

Trauma-Informed Wales Implementation Steering Group (ISG)

Terms of Reference

1. Purpose

1.1 The purpose of the implementation steering group (ISG) will be to advise and support the Adverse Childhood Experience (ACE) Hub Wales and Traumatic Stress Wales (TSW) to implement the Trauma-Informed Wales Framework (Framework), ensuring that co-production and co-delivery remain a central commitment. The ISG will provide support and guidance to assist ACE Hub Wales and TSW to assess and evaluate the Framework's impact.

2. Remit

2.1 The key objective of the ISG is to advise and support the development of the overarching implementation plan and support key pieces of work; by working collaboratively and in accordance with the principles of co-production and co-delivery. Due to the scale of the work, a structure may be proposed to more effectively facilitate the development of specific areas of work. In doing this the group is asked to work together to:

- Co-produce and agree an implementation plan that fulfils the commitments of the high-level Welsh Government delivery plans for both ACE Hub Wales and TSW;
- Co-produce and agree an Evaluation and Monitoring Framework that will measure intended impact;
- Hold ACE Hub Wales and TSW to account in the commitment to co-production and co-delivery by ensuring that all developments adhere to this commitment;
- Provide expertise in the development of key commitments such as:
 - A public narrative for the work of the Framework.
 - A robust Evaluation and Monitoring Framework to measure the impact of the Framework.
 - Ensuring the views of all sections of society are taken into account, including those who been impacted by trauma.
- Review and monitor progress against the implementation plan;
- Regularly review the membership of the ISG to ensure it meets the priorities of the implementation plan and consider a targeted approach, to membership, to help deliver these priorities. This includes members stepping away from the ISG, and new members coming into the ISG as necessary.

2.2 Due to the scope and depth of the implementation plan, there is likely to be a need to take forward some co-productive developments via task and finish groups. This provides an opportunity for members to focus on developments that align to their skills and/or interests. This could also provide an opportunity to co-opt other members, with specific expertise, for specific tasks.

2.3 The ISG will decide collectively upon any formation of task and finish groups based on the commitments and priorities presented, along with clear remits and timeframes for these groups, including the nomination of joint-chairs and core membership.

3. Membership

3.1 Membership is on an invitation basis only.

3.2 The membership of the ISG will comprise ACE Hub Wales and TSW stakeholders, alongside external stakeholders from both within and outside of Wales, and from a range of sectors, service and policy areas, with a shared interest in preventing and responding to adversity and trauma. A copy of the agreed membership is attached at Annex 2.

3.3 If a member of the ISG is unable to attend a meeting, they should nominate a suitable deputy to attend on their behalf; the deputy will need to have the authority to make decisions on behalf of the member, if necessary, and to engage fully in the meeting's purpose.

3.4 With the agreement of the ISG, additional members may be co-opted, with specific expertise in areas not currently represented within the ISG's membership. This can be either on a permanent basis, or for a single meeting where discussion will focus on a specific area of interest.

3.5 We will also seek to consult with relevant other groupings supporting work in this area in order to ensure that expressed views are as wide and inclusive as possible, e.g., TSW National Steering Group, TrACE National Community of Practice, Nest/Nyth etc.

3.6 Of vital importance is dialogue and consultation with people with lived experiences, both adults and children and young people. The ISG will develop a plan and utilise effective approaches to ensure that people with experiences that are as diverse as possible are involved and that engagement with the work is innovative, safe and inclusive.

3.7 The ISG will consider an intersectional lens in relation to protected characteristics and diversity.

3.8 Membership will be a standard agenda item for all meetings to ensure regular opportunities to review.

4. Governance

4.1 The Group will be co-chaired by Dr Joanne Hopkins and Dr Annette Leponis.

4.2 Secretariat services will be provided by Traumatic Stress Wales and the ACE Hub Wales.

4.3 A note will be taken of all meetings, with any agreed actions noted, and this will be sent to members within 7 days of the meeting.

4.4 Action plans will be agreed by the ISG, including those of the task and finish groups

4.5 The establishment of any task and finish groups will be agreed by the ISG including their remit and core membership, and who feeds back into the ISG and how frequently they meet.

4.6 The ISG reports its progress into Welsh Government via the Co-Chairs.

5. Frequency of meetings

5.1 Meetings will be held bimonthly between September 2023 and March 2025. Information for each meeting, e.g., the agenda and any associated papers, will usually be circulated to the ISG via e-mail at least five working days before each meeting. All meetings will take place using 'Microsoft Teams'. The scheduled meeting dates and times are as follows:

Date	Time
14 th December 2023	2pm - 4pm
16 th January 2024	2pm - 4pm
12 th March 2024	2pm - 4pm
9 th May 2024	2pm - 4pm
9 th July 2024	2pm - 4pm
10 th September 2024	2pm - 4pm
5 th November 2024	10am - 12pm
14 th January 2025	10am - 12pm
4 th March 2025	2pm - 4pm
20 th May 2025	2pm - 4pm
8 th July 2025	2pm - 4pm
30 th September 2025	2pm - 4pm
2 nd December 2025	2pm - 4pm
27 th January 2026	2pm - 4pm
24 th March 2026	2pm - 4pm

