

One Newport Well-being Plan Sub-Group Terms of Reference April 2019

Purpose

- 1) To plan and develop the Local Well-being Plan and Local Well-being Assessment in accordance with the steps outlined in the Well-being of Future Generations (Wales) Act 2015 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 these are the three main areas of responsibility for the group:
 - Ensuring continued dialogue with the Future Generations Commissioner;
 - Developing the Response Analysis; and
 - Developing the Well-being Plan.

Ensuring continued dialogue with the Future Generations Commissioner

- 4) To communicate with the Future Generations Commissioner on the process for developing the Well-being Plan at the beginning of the 14-week period set out in the guidance.
- 5) To ensure there is continued dialogue with the Commissioner throughout the 14-week period on progress being made.
- 6) To respond to feedback from the Commissioner's Office regarding the well-being assessment and well-being plan.

Developing the Response Analysis

- 7) To agree a template for developing the response analysis.
- 8) To work with partners to better understand the outcomes the Public Services Board (PSB) should be working towards and how their interventions could contribute to them.

- 9) To co-ordinate intervention workshops with partners to consider the range of options for addressing priorities both short and long term.

Developing the Well-being Plan

- 10) To develop a set of well-being objectives for the PSB from the identified priorities.
- 11) To develop targeted priorities and interventions for the PSB to agree.
- 12) To prepare a draft well-being plan for a 12-week statutory consultation.
- 13) To work with the Engagement Group to support the statutory consultation process.
- 14) To review the consultation responses and finalise the plan for sign-off by statutory partner organisations and for final agreement by the PSB.
- 15) To develop proposals for performance management and governance arrangements for the well-being plan to be agreed by the PSB.
- 16) To review the well-being assessment on an annual basis to support the development of the annual progress report.

Membership

- 17) Membership should include:
 - Senior Policy & Partnership Officer, Newport City Council (Chair);
 - Policy, Partnership & Involvement Manager, Newport City Council;
 - Additional support from the Policy, Partnership & Involvement Team, Newport City Council (if required);
 - Representative from Aneurin Bevan University Health Board;
 - Representative from Natural Resources Wales;
 - Representative from South Wales Fire and Rescue Service; and
 - Other members as appropriate.

Meetings

- 18) Meetings will take place as and when required. 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.
- 19) 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.
- 20) Any member of the group may request that an item is placed on the agenda of a forthcoming meeting.
- 21) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

Support Arrangements

- 22) Support will be coordinated by the NCC Policy, Partnership & Involvement Team working with members of the group. 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;
- Providing performance & population data, other evidence, information or advice as necessary; and
- Supporting communication with and from the group.

Appendix I: One Newport Partnership Structure

