

Public Services Board (PSB) Terms of Reference April 2019

Status

One Newport Public Services Board is a statutory board established by the Well-being of Future Generations (Wales) Act 2015.

Purpose

- 1) To improve the economic, social, environmental and cultural well-being within Newport by bringing together the most appropriate key decision-makers in Newport to improve public services in such a way that it is transparent and meaningful as well as accountable to local people. In doing so, the Board will deliver against the national well-being goals that are:
 - A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language

Role of the Public Services Board

- 2) The board's contribution to the achievement of the goals will include:
 - Assessing the state of economic, social, environmental and cultural well-being in the Newport area;
 - Setting and monitoring local objectives that are designed to maximise the PSB's contribution to the well-being goals; and
 - Taking all reasonable steps to meet those objectives.

Responsibilities

- 3) To consult on an assessment of well-being within Newport;
- 4) To prepare and publish a local well-being assessment for Newport;
- 5) To consult on a local well-being plan for Newport;
- 6) To review or amend a local well-being plan and to publish an amended local well-being plan where required;
- 7) To consult on any amendment to a local well-being plan as required;
- 8) To review and report annually on progress to the public, Welsh Government, democratically elected members, and PSB member organisations;
- 9) To consider collaborating with one or more PSBs if it assists in contributing to the achievement of the well-being goals. A board collaborates if it:
 - a. Co-operates with another board;
 - b. Facilitates the activities of another board;

- c. Co-ordinates its activities with another board;
 - d. Exercises another board's functions on its behalf; or
 - e. Provides staff, goods, services or accommodation to another board.
- 10) To provide and coordinate resources to ensure the successful delivery of partnership priorities, the PSB will:
- a. Nominate individuals from within their respective organisations to lead areas of work, as appropriate;
 - b. Communicate the importance of partnership working, emphasising that it is 'part of the day job';
 - c. Appropriately reflect the priorities of the Board within organisational strategies and plans;
 - d. Address resource challenges in priority areas.
- 11) To ensure there are links with Safer Newport (local Community Safety Partnership) so that the PSB are made aware of any relevant community safety issues.

Principles

- 12) To ensure that sustainable development is an overriding principle of the group's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
- a. **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
 - b. **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
 - c. **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
 - d. **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
 - e. **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.
- 13) The board will strive in accordance with national guidance and legislation including:
- WFG Act and associated guidance
 - Welsh Language (Wales) Measure 2010
 - Social Services and Well-being (Wales) Act 2014
 - Equality Act 2010
 - Public Sector Equality Duty
 - Planning (Wales) Act 2015
 - Environmental (Wales) Act 2016

- The National Principles for Public Engagement in Wales
- The United Nations Convention on the Rights of the Child
- The National Standards for Children and Young People's Participation

Membership

- 14) The Board is made up of statutory members and invited participants.
- 15) Representatives of all the statutory members must be in attendance at a meeting of a public services board. Statutory members are collectively and equally responsible for fulfilling the PSB's statutory duties. This means unanimous agreement of the statutory members is needed in relation to fulfilling these duties (e.g. to publish assessments of local well-being, local well-being plans and annual progress reports).
- 16) The PSB must invite specified statutory invitees to participate, and can invite others as they consider appropriate, provided they exercise functions of a public nature. If the invitees accept the invitation they do not become statutory members of the Board but they become invited participants and can participate fully in the activities of the Board.
- 17) Membership of Newport PSB is as follows:

Statutory Members

- Leader Newport City Council
- Chief Executive, Newport City Council
- Interim Director of Planning & Performance, Aneurin Bevan University Health Board
- Chairman, Aneurin Bevan University Health Board
- Executive Director for Knowledge, Strategy and Planning, Natural Resources Wales
- Chief Fire Officer, South Wales Fire and Rescue Service

Invited Participants

- Chief Superintendent, Heddlu Gwent Police
 - Gwent Police and Crime Commissioner
 - Assistant Chief Executive, Wales Probation Service
 - Welsh Government
 - Executive Director, Public Health Wales
 - Vice Chancellor, University of South Wales
 - Campus Director, Coleg Gwent
 - Chief Executive, Gwent Association of Voluntary Organisations
 - Newport Live (representing the cultural sector)
 - Registered Social Landlords (represented by Chief Executive, Newport City Homes)
 - Community Sector (represented by Chair, Newport Third Sector Partnership)
 - Youth Council representative
- 18) A member, and invited participant of a board is able to designate an individual from their organisation to represent them. The only restriction is that a directly elected mayor or executive leader of a local authority may only designate another member of the authority's executive.

19) The person designated should have the authority to make decisions on behalf of the organisation.

Sub-groups

20) The board is able to establish subgroups to support it in undertaking its functions and the board can authorise sub-groups to exercise a limited number of functions.

21) Each subgroup must include at least one statutory member of the board, who can choose an appropriate representative to attend to contribute to the work of the sub-group.

22) The subgroup can include any invited participant or other partner.

23) The aims of each subgroup will be determined by the Board when the sub-group is established.

24) Each subgroup will prepare terms of reference and the chair of the sub-group will submit them to the Board for approval.

25) Sub-groups cannot:

- a. Invite persons to participate in the board's activity;
- b. Set, review and revise the board's local objectives; and
- c. Prepare or publish an assessment of well-being.

