

Version Control

Title:	Partnership Agreement for the provision of the Regional Partnership Board Regional Infrastructure Team	Author(s):	Joe Wellard & Dylan Owen
Date:	19 January 2022	Version:	1.0
Distribution:		Status:	Draft for initial views of partners



PARTNERSHIP AGREEMENT BETWEEN:

**Powys County Council (PCC)
 Powys Teaching Health Board (PTHB) Powys
 Association of Voluntary Organisations (PAVO)**

**FOR THE PROVISION OF THE REGIONAL PARTNERSHIP
 BOARD'S REGIONAL INFRASTRUCTURE TEAM FROM
 APRIL 2022 TO MARCH 2026**

Signed by Caroline Turner
on behalf of Powys County Council

Dated.....

Signed by Carol Shillabeer **on behalf of Powys**
Teaching Health Board

Dated.....

Signed by Carl Cooper
on behalf of Powys Association of Voluntary Organisations

Dated.....

1. SECTION 1: AIMS AND OBJECTIVES OF THE AGREEMENT

1.1. Introduction, Description and Purpose of Agreement

1.1.1. PTHB, PCC and PAVO are committed to working together in partnership to improve the lives of Powys residents, so that people can start well, live well and age well, living as independently as possible for as long as possible.

1.1.2. The purpose of this agreement is to formalise the use of the Regional Integration Fund (RIF) in delivering the Regional Infrastructure Team, as required by the Welsh Government's RIF Guidance. This is to ensure that there is sufficient resource in place to support the co-ordination of the Powys Regional Partnership Board to enable the Board and its partners to effectively carry out its duties in relation to Part 9 of the Social Services and Wellbeing (Wales) Act (SSWBA).

1.1.3. The Terms of Reference of the Powys Regional Partnership Board can be found in Appendix I.

1.1.4. The partners are those who host (employ) members of the wider Regional Infrastructure Team.

1.2. Principles and Approach to Delivery of the Agreement

1.2.1. The Regional Partnership Board works according to agreed guiding principles, values and behaviors as defined within the Powys RPB Terms of Reference and the Joint Health and Care Strategy, including those set out in the Social Services and Wellbeing Act (Wales) 2014, and the Future Generations Act 2015.

1.3. Key Aims and Objectives of the Agreement

1.3.1. This agreement sets out funding in relation to the Regional Infrastructure Team, which provides management of the Regional Partnership Board functions, as required by duties under Part 9 of the Social Services and Wellbeing Act 2014.

1.3.2. Each RPB has statutory duties as set out in the SSWBA. It is important that to effectively deliver against these duties, the RPB has a minimum number of core posts. A cross regional mapping exercise was conducted by the Welsh Government in 2021 to ensure RPBs (Regional Partnership Board) across Wales are consistently resourced across Wales. The following key roles were identified as being required in each RPB as part of the exercise:

- Strategic support to the RPB, programme coordination and relationship management
- Strategic support, coordinating delivery of key RPB priority areas and priority models of care
- Core programme support, reporting and monitoring of key programmes using a flexible approach to programme / project management that focuses on meeting agreed outcomes
- Communications and engagement including citizen voice support
- Administration
- Strategic management of budgets and financial reporting
- Performance reporting and development of evaluation frameworks

1.3.3. The benefits of the Regional Infrastructure Team will be:

- Improved Partnership and co-operation including RPB partnership development and support
- Robust scrutiny and performance management, programme development and oversight

- Meeting of statutory responsibilities placed on the Powys Regional Partnership Boards partners, such as Population Need Assessments, Market Stability Reports and Joint Area Plan developments.
- Improved Communications and Engagement across partners as part of a continuous engagement approach (including support for carers, citizens, third sector and provider engagement)
- Pooled Budget development and oversight and joint commissioning
- Promotion of the social value sector and managing the social value forum
- Robust and compliant fiscal management (non-programme related)
- Development of an Integrated Workforce

1.4. Review Arrangements

1.4.1. The statutory RPB Annual Report will provide a strategic and financial update on this agreement and the Regional Infrastructure Team annually.

