a wider discussion in relation to alignment of organisational core budgets (as opposed to just focussing on the Integrated Care Fund).

Cardiff and Vale of Glamorgan Area Plan for Care and Support Needs 2018-2023

11. The Area Plan for Care and Support Needs 2018-2023 was approved by the Vale of Glamorgan Council's Cabinet in March 2018, along with Cardiff Council's Cabinet and the Board of Cardiff and Vale University Health Board. The Area Plan is a

statutory plan and sets out the services to be provided, or arranged to be provided, in response to the Cardiff and Vale of Glamorgan Population Needs Assessment.

12. Statutory guidance in relation to Area Plans under Section 14A of the Social Services and Well-being Act sets out that Regional Partnership Boards (RPBs) must ensure that the local authorities and Local Health Board partners work together effectively to implement the joint area plans. It also states that partnership bodies must take appropriate steps to monitor and evaluate the services and other action set out in the joint area plans. Update reports on the Area Plan are made to the CVGRP and an end of year review will be incorporated into the CVGRP's Annual Report 2018/19 in June 2019.

A Healthier Wales - Role of RPBs and Transformation Funding

13. In June 2018, the Welsh Government published 'A Healthier Wales: our Plan for health and social care in response to the Parliamentary Review of Health and Social Care. The Plan sets out a long term future vision of a 'whole system approach to health and social care', which is focused on health and wellbeing, and on preventing illness.
14. Within 'A Healthier Wales', Regional Partnership Boards are highlighted as being the key drivers of change in health and social care at regional level with actions in the Plan including:
 - RPBs Working with Clusters¹ to develop models of seamless local partnership working to promote transformational ways of working;
 - RPBs identifying and promoting at least two models of seamless locality-based health and social care services within each region, aligned to the Quadruple Aim and Design Principles;
 - Strengthening planning capacity and capability throughout the health and social care system, including in Regional Partnership Boards and Public Service Boards;
 - Supporting Regional Partnership Boards to develop their Area Plans, setting out new models of seamless care, pooled budgets and joint commissioning arrangements.
15. To support the delivery of 'A Healthier Wales' each RPB was invited to submit a transformation proposal to support priority projects and new models of health and social care, with the aim of speeding up their development and demonstrating their value. The Fund is intended to meet the time-limited additional costs of introducing new models of health and social care. It is aimed at accelerating the wider adoption and scaling up of new ways of working which are intended to replace or reconfigure existing services. In particular the Fund is designed to quickly validate the 'scalability' of new models (their ability to expand from a locality to a region, or from a region to other regions) and to test whether they are 'transformative' (affordable and sustainable, changing or replacing existing approaches rather than adding an extra layer on to them).
16. In October 2018, the CVGRP was the first region to have its proposal approved by Welsh Government. The bid amounted to £7m over 2018-19 and 2019-20 and incorporated a number of projects including:

¹ Clusters are sixty four groups of neighbouring GP practices and partner organisations across Wales which provide services for their local populations of between 30,000 and 50,000 people

- Accelerated Cluster Development (To be piloted in Cardiff South West before roll-out across region);
 - Seamless Social Prescribing (To be piloted in Cardiff South West before roll-out across region);
 - Developing a Single Point of Access for GP Triage (Vale of Glamorgan);
 - Get Me Home (Cardiff)
 - Get Me Home Plus (Cardiff and Vale of Glamorgan);
 - Developing an Adverse Childhood Experience (ACE) Aware Approach to Resilient Children and Young People (Cardiff and Vale of Glamorgan);
 - Developing Place Based Integrated Community Teams (Cardiff and Vale of Glamorgan).
17. A further bid has now been prepared and submitted to Welsh Government which includes a number of proposals in relation to children and young people and preventative services for older people.

