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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Hydref 3, 2016

Hysbysiad o gyfarfod

Pwyllgor Dethol Bwrdd Gwasanaethau Cyhoeddus

Dydd Mawrth, 11eg Hydref, 2016 at 10.00 am
Neuadd Y Sir, Y Rhadyr, Brynbuga, NP15 1GA

AGENDA

**BYDD CYFARFOD CYN I AELODAU'R PWYLLGOR 30 COFNODION CYN I'R
CYCHWYN Y CYFARFOD**

Eitem ddim	Eitem	Tudalennau
1.	i ethol cadeirydd	
2.	Ymddiheuriadau am absenoldeb	
3.	Datganiadau o Fuddiant	
4.	Fforwm Agored i'r Cyhoedd	
5.	Cofnodion y cyfarfod blaenorol a gynhaliwyd ar 28 Mehefin, 2016	1 - 6
6.	Trafodaeth gyda Chadeirydd y Bwrdd Gwasanaethau Cyhoeddus (Paul Matthews) ar <ul style="list-style-type: none">• Mae'r pwerau a roddir i graffu i ddal y PSB i gyfrif• Mae cynhwysedd y Bwrdd Gwasanaethau Cyhoeddus i gyflwyno'r asesiad lles• Argymhellion a wnaed gan y Pwyllgor Dethol i'r DGC ar eu trefniadau llywodraethu (llythyr at y PSB ynghlwm)	7 - 8
7.	Craffu ar y gweithgaredd ymgysylltu â'r gymuned sy'n cael ei wneud i baratoi ar gyfer yr Asesiad Lles Bsp on the activity ymgysylltu with the Gymuned able were will make i baratoi for the assessment Lles	To Follow

8.	Cylch Gorchwyl ar gyfer y Pwyllgor Dethol ar PSB Cytuno ar y cylch gorchwyl drafft a rhaglen waith ar gyfer y Pwyllgor Dethol PSB.	9 - 10
9.	I ystyried blaenraglen waith y Pwyllgor Dethol	11 - 12
10.	Nodi dyddiad ac amser y cyfarfod nesaf: 18 th January 2017 at 10am (pre-meeting 9.30am)	

Paul Matthews

Prif Weithredwr

CYNGOR SIR FYNWY

MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

D. Batrouni
P. Farley
L. Guppy
S. Howarth
P. Jones
S. Jones
J. Prosser
F. Taylor
A. Webb

Gwybodaeth Gyhoeddus

Mynediad i gopiâu papur o agendâu ac adroddiadau

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

Edrych ar y cyfarfod ar-lein

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i www.monmouthshire.gov.uk neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

Y Gymraeg

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

Public Document Pack **Agenda Item 5**

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Public Service Board Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 28th June, 2016 at 10.00 am

PRESENT: County Councillor P. Farley (Chair)
County Councillors: D. Batrouni, P. Jones and J. Prosser

OFFICERS IN ATTENDANCE:

Matthew Gatehouse	
Hazel Ilett	Scrutiny Manager
Sharran Lloyd	LSB Development Manager
Nicola Perry	Senior Democracy Officer

1. To elect a Chair

We elected County Councillor P. Farley as Chair of the Public Service Board Select Committee.

It was noted that the Chair of the meeting would be on a rotation basis between the Chairs of the four select committees. It was agreed that the Chair for the next meeting would be noted at the end of the meeting.

2. Declarations of interest

There were no declarations of interest made by Members.

3. Public open forum

There were no members of the public present for the Public Open Forum.

4. Governance Report for the Public Service Board (PSB) Select Committee

Context:

We received a report detailing the governance arrangements for the Public Service Board (PSB) Select Committee to provide Members with the opportunity to discuss and agree the governance arrangements for Monmouthshire's PSB Select Committee, including the drafting of appropriate terms of reference.

Key Issues:

The Future Generations Act 2015 requires public bodies to improve social, economic, environmental and cultural wellbeing in their area through statutory a Public Service Board (PSB). Local government has been afforded the responsibility to scrutinise the PSB and to ensure the principles of the act are applied to policy and decision-making in Monmouthshire.

