

**PWYLLGOR STRATEGAETH A CHYNLLUNIO
STRATEGY AND PLANNING COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	01 July 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Partnership Governance Assurance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Dr Ardiana Gjini, Executive Director of Public Health
SWYDDOG ADRODD: REPORTING OFFICER:	Trina Nealon, Principal Public Health Practitioner

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of the report is to provide assurance to the Strategy and Planning Committee (SPC) in respect to the governance arrangements of strategic partnerships that Hywel Dda University Health Board is a member of - specifically the West Wales Regional Partnership Board (RPB), the sub-groups of the Preventions Board and the Children's and Young Peoples (CYP) Board and the Public Service Boards (PSBs) of Ceredigion, Carmarthenshire and Pembrokeshire.

Cefndir / Background

Hywel Dda University Health Board (HDdUHB) is a statutory member of Public Services Boards (PSBs) in Carmarthenshire, Ceredigion and Pembrokeshire and the West Wales Regional Partnership Board (RPB).

The RPB and PSB's are supported by Delivery and Sub-Groups focusing on specific target areas that have been informed by population health needs assessments and reflected in agreed Well-Being Plans.

The Executive Director of Public Health and the Director of Primary Care and Community and Long Term Care represent the Health Board at these statutory meetings and provide assurance to the Health Board via a bi-monthly Statutory Partnerships Update Report.

PSBs were established under the Well-being of Future Generations (Wales) Act 2015 (WFGA), with the purpose of improving the economic, social, environmental and cultural well-being of populations within their geographic areas by strengthening joint working across all public services in Wales. The effective working of PSBs is subject to overview and scrutiny by the Well-being of Future Generations Commissioner and Audit Wales, as well as by designated Local Authority overview and scrutiny Committees.

The Well-being of Future Generations (Wales) Act 2015 requires each local authority area in Wales to establish a Public Services Board (PSB). The Health Board is represented on these strategic partnerships by the Executive Director of Public Health.

RPBs, based on Local Health Board footprints, became a legislative requirement under Part 9 of the Social Services and Well-being (Wales) Act 2014 (SSWBWA). Their core remit is to promote and drive the transformation and integration of health and social care within their areas, linking with PSB partners and established Delivery Groups.

Asesiad / Assessment

1. West Wales Regional Partnership Board

The governance diagram of the RPB is attached as Appendix 1.

1.1 RPB Preventions Board

A Preventions Board, co-chaired by the Health Board's Executive Director of Public Health directs the development and delivery of an agreed regional work programme on behalf of the RPB. The Board provides assurance to the Integrated Executive Group (IEG) and RPB on delivery of the programme. The Terms of Reference are attached as Appendix 2.

The Preventions Board will focus on primary (building resilience) and secondary prevention (targeting action towards areas where there is a high risk of a problem occurring). Initial focus will be targeting four priorities, to be reviewed at least annually:

- Community based care – Prevention and community coordination Model of Care, including activity supported outside of the Regional Integration Fund (RIF)
- The Emotional Health and Wellbeing Model of Care, including activity supported outside of the RIF
- The activity of the Innovations Forum (the social value forum for the Region)
- Regional action to support continuous engagement

The Preventions Board has agreed a work programme reflecting emerging and existing RPB and IEG priorities, linking to relevant PSB delivery and thematic groups as necessary.

1.2 Children and Young People's Board

A CYP Board has been established and the Terms of Reference, including the governance diagram, is attached as Appendix 3. The Board provides assurance to the IEG, RBP, HDdUHB and other relevant groups.

The purpose and role of the CYP Board is to bring together senior representatives from Statutory partners and the Third Sector, to set the strategic direction and to further improve, integrate and transform Health and Social Care services for children and young people in West Wales.

The CYP Board have drafted five strategic priorities:

1. Ensure the best start in life for children in West Wales through integrated regional delivery and continuous improvement of early years and maternity services and outcomes.
2. Develop and implement a clear, consistent regional approach to equitable support and funding for children and young people with complex health and care needs, including those who are looked after or in the care system.
3. Establish a regional, person-centred transitions model that ensures smooth progression to adult services, supporting well-being and long-term outcomes.

4. Identify, evaluate, and scale innovative, preventative approaches that strengthen the emotional and mental health and wellbeing of children and young people.
5. Deliver integrated, child- and family-centred neurodevelopmental support through coordinated partnerships across Health, Education, Social Care, and third sector organisations.

Public Service Boards

PSBs must produce a Local Assessment of Well-being which informs the production of Well-being Plans, containing Well-being Objectives that contribute to achieving the national Well-being Goals as laid out by Welsh Government. All three PSB Well-being Plans were published in 2023 for a three-year period.

Numerous PSB sub-groups have been established with agreed governance processes, reflecting priorities outlined in the Plans, also linking to other statutory partnership arrangements, such as Community Safety Partnerships. These structure diagrams are attached as Appendix 4.

All PSB Well-being Plans have cross-cutting objectives of reducing poverty and inequalities - with Poverty Sub-Groups in place. Common themes to increase economic sustainability, growth and workforce, an acknowledgement of the importance of climate, nature and environment and 'connected communities', feature in all three PSBs. The Health Board is represented in all relevant delivery and sub-groups.

Work will commence in 2026 to refresh the Population Health Needs Assessments with updated PSB Well-being Plans to follow in 2027. The Health Board will support the development of these three-year plans, ensuring alignment with HDdUHB's long-term strategy refresh and existing implementation plans.

