

Asylum Seekers & Refugees APG

TERMS OF REFERENCE

1. PURPOSE

1.1 The *Asylum Seekers & Refugees APG* will ensure the efficient and effective joint planning of agreed health and social care services for *Asylum Seekers & Refugees*, thereby contributing to the continued implementation and monitoring of the Health Social Care & Wellbeing Strategy.

2. OBJECTIVES

2.1 JOINT WORKING:

2.1.1 To facilitate effective joint working by engaging with relevant stakeholders in the statutory, voluntary and private sectors across *Asylum Seekers & Refugees services*.

2.2 IMPLEMENTING THE HEALTH SOCIAL CARE AND WELL-BEING STRATEGY:

2.2.1 To develop an action plan or implementation plan based on the objectives contained within the *Asylum Seekers & Refugees services* strategy strand of the Health Social Care and Well-Being Strategy and present this to the SCG.

2.2.2 To develop, support, direct and monitor Joint Operational Groups to implement objectives or specific projects where appropriate.

2.2.3 To foster links with other relevant APGs to increase awareness of cross-cutting issues; in this instance

- *Mental Health APG*
- *Substance Misuse BME Task Group*
- *Housing*
- *Communities First*

2.2.4 To contribute to the development of other APGs action plans or implementation plans where there are known cross-cutting issues; in this instance

- *Community Safety Strategy*
- *HSCWB Strategy*
- *Adult Services Business Plan*

2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:

2.3.1 To make links between the objectives contained in the relevant strategies which apply to *Asylum Seekers & Refugees services* in this instance:

- As above

2.3.2 The *Asylum Seekers & Refugees APG* will provide the Strategic Commissioning Group (SCG) with evidence of changing need in the *Asylum Seekers & Refugees service area*.

2.3.3 To determine how well current services meet the needs of *Asylum Seekers & Refugees service service users* and to advise the SCG accordingly.

2.3.4 To make evidence-based recommendations for short, medium and long-term sustained improvement and service development to the SCG.

2.3.5 To coordinate the submission of joint bids for funding of relevant services, including the Flexibilities Special Grant.

2.3.6 To inform the SCG on progress made on the objectives contained in their *Asylum Seekers & Refugees Commissioning Strategy Action Plan*.

2.3.7 To inform the SCG on any challenges or delays in progressing particular objectives or projects.

2.3.8 To receive instructions from the SCG.

2.3.9 To provide progress reports as requested by the SCG and contribute towards the development of Annual Report of the Health, Social Care and Well-Being Strategy.

2.6 PUBLIC CONSULTATION AND SERVICE USER INVOLVEMENT:

2.6.1 To ensure that appropriate consultation is undertaken with relevant stakeholders; in this instance

- *Communities First BME Task Group*
- *Welsh Refugee Council*

2.6.2 To develop a service user forum or other mechanism, which enables the *Asylum Seekers & Refugees APG* to consult effectively with *service users and carers*.

3. MEMBERSHIP

List

Attached.

4. METHOD OF OPERATION

- 4.1** The *Asylum Seekers & Refugees APG* shall elect a Chair.
- 4.2** The Chair will represent the *Asylum Seekers & Refugees APG* at SCG meetings.
- 4.3** Meetings shall be on a *monthly*, aligned when appropriate, to inform the meetings of the SCG.
- 4.4** Only in exceptional circumstances, shall a member of the group, nominate a deputy to attend in their place. Where such an exception occurs, the member shall brief the nominated deputy adequately, and delegate decision making powers where possible.
- 4.5** Agenda items can be put forward by any member of the *Asylum Seekers & Refugees APG* , by e-mailing the Chair 5 working days prior to the next meeting.
- 4.6** Papers for presentation shall be submitted by e-mail to the Chair 5 working days prior to the next meeting.
- 4.7** Feedback from the *Asylum Seekers & Refugees Procurement Board and joint operational task group* should be a standing agenda item at each meeting.
- 4.8** Feedback from *Service User Involvement Group* should be a standing agenda item at each meeting.
- 4.9** Expert input shall be co-opted where necessary.

5. REPORTING ARRANGEMENTS

- 5.1** Each member of the *Asylum Seekers & Refugees APG* shall take responsibility for briefing appropriate individuals and groups within their own organisations, departments or service areas.
- 5.2** Feedback from all APGs shall be a standing item on the SCG agenda.
- 5.3** The named APG Chair shall attend SCG meetings and feed back to the group.

5.4 SCG feedback shall be a standing item on the agenda of the *Asylum Seekers & Refugees APG*.

6. REVIEW OF TERMS OF REFERENCE

6.1 The *Asylum Seekers & Refugees APG* terms of reference shall be reviewed annually.