

Annex 1 Western Bay Area Planning Board and constituent sub groups.

This paper outlines the support that will be provided to the Western Bay Area Planning Board and sub groups.

The Western Bay Area Planning Board assists responsible authorities and other relevant partners to discharge their statutory responsibility in delivering the Welsh Government's Substance Misuse Strategy by oversight oversee and programme management of the following work streams:

Chair: Sara Hayes

Deputy Chair - Awaiting nomination

Support Officer: Sue Stone

The Delivery Board manages and oversees the operational delivery of the APB work programme.

Chair: Vacant

Support Officer: Sue Stone

The Finance and Commissioning Group supports the Western Bay APB in the commissioning of substance misuse services, and supporting the local implementation of relevant objectives set out in Welsh Government strategy.

Chair: Claire Marchant

Support Officer: Sue Stone

The CYP Group supports the Western Bay APB in its implementation of regional objectives specifically relating to the needs of children and young people affected or at risk of substance misuse. The group also supports the Finance and Commissioning Group to in its service planning for young people aged 18-25.

Chair: Awaiting confirmation from Mark Lewis, BCBC

Support Officer: Chris Jones

The Performance Management Group will supports the Western Bay APB in managing the performance of services that are commissioned to deliver substance misuse services, supporting the local implementation of relevant objectives set out in Welsh Government strategy. It will also ensure services are supported in their development and are adhering to the service core standards as outlined by the Welsh Government.

Chair: Peter Mannion

Support Officer: Sue Stone

The Harm Reduction Group will raise awareness of harm reduction procedures within the Western Bay, using multi agency working practices, sharing good practice and problem solving. It will ensure the principles of Harm Reduction are an integral part of all service delivery.

Chair: Mal Shears

Support Officer: Carl Williams

The Capital sub group maintain an overview of substance misuse estate within the APB area and oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure.

Chair: Mark Wilkerson

Support Officer: Chris Jones

The Locality Partnership Groups support the Western Bay APB by ensuring it's development and implementation of regional objectives capture local priorities and will include representatives from the police, education, social services, environmental health and related initiatives such as Families First, youth services, domestic abuse services.

Chair: Jane Harris (Swansea),

Support Officer: Carl Williams

Chair: Caroline Dyer (Bridgend)

Support Officer: Chris Jones

Chair: Rebecca Jones (NPT)

Support Officer: Martin Riley

IMT sub group support the Western Bay APB and Performance Management Group in managing the delivery and help monitor performance of services that are commissioned to deliver substance misuse services.

Chair: Carol Rea

Support Officer: Chris Jones

The Prevention, education and training group support the Western Bay APB in its implementation of the regional substance misuse prevention and education objectives. The group will take a life course approach.

