

## **SCHEDULE 4: GOVERNANCE: Approvals, Oversight & Performance**

### **1. Introduction**

- 1.1 The Partners have agreed the governance arrangements set out in this schedule in furtherance of the aims and objectives as described in Clause 3 and Schedule 1 of the Agreement.
- 1.2 The Partners shall review the governance arrangements in accordance with Clause 10 of the Agreement.
- 1.3 Any variation to the Agreement including changes to a Schedule shall be effected through the mechanism of Clauses 8 and 15 of the Agreement.
- 1.4 The arrangements set out in this schedule shall apply until such time as the Partners agree otherwise.

### **2. Adult Services Transformation Board**

- 2.1 The Adult Services Transformation Board is collectively responsible for tracking the progress of the Scheme, within their aims and objectives within any defined resources.
- 2.2 The Adult Services Transformation Board shall:
  - 2.2.1 receive all reports required under this Agreement and agree actions or refer proposals for action back to the Partners for approval as the case may be.
  - 2.2.2 review annually the operation of the Scheme which is the responsibility of the Adult Service Transformation Board for consistency;
  - 2.2.3 consider progress on the Aims, Objectives and Outcomes at Schedule 1 for the Scheme;
  - 2.2.4 review and confirm the Scheme and undertake any risk assessment and agree actions and recommendations arising following the review;
  - 2.2.5 provide a copy of any Annual report prepared in respect of the Services to the Regional Partnership Board
  - 2.2.6 consult further and agree actions where appropriate on any plan and progress on priorities as necessary to ensure that suitable consultation and Equality Impact Assessments are undertaken for any major changes to services;
  - 2.2.7 act in cooperation with the Regional Area Planning Board and Community Safety Partnerships within the locality of the Partners

2.2.8 consider whether it would be appropriate to adopt any revision to Schedule 1 (other than that Partner arrangements) for any financial year in which case the Partners shall comply with that revised version.

### **3. Adult Service Transformation Board Membership**

- 3.1 The Partnership Lead Officer from the Host Partner
- 3.2 The Pooled Fund Manager from the Host Partner (as required)
- 3.3 Other members comprising of one or more officers from each Partner as agreed between the Partners.
- 3.4 Any change in membership of a Health Board member of the Adult Services Transformation Board will be notified in writing by the Authorised Officer of the Health Board to the Authorised Officers of the Councils
- 3.5 Any change in membership of a Councils member of the Adult Services Transformation Board will be notified in writing by the Authorised Officer of the Council to the Authorised Officer of the Health Board and the Councils
- 36 If agreed by the Adult Services Transformation Board, additional invitees may be requested to attend their meetings; such invitees will attend in a non-voting capacity (which for the avoidance of doubt may include representatives from adult services and children services.

### **4. Adult Services Transformation Board Meetings**

- 4.1 The Adult Services Transformation Board will meet at least six times per financial year and at a time and day to be agreed but in the absence of agreement set by the Authorised Officer of the host Partner.
- 4.2 A special Adult Services Transformation Board can be called at any time by a Board member or an Authorised Officer where they deem it necessary.
- 4.3 The quorum for meetings of the Board shall be a minimum of one member from each Partner not counting the Pooled Funds Manager or other non-voting members listed at Paragraph 3 above.
- 4.4
  - 4.4.1 The Adult Services Transformation Board is not a corporate body and cannot make decisions by majority vote and as a consequence of this it

must act by the Members of the Adult Services Transformation Board exercising their delegated power

4.4.2 The Adult Services Transformation Board will therefore act by unanimity of decision making subject to the Dispute Resolution Procedure set out in Clause 19 to this Agreement

4.5 Minutes of all decisions shall be kept and copied to the Partners within fourteen (14) days of every meeting.

4.6 The Adult Services Transformation Board members are authorised within the limits of delegated authority (which is received through their respective organisation's own schemes of delegation):-

4.6.1 To confirm the allocation of funding within the overall budget approved by the Partners including any additional non-recurring contributions

4.6.2 To confirm additional non-recurring contributions approved by the Partners to which they are a party, where anticipated future commitments are likely to exceed the aggregate contributions of the Health Board and the Council to the Pooled Funds confirmed or agreed pursuant to Clause 4 of this Agreement; and;

4.6.3 To authorise or enter into any Contract, for any particular Scheme to which they are a party, subject to the Contract Standing Orders of the Partners where these are necessary for the achievement of Scheme aims and where such a contract will create a liability for Partners beyond the end of the Financial Year of the Agreement;

4.6.4 To agree changes to the working arrangements of any Scheme provided that any amendments comply with the Agreement;

4.6.5 To review and agree annually for any particular, the schedule, plan, objectives, resources and the performance measures;

4.6.6 To consider progress on the Aims and Outcomes at Schedule 1 for each Scheme;

4.6.7 To consult further and agree actions where appropriate on any plan and progress on priorities as necessary to ensuring suitable consultation and Equality Impact Assessments are undertaken for any major changes to services arising from the Partnership Arrangements;

4.6.8 To agree the appointment of the Partnership Lead and the Pooled Fund Manager within 30 days of commencement of each Financial Year for each Scheme.

## **5. Adult Service Transformation Board Agendas**

- 5.1 The Adult Services Transformation Board will follow a two part agenda. The first part will consider any reports from the Pooled Funds Manager.
- 5.2 The second part will consider any other matters of progress from the Adult Services Management Board.