

### City and County of Swansea Finance and Charging Working Group

Terms of reference (drafted: 20<sup>th</sup> Jun. 2016 by Simon Jones) v1

#### Context

- Implementation of SS&WB (Wales) Act since 6<sup>th</sup> April 2016
- Codes of Practice Parts 4 & 5, Annexes, Regulations and Technical Briefing
- City and County of Swansea- Charging Policy (Social Services) v1.6  
[Swansea's Charging Policy \(Social Services\)](#)
- Charges for 2016/17 as set out within the above Policy (Appendix 1)
- City and County of Swansea Budget Strategy and Medium Term Financial Planning
- Sustainable Swansea – Fit for the Future Transformation Programme
  - Commissioning reviews
  - Business support review

#### Purpose of Meeting:

1. To ensure that *effective governance* at executive level of all changes to social services charges as set out within the current policy/ appendix 1
2. To *provide strategic leadership and operational oversight* to monitor the impact of the new Charging Policy on citizens and carers, as well as on the resources available to the Council
3. To ensure that City and County of Swansea are *meeting the statutory requirements* of the Social Services and Well-being (Wales) Act 2014; together with accompanying Regulations and Codes of Practice.
4. To ensure *compliance to the regulatory frameworks* of the Regulation and Inspection (Social Care) Act, as well as those defined by the Wales Audit Office.
5. Oversight of compliance to corporate finance policy, in particular the requirement to operate under the principle of *Full Cost Recovery*.
6. To recognise where there are opportunities for using Local Authority *discretion to review activities* and make changes within the Charging Policy and financial practices, within social services and across the whole Council.
7. To govern the *scope, timelines and quality of work* delivered by implementation/ Task groups, and updated within the working group as part of a 'sign off' arrangement.

8. Ensure that there are clear roles, responsibilities and processes in place for escalating concerns, risks and issues to Executive Board/ Cabinet.
9. To consider strategies for *future alignment of social care charges* and policy across Western Bay Region.
10. To ensure that *Child and Family Services* are fully considered within the future charging arrangements and review processes.
11. To create opportunities for *elected member involvement* in shaping changes to Policy and to charging structure to improve the outcomes for the citizens we serve.

**Frequency of Meetings:** Monthly, to be reviewed against progress

**Proposed Membership:**

- **Chair:** Chief Social Services Officer (DH)
- **Deputy Chair:** Head of Service (AW/ JT)
- **Task Group Leads:**
  - Annual Review Cycle - social care charges (Lead: SJ);
  - In Year Review of Charges (Lead: AH);
  - Financial Assessment and Charging processes (Lead: RM);
- **Subject Matter Experts:** As required by Leads
- **Business Support:** (PO –Resources: DR)

**Reporting to:** People P&FM/ Future Generations Board (TBA)