Argymhelliad / Recommendation

The Committee is asked to:

- **RECEIVE ASSURANCE** regarding partnership governance arrangements and processes.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.1.6. Consider the development of strategies and plans developed in partnership with key strategic partners and monitor work undertaken with partner organisations and stakeholders to influence the provision of services to meet current and future population need. 3.1.7. Seek assurance that partnership governance and partnership working is effective and successful.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd:	7. All apply

Domains of Quality Quality and Engagement Act (sharepoint.com)	
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	10 Population health
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Well-being of Future Generations (Wales) Act 2015 Social Services and Well-being (Wales) Act 2014
Rhestr Termau: Glossary of Terms:	Contained within the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Strategaeth a Chynllunio Parties / Committees consulted prior to Strategy and Planning Committee:	Statutory Partnership Report, HDdUHB Meeting, 26 June 2025 PSB Well-being Plan Update provided to the Strategic Planning Committee 24 April 2025

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Improving the well-being of the population is at the forefront of this legislation.
Gweithlu: Workforce:	Implementing the five ways of working required under the Well-being of Future Generations (Wales) Act 2015 should lead to increased collaboration and integration between services, professionals and communities. "A Healthier West Wales: Transformation proposal by the West Wales

	<p>Regional Partnership Board” includes a key programme of work focused on “an asset-based workforce”. This work will be refreshed as part of the development of new proposals to implement the requirements of the Regional Integration Fund.</p>
<p>Risg: Risk:</p>	<p>The UHB has a duty to work collaboratively to address the 7 Well-being Goals for Wales. Embedding the principles of the act into everyday business is therefore paramount and contributing to the project and delivery groups of PSBs needs to demonstrate the synergy with achieving the UHBs goals.</p>
<p>Cyfreithiol: Legal:</p>	<p>The Well-being of Future Generations (Wales) Act 2015 (the Act) provides that the UHB (as a designated public body) must publish a Well-being Statement, Well-being Objectives and provide an Annual Report on progress towards meeting these objectives.</p> <p>An aim of the Act is to place communities at the heart of decision making. The public can use the Act to ensure that public bodies are taking the approach to decision making that utilises the 5 ways of working in line with the sustainable development principle when developing or making changes to services that impact upon them and their community. The UHB will need to ensure that all transformation and service change projects, including capital developments, take account of the new statutory requirements.</p>
<p>Enw Da: Reputational:</p>	<p>There is a statutory requirement for the UHB to contribute to the work of the PSBs.</p>
<p>Gyfrinachedd: Privacy:</p>	<p>Not Applicable</p>
<p>Cydraddoldeb: Equality:</p>	<p>The focus of equality runs throughout the work of the PSBs aligned to the Well-being goal: A More Equal Wales</p>



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Strategy & Planning Committee

1 July 2025

Partnership Governance Assurance Report

Dr Ardiana Gjini, Executive Director of Public Health



Background

- Hywel Dda University Health Board (HDdUHB) is a statutory member of Public Services Boards (PSBs) in Carmarthenshire, Ceredigion and Pembrokeshire and the West Wales Regional Partnership Board (RPB).
- The RPB became a legislative requirement under Part 9 of the Social Services and Well-being (Wales) Act 2014 (SSWBWA).
- PSBs were established under the Well-being of Future Generations (Wales) Act 2015 (WFGA), with the purpose of improving the economic, social, environmental and cultural well-being of populations within their geographic areas by strengthening joint working across all public services in Wales.
- The effective working of PSBs is subject to overview and scrutiny by the Well-being of Future Generations Commissioner and Audit Wales, as well as by designated Local Authority overview and scrutiny Committees.
- The WFGA places a collective well-being duty on each Board to improve the economic, social, environmental and cultural well-being of its area through its contribution to meeting seven national Well-being Goals established by Welsh Government.



Bwrdd Partneriaeth
Rhanbarthol
Gorllewin Cymru
West Wales
Regional Partnership
Board

Bwrdd Gwasanaethau Cyhoeddus
Ceredigion
Public Services Board



1e
3C



Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



Partnership Governance Assurance Report



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Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

RPB

Promotes and drive the transformation and integration of Health And Social Care within their areas, linking with PSB partners and established Delivery Groups. The RPB Preventions Board and Children and Young People’s (CYP) Board are key delivery groups within this Structure.