The background paper attached to the report provided a detailed explanation of the requirements of the act in relation to scrutiny of the PSB and the wider scrutiny responsibilities. The report sought the agreement of Council on 21st January 2016 to establish a bespoke

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Public Service Board Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 28th June, 2016 at 10.00 am

scrutiny arrangement to scrutinise the activities of the PSB. It proposed that the existing four scrutiny committees play a key role in ensuring that future generations are considered through their scrutiny of policy and decision-making. The report's recommendations were accepted and the council has established a PSB Select Committee to scrutinise the activities of the PSB.

The report provided a framework for the future working arrangements and general conduct of the PSB Select Committee in line with the proposals agreed by full council.

The Public Service Board Select Committee shall comprise 9 non-executive Members. The four Select Committee Chairs shall be standing Members of the new committee with the remaining elected membership selected to ensure political balance.

The PSB Select Committee work programme will be reported to each Select Committee meeting to enable the Committee to review its content and include new items and to define the arrangements required for the next meeting. The updated work programme will be presented by the Select Committee Chairs to Coordinating Board.

Members Scrutiny:

During discussion following presentation of the report the following points were noted:

- The role for the PSB Select Committee in the first instance would be to scrutinise the strategic shift as the PSB evolves and to form a judgement as to whether what is being presented is a genuine embrace of the Future Generations Act, rather than a tweak of existing arrangements to comply with legislation.
- Some key areas for early exploration with the PSB could include:
 - What each partner is offering to the PSB in terms of capacity and expertise.
 - How the actions of individual partners meet the sustainability development principle.
 - How the PSB plans to maximise efficiency in terms of reporting.
- The PSB Select Committee will plan its forward work programme in conjunction with key decisions that the PSB will take, however, the Select Committee has the power to call-in decisions should it need to use that power. The Scrutiny Manager advised that it was hoped the development of an effective working relationship with the PSB and pre-decision scrutiny of key decisions would reduce the need to exercise the call-on power.
- The Select Committee would scrutinise the activities of the PSB as a whole, however, if and individual partner of the PSB was deemed to be failing to deliver the board's priorities they could be invited to a Select Committee meeting.

Agreed:

- That the report outlining governance arrangements for the Select Committee be accepted, subject to the following amendments:
 - (i) The Chair would remain in place until the subsequent Select Committee meeting
 - (ii) Co-optees would be considered on an 'as and when necessary' basis.
- That future PSB Select Committee agendas would provide a link to the minutes and agendas of the PSB during each Select Committee meeting period.

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- That the draft terms of reference for the Select Committee be agreed at the next meeting (to feature on the agenda of each PSB Select Committee meeting).

5. Presentation on the Public Service Board Working Arrangements

We received a presentation from the Public Service Board Development Manager, and the Policy and Performance Manager in order to inform Members of the PSB working arrangements.

Following the presentation Members were invited to comment, during which time the following points were noted:

- The Police force are keen to be engaged in the process, however, due to being a service led via the Home Office in Westminster, they are not subject to Welsh Government legislation, and are therefore not a statutory partner on the PSB.
- GAVO are a key representative in the partnership, representing the third sector organisations. Armed Forces representation would be made by ABUHB Armed Forces Forum.
- There is a lack of specific children's representation on the PSB. Members were advised that young people are fully engaged and that they had not wished to sit on the PSB. The Select Committee suggested that organisations such as Children in Wales could be engaged and when necessary to ensure a young person's perspective is provided.
- Clarification was sought on the collective budget for the PSB. The Policy and Performance manager explained that there was additional funding at the current time and that the Council was supporting the PSB through existing funding. It was agreed this was a challenge in terms of resources but that the team would ensure the wellbeing objectives were fulfilled. The PSB was expected to be a collaborative approach with all partners being collectively involved in setting the well-being objectives and agreeing the well-being plan. A staff briefing session had identified key individuals across the Council who could assist in engaging the community to collect the evidence to support the well-being assessment. Members were advised that the Whole Place team was involved in this work together with the Communications Team.
- Members highlighted the need for a collective responsibility for shared objectives the need for the PSB to be taken seriously as a board of partners delivering for people of Monmouthshire. The Select Committee expressed deep concern that the resources to administer the PSB and to evidence the Well-being Assessment would be provided primarily by Monmouthshire County Council staff.