Section 2: PERSONNEL, MANAGEMENT AND STRUCTURE

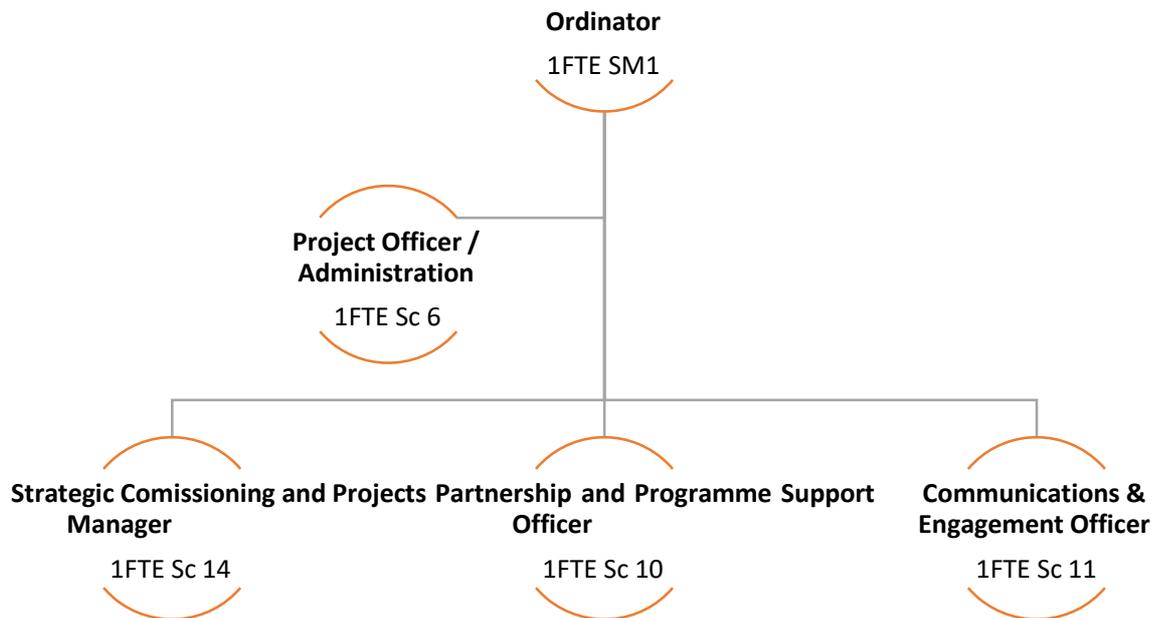
2.1 Management

2.1.1 The Regional Partnership Board will hold overall responsibility for the agreement, management, and adherence to its requirements.

2.2 Regional Partnership Board Regional Infrastructure Team

2.1.2 The following picture depicts the staff structure for the Core RPBCoordination Team, as at April 2022. However, it is recognised that this may change according to service requirements during the period of the agreement. Any such change will require agreement by the Regional Partnership Board.





2.1.3 The wider RPB Infrastructure Team includes other roles and posts which change over time and are also funded through this agreement. These are set out in **Appendix II.**

Section 3: RESOURCES

3.1 Financial Governance and Financial Management Arrangements

3.1.1 Financial Governance and Financial Management Arrangements will be according to the Regional Partnership Board's Terms of Reference (Appendix I).

3.1.2 The Powys Teaching Health Board will hold the Regional Integration Fund on behalf of the Regional Partnership Board, with a cohesive partnership approach to decision making in a collaborative manner when planning financial investment.

3.2 Funding Agreement

3.2.1 The details of the ringfenced funding for the Regional Infrastructure Team from the Regional Integrated Fund is set out in Appendix II.

3.2.2 The Regional Integrated Fund requires an element of match funding for this, and this is also set out in Appendix II. The match funding is the responsibility of the host organisation for the roles/posts within the Regional Infrastructure Team in question.

3.3 Financial Risks

3.3.1 Overspends to the agreed budget are not permitted without agreement of the Regional Partnership Board.

3.4 Performance and Audit Requirements

3.4.1 The partners will comply with any statutory inspection requirements in relation to Services and will liaise as required with the Care and Social Services Inspectorate Wales (CSSIW) and/or Healthcare Inspectorate Wales (HIW) and/or other regulatory bodies such as the Welsh Audit Office (WAO) and will also include the partners' appointed Internal Auditing Teams if required to do so.

3.5 Accommodation Arrangements for the Team

3.5.1 The team will work virtually and can either work from home or from either PTHB, PCC or PAVO offices, as appropriate. Officers will be required to attend physical meetings in person as and when required by the role.

3.6 Liabilities, insurance, and indemnities

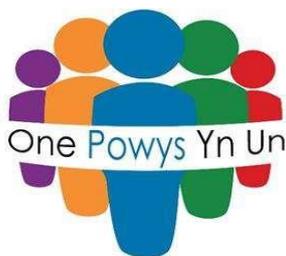
3.6.1 Partners shall maintain policies of insurance and indemnity as required.