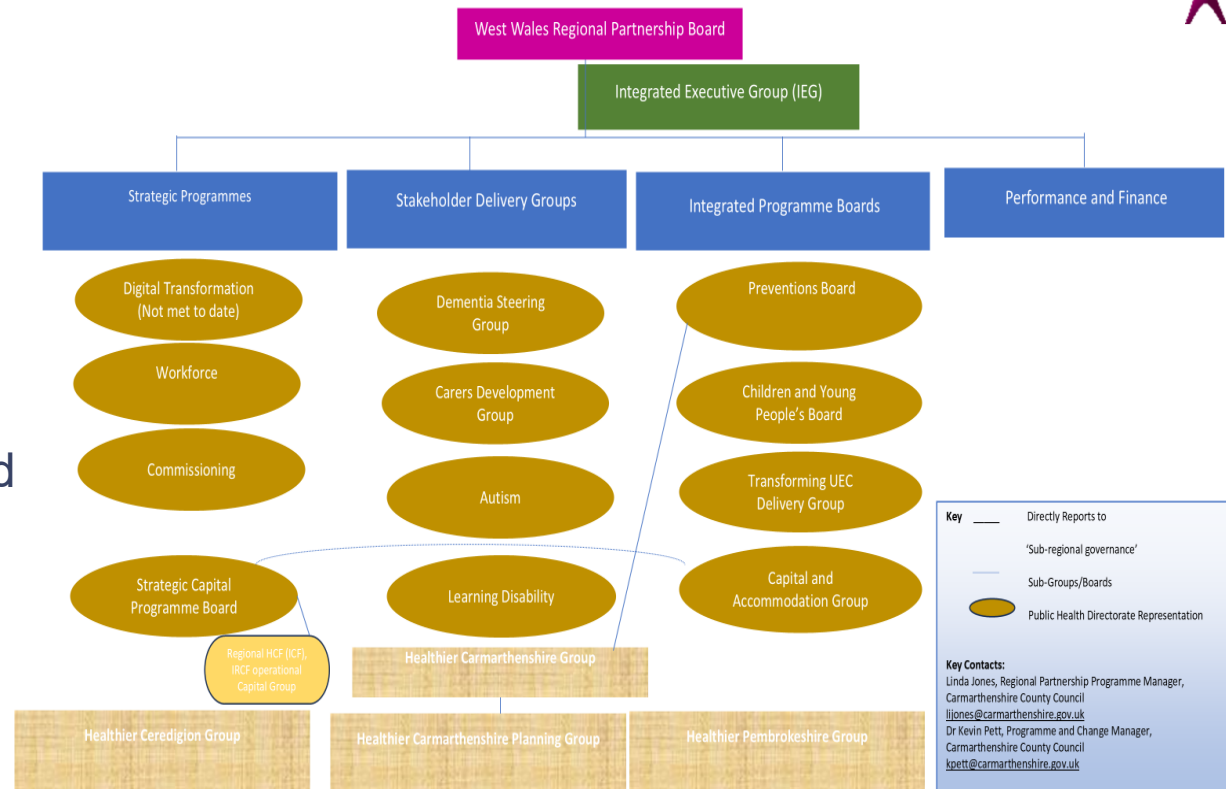
The RPB Preventions Board:

1. Directs the development and delivery of an agreed regional work programme on behalf of the RPB
2. Provides assurance to the Integrated Executive Group (IEG) and RPB on delivery of the programme.

Priorities for the RPB Preventions Board include:

- Community based care – Prevention and community coordination Model of Care, including activity supported outside of the Regional Integration Fund (RIF)
- The Emotional Health and Wellbeing Model of Care, including activity supported outside of the RIF
- The activity of the Innovations Forum (the social value forum for the Region)
- Regional action to support continuous engagement

WWRPB Structure Diagram



Last Updated: 30 October 2024



RPB Children and Young Peoples Board

The CYP Board sets the strategic direction with an aim to further improve, integrate and transform Health and Social Care services for children and young people in West Wales.

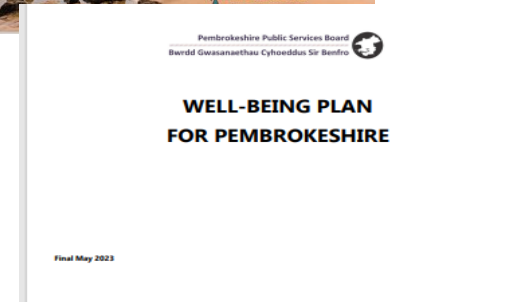
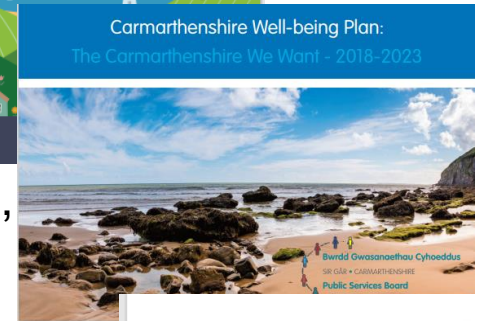
The group has agreed **five priorities**:

1. Ensure the best start in life for children in West Wales through integrated regional delivery and continuous improvement of early years and maternity services and outcomes.
2. Develop and implement a clear, consistent regional approach to equitable support and funding for children and young people with complex health and care needs, including those who are looked after or in the care system.
3. Establish a regional, person-centred transitions model that ensures smooth progression to adult services, supporting well-being and long-term outcomes.
4. Identify, evaluate, and scale innovative, preventative approaches that strengthen the emotional and mental health and wellbeing of children and young people.
5. Deliver integrated, child- and family-centred neurodevelopmental support through coordinated partnerships across Health, Education, Social Care, and Third Sector organisations.



Public Service Boards (PSBs)

- Each PSB meets quarterly to report progress against their Well-being Plan.
- A Statutory Partnerships Paper is presented to the Health Board bi-monthly.
- Numerous PSB sub-groups have been established with agreed governance processes, reflecting priorities outlined in their Plans, also linking to other statutory partnership arrangements - such as Community Safety Partnerships.
- All PSB Well-being Plans have cross-cutting objectives of reducing poverty and inequalities with 'Poverty Sub-Groups' in place.
- Common themes include economic sustainability, growth and workforce, climate, nature and environment and 'connected communities.'
- Sub-Groups (or Delivery Groups), vary across the three PSBs, some reflecting a place-based theme (such as Ceredigion's Lampeter Health and Well-being Group) or targeting a specific issue such as Carmarthenshire PSB's Planning for our Future Workforce.





Recent achievements

RPB CYP Board

- Priority objectives agreed and engaged.

RPB Preventions Board

- Whole School Approach (WSA) to Healthy Weight engagement in mapping and prioritisation; good practice shared across All-Wales study of effective preventative practice, Urgent and Emergency care (UEC) transformation, Social Model for Health and Wellbeing and age friendly communities.