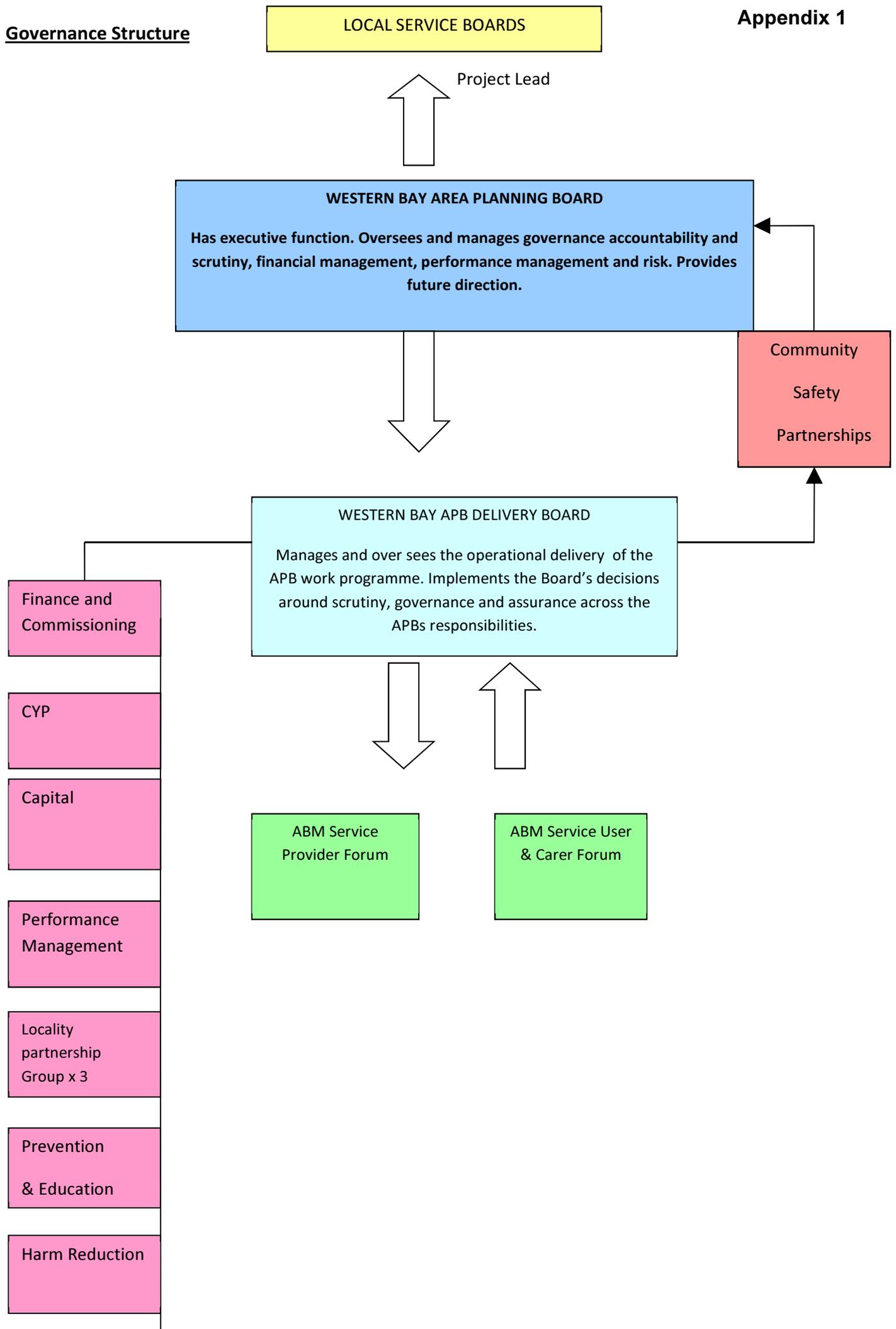
Chair: Vacant

Support Officer: Carl Williams

The Service Providers Forum provides support and advice in the delivery of all business associated with offices, planning and delivery of work within the remit of the ABM Area Planning Board.

Chair: Karen Ozatti

Support Officer: None required.



Further Detail

Terms of Reference for:

- i. Area Planning Board Executive Terms of Reference
- ii. Delivery Board Terms of Reference
- iii. Finance and Commissioning Group sub group Terms of Reference
- iv. Performance Management sub group Terms of Reference
- v. Capital sub group Terms of Reference
- vi. Children and Young People sub group Terms of Reference
- vii. IMT sub group Terms of Reference

ABERTAWE BRO MORGANNWG AREA PLANNING BOARD (Executive)

Terms of Reference

Purpose of the group: The APB will assist responsible authorities and other relevant partners to discharge their statutory responsibility in delivering the Welsh Government's Substance Misuse Strategy by oversight oversee and programme management of the following work streams:

Responsibilities:

