

19 Hills Partnership Advisory Panel – Terms of Reference

Context

Ringland in East Newport was developed in the 1950s to accommodate workers for the former Llanwern steelworks. The area has much greenspace, an emerging community health collaborative and a strong social fabric. Our 19 Hills CIC has been created to promote the health and wellbeing of the communities of Ringland and Alway that will be served by a £28 million integrated health and wellbeing centre, bringing independent funding and the voice of local residents to ensure quality health and wellbeing services in the centre. We will work with partners more widely to improve job opportunities, quality housing, energy security and other areas for the local population, recognising the importance these areas have for people's health and wellbeing.

Objectives

The Partnership Advisory Panel (hereinafter referred to as "the Panel") is established to provide strategic direction, provide advice regarding partnership and governance and where appropriate provide leadership and operational support for the 19 Hills CIC, including around finance, governance and sustainability. The Panel will focus on fostering partnerships, driving innovation, and ensuring that the organization aligns with its mission to deliver impactful health and social care services across Wales.

- **Strategic Leadership:** Provide long-term strategic direction for the CIC, ensuring alignment with its vision, mission, and values.
- **Partnership Development:** Foster and manage partnerships with key stakeholders across health, social care, the public sector, private entities, and the third sector.
- **Innovation in Health and Social Care:** Promote innovative solutions and practices that enhance the delivery of services.
- **Sustainability:** Advise regarding financial sustainability through innovative funding models, grants, and diversified revenue streams.
- **Impact Measurement:** Support the implementation of frameworks to measure and report social impact, quality of care, and community outcomes.
- **Compliance and Risk Management:** Advise around compliance with statutory, regulatory, and funding requirements, particularly in relation to health and related-services and activities in Wales.

Authority

Panel members do not collectively or individually hold any authority of decision making financial, legal, or otherwise for the 19 Hills CIC.

Membership

- There are 10 places on the Board. These may include:
 - Aneurin Bevan University Health Board
 - Newport City Council

- Newport City Homes
 - Pobl
 - Llanwern High School
 - 5 community and partnership positions
- Members are appointed to the Panel by process of nomination and agreement by the 19 Hills Directors.
 - Members participate on a voluntary basis and individuals can choose to resign their membership at any time, and if necessary, without notice.
 - The Panel can by majority agreement opt to remove a member from the Panel should a member demonstrate their unsuitability (such as failing to follow the terms of reference or acting in such a way that would jeopardise the work of the Panel or CIC).
 - The Panel may from time to time wish to expand the membership or coopt non-members to attend meetings to bring specific expertise to a given subject, by majority agreement.
 - Panel members shall be appointed for a term of three years, renewable for a maximum of two terms.

Frequency & Duration of Meetings

- The Panel will meet four times per year.
- The meetings unless otherwise agreed by the Panel will be online via Teams.
- The meetings will last for no more than 2 hours.

Meeting Procedures

- The Panel will appoint a Chair and the meetings will be chaired by that person.
- If the Chair is unable to attend any given meeting, they will ask another member of the Panel to stand in for them.
- Unless any member of the Panel objects each meeting will be recorded to assist in the production of meeting minutes.
- Meeting minutes will be produced and circulated no more than 1 week after the meeting is held.
- An agenda will be produced and circulated at least one week before the meeting.
- The Panel will have a quorum of 4 attendees.
- The recommendations made by the Panel will be agreed by the Panel at each meeting by a majority vote. In any event, all advice and recommendations will be recorded in the meeting minutes.
- Members are expected to operate with integrity and transparency and without conflict of interest.
- Members must declare interests at the start of each meeting.

Conflict of Interest

All Panel members must declare any potential conflicts of interest at the beginning of each meeting. If a conflict of interest arises, the member shall abstain from discussions and voting on relevant matters.

Terms of reference

- The terms of reference will be reviewed annually to ensure they remain fit for purpose.
- Amendments may be proposed by any Panel member and must be approved by a majority vote.