



## Terms of Reference

### Merthyr Tydfil Social Care Workforce Development Partnership

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The status is as a partnership constituted in line with the annual remit letter of the Welsh Assembly with links to the Social Care in Partnership (South East) - SCiP(SE).

#### Membership

Membership of the Merthyr Tydfil SCWD Partnership is open to representatives of any organisation currently involved in the provision of, or training, learning & development for social care services or allied activities in the County.

As a minimum, the partnership will strive to achieve membership including the following:

- + Community Services of the Local Authority
- + Voluntary sector organisations
- + Private sector organisations
- + Cwm Taf Local Health Board
- + Further Education College
- + Service User and Carer Task Group

and achieve representation of the following:

- + Local Safeguarding Children's Board
- + Area Adult Protection Committee
- + Health and Well Being Strategy Group
- + Children and Young Peoples Partnership
- + Community Safety Partnership
- + Merthyr Learns Partnership

#### Aim of the Partnership

The aim of the partnership is to establish 'one sector, one workforce' and to work in partnership to offer a co-ordinated approach to workforce development opportunities for social care staff across Merthyr Tydfil

The focus of the work of the partnership will be as follows:

- + to provide a steering & leadership role on behalf of the wider partnership by providing the strategic direction for social care workforce development in Merthyr based on existing & future local strategies & plans
- + to develop a 5 year Learning and Development Strategy setting out key priorities and improvement areas
- + to provide workforce data on an annual basis to WAG and sponsored bodies e.g. Care Council for Wales (CCW)
- + to drive up the qualification profile of the Social Care Sector in Merthyr Tydfil against identified national targets
- + to meet the training and development needs of the Social Care Sector in Merthyr based on identified need

- ✚ to facilitate the qualification and post qualifying training for Social Workers based on targets set by the CCW
- ✚ to monitor and evaluate the effectiveness of the partnership and its activities, in relation to progress made against the learning and development strategy and value for money
- ✚ to respond to local, regional and national initiatives and consultations with relevance to workforce development

### **Accountability/reporting arrangements:**

Members of the group are accountable to their employing organisation and the group reports to the committee structure of the Local Authority

### **Sub groups**

Sub groups will be established as necessary through agreement of the membership

### **Co-opting Arrangements**

Individuals and/or organisations will be co-opted onto the group as necessary through agreement of the membership. Co-opted members will not normally be able to vote unless agreed in advance by majority vote of permanent members.

### **Appointment of members**

Officers will be appointed to position of chair, vice chair and secretary through relevant nomination procedures as determined by the group

If necessary all appointments will follow the nominees prior agreement, secret ballot and result by majority vote. These officer positions shall normally be for a period of one year, after which a new ballot will be held. Retiring officers may seek re-election Officers may resign from their responsibilities at any time.

### **Quoracy**

For decision making or voting, there must be at least 6 members contributing to the decision or vote. In the event of a tied vote, the Chair may at his/her discretion, either remit the item for further discussion and decision or make an additional casting vote

### **Frequency of meetings**

The partnership will normally meet four times a year, or exceptionally at the discretion of the members.

### **Circulation of minutes**

Minutes will be circulated to all members

### **Links to other groups:**

The partnership has the support of and is recognized by the Local Authority, Health and Social Services Directorate General of the Welsh Assembly Government, the Care Council for Wales and SCiP(SE).

### **Resources**

Partnerships members' budgets will meet all their own costs for meeting attendance. The partnership budget will meet the costs of venues and associated costs. Any

resource implications identified through the partners agreed work programme will be first subject to a majority agreement of the membership.

**Administration**

The administration of the partnership during and between meetings is the responsibility of the of the Community Services Directorate of the Local Authority

**Review**

The terms of reference will be formally reviewed bi-annually but may be adjusted at meetings by majority vote or on an emergency basis at any time at the discretion of the Chair. These latter occasions will be subject to ratification at the next partnership meeting.