Governance, accountability and scrutiny

- Ensure that the work programme and business processes for substance misuse are consistent with those of the member agencies of the board.
- Ensure that the decision making processes for the board are transparent, based on robust evidence, and are open to scrutiny.
- Maintain the confidence of member agencies in the capacity of the APB to deliver the substance misuse agenda on their behalf
- Ensure that the quality and governance arrangements of APB commissioned services are of a consistently high standard
- Oversee the communications programme for the APB as a means of delivering assurance on the board's business processes and procedures.
- Ensure that the national core standards for substance misuse relevant to APB governance, accountability, and conduct are achieved and sustained.
- Manage the membership and attendance of the board, ensuring that the APB is effectively represented at regional and national groups

Performance

- Maintain oversight of performance against national and local key performance indicators, and targets using the principles of Results Based Accountability (RBA)
- Consider the options and advice of the APB delivery group, to agree courses of action to address and improve poor, or insufficient, levels of performance
- Promote and share the achievement of high levels of performance.
- Consider and act upon issues of performance within the wider public services sector that may have an impact on substance misuse
- Ensure that member agencies and partnerships are sighted on the performance of substance misuse as a priority area of service at a strategic level
- Receive and consider a strategic performance report at each meeting

Finance

- Maintain oversight of all the APB responsible funding streams
- Ensure that financial governance frameworks are satisfactory to all partner agencies
- Consider the broader impact of APB financial allocations on mainstream service provision, and strategic direction.
- Consider and agree the prioritisation of APB-funded areas of service, to inform the commissioning and financial allocation responsibilities of the APB Delivery Group
- Consider and approve annual spending plans, on the advice and recommendations of the APB Delivery Group
- Facilitate better and more integrated service development between APB funded services, and other partnership and member agency funded services.
- Receive and consider a financial statement and report at each meeting

Progress and delivery

- Maintain oversight of delivery across the APB work programme
- Oversee the strategic integration of the substance misuse agenda within the work programmes of agencies across the ABM APB area.
- Oversee the strategic integration of the substance misuse agenda across the multi-agency partnerships in place across the ABM APB area.
- Consider the impacts of the wider health, social care, public service delivery and criminal justice agendas on the work of the APB, and identify opportunities for more effective, or more efficient delivery in the broader context of public services and partnership working
- Consider the longer term strategic direction for substance misuse to inform current or shorter term service development
- Consider and agree the annual substance misuse work programme at the start of each financial year
- Regularly consider and review the identification and management of risks to the delivery of the work programme
- Ensure an effective interface between the delivery of the APB work programme and the mainstream delivery of other partnership and member agency agendas
- Receive and consider a progress and delivery report at each meeting

Ways of working

- The Group will meet a minimum of four times a year.
- Members of the Group will receive papers two weeks before each meeting.

Appendix 1

- Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.
- Members may be contacted between meetings for advice should the need arise.
- Extra ordinary meetings can be arranged, as required, at the discretion of the Chair.

Links with relevant meetings

- Minutes will be made available to the Chairs of the Service Delivery Board and all sub groups.

Membership

Members of the APB need to have sufficient seniority to be able to give weight to their recommendations. To allow the APB to undertake its role appropriately there needs to be a clear demarcation of some of its responsibilities to ensure there is appropriate membership attending the relevant discussions. Therefore, discussions around commissioning, performance and financial management should be restricted to the responsible authorities and Public Health Wales. The Memorandum of Understanding (annex 1) defines these two groups as Board Membership and wider partners.

Membership:

Organisation	No of people
Public Health Wales (Chair)	1
Local Health Board (planning)	1
Elected Member City & County of Swansea (Vice Chair)	1
3 Local Authority	3
Chief Constable	1
Probation Service	1
CYP planning / YOT	1
Invitee Members	
Substance Misuse Services Representative	1
ABMUHB (service rep)	1
Police and Crime Commissioner's representative	1
Welsh Government	2
Lead Officers	2
TOTAL BOARD MEMBERS	15

ABERTAWE BRO MORGANNWG AREA PLANNING BOARD

WESTERN BAY APB DELIVERY BOARD

Terms of Reference

Purpose of the Group: The Service Delivery Board will manage and oversee the operational delivery of the APB work programme.