6. Governance Report for the Public Service Board

The Public Service Board Manager presented a report outlining the Governance Report for the PSB. Members heard that under the existing structure the programme board consists of deputy chief executive officers of all the partner organisations of the PSB, whose responsibility it is to deliver the objectives of the PSB.

Members commented that there would be instances when the Programme Board may be better placed to answer questions posed by the Select Committee or to provide a deeper insight into the progress of specific activities to achieve the objectives. The Scrutiny Manager explained

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Minutes of the meeting of Public Service Board Select Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 28th June, 2016 at 10.00 am

that whilst the Programme Board could be invited to support discussions, the key focus for the Select Committee would be to scrutinise the PSB as a strategic partnership.

The Chairman thanked officers for their attendance and look forward to welcoming them back for future meetings.

Agreed:

- The Select Committee Chair would write to the Chair of the PSB to:
 - reflect the Select Committee's concerns about the capacity of the team to deliver the work on behalf of the PSB;
 - advise that the PSB will not be required to attend all meetings of the PSB Select Committee (invites to be offered as and when required);
 - request that the PSB agrees a brief action list at the close of each of their meetings to assist the Select Committee in monitoring the PSB's progress;
 - request that the PSB's terms of reference be amended to include an expectation that in instances where a PSB partner is unable to attend a PSB meeting, a deputy attends on behalf of the partner to ensure that absence is not detrimental to the board's overall progress.
 - invite the Chair of the PSB to attend the PSB Select Committee on 11th October (10am) at which, feedback of the community engagement in preparation for the well-being assessment will be presented.
- The Chair would write to the Commissioner to communicate the Select Committee's outcomes and to invite her to attend the meeting on 11th October (10am) to offer her perspective on the powers offered to both the Commissioner and the Select Committee to ensure the PSB performs effectively.

7. Minutes of the first Public Service Board Meeting

Members received the minutes of the first PSB meeting held on 7th April 2016 for information. The Chair noted that four partners had been absent at the first meeting and there appeared to be an over-representation of some partners. Members requested advance notice of PSB meeting dates.

8. To consider the Select Committee's forward work programme

We agreed that County Councillor P. Jones would Chair the next meeting. The Scrutiny Manager would draft the forward work programme for agreement at the meeting on 11th October 2016.

9. To note the date and time of the next meeting:

We noted the date and time of the next meeting as Tuesday 11th October 2016 at 10.00am.

The meeting ended at 12.05 pm

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Public Service Board Select Committee held
at County Hall, The Rhadyr, Usk, NP15 1GA on Tuesday, 28th June, 2016 at 10.00 am**

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County Councillor Peter Farley
Chair of the Adults Select Committee
Monmouthshire County Council

Dear Paul,

Re: **Public Service Board Select Committee, 28th June 2016**

I am writing to you as the Chair for the time being of the Public Service Board for Monmouthshire to bring to your attention a number of points raised by Members in the first meeting of the PSB Select Committee on 28th June.

With regard to the profile of the PSB, members of the Committee believe that there should be collective responsibility for shared objectives and that the PSB needs to be taken seriously as a partnership which is seen to be working to deliver outcomes for the citizens of Monmouthshire. Noting the absence of some partners from the first meeting of the Board, the Committee recommends that the governance arrangements for the PSB include the requirement that a deputy attends in the absence of a named member.