6. Members' commitments

6.1 Members of the ISG will be expected to:

- Attend meetings or nominate an appropriate deputy to attend, who can contribute to strategic discussions and decisions;
- Prepare for all meetings by reading all associated papers;
- Commit to conducting meetings in a trauma-informed way;
- Play an active role and provide their expertise, knowledge, time and resources

to support the work of the ISG;

- Share not only their own views, but consider how the work of the ISG can consider opportunities for wider sector impact;
- Demonstrate a willingness to lead on action points, where appropriate;
- Help identify opportunities, risks, issues and solutions;
- Share relevant information;
- Work collaboratively and confidentially;
- Take responsibility for identifying and declaring any potential conflict of interest and acting accordingly to remove the risk;

- Complete a standard conflict of interest declaration on joining the ISG and updating it as necessary; and
- Not taking part in discussions/decision making processes for which a potential conflict of interest is identified.

6.2 Members of the ISG will have a responsibility to inform the Chairs if there are any matters which would affect the reputation of the ISG or its work.

Annex 1

Background and Context to the Work Programme

The ACE Support Hub was established in 2017. It has been funded by Welsh Government for the last four years to increase awareness of ACEs and bring about systems transformation to prevent, mitigate and tackle the impact of ACEs across the life course.

In 2019, with the publication of the review of Together for Mental Health Delivery Plan 2019-22, the Welsh Government (Health and Social Services) commissioned Traumatic Stress Wales (TSW), a national quality improvement initiative. TSW aims to improve the health and wellbeing of people of all ages living in Wales at risk of developing or with post-traumatic stress disorder (PTSD) or complex post-traumatic stress disorder (CPTSD). Key to this work is the development and dissemination of interventions to support emotional safety and stabilisation for those experiencing distress related to traumatic events.

On 17 March 2021, the Welsh Government published a report on its review of ACEs policy in Wales. The review recognised that much important work has been done in Wales in relation to the ACEs agenda but was clear that a focus was now needed on what people need to do to turn knowledge about ACEs into practice that makes a difference to people's lives. There has been a shift towards using the term 'trauma informed' to describe this; but there is a lack of clarity about exactly what this means, how this is already being embedded in practice and in what ways. We know that ACEs are traumatic experiences, but the full range of possible traumatic experiences is much broader than ACEs alone. We also know that not all traumatic experiences would be of a nature required to precipitate PTSD or CPTSD, even though they may be extremely distressing to the individual affected. This clearly raises important questions around definitions and language that should be addressed to provide the clarity required. The ACEs review identified the need to develop a trauma-informed practice framework for Wales to support good practice and it commissioned ACE Hub and TSW to facilitate the co-production of a framework. Working with an expert reference group ACE Hub and TSW developed a draft framework which was the consulted upon. In July 2022 the Trauma-Informed Wales Framework was jointly launched by the Welsh Government's Deputy Ministers for Social Services and for Mental Health and Wellbeing, who have asked ACE Hub and TSW to take a lead on implementing and evaluating the Framework.

Annex 2

Membership of the Implementation Steering Group

Name	Role	Organisation
Alwena Watkins	Head of Parenting and Families	Welsh Government – Communities and Tackling Poverty
Dr Annette Leponis (Co-Chair)	Acting Director	Traumatic Stress Wales
Beverley Morgan	Policy Lead	Welsh Government – Health and Social Services Group
Charlotte Montgomery	Associate Director of Workforce Transformation	HEIW
Christine Harley	Head of Blueprint Implementation	HMPPS
Dave Williams	Consultant Psychiatrist	Traumatic Stress Wales, Welsh Government, UK Trauma Council
Dr Caroline Hughes	Associate Dean	Wrexham University
Dr Joanne Hopkins (Co-chair)	Programme Director for ACEs, Criminal Justice and Violence Prevention	ACE Hub Wales
Dr Katie Brown	Highly Specialist Clinical Psychologist and Traumatic Stress Pathway Lead	Cwm Taf Morgannwg University Health Board
Dr Tegan Brierley Sollis	Project Leads TrACE University	Wrexham Glyndwr University
Ewan Hilton	Chief Executive	Platform
Hannah Williams	Improvement and Development Manager	Social Care Wales
Joseff Bromwell	Senior Project Manager	ACE Hub Wales
Judith John	All Wales AHP Public Health and Prevention Lead	HEIW
Julia James	Head of Programmes	Mind Cymru
Karen Gully	Strategic Programme for Primary Care	ABUHB
Lauren Hopkins	ACE Hub Wales	Communication and Engagement Officer
Mark Davis	Families First Chair	Vale of Glamorgan Council
Michael Davitt	Member of Public	Traumatic Stress Wales' Public Advisory Group Representative
Natalie Blakeborough	Deputy Leader	ACE Hub Wales

Sarah Cosgrove	Head of Communications and Engagement	NHS Wales Collaborative
Sarah Crawley	Director	Barnardo's Cymru
Tony Hendrickson	Cultural Competence Certification Scheme Coordinator	Diverse Cymru
Wayne Warner	Senior Policy Manager	Welsh Government – Tackling Poverty and Supporting Families Division

Secretariat		
Danielle Wiltshire	Project Support Officer	ACE Hub Wales