North Wales Learning Disability Project Board:

Terms of reference

North Wales **Together**
Gogledd Cymru **Gyda'n Gilydd**

Seamless services for people with Learning Disabilities
Gwasanaethau ddi-dor i bobl ag Anableddau Dysgu

Contents

1.0　Document Control

Overview

DOCUMENT	North Wales Learning Disability Project Board – Terms of Reference
OWNER	Neil Ayling - Chair
NOMINATED CONTACT	Kathryn Whitfield – Kathryn.whitfield@flintshire.gov.uk
REVIEWED BY	LD Project Board members
DATE CREATED	June 2019
DATE OF NEXT REVIEW	June 2020
RELATED DOCUMENTS	North Wales Learning Disability Strategy 2018-2023

Revision History

Version	Issue Date	Author	Summary of Changes
V1		Sian Croston	First version
V2	12/07/2019	Sian Croston	Additional members added in, amended quorum, additional detail.

Consultation

Version	Who	Date
V	North Wales LD Partnership board	

Approval

Version	Who/Where	Date
V	North Wales Learning Disability Partnership Board	17/06/2019

2.0 Purpose

The purpose of the project board is to support the six local authorities in North Wales and Betsi Cadwaladr University Health Board to deliver the Transformation Programme: ***North Wales Together: Seamless Services for people with learning disabilities*** which is derived from the North Wales Learning Disability Strategy 2018 – 2023.

3.0 Delegated powers and authority

The project board will drive and oversee the delivery of the transformation programme/north wales learning disability strategy on behalf of the North Wales Leadership Group and Regional Partnership Board.

To achieve this, the group's programme of work will be designed to ensure that:

- there is clear, consistent strategic direction, strong leadership and transparent lines of accountability;
- there is an ethos of continual quality improvement;
- there is good team working, collaboration and partnership working;
- risks are actively identified and robustly managed and mitigated;
- decisions are based upon valid, accurate, complete and timely data and information.

The project board will monitor the service transformation plan and key performance indicators and agree the detailed reporting arrangements that will be needed to gain assurance on delivery summary milestones.

4.0 Membership

Chair   Neil Ayling

Members   Bethan Jones Edwards, Head of Regional Collaboration

                   Lesley Singleton – BCUHB

Clare Lister – Conwy County Council

Kathryn Whitfield – Programme Manager for Learning Disability Transformation

Craig Macleod – Flintshire Children's Service Manager

Susie Lunt – Flintshire – Adults Service Manager

Jennie Lewis – Carer representative

Shan Williams – Housing Associations Representative

Nichaela Jones – Head of LD Nursing, BCUHB

Michelle Williams – Citizen Representative

Dave Ledsham – Finance Manager (or other Finance representative)

Parent/Carer Representative – Jacqui Cauldwell

By invitation   The group chair may extend invitations to attend group meetings as required

5.0   Group meetings

5.1   Quorum

The main principle of decision making will be a consensus of the LD project board.

At least four individuals including the chair or vice-chair must be present to ensure the quorum of the group.

Where there is no consensus on approval then a decision on approval will be escalated to the Regional Partnership Board.

5.2   Frequency of meetings

Meetings will be held monthly throughout the course of the transformation programme and will be reviewed thereafter.

6.0   Responsibilities and functions

The Learning Disability Project Board will:

- Monitor the establishment of detailed plans and delivery of the transformation plan for the duration of the transformation programme.
- Monitor progress of the transformation programme for its duration.
- Monitor the risk log for the duration of the programme and agree mitigation.
- Authorise financial commitments within existing financial procedures.
- Approve and ratify any high level documentation produced by the transformation team. These documents will be circulated to the board at least a week prior to the meeting.
- Escalate any conflicts with other corporate programmes to the sponsor.
- Facilitate change and champion the programme to all stakeholders.
- Ensure best value from the grant and monitor through monthly reports.
- Oversee the development of pooled budgets.

Programme Manager will

- Track progress and monitor the delivery plan for the programme.
- Ensure that the required resources are available
- Resolve any conflicts escalated by the project delivery team.
- Manage risks.
- Have overall responsibility for the communication plan.

7.0 Chair's action on urgent matters

There may, occasionally, be circumstances where decisions which would normally be made by the group need to be taken between scheduled meetings. In these circumstances, the group chair, supported by the programme manager as appropriate, may deal with the matter after first consulting with two other members of the group. The secretariat must ensure that any such action is formally recorded and reported to the next meeting of the group for consideration and ratification.

Chair's action may not be taken where the chair has a personal or business interest in the urgent matter requiring decision.

8.0 Review

These terms of reference shall be reviewed annually by the group and any amendments made will be reported to the North Wales Leadership Group.