

One Newport Intervention Board

Terms of Reference

April 2019

Background

The Well-being of Future Generations (Wales) Act 2015 (WFG Act) sets out a requirement to develop a Local Well-being Plan in each local authority area. The Newport Local Well-being Plan 2018-23 was published in May 2018 and includes five interventions that will be worked on over the next five years.

This document sets out the terms of reference for the boards that deliver on the five interventions. A visual representation of the One Newport Partnership Structure is included in Appendix I.

Purpose

- 1) To co-ordinate and monitor the delivery of the specified Intervention as set out in the Local Well-being Plan on behalf of the Public Services Board (PSB).
- 2) 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.

Responsibilities

- 3) On behalf of the PSB there are three main areas of responsibility for the Board:
 - Co-ordination; and
 - Performance management;
 - Communications

Co-ordination

- 4) To co-ordinate the delivery of the specified Intervention.
- 5) To ensure robust project management and governance arrangements are in place within the partnership delivery mechanisms of the Intervention.

- 6) To ensure appropriate systems are in place to achieve improvements and that managers and front line staff across agencies are working together effectively.
- 7) To prioritise those projects and activities that will have the greatest beneficial impact and maximise the contribution to the sustainable development principle and the well-being goals.

Performance Management

- 8) To ensure delivery plans are clear with measurable performance targets that relate to the action and outcomes defined against each of the steps, in line with the [Delivery & Performance Framework](#) (DPF).
- 9) To monitor Intervention performance on a quarterly basis by reviewing delivery plans and identifying:
 - Key achievements and successes;
 - Key performance measures;
 - Risks / Barriers to progress;
 - Plans for next quarter; and
 - Report to the Strategy & Performance Board as per DPF.

Communication

- 10) To identify communication needs for the intervention;
- 11) To identify news stories that will aid public understanding of the Well-being Plan and publicise progress.

Membership

- 12) Membership of the Intervention Board should include:
 - Intervention Leads (Chair)
 - Intervention Project Management Support (provided by one of the statutory partners).
 - Policy, Partnership & Involvement Team representative (to advise on the WFG Act, Local Well-being Plan and Delivery & Performance Framework).
 - Other members as appropriate to the work plan for the Intervention.
- 13) Membership should be reviewed on an annual basis as the same time as the terms of reference.

Meetings

- 14) Meetings will take place on a quarterly basis. Two-thirds of the membership should be present for the meeting to be quorate. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 15) All members of the group should be empowered by their organisation to make decisions on behalf of that organisation. Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 16) Any member of the group may request that an item be placed on the agenda of a forthcoming meeting.

17) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

Support Arrangements

18) Support will be provided by one or more of the PSB member organisations. This support includes:

- Provision of meeting agendas, minutes and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference.
- Production of population data, performance management, other evidence, information or advice as necessary.

Appendix 1: One Newport Partnership Structure

