

MID WALES PLANNING AND DELIVERY EXECUTIVE GROUP

TERMS OF REFERENCE

Partners:

Betsi Cadwaladr University Health Board (BCUHB)
 Hywel Dda University Health Board (HDdUHB)
 Powys Teaching Health Board (PTHB)
 Welsh Ambulance Service NHS Trust (WAST)
 Ceredigion County Council (CCC)
 Powys County Council (PCC)
 Gwynedd Council (GC)

Objective:

To lead the detailed development of the Joint Committee delivery plan, oversee the implementation of the delivery plan and provide assurance on its delivery to the Mid Wales Joint Committee (MWJC).

1. Chair and Membership

1.1 The chair of the group will be MWJC Lead Chief Executive.

1.2 The membership of the group shall comprise the following:

Members	
Lead Chief Executive*	Mid Wales Joint Committee (Chair)
Programme Director	Mid Wales Joint Committee
Lead Clinical Executive Director*	Mid Wales Joint Committee
Lead Director of Planning*	Mid Wales Joint Committee
Director of Planning or nominated lead	Two of the three Health Boards not represented under the Lead Director of Planning role
Director of Planning or nominated lead	Welsh Ambulance Services NHS Trust
Chair of the Mid Wales Social Care Group	One representative from either Ceredigion County Council, Powys County Council or Gwynedd Council

* Lead Mid Wales Joint Committee roles nominated from one of the three Mid Wales Health Boards:

- Betsi Cadwaladr University Health Board
- Hywel Dda University Health Board
- Powys Teaching Health Board

1.3 The following will be in attendance, when required, at meetings of the Executive Group as and when required:

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In attendance	
Director of Operations / Chief Operating Officer or equivalent	Betsi Cadwaladr University Health Board Hywel Dda University Health Board Powys Teaching Health Board
Director of Workforce and OD or nominated lead	Betsi Cadwaladr University Health Board Hywel Dda University Health Board Powys Teaching Health Board
Project Support Officer	Mid Wales Joint Committee
Project Manager	Rural Health and Care Wales

- 1.4 The group may co-opt others in an advisory capacity as appropriate.
- 1.5 The group will invite workstream / priority leads to attend meetings, as required, to provide an update on the delivery of their respective work plan.

2. Quoracy

- 2.1 The quorum for meetings shall be no less than 50% of the membership and must include either the Chair or Joint Committee Programme Director. Deputies may be nominated to attend where advance notice of their attendance has been given. Deputies will be assumed to have the full delegated authority of the member they represent. Members need to ensure consistency and appropriateness when nominating deputies.
- 2.2 In the event any partners are not represented at meetings which are quorate then any decisions taken by the group will be abided by all partners.
- 2.3 If a quorum has not been reached, then a “non-quorate” meeting may proceed if those attending agree, but any record of the meeting should be clearly indicated as notes rather than formal minutes and decisions will need to be ratified in the next quorate meeting.

3. Frequency of Meetings

- 3.1 The Executive Group will meet quarterly. Additional meetings will be arranged as determined by the Chair.
- 3.2 As required the Executive Group may arrange workshops through which to do wider engagement and development of its specific objectives.
- 3.3 The Chair, in discussion with Joint Committee team, shall determine the time and the place of meetings of the Executive Group and procedures of such meetings. Meetings will have video- and audio-conferencing facilities available.

4. Support

- 4.1 Support for the meeting will be provided by the MWJC team.

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5.1 Accountability

- 5.1 The Executive Group is accountable to the Mid Wales Joint Committee (MWJC) for its performance in exercising the functions set out in these terms of reference.
- 5.2 The Executive Group shall operate within an agreed Code of Practice (Appendix 1).

6.1 Reporting

- 6.1 The agenda will be based on actions of the previous meeting, standing agenda items, matters arising and requests from Executive Group members or work commissioned by the MWJC or groups reporting to the MWJC.
- 6.2 Standing agenda items will include:
- Minutes and Action Log of the previous meeting
 - Priorities and Delivery plan update report
 - Mid Wales Clinical Advisory Group update report
 - Mid Wales Social Care Group update report
 - Rural Health and Care Wales Stakeholder Group update report
- 6.3 Agenda and papers will be distributed preferably 5 working days prior to the meeting but no later than 3 days.
- 6.4 All meetings shall be formally minuted and a record kept of all reports/documents considered. The primary record of the meeting will be held by the Joint Committee team on behalf of the Chair. The action log will be circulated within 7 days of the meeting. Members must forward amendments within the next seven days and the final version will be agreed with the Chair.
- 6.5 The Executive Group shall report formally, regularly and on a timely basis to the MWJC on its activities and recommendations and bring to their specific attention any significant matters under consideration by the Executive Group.
- 6.6 The Executive Group may establish sub-groups or task and finish groups to carry out on its behalf specific aspects of its business. The sub-group reporting to this group is:
- Mid Wales Social Care Group