Integrated Care Fund

18. The Welsh Government's Integrated Care Fund (ICF) has been provided to RPBs to assist in the integration of health, social care, housing and third sector services. Its purpose is to improve the outcomes and well-being of people with care and support needs and their carers, with particular emphasis on frail and older people; learning disabilities and children with complex needs; carers; dementia; Welsh Community Care and Information System and the Integrated Autism Service.
19. In 2018/19 the Welsh Government has allocated **£7,137,492** of revenue and **£3,810,000** capital funding to the CVGRP. Governance of the work is provided by the CVGRP in line with Welsh Government Guidance and a programme management approach has been implemented to ensure delivery of a series of projects to meet ICF aims and objectives. Quarterly reports on progress are submitted to the CVGRP and Welsh Government and the end of year outcomes will form part of the CVGRP Annual Report in June 2018.
20. As part of the funding a number of services in the Vale of Glamorgan are supported which include:
- Single Point of Access - Telephone service facilitating co-ordinated access to Vale of Glamorgan Council, third sector and various region-wide community health services such as District Nursing.
 - Ty Dyfan Residential Home - provision of a 6 bed reablement facility.
 - Third Sector Preventative Services.
 - Accommodation Solutions - Multi-disciplinary team of Accommodation Solutions Officers and Occupational Therapists, working with hospital staff to assess and plan for individual housing needs in preparation for their discharge. The scheme includes provision of step up / step down accommodation to prevent admissions and expedite discharge.
 - Integrated Discharge Service - Provision of social workers, social work assistants and Third Sector Discharge Support Officers to provide enhanced ward-based discharge support.

- Services to support people with learning disabilities and children with complex needs including respite; supported accommodation; enhanced day opportunities; independent living.
 - Establishment and delivery of the Integrated Autism Service.
 - Implementation of the Welsh Community Care Information System.
21. Additional ICF funding was announced by Welsh Government in November 2018 for RPBs in 2019/20 onwards. Detailed guidance is still awaited but the RPB expects approximately £1,875,000 to be available for children and young people at the 'edge of care' services; and £1,875,000 for carers and adults with care and support needs.
 22. Whilst the additional ICF funding has been welcomed by the CVGRP, there remain significant concerns regarding the ongoing nature of the core ICF allocation (£6,272,000), which currently has only been confirmed until the end of March 2020.
 23. During 2018 the Wales Audit Office has also undertaken a national review of the use of ICF to address the question '*Is the Integrated Care Fund (ICF) being used effectively to deliver sustainable services that achieve better outcomes for services users?*' Informal feedback was provided to CVGRP in October 2018 in relation to regional arrangements which was largely positive. However, the formal findings will be reported in a National report to Welsh Government in January 2019 and which is likely to influence future funding arrangements.

Joint Commissioning and Pooled Budget Arrangements

Older People

24. In the Update Report to the Scrutiny Committee in January 2018, it was reported that Part 9 of the SSWA requires Local Authorities and the Local Health Board for each region to establish and maintain pooled funds in relation to the exercise of care home accommodation functions by 6th April 2018. The purpose of the pooled funds arrangements is to ensure that Local Health Boards and Local Authorities work together to maximise their influence to shape the future development of services. This includes ensuring there is sufficient capacity and an appropriate range of good quality services to respond to demand.
25. Following the Vale of Glamorgan Council Cabinet approval in February 2018, a no risk sharing pooled budget across the region has been in place from April 2018 focussing on care accommodation for older people (over 65), including those whose care is funded by NHS Continuing Health Care (NHS CHC), Funded Nursing Care (FNC) and Local Authority funded long term care home placements.
26. At the end of the financial year, the pooled budget will provide an overall record of the costs incurred by the three organisations in relation to long-term care home placements, FNC and NHS CHC costs for older people. These will be fully offset by the partners' contributions which will be equivalent to their actual costs in that year. Each of the three partner organisations will therefore continue to pay and be responsible for their own net costs, reflected as their individual contributions to the pooled budget. The pooled budget is currently held by Cardiff Council and host arrangements will be reviewed as part of any further developments agreed by partners beyond March 2019.
27. In addition to the requirement to establish the pooled fund for care home accommodation for older people, the CVGRP has also undertaken a number of

pieces of work in response to the additional Part 9 requirements. These will provide the foundations for developing wider integration across the region and an update on progress is provided in the table below:

Part 9 Requirement	Progress to date	Current activity	Future activity
Agree an integrated market position statement and commissioning strategy to specify outcomes required of care homes and services required	The joint Market Position Statement and Commissioning Strategy for older people has now been approved by partner formal decision making processes, this document will be used to inform the longer term commissioning plan across partners going forward.	Requirement complete	
Undertake a population needs assessment and market analysis to include the needs of self-funder	The Cardiff & Vale of Glamorgan Population Needs Assessment was published at the end of March 2017. Further analysis was undertaken in relation to self-funders as part of the Market Position Statement.	Requirement complete	
Agree common contract and specification for nursing care	A Task and Finish Group is in place across the partners and a new Joint Specification and outcome framework has been developed.	Partners, legal and operational leads undertaking final review prior to consultation and development of Terms and Conditions.	Terms and Conditions (Common Contract) to be developed by legal services. Engagement on the draft specification is planned to take place with providers and other stakeholders in January 2019.
Develop an integrated approach to agreeing fees with providers. (It is important to highlight that developing a consistent approach to fee setting across the region does	Tasks were agreed so that a joint message was delivered to ensure that all providers were updated on uplifts across the region in a timely way. However, due to internal processes in Cardiff only Vale and Health providers have received communications.	Provider engagement has been undertaken by Vale of Glamorgan Council and the UHB and negotiations are ongoing with providers following the uplift offers. Cardiff officer's decision letter was published. A legal	Changing the separate methods used to calculate fee uplifts is not seen as possible based on current arrangements. The intention is for partners to pilot the Welsh Government Care Cost tool (subject to it being

<p>not mean that there will be one fee across the region as there will continue to be regional differences impacting on costs).</p>	<p>Workshop to develop an “as is” process map has been developed. Facilitator training delivered to key officers in Vale Brokerage team</p>	<p>response has led to a freeze on further action, pending consultation workshops.</p> <p>In depth mapping of brokerage processes conducted with the Vale team with a view to identifying where work will need to be undertaken to develop a common approach where practicable to do so.</p>	<p>made available for use and with agreement from providers) to calculate 19/20 fee uplifts and see if the evidence for change is evident. This will also form part of the phased approach to achieving wider integration by April 2019.</p> <p>More in depth mapping of brokerage processes to be conducted in Cardiff and the UHB.</p>
<p>Develop an integrated approach to quality assurance</p>	<p>The Draft Joint Specification has been developed alongside an outcome framework. This Framework will feed into quality measures.</p> <p>A Task and Finish group is in place across the partners to look at Escalating Concerns and Quality Assurance.</p> <p>The Escalating Concerns process that was developed in Cardiff has been trialled by Vale of Glamorgan. Officers and Providers have fed back that the structure and reports generated enable all to prioritise the necessary urgent and less time critical corrective measures.</p>	<p>Policy and Safeguarding leads are reviewing the Escalating Concerns policy document and Home Closure Protocol.</p>	<p>Training sessions for Operational Managers to chair Escalating Concerns meetings are planned to ensure consistency across the region</p>

Learning Disabilities

28. A Draft Joint Health and Social Care Commissioning Strategy for Adults with a Learning Disability in Cardiff and Vale of Glamorgan has been prepared. This follows the development of a needs assessment and engagement exercise during Summer 2018. The draft Strategy was considered by Scrutiny Committee in December 2018.

29. Regional approaches are being considered for a number of services such as Day Opportunities and Adult Placement.
30. The Regional Partnership Board has written to Welsh Government requesting that the funding for health services, provided across the region by Abertawe Bro Morgannwg University Health Board, are disaggregated to allow greater control from our region.

Patient Flow

31. A key focus of the CVGRPB has been on patient flow and reducing the number of delayed transfers of care. A delayed transfer of care (DToC) is when a hospital inpatient is ready to move to the next stage of care, but for one or more reasons is unable to do so. DToC can harm the wellbeing of those who suffer them and can have a negative impact on their independence. It also has an adverse effect on the wider health and social care system as delays can potentially deprive others from receiving timely care.
32. Following increased partnership working and additional investment through the ICF the number of delays as of October 2018 were 40 across Cardiff and Vale of Glamorgan (14 from Vale of Glamorgan, 23 from Cardiff, 2 from out of area and 1 not known). Of the 14 delays for Vale of Glamorgan residents, 9 were recorded as domiciliary care reasons, 1 for housing reasons, 1 for health care assessment and 3 for other patient/family/carer reasons. Overall this is a 51% decrease on the same period in 2016 (78 delays) and the lowest level in three years.