END

APPENDIX I - Regional Partnership Board Terms of Reference

Appendix II - Regional Infrastructure Team Wider Roles, Posts and Funding

Bwrdd Partneriaeth
Ranbarthol Powys
Iechyd a Gofal
Cymdeithasol



Powys Regional
Partnership Board
Health and
Social Care

POWYS REGIONAL PARTNERSHIP BOARD

TERMS OF REFERENCE

Version control

Version	Main updates	Approved
Draft 6 – Produced on 20 th June 2016	By S Hughes & R Jones	
Draft 7 – Produced on 29 August 2016	By S Hughes	
Draft 8 – Produced on 1 st February (Board Members amended)	By S Hughes	
Draft 9 – Produced 30 th June post RPB meeting	By S Davies	Due for Approval 7 th August
Version 10 – Produced 20 th Sept post RPB meeting (Aug 2017)	By S Davies	Approved in August 2017
Version 11 – Updated March 2018		
Version 12 – Updated January 2019		
Version 13 – Drafted -Oct 2021 for consideration by RPB	By J Wellard	<i>Approved by RPB Members on 25th November 2021</i>

POWYS REGIONAL PARTNERSHIP BOARD (Powys RPB) TERMS OF REFERENCE

1. BACKGROUND

- 1.1 Regional Boards are a legislative requirement under the Social Services and Well-being (Wales) Act 2014 (Part 9) and the Partnership Arrangements (Wales) Regulations 2015. Amendments to Part 9 of the Act were made by Welsh Government in January 2020 which sought to strengthen elements of the partnership arrangements.
- 1.2 The regulations set out by Welsh Government establishes the main requirements, purpose, and responsibilities of the Regional Partnership Board, k o hereafter as the Board .
- 1.4 These Terms of Reference build upon the guidance provided by Welsh Government and sets out specific local detail for the Powys Regional Partnership Board. They will be reviewed on an annual basis to ensure they remain fit for purpose. If in the event any serious concerns are raised in the management and operation of the Board; or further amendments are made to the Social Services and Wellbeing Act, they can be reviewed earlier.

2. PURPOSE

- 2.1 The specific purpose of the Powys RPB as defined by the SSWB Act is: Respond to the population assessment in accordance with section 14 of the Act;
 - Implement the plans for Powys under section 14A of the Act;
 - Ensure sufficient resources for the partnership arrangements in accordance with the 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; Commit to using any resources in the most effective and efficient way, congruent of financial standing instruction and prudent approaches
 - Prepare a a ual report for Welsh Mi isters o the e te t to hi h the oard 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
- 2.2 The Board will, through its agreed work plan, prioritise specific areas. In doing this, it will recognise the priorities set out in the Act in relation to the integration of services for:
 - 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 including:
 - Children with disabilities and/or illness
 - Children who are care experienced
 - Children who in need of care and support
 - Children who are at risk of becoming looked after
 - Children with emotional and behavioural needs

3 STATEMENT OF STRATEGIC INTENT

3.1 The Board will provide strategic advice and guidance on a wide range of care and service related matters. It will be supportive and assist to unblock any issues that are preventing progress on the agreed work plan and priorities and it will constructively challenge progress on specific topics and make recommendations to other partnerships/groups/fora as and when necessary.

3.2 Many statements of strategic intent (*What exactly are we trying to accomplish*) that partner organisations follow are either implicit or explicit in existing documentation and in the detail of the Social Services and Wellbeing Act. For the purposes of this Board the following statements of strategic intent are as follows:

- Create a momentum for critical improvements, by identifying key priorities for Powys citizens and concentrate efforts to ensure those are being addressed, through creating the conditions that help local system actors work together and learn together to help enable better outcomes for people.
- Increase the focus on early intervention and prevention by encouraging citizen control and ownership in health and wellbeing matters to minimise the escalation of need.
- Ensure the voice of the Citizen is not only heard but acted upon to improve services
- Utilise intelligence on existing and future needs of citizens in the planning of services throughout the spectrum of need and ensure resources are maximised through judicious engagement with other bodies undertaking similar activity.
- Ensure quality services are delivered efficiently and effectively through a skilled and motivated workforce and volunteers
- Promote the integration of care and support between Social Services and Health
- Ensure co-production and the commissioning of services with the public, private and voluntary sectors that promotes connected and seamless services working effectively together. Underpinned by research, foster innovative new practices and improvements through the encouragement of an experimental approach to both changes in management practice, processes and systems that can enact structural change; and, underpinned by evaluation, promote a culture of learning including creating the enabling conditions for an effective learning system at team/organisational levels.
- Ensure effective mechanisms are in place to bridge the gap between organisational and public communication on the planning and achievements of services; to communicate good practice nationally to aspire structural change where required, such as new, sustainable models of care and support.
- Use inclusive and consistent language that is understandable to all partners, avoiding abbreviations as much as possible, and improving clarity and understanding as part of any communication and engagement work under the Regional Partnership Board.

3.3 These have been captured in development of a shared Health and Care Strategy A Health Caring Position that sets the strategic direction to 7 in the shape of four key priorities – Focus on Wellbeing; Early Help and Support, the Big Four; and Joined-Up, supported by four key enablers: Workforce; Innovative Environments; Digital First; and Transforming in Partnership. These priorities are underpinned by the following principles: Do What Matters; Do What Works; Focus on greatest Need; Offer Fair access to all; Be Prudent; and Focus on people's strengths.