PSBs

- **Ceredigion:** Development of a Fair Work Charter
- **Carmarthenshire:** Commitment to join the WHO Global Network to promote inclusive environments of adult adults
- **Pembrokeshire:** Developing the ‘strengthening communities workstream’



DIOGEL | CYNALIADWY | HYGYRCH | CAREDIG
SAFE | SUSTAINABLE | ACCESSIBLE | KIND



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CYMRU
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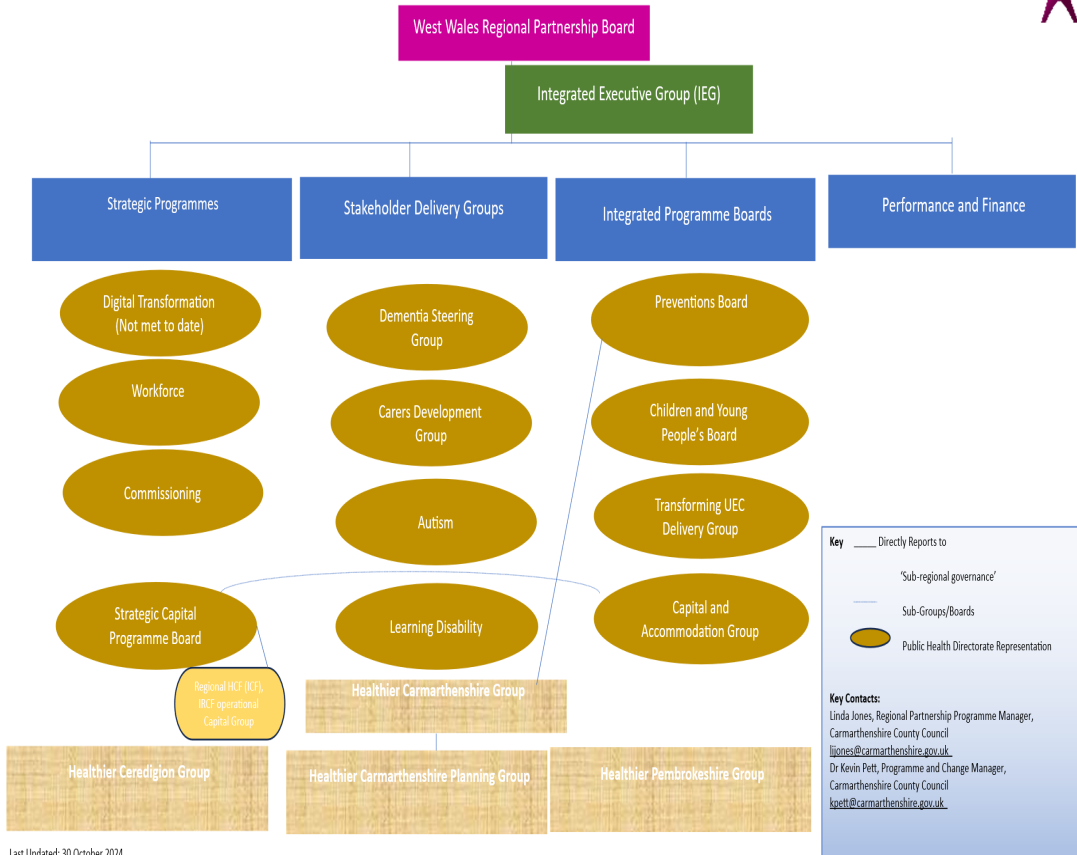
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Strategy and Planning Committee, 1 July 2025

Appendix 1: Governance Diagram West Wales Regional Partnership Board

WWRPB Structure Diagram



Last Updated: 30 October 2024

Appendix 2: Terms of Reference, The West Wales Regional Partnership Preventions Board

Reviewed at Preventions Board 9 January 2025. Signed off by assumed consent 15 January 2025.



West Wales Preventions Board

Terms of Reference

Vision

Prevention is about people staying healthy, happy and interdependent for as long as possible - connected to active, resourceful and kind communities. Supporting prevention means making better choices as easy as possible for people while acknowledging the effect of wider determinants of health and wellbeing – whatever stage of life people are at. When people do need help, they are supported to manage their health and wellbeing earlier and more effectively.

While Welsh Government and the Future Generations Commissioner for Wales recognise three levels of prevention (see below), the Preventions Board will focus on **Primary** and **Secondary Prevention**, given other fora address Tertiary Prevention (and Acute Spending).

- **Primary prevention** – Building resilience – creating the conditions in which problems do not arise in the future. A universal approach.
- **Secondary prevention** – Targeting action towards areas where there is a high risk of a problem occurring. A targeted approach, which cements the principles of progressive universalism.
- **Tertiary prevention** – Intervening once there is a problem, to stop it getting worse and prevent it reoccurring in the future. An intervention approach.
- **Acute spending** – Spending, which acts to manage the impact of a strongly negative situation but does little or nothing to prevent problems occurring in the future. A remedial approach.

Purpose

Appendix 2: Terms of Reference, The West Wales Regional Partnership Preventions Board

Reviewed at Preventions Board 9 January 2025. Signed off by assumed consent 15 January 2025.

1. To direct the development and delivery of an agreed regional work programme on behalf of the Regional Partnership Board (RPB) and respective Public Services Boards (PSBs)
2. To provide assurance to the Integrated Executive Group (IEG), RPB and PSBs on delivery of the programme.

