

# **Gypsies & Travellers APG**

## **TERMS OF REFERENCE**

### **1. PURPOSE**

**1.1** The Gypsies & Travellers APG will ensure the efficient and effective joint planning of agreed health and social care services for Gypsies & Travellers, 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 Gypsies & Travellers 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 Gypsies & Travellers 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 & Homelessness APG
- 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
- Housing Strategy
- Education Plan

## **2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:**

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

- As above

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

**2.3.3** To determine how well current services meet the needs of Gypsies & Travellers 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 Gypsies & Travellers 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

- Cardiff Gypsy & Travellers Project

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

## **3. MEMBERSHIP**

### **List**

Sites Manager, Housing and Neighbourhood Renewal, Cardiff Council

Manager, Travellers Education Service, EMAS, Schools & Lifelong Learning, Cardiff Council  
Service Development Officer, Cardiff Local Health Board  
Head of Health Visiting, Cardiff & Vale NHS Trust  
Manager, Cardiff Gypsies & Travellers Project  
Equalities Officer, Housing, Cardiff Council  
Social Inclusion Officer, Cardiff Council  
Gypsy & Travellers Liaison Officer, South Wales Police  
Project Officer, Health Partnership Team

#### **4. METHOD OF OPERATION**

- 4.1** The Gypsies & Travellers APG shall elect a Chair.
- 4.2** The Chair will represent the Gypsies & Travellers APG at SCG meetings.
- 4.3** Meetings shall be on a bi-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 Gypsies & Travellers 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 partners 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 Gypsies & Travellers 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 Gypsies & Travellers APG.

## **6. REVIEW OF TERMS OF REFERENCE**

**6.1** The Gypsies & Travellers APG terms of reference shall be reviewed annually.