

MERTHYR TYDFIL LOCAL SERVICE BOARD

REVISED TERMS OF REFERENCE

1. Aims of the Local Service Board

- To improve the quality of life and outcomes for citizens of the County Borough of Merthyr Tydfil.
- To provide leadership to ensure that difficult issues across public services are confidently managed not avoided or ignored.
- To stimulate dialogue, co-ordination and co-operation between local, regional and national public sector organisations to improve and integrate service delivery for the citizen.
- To remove “blockages” or other obstacles and minimising bureaucracy.
- To celebrate success in the delivery of services for citizens of the County Borough of Merthyr Tydfil.
- To consider ‘best value’ in the expenditure of public service resources and to explore areas where collaborations/ integration would provide greater efficiencies and improved outcomes.

2. Objectives of the Local Service Board

- To ensure the delivery and periodic review of the Merthyr Tydfil Community Plan through effective and robust performance management arrangements.
- Through the new “Partnership Board” in Merthyr Tydfil, strengthen the co-ordination of policies, strategies and plans, adding value and reducing duplication to the existing partnerships and working arrangements in Merthyr Tydfil through outcome focused delivery.
- To facilitate new models of delivery, through the pooling of resources, utilising of external funding opportunities, the aligning of services and developing joint arrangements.
- Provide a forum to engage with WAG regarding key issues facing Merthyr Tydfil and policy issues at a national level.
- Develop jointly appropriate mechanisms to enable more effective joint engagement, consultation and information gathering in relation to the needs and key issues facing Merthyr Tydfil's communities and citizens.
- Work with neighbouring Local Service Boards, in particular Rhondda Cynon Taf.

3. Principles

The work of the Local Service Board will be underpinned by the following guiding principles:

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|-----------------|-----------------|-----------------------------|
| • Partnership | • Effectiveness | • Efficiency |
| • Fairness | • Accessibility | • Accountability |
| • Openness | • Flexibility | • Responsiveness |
| • Inclusiveness | • Integration | • Promotion of Independence |

4. Membership

Membership of the Local Service Board will comprise of:

Core Members

- A Community Representative – Chair
- The Leader of Merthyr Tydfil County Borough Council
- The Chief Executive of Merthyr Tydfil County Borough Council
- The Chair of Cwm Taf Health Board
- The Chief Executive of Cwm Taf Health Board
- The Chief Superintendent of South Wales Police (Northern Division)
- The Chief Officer, Voluntary Action Merthyr Tydfil
- Chair of Voluntary Action Merthyr Tydfil
- A senior representative of the Welsh Assembly Government.

Co-opted Members (Invited when appropriate)

- Chair of the new Merthyr Tydfil “Partnership Board”
- Communities First representative - to be identified
- Strategic Housing representative – Chair
- Merthyr Valley Homes – to be identified
- Business representative – to be identified
- Further/ Higher education representative – to be identified
- Public Health Wales – to be identified
- Department of Work and Pensions – to be identified

Membership of the Local Service Board will be subject to continual review to ensure its membership is fit for purpose to achieve its objectives. Additional Representatives can be invited to attend when required.

5. Substitute Members

In order to maintain high level representation on the Board core members will make a commitment to attend all meetings as far as possible. If core members are unable to attend only named substitutes with delegated authority to speak on behalf of Board members will be accepted.

6. Responsibility of Individual Members of the Local Service Board

The Local Service Board is an unincorporated body and as such has no legal powers. Courses of action will be agreed by co-operation of the Local Service Board members and passed to the respective organisations for them to consider in accordance with their own formal decision making processes.

- Although the decisions of the Board are not legally binding upon the Local Service Board members it is expected that each organisation implement those decisions according to their own respective governance arrangements.
- Sometimes, individual topics for discussion at Board meetings may affect some organisations more than others. Nevertheless, members will respect and value the positive contributions of all Board members to any business of the Board.