Responsibilities:

- Implementing the Board's decisions around scrutiny, governance and assurance across the APBs responsibilities
- Considering, preparing, and presenting for board approval, resource allocation schedules to deliver the APBs objectives
- Commissioning the development of new services, and redesigning existing services
- Overseeing the performance monitoring and performance management of APB responsible services
- Ensuring the quality, governance and adherence to standards of APB funded services
- Identifying, managing and mitigating emerging risks to the delivery of the APB work programme
- Overseeing the operational interaction of substance misuse with other agency and partnership agendas
- Reporting to the APB against each of its work streams
- Managing the network of working groups, forums and task and finish groups
- To apply the principles of RBA to quantify progress and delivery
- To maintain oversight of risks to delivery, and to advise the APB delivery group of current or emerging risks, and options to reduce, or eliminate those risks

Ways of working

- The Group will meet monthly.
- Members of the Group will receive papers two weeks before each meeting.
- Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.
- Members may be contacted between meetings for advice should the need arise.

- From time to time sub-groups may be formed to work on specific issues as appropriate.
- From time to time individuals may be co-opted to provide specific advice and expertise as required.

Links with relevant meetings

- Minutes will be made available to the Chairs of the Area Planning Board and all sub groups

Membership:

Organisation	No of people
Community Safety Partnership (Chairs)	3
Local Health Board (planning)	1
Local Authority representative	1
Substance Misuse Lead Officers	
Police	1
Probation Service	1
Voluntary / Private / Independent Substance Misuse Services Representative	1
Local Health Board (service representative)	1
APB Sub Groups	5
Service User & Carer rep.	1
Total number of members	15

ABERTAWA BRO MORGANNWG AREA PLANNING BOARD

Finance and Commissioning Group

Terms of Reference

1.0 Purpose of the Group: The Finance and Commissioning Group will support the Western Bay APB in the commissioning of substance misuse services, and supporting the local implementation of relevant objectives set out in Welsh Government strategy. It will also ensure a robust financial strategy is in place and oversee the system of financial management of funding allocated to the Western Bay APB.

2.0 Responsibilities:

2.1 To commission substance misuse services on behalf of the Western Bay APB, within the parameters set by the APB Implementation Plan.

2.2 Commissioned services cover individuals of all ages.

2.3 To provide a forum for commissioners to work together to ensure the provision of efficient and effective drug services, meeting the wide range of needs of drug misusers within the Western Bay, in line with the priorities of the APB Commissioning Strategy.

2.4 To provide a forum where each member organisation can report on its individual expenditure plans and priorities on substance misuse related activities and to consider adjustments where appropriate in the pursuit of agreed APB objectives and priorities.

2.5 To be responsible to the APB for expenditure and audit of all grant funding.

2.6 To identify and co-ordinate access to additional funding streams.

2.7 To maintain a financial and operational risk register for consideration by the APB.

2.8 Keep under review strategic and operational financial plans and the current and forecast financial position of the APB.

2.9 Oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure. This will include actual and forecast expenditure and activity on commissioning contracts.

2.10 Consider and review the financial report to be presented to the APB, incorporating financial performance against budget, financial risk analysis, forecasts and robustness of underlying assumptions.

2.11 Provide assurance to the APB and the Audit Committee of the Welsh Government of completeness and accuracy of the financial information provided to the Governing Body.

2.12 Consider and review any external financial monitoring returns and commentary.

2.13 Ensure any financial improvement plan is monitored and reviewed and appropriate actions are taken.

2.14 Review by exception performance report summaries and consider performance issues in so far as they impact on financial resource.

