

# **Terms of Reference**

## **North Wales Direct Payments Forum**



Document issued: January 2019  
Revised: February 2019

Revised February 2019

# North Wales Direct Payment Forum

## TERMS OF REFERENCE

### Purpose of the Forum

1. To understand the approach to and have an overview of Direct Payments across North Wales which is in compliance with part 4 of the Social Services & Wellbeing Act.
2. To identify opportunities for collaboration across North Wales.
3. To provide a forum for discussion and development of Direct Payments.
4. To share good practice across the region
5. To identify and highlight risks and issues
6. To problem solve issues affecting the delivery of Direct Payments across North Wales
7. To **explore** development of a regional approach to arranging support services for Direct Payments Services.
8. To develop recommendations around a consistent approach to reporting qualitative and quantitative performance data.
9. To explore innovation in the delivery of and use of Direct Payments and consider and make recommendations for implementation regionally
10. To influence the direction of travel nationally via the All Wales DP Forum, DP Practice and Information Exchange and the All Wales Support Services Network.
11. To engage the BCUHB in considering the opportunities created for all stakeholders through the use of Direct Payments

12. To agree priorities and forward work plan.

13. To provide an annual report to NWASH and NWHoCS

## **Objectives**

1. To develop and implement regionally a forward work plan.

## **Task and Finish Groups**

From time to time, the Direct Payment Forum may form a task-and-finish group, to meet as appropriate, to further the work plan in an effective and efficient manner.

Task and finish groups will report on progress, or otherwise, to the forum at its regular quarterly meetings.

# **Membership**

## **Name**

North Wales Direct Payments Forum

## **Membership**

Direct Payment leads and associated officers as each authority determines as appropriate:

- Ynys Mon
- Gwynedd
- Conwy
- Denbighshire
- Flintshire
- Wrexham
- BCUHB

Other

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- As required to support the work plan

It is an expectation that each Local Authority will have a named officer who will be able to attend the Forum consistently and will take responsibility for cascading information to their Local Authority Service Areas.

### **Operational Arrangements**

The Forum will be led by a Chair, which will rotate on an annual basis. A Vice Chair, (from different authority to Chair) will rotate on an annual basis.

Social Care Management Admin of the Chair will provide support for Minute taking and arranging the meetings.

Venue – central

### **Governance**

The forward work plan will be presented to NASH for approval and support.

The Forum will report progress on implementing the work plan via an annual report to NASH.

### **Meetings**

The Forum will meet monthly for a period of 3 months to establish a work plan and implementation action plan

Thereafter there will be a minimum of four meetings each year, to be held centrally.

Guest speakers may be invited from time to time.

The deliberations, findings and progress of all live Task and Finish Groups, will be reported to the Quarterly Meetings.

### **Review**

The North Wales Direct Payments Forum Terms of Reference will be reviewed annually.

### **Minutes**

The Minutes will be circulated to all Members.

Task and Finish Group Minutes will be presented to the next subsequent meeting for information.

### **Agenda Items**

All Members may submit items for inclusion on Quarterly Meeting Agendas, by consultation with the Chair/Deputy Chair, a minimum of two weeks in advance of the scheduled date of the Meeting.

Urgent items may be submitted to the Chair up to the commencement of the Meeting.