Scope

This will be reviewed at least annually. Board activity will initially focus on four key elements:

- **Community based care – Prevention and community coordination** Model of Care, including activity supported outside of the Regional Integration Fund (RIF)
- **The Emotional Health and Wellbeing** Model of Care, including activity supported outside of the RIF
- The activity of the **Innovations Forum** (the social value forum for the Region)
- Regional action to support **continuous engagement**

In addition, review of **PSB Wellbeing Objectives** highlight the importance of:

- Place-based approaches to addressing health inequality
- Healthy eating and healthy weight
- Health improvement linked to community engagement and activities to support strong communities
- The role of green spaces in supporting wellbeing
- An asset-based approach to supporting community capacity and capability
- Mitigating the impacts of poverty
- Continuous engagement with communities

Key responsibilities and activities

1. Agree a work programme reflecting the above scope
2. Oversee the activity of regional delivery/ operational groups involved in delivering the programme
3. Identify and take forward new activity in response to emerging RPB and PSB priorities
4. Make best use of available resources, maximising existing streams and identifying additional funding streams to support activity within the programme and coordinate bids for funding as appropriate
5. Maintain links with other relevant programme boards and strategic programme boards (including those outside the RPB and PSB infrastructures) and local operational groups as necessary
6. Maintain links with relevant PSB working/ thematic groups

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Appendix 2: Terms of Reference, The West Wales Regional Partnership Preventions Board

Reviewed at Preventions Board 9 January 2025. Signed off by assumed consent 15 January 2025.

7. Identify metrics and measures to evidence impact of the programme, as part of the regional outcomes framework

Accountable to

IEG
RPB
PSBs

Accountable for

Regional and local groups, including:

Sub-group	Sponsor
Continuous engagement group	Hazel Lloyd-Lubran
Innovations Forum	Sue Denman

While outside of the formal governance arrangements, update reports will be requested from the Social Model of Health and Wellbeing Steering Group

Reporting

The Group will:

- Report progress to IEG and PSBs on an annual basis
- Escalate issues and make recommendations to the IEG and PSBs, as appropriate
- Receive, consider and review reports and recommendations of relevant sub-groups
- Link to other boards and groups within the RPB and PSB structures and partner agencies

Membership

IEG sponsor/s

Hazel Lloyd Lubran, CAVO

Dr Ardiana Gjini, Executive Director of Public Health, HDdUHB

RPB Team

Kevin Pett

Members

Member	Organisation and RPB links	Sector	Deputy
CVCs			
Hazel Lloyd Lubran	CAVO, IEG	3 rd sector	
Jessica Bickerton	PAVS	3 rd sector	Vanessa John

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Appendix 2: Terms of Reference, The West Wales Regional Partnership Preventions Board

Reviewed at Preventions Board 9 January 2025. Signed off by assumed consent 15 January 2025.

Marie Mitchell	CAVS	3 rd sector	
Public health - HDdUHB			
Dr Ardiana Gjini	HDdUHB	Public Health	Bruce Bolam
Joanna Dainton	HDdUHB	Public Health	
PSB/ co-ordination			
Gwyneth Ayers	Carmarthenshire CC	PSB	Llinos Evans
Diana Davies	Ceredigion CC	PSB	Tim Bray
Nick Evans	Pembrokeshire CC	PSB	Lynne Richards
Partnerships			
Anna Bird HDdUHB	- Partnerships for unpaid carers, armed forces and sensory loss - Wider Health/ partnerships	HDdUHB	N/A
Heads of service			
Avril Bracey	Carmarthenshire CC	LA	N/A
HoS (vacant)	Pembrokeshire CC	LA	
HoS (vacant)	Ceredigion CC	LA	
County directors - HDdUHB	Organisation and RPB links	Sector	Deputy
Peter Skitt, HDdUHB	- Clinical Care Group Service Director	HDdUHB	Janet Knill, Jina Hawkes, Sonia Hay
Mental health and learning disability			
Liz Carroll, HDdUHB	-Together for Mental Health -RILP	HDdUHB LD&MH	Matt Richards
Avril Bracey, Carmarthenshire CC	-Carmarthenshire DMT -Dementia SG -Together for Mental Health - RIF Capital - APB - Safeguarding Board	LA LD&MH	Corinne Everett-Guy
Commissioning			

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Appendix 2: Terms of Reference, The West Wales Regional Partnership Preventions Board

Reviewed at Preventions Board 9 January 2025. Signed off by assumed consent 15 January 2025.

Chris Harrison, Carmarthenshire and Pembrokeshire CCs	- DMT x2 - Pembrokeshire H&SC leadership team - Dementia SG	Commissioning	
Children			
Head of Childrens – Darren Mutter	- County DMT - Children’s PG - Regional HOCS	LA Children	Jan Coles (Carms CC)
RPB team			
Linda Jones	-RPB (IEG and programme groups)		Kevin Pett
Elin Brock	-Innovations Forum lead	Research and Innovation Co- ordination Hub	
Nikeela Uprichard	-regional continuous engagement lead	RPBT	
Nominations			
Joanna Jones	Integrated Services	Carmarthenshire CC/ Hywel Dda UHB	
Elen James	- Ceredigion - Corporate Lead officer	Porth Cymorth Cynnar	
Richard Smith Richard.Smith3@wales.nhs.uk	-Supporting Model of Care 1		
Kelly White	Hywel Dda UHB/ Carmarthenshire CC	Preventions	
Victoria Edwards	Hywel Dda UHB	County level lead	N/A
James White	Pembrokeshire CC	LA	

Representatives will have responsibility for maintaining two-way links with the colleagues and governance structures identified in the ‘key links’ column above.