3.0 Ways of working

3.1 The Group will meet monthly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when 3 members are present, with the Chair [and Finance Officer] also present.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Finance and Commissioning Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

4.6 Extended bodies may be asked to co-opt representatives where appropriate.

5.0 Declarations of Interest

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chair of the Area Planning Board

7.0 Membership:

Organisation	No of people
Local Authorities	3
South Wales Police	1
NPTCBC (Nominated grant recipient and banker) - Finance Manager	1
Service User Representative	1
National Probation Service	1
ABMU Health Board Director of Primary Care	1
ABMU Health Board - Finance Manager	1

Western Bay Area Planning Board

Performance Management Group

Terms of Reference

1.0 Purpose of the Group: The Performance Management Group will support the Western Bay APB in managing the performance of services that are commissioned to deliver substance misuse services, supporting the local implementation of relevant objectives set out in Welsh Government strategy. It will also ensure services are supported in their development and are adhering to the service core standards as outlined by the Welsh Government.

2.0 Responsibilities:

2.1 To receive and appraise quarterly performance management information from adult and children and young people's services on behalf of the Western Bay APB.

2.2 To clearly illustrate the performance measures relevant to each service area.

2.3 To support service providers in developing effective performance management systems and processes

2.4 To support service providers in their development and adherence to the service core standards and NKPI's as outlined by the Welsh Government.

2.5 To ensure access to substance misuse services across the Western Bay region are equitable and relevant to the needs of the population.

2.6 To be responsible to the APB for the performance of substance misuse service delivery.

2.7 To respond to key stakeholders regarding service access and quality.

2.8 To identify and report to the Finance and Commissioning group of any areas of underperformance with regards to service delivery.

2.9 To ensure all performance management data is adequately represented on the Welsh Government's funding tool.

2.10 To provide a forum for commissioners to work together to ensure the provision of efficient and effective drug services, meeting the wide range of needs of drug misusers within the Western Bay, in line with the priorities of the APB Commissioning Strategy.

2.11 Extend bodies may be required to co-opt representatives where appropriate.

3.0 Ways of working

3.1 The Group will meet bi-monthly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [3] members are present, with the Chair

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Performance Management Group shall be reviewed at least every three years.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chair of the Area Planning Board and the Finance and Commissioning Group.

7.0 Membership:

Organisation	No of people
Local Authorities	3
ABMU Health Board	1
NPTCBC (Nominated grant recipient and banker)	2
Service User Representative	1
ABMU Health Board	1
PARIS Administrator	1
WG Regional Advisor	1

ABERTAWE BRO MORGANNWG AREA PLANNING BOARD

Harm Reduction Group

Terms of Reference

1.0 Purpose of the Group:

The Harm Reduction Group will raise awareness of harm reduction procedures within the Western Bay, using multi agency working practices, sharing good practice and problem solving. It will ensure the principles of Harm Reduction are an integral part of all service delivery.

2.0 Responsibilities:

2.1 To develop an action plan based on the Welsh Government's Substance Misuse Treatment Framework Health and Wellbeing Compendium (2013).

2.2 To engage a wide range of partners consisting of relevant stakeholders to conduct reviews of fatal and non-fatal overdoses, in line with emerging Welsh Government guidance for the restructuring of mechanisms in Wales for the reduction of fatal and non-fatal poisonings related to substance misuse.

2.3 To monitor the progress of actions regarding 2.1 and 2.2, and report to the Area Planning Board.

2.4 To provide a forum for discussion of matters relating to harm reduction in Western Bay and agreement of common actions within the area.

2.5 To share both good practice and good ideas about the development and promotion of harm reduction, to work with associated groups, and ensure that best practice is shared and disseminated.

2.6 To contribute to the Western Bay APB commissioning strategy and maintain a programme of action designed to achieve a high standard of performance against Welsh Government Core Standards relating to harm reduction and to monitor performance against this programme of action.

2.7 To advise the APB with regard to issues relating to harm reduction.

2.8 To develop policies, programmes, services and actions that work to reduce the health, social and economic harms to individuals, communities and society which are associated with the use of drugs and alcohol.

