

MID WALES SOCIAL CARE GROUP

TERMS OF REFERENCE

Partners:

Ceredigion County Council (CCC)

Powys County Council (PCC)

Gwynedd Council (GC)

Objectives:

To lead the detailed development of a Mid Wales Social Care plan, oversee the implementation of the plan and provide assurance on its delivery to the Mid Wales Planning and Delivery Executive Group (MWPDEG).

To consider and discuss issues of relevance to social services in Mid Wales (North Ceredigion, North Powys and South Meirionnydd) and support joint working on addressing these issues.

1. Chair and Membership

1.1 The Chair of the group will be a Director of Social Care/Senior Manager lead for Social Care and Commissioning nominated from one the three partner organisations.

1.2 The membership of the group shall comprise the following (detailed membership at Appendix 1):

Members	
Directors of Social Care or nominated deputy	Ceredigion County Council Powys County Council Gwynedd Council
Senior Manager leads for Social Care and Commissioning	Ceredigion County Council Powys County Council Gwynedd Council

1.3 The following will be in attendance at meetings of the Mid Wales Social Care Group as and when required:

In attendance	
Programme Director	Mid Wales Joint Committee
Programme Manager	Mid Wales Joint Committee
Project Support Officer	Mid Wales Joint Committee

1.4 The group may co-opt others in an advisory capacity as appropriate.

1.5 The group will invite relevant officers to attend meetings, as required, to provide an update on the delivery of work being co-ordinated by the group.

2. Quoracy

2.1 The quorum for meetings shall be at least one representative from each organisation and must include the Chair. 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.

MID WALES SOCIAL CARE GROUP

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 Social Care Group will meet quarterly. Additional meetings will be arranged as determined by the Chair.

3.2 As required the Social Care 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 Social Care 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 Mid Wales Joint Committee team

5.1 Accountability

5.1 The Mid Wales Social Care Group is accountable to the Mid Wales Planning and Delivery Executive Group (MWPDEG) for its performance in exercising the functions set out in these terms of reference.

6.1 Reporting

6.1 The agenda will be based on actions of the previous meeting, standing agenda items, matters arising and requests from Social Care Group members or work commissioned by the MWJC or MWPDEG.

6.2 Standing agenda items will include:

- Minutes and Action Log of the previous meeting
- Mid Wales Social Care plan 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.

MID WALES SOCIAL CARE GROUP

6.5 The Social Care Group shall report formally, regularly and on a timely basis to the MWPDEG on its activities and recommendations and bring to their specific attention any significant matters under consideration by the Group.

6.6 The Social Care Group may also establish task and finish groups to carry out on its behalf specific aspects of its business.

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 Social Care Group develops and any amendments will be subject to approval by the MWPDEG.

Version	Issued to:	Date	Comments
v1.0	Mid Wales Social Care Group	14/11/22	Amended to state that quoracy be at least one representative from each organisation including the Chair
v1.1	Mid Wales Social Care Group	13/02/23	Agreed
v1.1	Mid Wales Planning and Delivery Executive Group	13/03/23	Agreed

MEMBERSHIP

Members	
Head of Adults, Health and Wellbeing	Gwynedd Council
Corporate Director and Statutory Director of Social Services	Gwynedd Council
Senior Adults Manager	Gwynedd Council
Interim Director of Social Services	Ceredigion County Council
Corporate Lead Officer, Porth Gofal	Ceredigion County Council
Interim Director of Social Services and Housing	Powys County Council
Head of Adult Services	Powys County Council
Head of Commissioning	Powys County Council
Interim Head of Children's Services	Powys County Council
In attendance, when required	
Programme Director	Mid Wales Joint Committee
Programme Manager	Mid Wales Joint Committee
Project Support Officer	Mid Wales Joint Committee