Named deputies will be permitted. Deputies must have authority to take decisions on behalf of their organisations. Members are reminded that it is their responsibility to ensure a deputy is in attendance in their absence.

Co-chairs

Appendix 2: Terms of Reference, The West Wales Regional Partnership Preventions Board

Reviewed at Preventions Board 9 January 2025. Signed off by assumed consent 15 January 2025.
Co-chairs will be appointed by IEG and appointments will be reviewed on an annual basis.

Hazel Lloyd Lubran: Ceredigion Association of Voluntary Services
Dr Ardiana Gjini: Executive Director of Public Health

Proceedings of meetings

The chair of the Board shall arrange for minutes of the proceedings of each meeting to be taken, approved and recorded. Papers will usually be circulated at least five working days prior to the scheduled meeting date as far as is reasonably practicable. The RPB Team will provide secretariat support for this group.

Quorum

Meetings will be quorate when the following are represented:

- Each local authority
- A CVC representative
- The Health Board

Frequency

Quarterly.

Appendix 3: Terms of Reference, The West Wales Regional Partnership Children and Young People (CYP) Board



Terms of Reference
The West Wales Regional Partnership
Children and Young People (CYP) Board
Terms of Reference

Type of meeting: Board

Scope of meeting: Regional

Purpose of this meeting

1.1 The purpose and role of the CYP Board is to:

To bring together senior representatives from the Statutory Partners (Carmarthenshire County Council, Ceredigion County Council, Pembrokeshire County Council and Hywel Dda University Health Board) and the Third sector, to set the strategic direction and to further improve, integrate and transform health and social care services for children and young people in West Wales.

Objectives

The objectives of this Board are to:

- identify and set high level strategic priorities for children and young people within the region (including needs identified in the Population Assessment, the Market Stability report and the wider evidence base), aligned with national and local priorities
- prioritise 3 or 4 key priority areas for annual delivery by CYP operational groups, where the input from the Board could add value to work – which may not have happened without intervention from the Board.
- review existing governance structures and operational groups for the delivery of children and young people’s programmes, projects and services within the region, with the aim of streamlining and strengthening governance and reporting arrangements.
- receive and consider reports on progress from operational CYP operational groups, with the specific purpose of challenging efficacy, outcomes and existing arrangements for delivery and considering alternative approaches based on good practice and the wider evidence base.
- identify and respond to potential “blockers” and “enablers” e.g information sharing, to the further improve, integrate and transform health and social care services for children and young people across region,
- ensure the regional landscape/infrastructure in so far as possible, is conducive to the further improvement, integration and transformation health and social care services (e.g flexibility in terms of funding, cultural alignment, attitude to risk),
- lobby and advocate for children and young people’s health and social care services, nationally, regionally and locally, reporting (6 mthly) to the IEG and WWRPB

Governance

The group is accountable to:

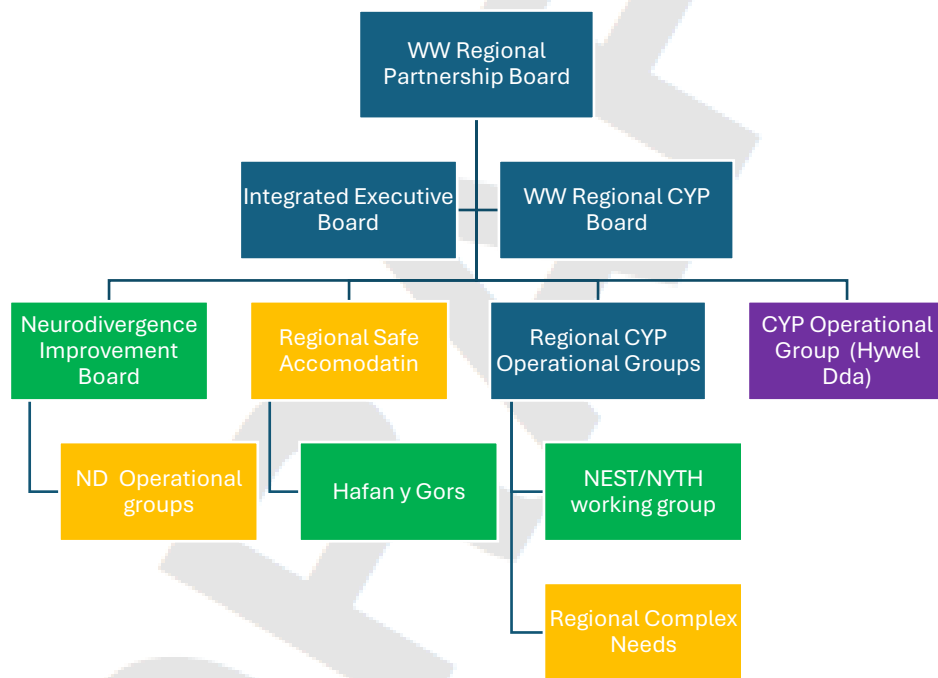
- Integrated Executives Group (IEG)
- Other West Wales Regional Partnership Board, Health board relevant groups.

IEG sponsor:

Status reports from this group will be presented to RPB biannually.

Status reports from this group will be presented to IEG quarterly.

Existing Governance Diagram



The meeting occurs every quarter

Virtual meetings will be arranged on a fixed recurring pattern.

The meetings will run from 18th July 2024

A schedule of meetings will be published5 days in advance.