Housing with Care

33. Following consideration by the Scrutiny Committee of the report on Older Person's Housing and Accommodation on 10th July 2018, a new Cardiff and Vale of Glamorgan Health, Housing and Care Programme Board was established in September 2018. The new Programme Board includes representation from local authorities, Cardiff and Vale UHB and all of the Registered Social Landlords (RSLs) covering the region.
34. In response to the recent Welsh Government consultation on the proposed amendments to the regulations under Part 9 of the Social Services and Well-being (Wales) Act 2014, the CVGRPB also agreed at its meeting on 26th October 2018 that two representatives from the RSLs would also be invited to join the membership of the Board from January 2019.

Social Value

35. The Social Services and Well-being Act (Part 2, Section 16) includes a duty on local authorities and local health boards to promote the development, in their area, of not for profit organisations to provide care and support for carers, and preventative services. These models include social enterprises, co-operative organisations, co-operative arrangements, user-led services and the third sector.
36. Local authorities with local health board providers must also establish regional forums to support social value based providers to develop a shared understanding of the common agenda, and to share and develop good practice. The aim of the forum is to encourage a flourishing social value sector which is able and willing to fulfil service delivery opportunities.

37. A Social Value Forum was established in November 2017 and includes a number of appointed third sector 'champions' who provide advice and examples of good practice in relation to the development of social value in their relevant area of expertise. A work programme has also been developed and outputs to date include:

- Development of a Commissioning Forward Plan;
- Production of a 'Demystifying Commissioning and Procurement Glossary';
- Production of a Social Value Toolkit;
- Consideration of Section 106 and Community Benefits.

Resource Implications (Financial and Employment)

38. There are no resource implications arising directly from this report.

Sustainability and Climate Change Implications

39. There are no sustainability and climate change implications arising directly from this report.

Legal Implications (to Include Human Rights Implications)

40. The work outlined in this report sets out the progress of the CVGRPB in meeting the requirements of Part 9 of the SSWWA. The Partnership Arrangements Regulations places a requirement on Local Authorities to establish and maintain pooled funds in relation to:

- The exercise of their care home accommodation;
- The exercise of family support function;
- Such of their specified functions as they decide they will exercise jointly in consequence of the assessment carried out under Section 14 of the Act or any plans prepared under Section 14(a) of the Act.

Crime and Disorder Implications

41. There are no crime and disorder implications arising directly from this report.

Equal Opportunities Implications (to include Welsh Language issues)

42. Work undertaken by the CVGRPB positively impacts on vulnerable groups including older people over 65 years, people with learning disabilities, children with complex needs and carers.

Corporate/Service Objectives

43. This report is consistent with the Corporate Plan 2016-2020:

- Well-being Outcome 4: An Active and Healthy Vale :
Objective 8: Safeguarding those who are vulnerable and promoting independent living.

Policy Framework and Budget

44. This is a matter for Executive decision.

Consultation (including Ward Member Consultation)

45. The issues relate to all areas of the Vale of Glamorgan. Therefore, there has been no individual ward consultation in relation to this matter.

Relevant Scrutiny Committee

46. Healthy Living and Social Care

Background Papers

Update on the Cardiff and Vale of Glamorgan Regional Partnership Board - Healthy Living and Social Care Scrutiny Committee: 15th January, 2018

Social Services and Well-being (Wales) Act 2014 - Part 9 Statutory Guidance (Partnership Arrangements)

Appendices 1-2: Regional Partnership Board Terms of Reference, Membership and Governance Structure

Cardiff and Vale of Glamorgan Regional Partnership Board Annual Report 2017/18

Cardiff and Vale of Glamorgan Area Plan for Care and Support Needs 2018-2023

Contact Officer

Rachel Jones, Assistant Director - Integrating Health and Social Care

Officers Consulted

Lance Carver, Director of Social Services

Responsible Officer

Lance Carver, Director of Social Services

Cardiff and Vale of Glamorgan Regional Partnership Board: Terms of Reference

1. BACKGROUND

- 1.1 The Part 9 Statutory Guidance (Partnership Arrangements) of the Social Services and Well-being (Wales) Act 2014 (the Act) and the Partnership Arrangements (Wales) Regulations 2015 set out the main requirements, purpose and responsibilities of the Regional Partnership Board.
- 1.2 These Terms of Reference supplement these documents and set out specific local detail for the Cardiff and the Vale Regional Partnership Board.

