

## Strategy and Performance 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.

This document sets out the terms of reference for the Strategy and Performance Board that is responsible for the co-ordination and delivery of the Local Well-being Plan on behalf of the [Public Service Board](#) (PSB). 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 objectives and interventions as set out in the Local Well-being Plan on behalf of the 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 four main areas of responsibility for the Board:
  - Co-ordination;
  - Performance Management;
  - Statutory Accountability; and
  - Communication.

### Co-ordination

- 4) To co-ordinate the delivery of the Local Well-being Plan objectives and interventions.

- 5) To ensure robust project management and governance arrangements are in place within the partnership delivery mechanisms.
- 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 facilitate new models of service delivery by exploring the pooling of resources and better alignment of services and joint / shared services.
- 8) To undertake pieces of work identified by the Public Services Board (PSB) which support the delivery of its functions and to report on progress made.
- 9) To maintain links with Safer Newport, which will act locally as the Community Safety Partnership as required under the Crime and Disorder Act 1998.
- 10) To ensure links with other local partnership groups / boards are maintained to support the board in carrying out its functions e.g. Family Support Services Board, etc.

#### Executive and Performance Management

- 11) To ensure dashboards are clear with measurable performance targets that relate to the steps as defined against each of the interventions, in line with the [Delivery & Performance Framework \(DPF\)](#).
- 12) To evaluate the interventions on a quarterly basis by reviewing the dashboards and working with the intervention leads to:
  - a. Assess progress;
  - b. Celebrate achievements and successes;
  - c. Reduce risk and barriers identified;
  - d. Ensure the sustainable development principle has been applied to the work undertaken.
- 13) To report to the PSB on:
  - a. Summary of the performance of the five interventions;
  - b. The sustainable development principle
  - c. Any case studies that should be highlighted.

#### Statutory Accountability

- 14) To ensure that intervention boards and working groups take account of the statutory responsibilities held by the PSB in the planning and delivery of services.
- 15) To receive and approve reports / plans from those delivering against said statutory responsibilities so that the PSB can be assured that these responsibilities are being met.

#### Communication

- 16) To identify news stories that will aid public understanding of the Public Services Board and Well-being Plan, and publicise progress.

#### **Membership**

- 17) Membership of the Strategy and Performance Board should include senior leaders within those organisation with either a statutory responsibility as outlined within current guidance ([Shared](#)

[Purpose: Shared Future](#)) and/or a lead responsibility for one of the current Interventions in the Well-being Plan listed below:

- The Newport Offer
- Strong & Resilient Communities
- Right Skills
- Green & Safe Spaces
- Sustainable Travel

18) The current membership is as follows:

- Chief Executive, Newport City Council (NCC) – Chair
- Senior representative from South Wales Fire & Rescue Service
- Senior representative from Natural Resources Wales
- Senior representative from Aneurin Bevan University Health Board
- Local Police Unit Commander, Heddlu Gwent Police
- Public Health Wales Consultant for Newport, Public Health Wales
- Strategic Director (Place), NCC

19) Membership should be reviewed on an annual basis.

## **Meetings**

20) 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.

21) 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.

22) Any member of the group may request that an item be placed on the agenda of a forthcoming meeting.