7. Corporate and Financial Governance

- 7.1 The group shall operate within the Standing Orders and Standing Financial Instructions of the partner organisations.

8. Review of the Terms of Reference

- 8.1 The membership and terms of reference shall be subject to continuous review as the Executive Group develops and any amendments will be subject to approval by the MWJC.

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Version	Issued to:	Date	Comments
v1.0	Mid Wales Joint Committee	12/03/18	
v1.0	Mid Wales Planning and Delivery Executive Group	04/10/18	Include code of conduct, schedule of Regional Programmes and the Mid Wales Joint Committee work plan
v2.0	Mid Wales Planning and Delivery Executive Group	13/12/18	Amend membership to reflect changes to organisational representatives.
v3.0	Mid Wales Joint Committee	14/01/19	Agreed
v4.0	Mid Wales Planning and Delivery Executive Group members	08/01/20	
v4.1	Mid Wales Planning and Delivery Executive Group	27/02/20	
v4.2	Mid Wales Planning and Delivery Executive Group members	27/02/20	Amend: Those in attendance, <i>when required</i>
v5.1	Mid Wales Planning and Delivery Executive Group	13/03/23	

CODE OF CONDUCT

1. Introduction

This Code of Conduct aims to provide a framework within which the Mid Wales Planning and Delivery Executive Group will operate and applies to all members and their nominated deputies

2. Purpose

The purpose of the Mid Wales Planning and Delivery Executive Group is to lead on the detailed development of the Joint Committee delivery plan, oversee the implementation of the delivery plan and provide assurance on its delivery to the Mid Wales Joint Committee (MWJC). This includes recommending to the Joint Committee those areas where cross boundary planning and joint working are likely to deliver added value to the Mid Wales footprint.

3. Principles

The Planning and Delivery Executive Group must operate within the principles on which the Joint Committee was established as follows (ref section 2. of the Mid Wales Joint Committee Terms of Reference):

‘2. Principles of the formation of the MWJC

- There must be an open and honest relationship with the people of Mid Wales.
- Institutional Boundaries will not prevent collaborative service planning and delivery.
- Productive and constructive relationships with Local Authorities and the Third Sector must be supported across Mid Wales.
- Viability and sustainability of service provision is not only the responsibility of the host organisation but is a collective responsibility of the Joint Committee for Mid Wales.
- Service planning and delivery in Mid Wales must be population based not solely organisationally focused.
- Promote new thinking and innovative practice.
- When required pooled funding should be available to enable collaborative service delivery for the Mid Wales population.
- Clinical collaboration across the Mid Wales area on the planning and delivery of services must be encouraged and supported.’

4. Conduct of business

In conducting its business, members of the Planning and Delivery Executive Group will:

- Work in the spirit of collaboration in support of the needs of the population of Mid Wales.
- Have the best interests of the population of Mid Wales in mind at all times
- Be guided by the best available evidence.
- Operate from a presumption of openness and honesty and maintain high levels of transparency.
- Act in the spirit of mutual trust and respect where all members can share skills and knowledge and discuss freely any differences of perspective.

- Recognise and respect the operational autonomy of members.
- Fulfil any responsibilities agreed and assigned to them at group meetings or via correspondence between group members and be prepared to report back on progress at the next meeting.
- Maintain a continual dialogue with those they represent and have the authority to take decisions and actions.
- Present a united front and ensure consistency of messaging to external organisations/bodies e.g. Welsh Government.

5. Decision making

The Planning and Delivery Group will seek to reach decisions by consensus on those recommendations to be made to the Joint Committee.

Where there is a failure by the group to reach a consensus this will be referred in the first instance to the Lead Chief Executive for a consideration. Where necessary the Lead Chief Executive may refer the matter to the Lead Chair for final decision.