4 DELEGATED POWERS AND AUTHORITY

- 4.1 The Regional Partnership Board is authorised by the Powys Teaching Health Board and Powys County Council to ensure delivery of the requirements of Part 9 of the Act.
- 4.2 The Regional Partnership Board has authority to establish short life working groups which are time limited to focus on a specific matters of advice or assurance as determined by the Partnership Board.
- 4.3 All Members of the Board have delegated power on issues of operational matters that require urgent attention.
- 4.4 In unusual or extenuating circumstances, where decisions are required outside of formal meetings and agreed governance arrangements, interim governance arrangements can be enacted to allow decisions to be made – **Appendix A**. Where any decisions are made under the interim governance arrangements, the Chair (and/or Vice Chair(s)) will advise Board members as soon as possible thereafter regarding the details and reasons for decisions that have been made outside of formal governance arrangements. Retrospective endorsement by the Board will then be sought. There would be an expectation that full board governance arrangements are returned to as soon as possible.
- 4.5 When a full member is unable to attend, a nominated representative can take on the role of a full member including delegated decision-making responsibility. Nominated representatives must declare their nomination at the beginning of each meeting. They will be assumed to be representing the identified Board member and will take responsibility for inputting and feeding back to their sovereign organisation.
- 4.6 Presenters may participate in discussions only on their particular item. Only full members of the Board may agree recommendations.

5 STAKEHOLDER VOICES

- 5.1 Regional Partnership Boards are asked to have regard to the voices of their various stakeholders and to have in place arrangements to receive feedback and to respond appropriately.
- 5.2 Regular communication to the public and directly from the public will be seen as key to the work of the Board and the need for broadening ownership and accountability. A communications plan will support the work of the board and drive forward this work.

6 MEMBERSHIP

- 6.1 The Regional Partnership Board will have a core membership and may co-opt other individuals onto the group for specific business reasons for an agreed length of time. New members may be recommended and considered through a nominated process which shall be discussed at a Board meeting with all members. The membership is provided in more detail in Appendix B, and will include *as a minimum* the following:

Individual Agency Governance Representatives	Elected member Adult Social Care (Powys County Council)
	Elected member Children Social Care (Powys County Council)
	Board representative Powys Teaching Health Board
Strategic – Health	Powys Teaching Health Board Strategic rep
	Powys Teaching Health Board Strategic rep
Strategic - Social Services	Social Services Department under section 144 of the Act in respect of Powys County Council, or their nominated representatives
	Social Services Strategic Rep
Strategic Links	Public Health
	Powys County Council Head of Housing
	Registered Social Landlord
	Education
	Welsh Ambulance Service Trust (WAST)
Third Sector	Overarching Voluntary sector body - PAVO
	Voluntary sector body (national perspective)
Care provider	one person who represents the interests of care providers
Citizens	person to represent people with needs for care and support
	person to represent carers
	Citizen Rep
	Citizen Rep

- 6.2 An annual general meeting will be convened annually in May during which a Chair and two Vice Chairs will be selected from amongst the RPB membership. The Chair can be nominated for one successive year up to a maximum of two years, after which a new RPB Chair must be nominated.
- 6.3 A new Chair or Vice Chair(s) may be recommended and considered through a nomination process which shall be discussed at a Board meeting with members. An outlined nomination process is included in **Appendix C**.
- 6.4 Regional Board members are members on the basis of their roles within the organisation or community. The citizens on the Board representing the interests of a particular community of interest will serve for a three-year term with the option to extend further (with the Chairs agreement) following a short rest period.
- 6.5 Every person becoming a Regional Partnership Board member will be required to sign a declaration of acceptance and of willingness to conduct themselves in a manner that is befitting of public office.

7 REGIONAL PARTNERSHIP BOARD MEMBERS RESPONSIBILITIES

7.1 The Board members responsibilities include:

- Agree the governance of the Board
- Set priorities for a programme of work in relation to requirements of the Act
- Creating an environment in which the work programme can be openly discussed and thrive
- Be the conduit of which views are collected and disseminated to and from the Board for their particular community of interest
- Endorse, advise, support and challenge project sponsors and programme managers
- Approving the progress of the programme against the strategic objectives and agreeing corrective action where needed
- Discuss and agree any potential risks; issues and opportunities
- Providing visible leadership and commitment to the programme at communication events
- Making recommendations to other partnerships/fora
- Report on Achievement, Issues and Actions (AIA) quarterly to relevant strategic groups/bodies
- Ensure that the programme benefits, outcomes and outputs are secured.
- Approve supporting communications plan to ensure information on the progress of the Board widely available across the organisation, to patients/service users, the public and other external organisations.
- Celebrate success.

8 CONFLICTS OF INTEREST/DISCLOSURES

8.1 Members of the Board are expected to conduct themselves in an appropriate manner. They must refrain from actions that are likely to create any real or perceived conflict of interest, save those that are inherent in the institutional interests of the organisations that members represent.