2. PURPOSE

- 2.1 The purpose of the Cardiff and Vale Regional Partnership Board is 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 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;
 - Promote the establishment of 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 – including the use of the Integrated Care Fund, Primary Care Fund and the Transformation Fund;
 - 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;
 - Respond to the Welsh Government's 'A Healthier Wales' Plan
 - Inform the development of the Cardiff and Vale of Glamorgan Public Service Board's Wellbeing Plans and support delivery in response to the requirements of the Wellbeing of Future Generations Act 2015.
- 2.2 The Regional Partnership Board will prioritise 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;
- Establishment of pooled funds in relation to family support functions from 2016 and care home accommodation by 2018.

2.3 The Regional Partnership Board will also prioritise integration in respect of local priorities which includes, but is not restricted to:

- Progressing further developments in relation to Locality and Cluster working;
- Provision of housing with care and accommodation solutions to enable people to stay in their own homes;
- Promoting improved mental health and wellbeing – considering a life journey from children and young people (including ACEs) to older people;
- Developing a sustainable regional workforce.

3. DELEGATED POWERS AND AUTHORITY

3.1 The Regional Partnership Board is authorised by the Cardiff and Vale University Health Board, Cardiff Council and the Vale of Glamorgan Council to deliver the requirements of Part 9 of the Act.

3.2 The Regional Partnership Board has authority to establish short life working groups which are time limited to focus on a specific matter of advice or assurance as determined by the Partnership Board.

4. MEMBERSHIP

4.1 The Regional Partnership Board must include:

- At least one elected member of each of Cardiff City and County Council and Vale of Glamorgan Council;
- At least one member of Cardiff and Vale University Health Board;
- The persons appointed as Directors of Social Services under section 144 of the Act in respect of Cardiff City and County Council and Vale of Glamorgan Council, or their nominated representatives;
- A representative of Cardiff and Vale University Health Board;
- Two persons who represent the interests of the 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;
- One representative of each of Cardiff Third Sector Council and Glamorgan Voluntary Services;
- One representative of a national third sector organisation.

- 4.2 Appointed representatives will be appointed to the Board for a tenure of 3 years. At the end of this term, the vacancy will be re-advertised via the established third sector mechanisms. This does not preclude previous appointed representatives serving a further term.
- 4.3 Officers, organisations or individuals will be invited to attend as required, or may be co-opted to be members of the Regional Partnership Board as appropriate.
- 4.4 A Chair and two Deputies from the University Health Board and the two Local Authorities will be selected from amongst the membership on a bi-annual basis.

5. MEETINGS

- 5.1 Meetings will be quorate when the minimum membership (section 4) set out in the Statutory Guidance is achieved.

Frequency of Meetings

- 5.2 The Regional Partnership Board will meet four times per year on a formal basis.
- 5.3 In addition to the formal Board Meetings, Development sessions and/or Workshops will be undertaken to develop the priorities of the Partnership's work programme. The focus and frequency of these sessions will be agreed by the Board as required.
- 5.4 The Partnership's Strategic Leadership Group will meet at intervening periods between the Regional Partnership Board meetings, in part to ensure that any required decisions/actions required at short notice can be undertaken with joint agreement from the 5 organisations pending final approval by the Partnership Board at the diarised time.

Secretariat

- 5.5 Secretariat functions will be performed by the Integrated Health and Social Care Partnership Team.

Agenda Items

- Agenda Items should be submitted to the secretariat at least one calendar month before each Partnership Board meeting;
- Papers will be structured using an agreed format;
- Papers will be distributed a minimum of 5 working days before each meeting.

6. DISPUTE RESOLUTION

- 6.1 All RPB members are encouraged to resolve any issues or concerns that they may have at the earliest opportunity. It is important that as issues do arise, they are dealt with in a fair and timely manner. While some conflicts will be resolved by an informal discussion between parties, other will need a process for successful resolution.
- 6.2 The RPB endorses the following principles for members to follow:
- Respect for another’s point of view;
 - Commitment to resolving the issue;
 - Willingness to compromise;
 - Confidentiality;
 - Impartiality;
 - Respect;
 - Prompt action, and
 - Freedom from repercussions.
- 6.3 Should a conflict arise that cannot be resolved via informal discussion, the following procedure will apply:
- The dispute must be set out in writing and sent to the Chair.
 - The Chair will use their discretion to bring the issue to the next RPB meeting, or call an extraordinary meeting;
 - The matter should be discussed with all members present, unless they have advised the Chair, preferably in writing, that they are aware there is a dispute resolution meeting being held and they are unable to attend.
 - The Chair will call for a motion from the RPB, e.g. to appoint an independent assessor, seek mediation, call a special meeting, or to dismiss the complaint. All members present at the meeting will vote on the motion.