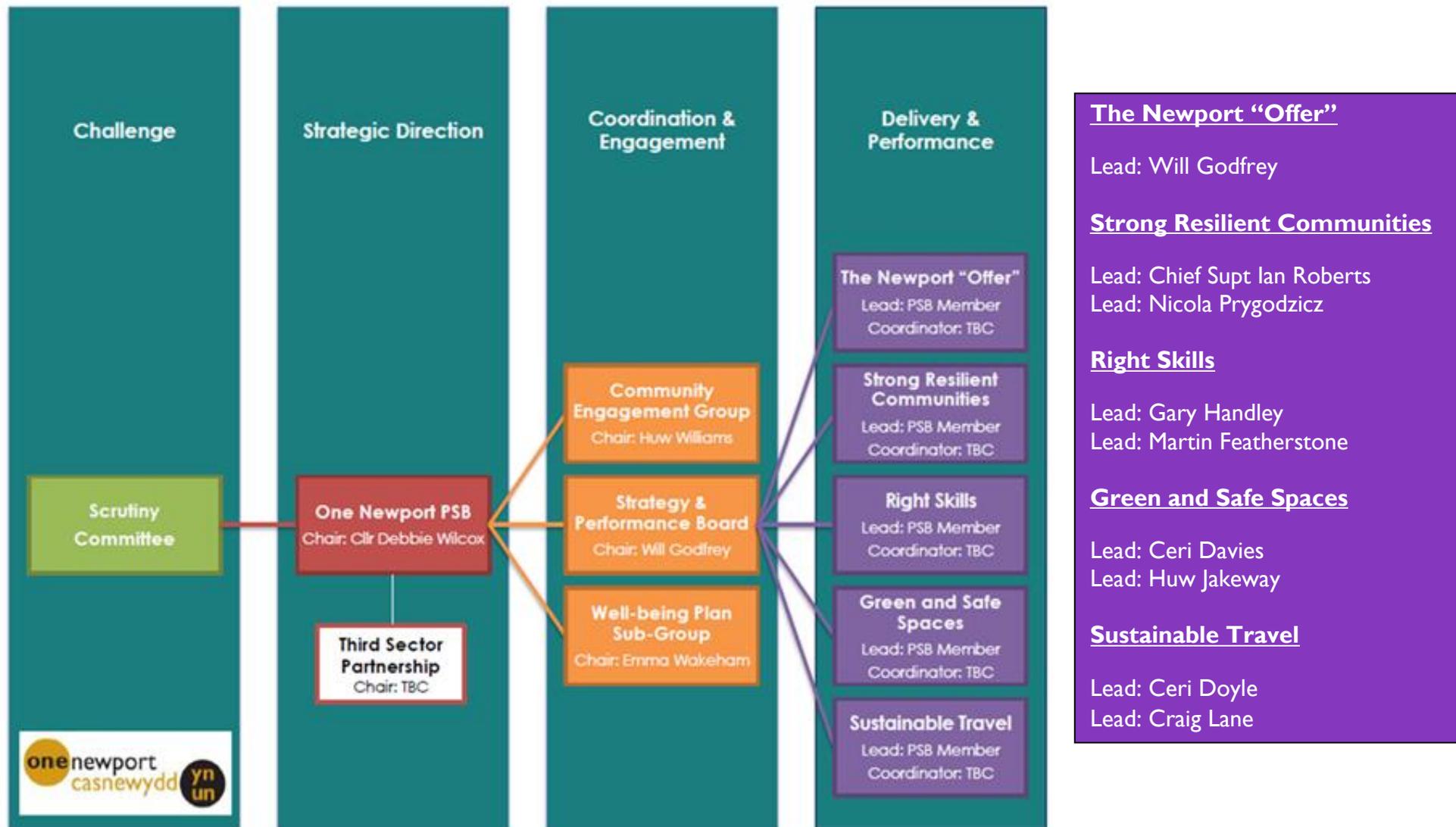
23) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

## **Support Arrangements**

24) Support will be provided by the Policy, Partnership & Involvement Team within Newport City Council. 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 I: One Newport Partnership Structure



**The Newport "Offer"**  
Lead: Will Godfrey

**Strong Resilient Communities**  
Lead: Chief Supt Ian Roberts  
Lead: Nicola Prygodzicz

**Right Skills**  
Lead: Gary Handley  
Lead: Martin Featherstone

**Green and Safe Spaces**  
Lead: Ceri Davies  
Lead: Huw Jakeway

**Sustainable Travel**  
Lead: Ceri Doyle  
Lead: Craig Lane