3.0 Ways of working:

3.1 The Group will meet quarterly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [4] members are present.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Harm Reduction Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chairs of the Area Planning Board and the Service Delivery Board.

7.0 Membership:

Organisation	No
ABM UHB CDAT	3
DASH	1
WGCADA	1
SANDS CYMRU	1
IOIS	1
WELSH GOVERNMENT	1
CONTROLLED DRUGS LOCAL INTELLIGENCE NETWORK	1
ABM UHB SEXUAL HEALTH	1
POLICE SERVICE	1
ABM UHB SERIOUS UNTOWARD INCIDENT REVIEW INVESTIGATION	1

Appendix 1

HOMELESSNESS AGENCY/IES	1
HMP SERVICE	1
COMMISSIONER LEAD	2
Invitees when required	
CORONER SERVICE	
CMHT	
YOUTH SERVICES	
SOCIAL SERVICES	
HOUSING DEPARTMENT	
PROBATION SERVICE	
WELSH AMBULANCE SERVICE	
ABM UHB ACCIDENT & EMERGENCY	
ABM UHB PRIMARY CARE	

ABERTAWE BRO MORGANNWG AREA PLANNING BOARD

Capital Group

Terms of Reference

1.0 Purpose of the Group: The Capital Group of the Western Bay APB

2.0 Responsibilities:

2.1 Maintain an overview of substance misuse estate within the APB area.

2.2 Liaison with Local Authority Finance Team responsible for administering capital finance.

2.3 To oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure. This will include actual and forecast expenditure and activity on commissioning contracts.

2.4 To provide a forum for commissioners to work together to ensure the provision of appropriate estate that will meet the needs of service providers in the delivery of efficient and effective substance misuse services.

2.5 To provide a forum where each member organisation can report on its individual capital priorities and agree overall regional priorities for the application.

2.6 Support service providers in constructing robust capital applications as required.

2.7 Acts as the primary assessment group for bids against earmarked capital.

2.8 Provides a regular discussion forum to provide advice on schemes in development;

2.9 Makes recommendations on the approval of Outline and Full Business cases;

2.10 Manages the capital programme, monitoring the progress of schemes against anticipated capital profiles and making recommendations on remedial actions when required.

2.11 To be responsible to the APB for expenditure and audit of all capital grant funding.

2.12 Consider and review any external financial monitoring returns and commentary.

3.0 Ways of working.

3.1 The Group will meet bi monthly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minute's secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise and additional meetings requested if required.

3.5 Extended bodies may be asked to co-opt representatives where appropriate.

4.0 Quorum

4.1 The meeting will be quorate when 4 members are present.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chairs of the Area Planning Board and the Service Delivery Board.

7.0 Membership:

Organisation	No of people
Local Authorities	3
ABMU Health Board Deputy Director of Planning	1
Welsh Government Regional Advisor	1
DIP Commissioner.	1
ABMU Health Board Service manager (Substance Misuse)	1
Chair of Service Provider Forum	1

Western Bay Area Planning Board

Children & Young People's Group

1.0 Terms of Reference

Purpose of the Group: The Children and Young People's Group will support the Western Bay APB in its implementation of regional objectives specifically relating to the needs of children and young people affected or at risk of substance misuse. The group will also support the Finance and Commissioning Group to in its service planning for young people aged 18-25.

2.0 Responsibilities:

2.1 To monitor the provision of treatment and rehabilitation services for children and young people within the Western Bay APB region to ensure that services are relevant and appropriate to meet the needs of children and young people.

2.2 To make recommendations to the Area Planning Board regarding service development for children and young people.

2.3 To ensure that substance misuse services for children and young people across the region are developed in line with WAG Substance Misuse Treatment Frameworks.

2.4 To advise on the needs of children and young people in the development of family orientated substance misuse and welfare services.

2.5 To identify and share good practice in the field of substance misuse and make recommendations regarding service improvements.