8.2 Conflicts of interest may arise where a member of the Board has:

- a personal or financial interest in the matter being considered; or
- Where contracts are discussed, a close connection that may affect impartiality.

8.3 A member of the Board that has such an interest in a matter being considered must disclose the nature of the interest at the meeting, prior to discussions taking place and they must decide if they:

- remain in the meeting and contribute to the discussion;
- remain in the meeting, but asked wish to refrain from participating in the discussion, voting and attempting to influence any vote; or

- leave the meeting for the duration of the item under consideration.

9 CEASING TO BE A REGIONAL PARTNERSHIP BOARD MEMBER

9.1 A Regional Board member's term of office will be considered for termination if:

- They resign from office by notice to the Board
- Changes their role within their organisation
- They have, without the consent of the Regional Board, failed to attend Regional Board meetings for a continuous period of 3 meetings
- The member has made a serious breach of the conduct/standards of behaviour agreed to by the Board. In these instances the Chair, Vice Chair and one other member shall be asked to deliberate and make the decision.

10 MANAGEMENT OF MEETINGS

10.1 Decision Making –

Members have the right to participate fully in discussions. The Board can make decisions and recommendations within the authority of its members. Any decisions or recommendations will be by consensus. In the unlikely circumstances where consensus cannot be reached the meeting will be adjourned and reconvened within a three week period, or as soon as reasonably practical. This will allow further discussions to take place.

The meeting will be regarded as quorate when there is a representative from four of the groups highlighted in section 6. On the rare occasion the meeting is not quorate, discussions and/or recommendations may still be made as members are expected to send a representative.

10.2 Frequency

Meetings will be held bi-monthly.

The Secretariat will meet at intervening periods between the Regional Partnership Board meetings, in part to ensure that any required decisions and / or actions required at short notice can be undertaken and reported back to Board members.

10.3 Minutes

Minute taking duties will be performed by the RPB Administration Officer of the RPB Team and overseen by the RPB Co-ordinator. Minutes will be taken of the discussions, agreements and actions and a record kept of those present and in attendance.

Minutes of meetings shall be made available electronically to all members and presented and agreed at the next available meeting.

Minutes will also be made available to the leads of sub groups made available bilingually on the RPB Website.

10.4 Agenda Items

Agenda items should normally be submitted to the RPB Co-ordinator at least one calendar month before each Partnership Board meeting.

Papers will be distributed a minimum of 5 working days before each meeting. Urgent agenda items may be brought up on the day with the agreement of the chair

10.5 Reports/Presentations to Board

The reports to Board will be in a standardised format and include an RPB Front Cover Sheet summarising main points as follows:

- Be clear what is required of the Board
- illustrate the specific reference point referenced to the Boards responsibilities
- highlight any risk / escalation of concern
- summarise the critical points for discussion and agreement
- Clearly identify any intended benefits
- Be explicit in the financial implications
- Make clear recommendations

10.6 Venue

Meetings will be convened virtually unless there is a specific business need to meet in person.

10.7 Key aspects and specific Responsibilities of the Chair

Key aspects of the Chair role include:

- focusing at a strategic level on the key outcomes we seek to deliver as a partnership
- building consensus in partnership working with collective responsibility and accountability
- chairing and facilitating discussions, formal and informal, incorporating a range of views on matters in drawing together a way forward
- enabling a culture of teamworking

Specific responsibilities of the role include the following:

- to chair meetings of the Regional Board
- set the agenda for meetings
- to provide a direct link between the Regional Partnership Board and the Public Service Board
- Be responsible for all feedback to Welsh Government

10.8 Core Regional Partnership Board Team (RPB Team)

The Social Services and Wellbeing Act states that partners should ensure sufficient resources for the partnership arrangements in accordance with the powers under section 167 of the Act.