Where mediation is sought,

- The mediator must be:
 - A person chosen by agreement between the parties; or
 - In the absence of agreement, a person appointed by the RPB.
- The mediator, in conducting the mediation must:
 - Give parties to the mediation process every opportunity to be heard; and
 - Allow due consideration by all parties of any written statement submitted by any party; and
- The mediator must not determine the dispute.
- The mediation must be confidential and without prejudice.

7. TERMS OF REFERENCE will be reviewed on an annual basis.

Updated: October 2018

Membership of the Cardiff and Vale of Glamorgan Regional Partnership Board

Required Membership	Cardiff and the Vale of Glamorgan Membership
At least one elected member from Cardiff and the Vale of Glamorgan local authorities;	<p><u>City of Cardiff Council</u></p> <ul style="list-style-type: none"> • Cllr Susan Elsmore, Cabinet Member for Social Care and Health (Chair of the Regional Partnership Board) • Cllr Graham Hinchey, Cabinet Member for Children and Families • Cllr Lynda Thorne, Cabinet Member for Housing & Communities • Sarah McGill, Corporate Director – People and Communities <p><u>Vale of Glamorgan Council</u></p> <ul style="list-style-type: none"> • Cllr Gordon Kemp, Cabinet Member for Social Care, Health and Leisure (Vice Chair of the Regional Partnership Board) • Cllr Andrew Parker, Cabinet Member for Housing and Building Services
At least one member of the Cardiff and Vale University Health Board	<ul style="list-style-type: none"> • Maria Battle, Chair of Cardiff & Vale University Health Board (Vice Chair of the Regional Partnership Board) • Charles Janczewski, Vice Chair of the Cardiff and Vale University Health Board
The persons appointed as Directors of Social Services under section 144 of the Act in respect of Cardiff Council and Vale of Glamorgan Council, or their nominated representatives	<ul style="list-style-type: none"> • Claire Marchant, Director of Social Services, Cardiff Council • Lance Carver, Director of Social Services, Vale of Glamorgan Council
A representative of Cardiff and Vale University Health Board	<ul style="list-style-type: none"> • Len Richards, Chief Executive, Cardiff and Vale University Health Board • Abigail Harris, Director of Planning and Strategy, Cardiff and Vale University Health Board
Two persons who represent the interests of the third sector organisations in the area covered by the Regional Partnership Board	<ul style="list-style-type: none"> • Sheila Hendrickson-Brown, Chief Executive Officer Cardiff Third sector Council (C3SC) • Rachel Connor, Chief Executive Officer Glamorgan Voluntary Service (GVS)
One Person who represents the interests of national third	<ul style="list-style-type: none"> • Children & Young People - Sam Austin, Deputy Chief Executive and Director of Operational



sector organisations (<i>for both Older People and Children & Young People</i>)	Services, Llamau • Older People – Sarah Wills, Head of Service (Central) Gofal
At least one person who represents the interests of care providers in the area covered by the Regional Partnership Board	• Malcolm Perrett, Vice Chair of Care Forum Wales
One person to represent people with needs for care and support in the area covered by the Regional Partnership Board	• Andrew Templeton, Chief Executive, YMCA Cardiff
One person to represent carers in the area covered by the Regional Partnership Board	• James Livingstone, Carers Representative
Registered Social Landlords	• Chris Jones, Interim Head of Specialist Housing and Well Being, United Welsh Housing Association • Paul Roberts, Chief Executive, Newydd Housing Association
Other representation	• Estelle Hitchon, Director of Partnerships and Engagement, Welsh Ambulance Services NHS Trust • Gerry Evans, Director of Regulation & Intelligence, Social Care Wales (Observer)

Secretariat

Integrating Health & Social Care Partnership Secretariat	• Rachel Jones, Assistant Director – Integrating Health & Social Care, IHSC Partnership • Meredith Gardiner, Programme Manager – Health & Wellbeing, IHSC Partnership
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Updated October 2018