- Local Service Board members will include relevant elements of the Community Plan within their own strategies, business plans or equivalent.
- Local Service Board members will communicate the role of the Local Service Board and the Community Plan within their own organisations and with other organisations and partnerships.
- Local Service Board members will engage in two way communication within their organisations on key Local Service Board matters being considered.

7. Performance and Accountability

- The Local Service Board will ensure that clear and appropriate outcomes and actions for the Merthyr Tydfil Community Plan and Local Delivery Agreement are in place.
- All members will ensure that, where relevant, their own organisations plans/strategies deliver against the outcomes and actions set out within the Merthyr Tydfil Community Plan and the Local Delivery Agreement.
- Performance reports (via Ffynnon and through a planned reporting cycle) will be received and considered at the Local Service Board on a regular basis.
- The Local Service Board will ensure that regular performance reports are provided by the Merthyr Tydfil Partnership Board which is accountable for clear and appropriate outcomes and actions for the delivery of:
 - The Health Social Care and Well Being Strategy 2011-2014
 - The Children and Young People's Plan 2011-2014
 - The Community Safety Plan
- All members will ensure that they provide the necessary information to enable regular performance reporting to the Local Service Board.
- All members will ensure that performance information regarding the Local Service Board is reported back to their own organisation.

8. Relationship with other Key Partnerships and Groups

- The Local Service Board will assist the Partnership Board and other strategic partnerships to resolve intractable issues that inhibit partnership working and the delivery of statutory plans and strategies. It will also advise on cross cutting issues where appropriate.
- The Local Service Board will ensure that the Merthyr Tydfil Partnership Board, other strategic partnerships and organisations are contributing to the delivery of the Community Plan

9. Chairing of the Local Service Board

The Merthyr Tydfil Local Service Board has an independent Chair, re-elected until March 2013. This arrangement will be reviewed by the Local Service Board in October 2012.

10. Support to the Local Service Board

Support to the Local Service Board will be provided by the Local Service Board and Partnerships Manager based at Merthyr Tydfil County Borough Council. For the Local Service Board to work effectively, each member organisation must continue to ensure that other key staff are able to allocate time to address Local Service Board matters outside of the formal meetings.

Additional support will also be provided (as and when required) by officers from the constituent organisations.

11. Frequency of Meetings.

- The Local Service Board will meet on a bi-monthly basis and to complement the schedule of meetings for the new Merthyr Tydfil Partnership Board.
- Dates of future meetings will be provided one year in advance.
- Exceptional meetings will be called outside of the meeting schedule if appropriate and with the agreement of the Chair.
- Joint meetings between the Merthyr Tydfil and Rhondda Cynon Taf Local Service Boards will take place on a quarterly basis.

12. Meeting Arrangements

- The Secretariat will be provided by Merthyr Tydfil County Borough Council.
- Items for the agenda should be forwarded to the Local Service Board and Partnerships Manager, 10 working days in advance of the meeting.
- Each substantive item on the agenda will be supported by a paper with a clear recommendation
- The agenda and papers will be circulated at least 5 working days in advance of the meeting.
- Apologies of absence to be sent to the Local Service Board and Partnership Manager in advance of the meeting. Any member unable to attend a meeting will arrange for his/her nominated substitute to attend.
- The draft minutes to be circulated to members within 10 working days of the meeting.
- There will be no AOB but once the Agenda has been issued an urgent item can (with the discretion of the Chair) be put forward for the Local Service Board to consider.

13. Quorum

Meetings will be quorate if there is at least 1 representative from each core member organisation (or 60% of the members are present.)

14. Declarations of Interest

Members of the Local Service Board must declare any personal interest relating to a particular agenda item in line with their own organisational requirements and decide if they need to withdraw from discussions while the item is under consideration.

15. Review

The terms of reference and membership of the Local Service Board will be reviewed on an annual basis.

APPROVED AT THE MERTHYR TYDFIL LOCAL SERVICE BOARD ON THE 12 MAY 2011