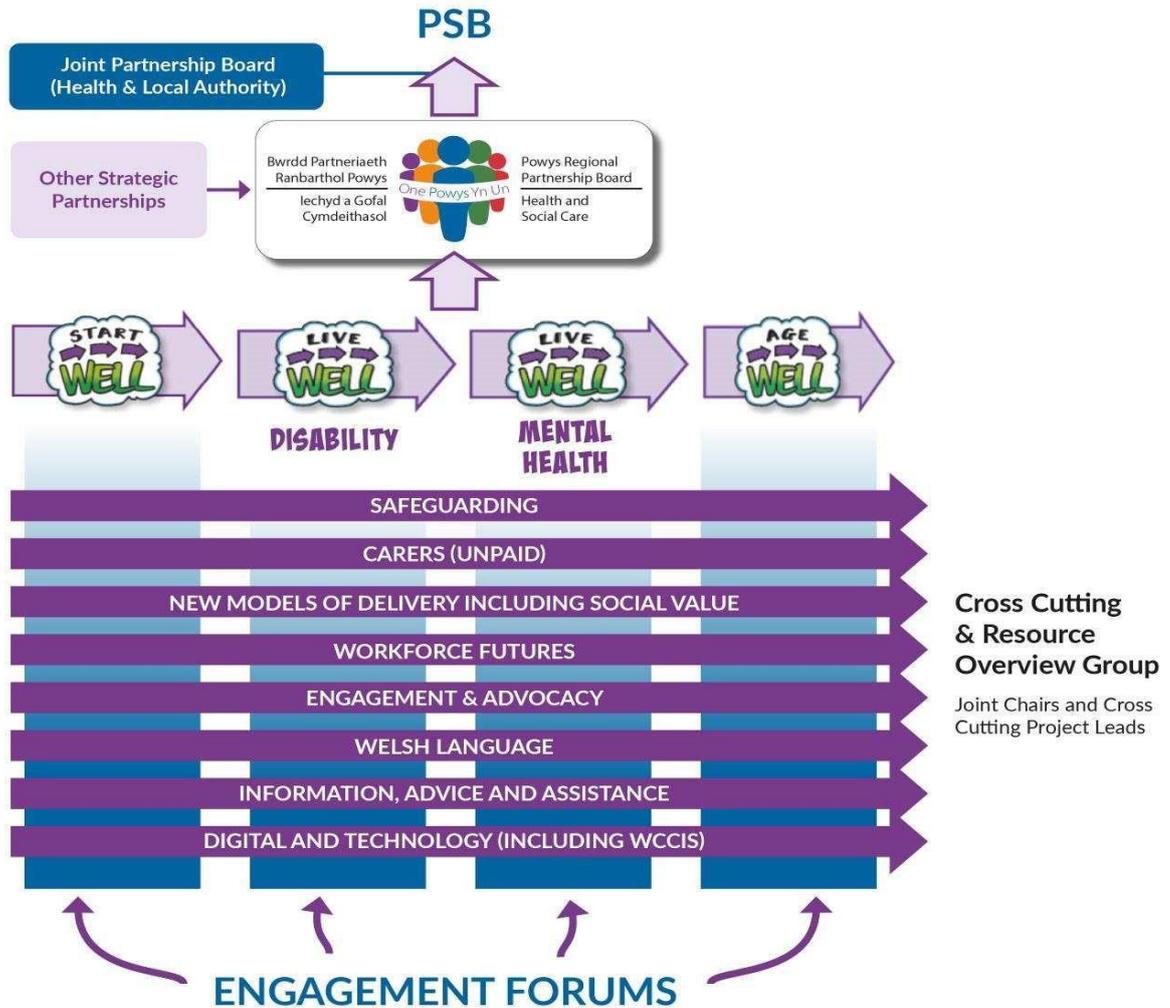
Under a Section 33 arrangement the RPB Team, acting in accordance with these terms of reference, will support with the coordination and delivering of the Regional Partnership Boards aims and objectives in line with the Health and Care Strategy. The make-up of the core RPB Team, who will be hosted by Powys County Council, is provided in **Appendix D**

11 RELATIONSHIPS TO OTHER BOARDS / COMMITTEES

The diagram below depicts the current partnership arrangements to effectively manage the Boards business and ensure mechanisms are in place for strategic collaboration with other Boards.

The Board shall respect the mandates of any other Boards and Committees, and shall ensure that appropriate mechanisms are in place to receive and share reports and advice on interrelated matters

It should be noted that partnerships and their interconnection and compliance with the Act is an ongoing piece of work and therefore the diagram below may be subject to further amendments to ensure it remains fit for purpose and compliant:



The above structure will be supported by the following partnership arrangements:

- 11.1 The Regional Partnership Board will have a strategic focus. It will not receive regular/routine update reports on integration projects as these will be managed through the partnership groups supporting the RPB. However, it will receive Reports where there are clear recommendations being made on integration projects and where professionals need specific guidance/authorisation or where issues and risks require escalation to board level.
- 11.2 The RPB Executive Steering Group, made up of the chair and co-vice chairs of the RPB, and Chairs and Co-Chairs of the Partnership Groups, led by the RPB Co-Ordinator, will meet on a monthly basis to lead and drive the work of the RPB between meetings.
- 11.3 The RPB Co-Ordinator, reporting to and guided by the Cross Cutting and Resource Overview Group, would be responsible for managing the grants allocated to the RPB reporting to and taking guidance from the key budget holder and agreeing proposals with the RPB.
- 11.4 Under the RPB there will be a series of Partnership Groups that will be responsible for delivery of agreed aspects of the Health and Care Strategy and Area Plan and addressing the RPB

priorities. These groups will report on progress to the RPB on a regular basis including raising any areas of success to celebrate or escalating any issues of risk or concern for the RPB.