26) The following sub-groups currently exist:

- a. Strategy & Performance Board
- b. Well-being Plan Sub-group
- c. Community Engagement Group
- d. Newport Third Sector Partnership;
- e. Intervention Boards

Chair

27) The position of Chair will be reviewed in line with the electoral cycle. The Leader or Chief Executive Officer, Newport City Council, will chair the mandatory meeting following ordinary local council elections and PSB members can then appoint another statutory member or invited member to chair if they wish to do so. A Vice Chair will be appointed annually.

Meetings

28) The Board will meet quarterly (special sessions arranged on an ad hoc basis when required). The meeting will be chaired by the Chair of the PSB or the Vice Chair of the PSB in the Chair's absence.

29) The venue for each meeting will be decided at the preceding one, with the intention to rotate the host around members. Costs related to hosting the meeting will be borne by each host.

30) The agenda will be split into two parts, reflecting the two purposes of the partnership: 'Strategy and Policy' and 'Delivery'. The two parts do not need to be equal in terms of the number of items or the time spent examining them, but adequate coverage will be given to issues at the core of engagement and delivery. A forward work programme will form part of every agenda.

- 31) The meeting will be quorate when all statutory members are present. All the statutory members must be in attendance at a meeting of the board for decisions made during that meeting to be considered valid.
- 32) Substitutes are allowed at the Chair's discretion, and should be empowered to make the same decisions as the individual they stand in for.
- 33) Member organisations (except statutory members) will be permitted to miss a maximum of three consecutive meetings of each year's planned meetings.
- 34) The Board may invite other individuals or bodies to participate in its activity as it deems appropriate, so long as they exercise functions of a public nature.
- 35) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.
- 36) Meeting agendas and the minutes from the last meetings should be sent to all attendees at least one week prior to each meeting. For transparency, minutes and agendas will also be publicly available on the PSB website.
- 37) Whenever practicable, reports to the Board will be made in advance in writing enabling the time available at meetings to be devoted to matters in which members input can make a difference.
- 38) Any member of the Board may request that an item is placed on the agenda of a forthcoming meeting. This should be notified to the One Newport Partnership Team at least four weeks prior to the meeting concerned. Late items may be accepted at the discretion of the Chair.
- 39) Decisions will be agreed by consensus amongst the full Board members. If a vote is required the decision will be carried by the majority, with each statutory partner having one vote each. However, the Board cannot vote on and compel a single organisation to undertake an action that will disproportionately impact upon it against its wishes.
- 40) Competing or differing interests between statutory members should be reconciled before operational issues occur. Where differences are not reconciled, agreed independent mediation will be sought.
- 41) All members of the Board, priority theme and work groups should be empowered by the organisation that they represent to make decisions on behalf of that organisation (within the reasonable practice of good governance). Where this is not possible, decisions will be referred to the decision-making processes of those organisations.

Performance Management and Scrutiny

- 42) The Board will:
 - a. Ensure that it tracks the impact and outcomes of the well-being plan and manages performance through its performance management framework;
 - b. Ensure the outcomes set out within the Well-being Plan are reflected in the aims and objectives of each partner organisation's corporate planning processes and are the core of the performance management of the partnership.
- 43) The decisions made by the PSB, actions taken and its governance arrangements are subject to scrutiny by Newport City Council's Performance Scrutiny Committee – Partnerships. The Board will maintain a proactive and positive relationship with the scrutiny committee. The scrutiny committee has the power to:

- Review or scrutinise the decisions made or actions taken by the Board;
- Review or scrutinise the Board's governance arrangements;
- Make reports or recommendations to the Board regarding its functions or governance arrangements;
- Consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and
- Carry out other functions in relation to the Board that are imposed on it by the Act.

Communication

- 44) The Board will ensure that it consults and engages others in accordance with the Act and guidance.
- 45) The Board's citizen focus means it will engage in a purposeful relationship with people and communities in Newport in all aspects of its work. The Board will implement its consultation and engagement strategy and review the strategy annually

Support Arrangements

- 46) Administrative support is made available by the local authority and includes:
- a. Ensuring the PSB is established and meets regularly;
 - b. Preparing the agenda and commissioning papers for meetings;
 - c. Inviting participants and managing attendance;
 - d. Work on the annual report and preparation of evidence for scrutiny.
- 47) Ensuring that the collective functions of the Board are properly resourced is the equal responsibility of all statutory members. It is for the Board to determine how it will resource the functions it has to undertake

Complaints

- 48) All complaints about the operation of the One Newport Public Services Board should be addressed to the Chief Executive of Newport City Council. On receipt, complaints will be shared with all Board members to identify an appropriate process to handle the complaint, duly providing a report back to the Public Services Board.

Financial and other resources

- 49) One Newport Public Services Board may raise and distribute funds (e.g. grants) and all monies will be held on behalf of the Board via Newport City Council.
- 50) The resources required to implement any activities related to the achievement of the shared outcomes are the responsibility of the relevant partnerships and or partner organisations and not the One Newport Public Services Board.

Review and Amendment of Terms of Reference

- 51) The Board must review these terms of reference at the mandatory meeting following local council elections, and may review and agree to amend them at any time as long as all statutory members agree.

Appendix I: One Newport Partnership Structure