Chairing arrangements

The Chair and Vice-chair will be agreed by the membership for a one year term from July until the following June.

The Vice-chair will chair a meeting in the absence of the appointed Chair.

Role	Name	Post	Organisation	Email
Director of Social Care and Housing	Micheal Gray	Co-chair	Pembrokeshire County Council	
Director of Public Health, Hywel Dda University Health Board	Ardiana Gjini	Co-chair	Hywel Dda University Health Board	

RPB Team Lead

RPBT lead and Email	RPBT deputy and Email
Joanne Portwood JPortwood@carmarthenshire.gov.uk	< Enter name of RPBT deputy >

Quorum

Meetings will be quorate when achieving a minimum attendance of < Enter the minimum number of attendees, execs, roles or organisations required >.

Membership:

Name	Post	Organisation	Email	Exec
Darren Mutter	Head of Children's Services	Pembrokeshire County Council		
Jan Coles	Head of Service: Children and Families	Carmarthenshire County Council		
Audrey Somerton Edwards	Director of Social Services Ceredigion Council	Ceredigion Council		
Angela Lodwick	Assistant Director of Mental Health and Learning Disabilities	Hywel Dda University Health Board		
Tracey Humble	Service Delivery Manager for Community Paediatrics	Hywel Dda University Health Board		
James Severs	Executive Director of Therapies and Health Science	Hywel Dda University Health Board		

Chris Harrison	Head of Strategic Joint Commissioning	Pembrokeshire County Council		
Ben Williams	Principal Public Health Practitioner	Hywel Dda University Health Board		
Hazel Lloyd Lubran	Chief Executive of CAVO	Third Sector (tbc)		

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DRAFT

Each executive member must identify a named deputy to participate in meetings should they be unable to attend. It is the responsibility of the member to ensure they are represented in the event of unavoidable absence from a meeting. Should both representative and deputy be unable to attend, the chair will agree an alternative.

Other members may be co-opted on a temporary basis depending on the live schemes in progress across the region. Temporary invitations may be given for one-off meetings, or limited to agenda items, to give progress updates to the group. These additional members will be agreed by the chair.

Conflict of Interest

In the event that the Chair of the group declares a conflict of interest, or the West Wales Regional Children and Young People Partnership Board decides that such individual has a conflict of interest, then the members of the West Wales Regional Children and Young People Partnership Board shall appoint a chair from amongst themselves to chair the meeting or the relevant part of the meeting.

Agenda Items

The agenda with any supporting documentation will be agreed by the chair or vice chair 7 days prior to the meeting to enable a structured meeting.

Secretariat for agenda and proceedings

Secretariat will be provided by the West Wales Regional Partnership Team, who will distribute the approved agenda, record minutes of the proceedings, decisions made, and actions agreed (including who is responsible for each action point) of each meeting to be taken. These will be approved by the chair, or vice chair in the absence of the chair, prior to distribution. The detail of these documents will be at the discretion of the Chair.

Agenda papers will usually be circulated to the members at least 5 days prior to the scheduled meeting date, or as soon as practicably possible.

Minutes, decisions and actions papers will usually be circulated to the members within 5 working days after the scheduled meeting date, or as soon as practicably possible. Copies of the meeting documents will be stored in the RPBT's SharePoint site/ Members area of the website.

Recordings or transcriptions may be taken for the purpose of compiling the meeting records but will be deleted after creation of the notes. The recordings may be turned off during the meeting by request to the chair.

Any items for decision or discussion must be flagged with the programme manager a minimum of 7 working days in advance of the meeting to ensure there is adequate time in the agenda to cover all topics. Where there is not, time-sensitive discussions will be prioritised, and the chair reserves the right to recommend an extraordinary meeting of core decision-making members of the group if necessary to support a time-sensitive discussion.

< Enter any other processes or arrangements (Type a space to hide this instruction if not required!) >