- 11.5 Each Partnership group would have a Chair and Co-Chair and they will have clear responsibility & accountability for driving on the outcomes within the agreed parameters of work. Each Chair and Co-Chair will prepare a bi-annual report in September and February of every year (to feed into the RPB Annual Report). Additional reports will be required to demonstrate progress against identified RPB priorities, 3 reports a year specifically on Carers and Early Help and Prevention.
- 11.6 Each Partnership group will have a clear delivery plan which addresses the RPB priorities. However these groups may also provide a multi-agency planning and delivery forum for other related issues which may not necessarily be RPB priorities but are still of relevance. While the Partnership groups can consider additional areas of work, the Chair/Co-Chair must ensure that 80% of the agenda is consistently devoted to the agreed areas of work of the RPB
- 11.7 Each Partnership group will have a designated lead officer to support the Chair in leading the group and providing efficient administration of the group both in and between meetings.
- 11.8 The Partnership Groups will meet on at least a quarterly basis and may establish further subgroups for expediency for example autism group, care homes group. However, the Chair and Co-chair is ultimately responsible for progress and reporting on that progress.
- 11.9 Each Partnership group will ensure balanced representation from the public, voluntary and private sector. It is considered good practice to have independent citizens also represented on the groups or at least clear mechanisms in place to support citizen engagement.
- 11.10 The Board will receive **at least** one report per year on the cross-cutting developments/themes of the Board however additional reports and/or information may be requested by the Board as and when necessary.

12 INFORMATION SHARING

- 12.1 Information obtained during the business of the Board must only be used for the purpose it is intended. Particular sensitivity should be applied when considering financial, activity and performance data associated with individual services. The main purpose of sharing such information will be to inform new service models and innovative approaches to integration, such information should not be used for other purposes.
- 12.2 Members are expected to protect and maintain as confidential any privileged or sensitive information divulged during the work of the Board. Where items are deemed to be privileged or particularly sensitive in nature, these should be identified and agreed by the Chair. Such items should not be disclosed until such time as it has been agreed that this information can be released.

13 ANNUAL REVIEW PROCESS/MEASURING SUCCESS

- 13.1 The Board shall undertake a self-assessment of its effectiveness on an annual basis. This may be facilitated by an independent advisor if the Chair of the Board considers this appropriate or necessary.
- 13.2 Measures of Success will be determined on how effective it has been on delivering on its statement of strategic intent
- 13.3 The Board will produce an annual report to Welsh Government on its progress.

14 COMPLAINTS

- 14.1 All Board members are to conduct themselves in a manner that respects the views and opinions of others. In the rare case where a Board Member feels the need to make a complaint, this complain must be listened to. Views, wishes and feelings must be heard; and concerns should be resolved quickly and effectively

15 EXPENSES

- 15.1 The Powys Regional Partnership Board recognises the contribution that the independent citizens make to the development of the Board. It does not wish to see the citizen financially disadvantaged and will aim to ensure that a contribution is made to out of pocket expenses. The only expenses allowable are to those individual members of the board who do not directly represent an organisation at the Board. The following expenses are allowable:

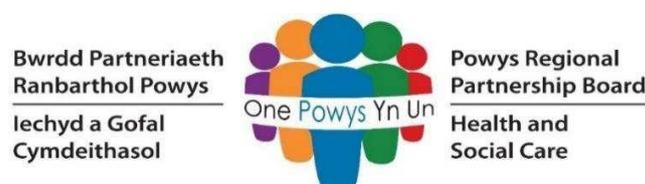
- Mileage at £0.45p per mile
- Expenses for providing care if the individual needs to pay over and above what is normally paid to attend a meeting.
- Parking fees
- Loss of earnings as a result of attending Board Meetings. In such cases where loss of earnings will occur, citizens are entitled to receive an hourly rate which is in line with the local authority's agreed Living Wage. To access this funding there will be a requirement to demonstrate the loss of earnings.

- 15.2 All expenses claims must be submitted to the Secretariat detailing the exact nature of the expense and shall be received no later than one month after the Board meeting. And will be paid within one month of submission

16 SAFEGUARDING

- 16.1 Safeguarding remains essential as part of the Board's responsibilities to citizens. The core safeguarding work will be undertaken by the Regional Safeguarding Boards.

Appendix A – Powys RPB Interim Governance Arrangements



Powys Regional Partnership Board - Interim Governance Arrangements

Background

Regional Boards are a legislative requirement under the Social Services and Well-being (Wales) Act 2014 (Part 9) and the Partnership Arrangements (Wales) Regulations 2015. Amendments to Part 9 of the Act were made by WG in January 2020 which sought to strengthen elements of the partnership arrangements.

The regulations set out by Welsh Government establish the main requirements, purpose, and responsibilities of the Regional Partnership Board, known hereafter as the Board. The 'PB Terms of Reference' builds upon the guidance provided by Welsh Government and sets out the specific local governance arrangements for Powys Regional Partnership Board.

The following interim arrangements have been developed to offer a framework for decision making to allow key decisions to be made in the unlikely event that the RPB is unable to operate under these current arrangements, due to unusual or extenuating circumstances.