2.6 To ensure that service planning for children and young people affected by substance misuse dovetails accordingly with other relevant planning arenas.

2.7 To develop and implement the substance misuse prevention strategies specific to young people across the Western Bay APB region.

2.8 To monitor the implementation of the Welsh Government Workforce Development Strategy specific to children and young people's workforce.

2.9 The statement of children's rights in the UN Convention of the Rights of the Child will be considered and reflected in all work completed and duties exercised by the group.

3.0 Ways of working

3.1 The Group will meet quarterly.

3.1 Task and finish groups will be created to deal with specific issues as required, these groups will report to the sub-group.

3.2 Members of the group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [3] members are present, with the Chair.

4.2 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.3 Membership of the Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

4.4 Extended bodies may be asked to co-opt representatives where appropriate.

5.0 Links with relevant meetings

5.1 Minutes will be made available to the Chair of the Area Planning Board, the Service Delivery Board and the YOS Regional Board on request.

6.0 Membership:

Organisation	No of people
Local Authorities	3
South Wales Police	1
Third Sector Substance Misuse Services	3 (1) from each agency
CAMHS	1
YOS Regional Board	1
ABMU Health Board	1
Youth Services (statutory)	
Youth Services (voluntary)	
Social Work Service	
YOIS Prison Service	
Public Health Wales	1
WB Safeguarding Board	1

Western Bay Area Planning Board

IMT Project Management Group

Terms of Reference

1.0 Purpose of the Group: The PARIS (Substance Misuse) Project Management Group will support the Western Bay APB and Performance Management Group in managing the delivery and help monitor performance of services that are commissioned to deliver substance misuse services.

2.0 Responsibilities:

2.1 To discuss Care Management/IT system issues around the gathering of performance management information from adult and children and young people's services and feed back to the Performance Management Group.

2.2 To enable the capture and reporting of the performance measures relevant to each service area.

2.3 To support service providers in developing effective performance management systems and processes within the systems.

2.4 To support service providers in their development and adherence to the service core standards and NKPI's as outlined by the Welsh Government.

2.5 To ensure the Performance Management Group are able to produce reliable reports to the APB for the performance of substance misuse service delivery.

2.6 Also at the meetings the Group will be expected to:

- Discuss/approve an Exception plan (If required).
- Discuss/approve the closure of the previous stage plan.
- Discuss/agree the next stage plan.
- Update the Project Plan.
- Identify/agree any expenditure that may be required.

2.7 To discuss any items/recommendations added to the agenda by the Operational change management sub group.

2.8 To ensure that the national dataset is collected and reported to NWIS (NHS Wales Informatics Service) accurately and on time.

2.9 To provide costed recommendations to changes required to IMT systems and to provide recommendations to the APB with regard to future priorities.

2.10 To ensure all recorded performance management data is accessible for inclusion on the Welsh Government's funding tool.

2.11 To provide a forum for discussion of local (APB agreed) and national policy issues in line with the priorities of the APB Commissioning Strategy, and how PARIS (Substance Misuse) can assist in their delivery.

2.12 External bodies may be required to provide representatives where appropriate.

2.13 To explore future options for data sharing between organizations.

3.0 Ways of working

3.1 The Group will meet at the end of an agreed stage of the project (in line with Prince2® project management guidelines).

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minute secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [3] representatives of member agencies and [1] APB representative is present, with the Chair. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the PARIS (Substance Misuse) Project Management Group shall be reviewed at least every three years.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chair of the Area Planning Board, the Performance Management Group and the PARIS (Substance Misuse) Operational Change Management Group.

7.0 Membership:

Organisation	No of people
Chair (designated by APB) May be one of the members below	[1]
Local Authorities/APB Commissioners	3
ABMU Health Board	1
Service User Representative	1
PARIS (Substance Misuse) Project Manager	1
Local Agency Management representatives	4
Total membership	11