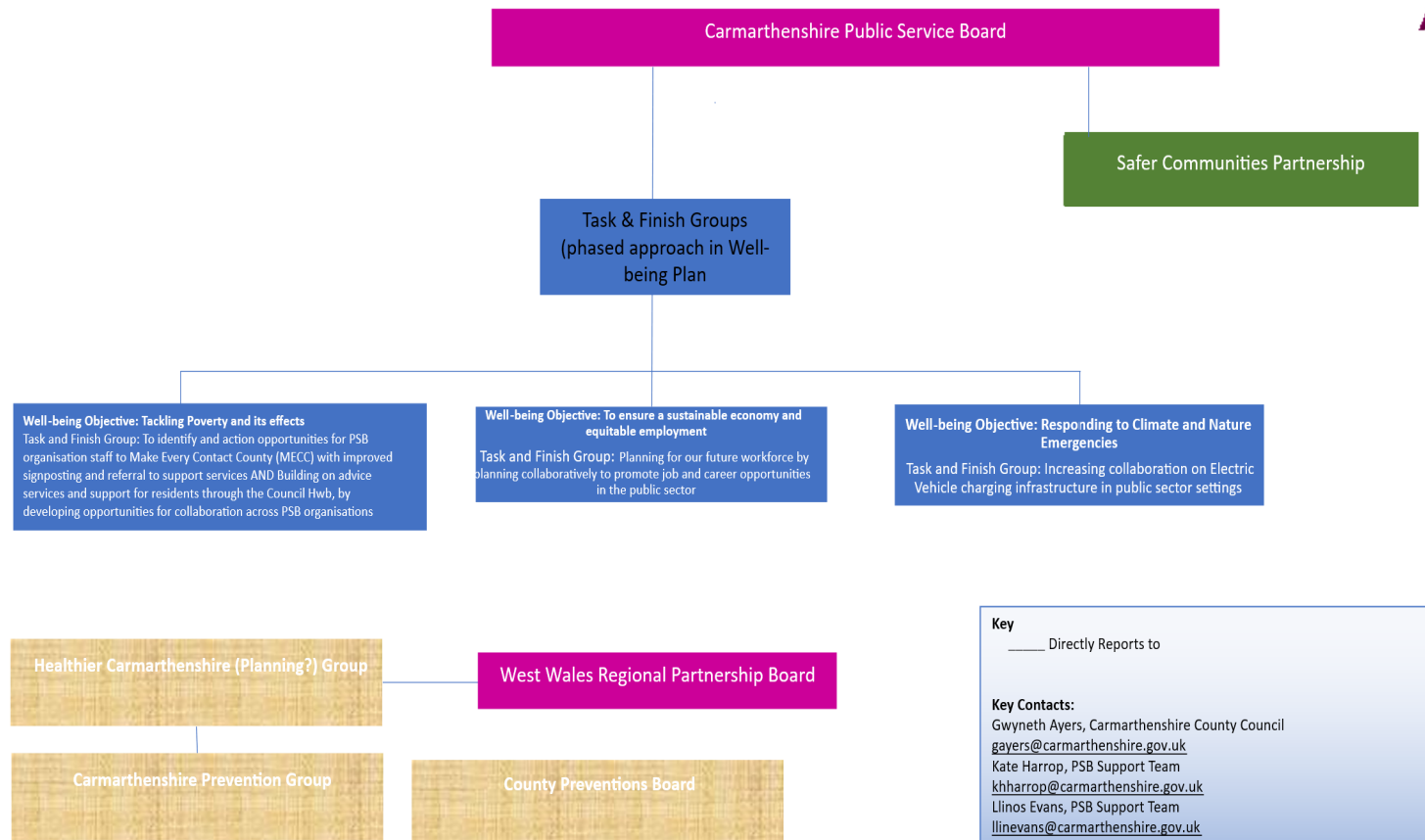
Review

These Terms of Reference were agreed on and will be reviewed on an annual basis,

Partnership Governance Assurance Report
 Strategy and Planning Committee, 1 July 2025

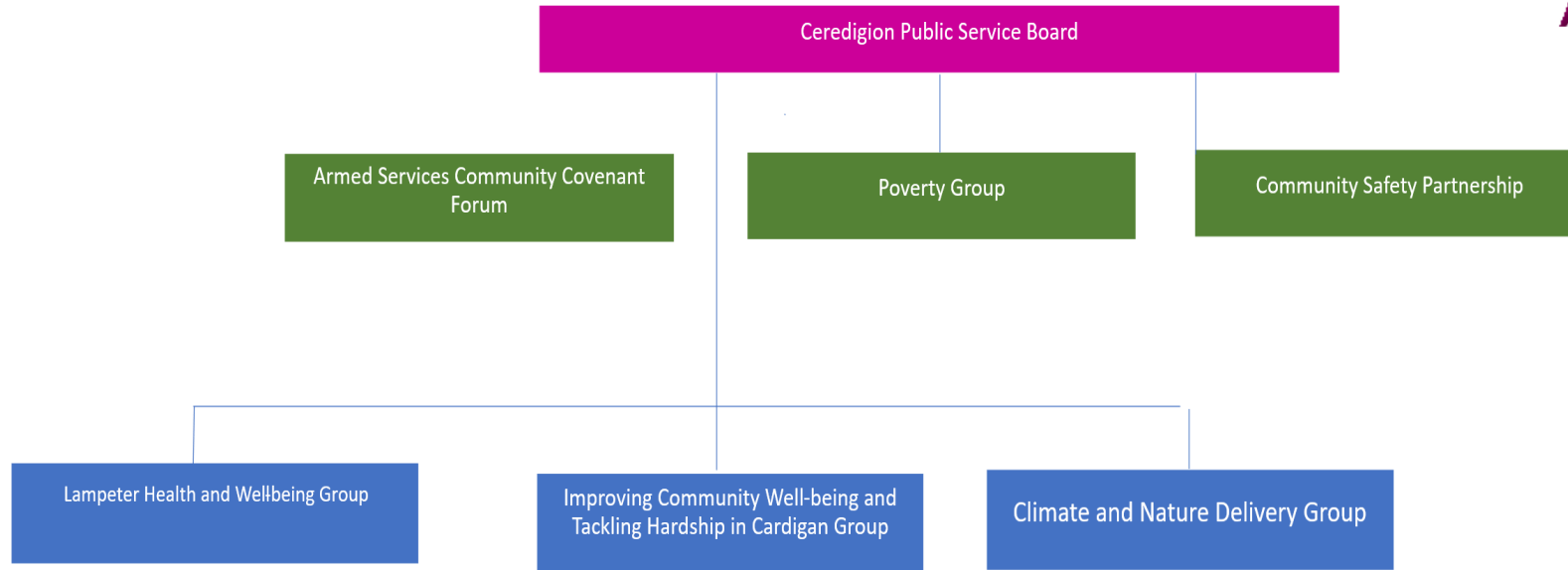
Appendix 4: Governance Diagrams, Public Service Boards

Carmarthenshire PSB Structure Diagram



Last Updated: 30 October 2024

Ceredigion PSB Structure Diagram



Key
 _____ Directly Reports to

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Last Updated: 30 October 2024

Pembrokeshire PSB Structure Diagram