This document should be considered alongside the Board's or the Terms of Reference to offer context to the broader remit of the RPBs and how any interim changes to decision making differs from these.

Purpose

These interim governance arrangements are developed in the context of the current COVID-19 Pandemic - the key driver for the development of these interim arrangements comes in recognition of the impact of COVID-19 on the RPBs ability to operate normal governance arrangements during an emergency response to the pandemic. In light of this the following framework offers an alternative business and decisions making process on an interim basis to ensure Partners are kept informed about emerging priorities and that there is governance oversight of any decisions being made.

These arrangements will need to be regularly reviewed to ensure they remain fit for purpose.

Principles

The following principles will be adhered to in the event of enacting these interim arrangements:

- RPB Partners will continue to operate within the spirit of the Social Services and Wellbeing Act and Partnership working, albeit within extenuating circumstances, and maximise opportunities to work in partnership in response to the current circumstances.
- All decisions made under the interim arrangements will be made in the spirit of the Social Services and Wellbeing Act and recognition of the impact on Partners.
- Communication with partners will be prioritised as much as possible - any decisions made will be communicated to RPB Members as soon as practicable possible and endorsement sought once normal governance is returned
- Interim arrangements will only be operated for as long as it is strictly necessary to do so and a return to full RPB governance arrangements will be realised as soon as possible.

Enacting interim arrangements

In unusual or extenuating circumstances, where decisions are required outside of formal meetings and agreed governance arrangements, interim governance arrangements can be enacted to allow decisions to be made. It is proposed that the current governance arrangements, including prearranged meetings, would be suspended until further notice

This decision can be made by a tri-party agreement – see below

Tri-Party Decision Making Process

Where timely decisions are required outside of formal meetings and agreed governed arrangements, these will be made by a tri-party agreement of the Chair and Vice Chairs of Powys RPB as agreed by the current Terms of Reference Membership, ensuring that this make-up of Chair / Vice Chairs represents Health, Social Care and Third Sector

Where any decisions are made under the interim governance arrangements, the Chair (and Vice Chairs) will advise Board members as soon as possible thereafter regarding the details and reasons for decisions that have been made outside of formal governance arrangements and retrospective endorsement by the Board will then be sought.

RPB Resources

Any decisions regarding changes to the current RPB investment and spend plans of RPB resources can be considered by the tri-party arrangement of the Chair and Vice Chairs of Powys RPB under these interim arrangements.

All decisions will remain in line with Welsh Government Guidance, expectations, and any flexibilities agreed nationally

Revenue

- The RPB Team will work with Project Leads to identify those projects that are not able to maintain service delivery as a result of any extenuating circumstance. ICF Project leads may be requested to release project funds to support emergency activity.
- Where projects identify realignment to better support emergency activity - then this will be supported but must be communicated to the RPB Team so a log of project changes can be made and the change in outcomes to be reported in line with ICF monitoring arrangements.
- Each project and programme will operate within the limit of its cash allocation and where additional resources are required then this request to be forwarded to the RPB Team for consideration in line with the decision-making process.
- Thematic Chairs (for Start Well, Live Well and Age Well Partnerships), will be involved with any changes / requirements to projects assigned to their partnership.
- The RPB Team to provide direct communication with ICF project leads disseminating key messages and developments emerging from key Response Command groups (e.g. Silver/Gold.)

- All financial records and changes will be maintained by both Powys Teaching Health Board (PTHB) (accountable body) and Powys County Council (PCC) where there is a devolution of resource and provided on a monthly and quarterly basis.
- **Managing ICF Revenue slippage:**
 - Project Lead – delegated authority to 10% of project allocation. Variations must be tracked and annual budget not to be exceeded without agreement.
 - Where there is a desire to redistribute funding across a number of approved projects e.g Partners wish to re-profile their budget across their suite of approved projects there is delegated authority up to 25% of their allocation.

Capital

- The RPB Team will work with Capital Leads to identify those projects that will be unable to deliver in the time scales.
- Capital expenditure for emergency activity will be explored and in line with any updated guidance from WG.

In all cases, ongoing monitoring is required at the local / project level to ensure that all resources utilised can be tracked and comply with good governance at all times. Where any flexibilities are introduced in reporting during these interim arrangements, normal monitoring and reporting will resume as soon as possible and it is important that clear records, audit trails and accountability are retained locally.

Communication

Routine monthly updates will be produced for RPB members which will include a log of key decisions made under the tri-party agreement and communicated via an e-Bulletin.

Regional Partnership Board Team

The Regional Partnership Team and other partnership funded positions may be diverted away from non-urgent business but will keep an overview of Welsh Government requirements and project queries to ensure the RPB does not default; that RPB Resourcing remains in line with guidance; that decisions are able to take place within the framework of these interim arrangements; and that these are logged and communicated to RPB Members as stated above .