With regard to resources, the Committee asks what assessment has been made of the capacity of officers to support the work of the Board and whether there is sufficient resource available? The Committee is concerned that thus far the PSB appears to be supported only from within MCC with the risk that it will be seen as the responsibility of the County Council and not the joint responsibility of its partners.

With regard to the relationship between the PSB and the Select Committee, as the work goes forward the Committee will not require attendance by the Board at our meetings but will invite attendance as and when required. The Committee will be monitoring the progress of the PSB, beginning with the Well Being Assessment and to this end links will be tabled in Select Committee agendas to the agendas and minutes of PSB meetings. The Committee asks that the PSB agrees a brief action list at their meetings to assist our monitoring of progress.

With regard to the longer term perspective that should inform the work of the PSB, members of the Committee are aware of the Future Trends work undertaken in Newport and Swansea. We are interested in the possibility of similar work being undertaken in Monmouthshire and in being involved in such work.

The next meeting of the PSB Select Committee will be held on 11th October 2016 at 10.00 a.m. in County Hall. We intend to invite the Chair of the PSB and the Future Generations Commissioner, Sophie Howe, to attend this meeting.

As you know the responsibility of chairing the PSB Select Committee is being undertaken jointly by the Chairs of the existing four Select Committees. We have agreed that to provide continuity, the Chair of each meeting will act as a focal point until the following meeting. Accordingly, I will be pleased to receive your response to this letter and to discuss any points with you as you may wish.

Kind regards,

Peter Farley
Chair, Adults Select Committee
& Co-Chair, PSB Select Committee

c.c. Sophie Howe, Future Generations Commissioner

* Draft Terms of Reference for the Public Service Board Select Committee *

The Role for Public Service Boards

Each Public Services Board must improve the economic, social, environmental and cultural well-being of its area in accordance with the 'sustainable development principle' and in doing so, it must:

- Assess the state of well-being in its area;
- Set local well-being objectives that are designed to maximise its contribution within its area to achieving the well-being goals; and
- Take all reasonable steps to meet those objectives

Each public service board will:

- Undertake a well-being assessment
- Agree well-being objectives that meet the well-being goals
- Develop a well-being plan
- Report annually on their progress

Terms of Reference for the Public Service Board Select Committee

To review, constructively challenge and hold the Public Service Board to account in:

- Improving the economic, social, environmental and cultural well-being of its area in accordance with the sustainable development principle: "long term, integration, collaboration, involvement and prevention"
- Planning for and delivery of the well-being goals: "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, a globally responsible Wales"

Through the scrutiny of (but not limited to):

- The PSB's performance in collecting data, analysing evidence, engaging the community and ensuring partnerships deliver the well-being goals;
- Decisions and actions taken by the PSB; the strategic and corporate planning framework; the systems, projects and programmes in place to deliver the well-being goals; and the governance, finance, procurement and workforce planning arrangements to support them.
- Recommendations made by the Commissioner, Minister, Auditor General for Wales.

* Draft Terms of Reference for the Public Service Board Select Committee *

Key Roles for the Public Service Board Select Committee:

The PSB Select Committee will need to examine whether the PSB:

- has **identified where progress should be made** in relation to the well-being goals: “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, a globally responsible Wales”;
- has **taken account of milestones** in setting well-being objectives and taking steps to meet local well-being objectives;
- has **referred to national indicators and milestones** in their assessment of local well-being;
- has **assessed the state of economic, social, environmental and cultural well-being in the area** and has had regard to this in setting local well-being objectives;
- has referred to the Future Trends Reports in assessment of local well-being;
- has **recognised long term trends** and has **considered how well-being objectives could contribute to addressing trends**;
- has delivered a well-being plan that takes into account the sustainable development principle.

Powers for the Public Service Board Select Committee

The Select Committee has power to:

- Review or scrutinise the decisions made or actions taken by the public services 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.

Monmouthshire's Scrutiny Forward Work Programme 2016

Public Service Board Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
28 th June 2016	Governance Report for the Public Service Board (PSB) Select Committee	To discuss and agree a framework for the future working arrangements and general conduct of the PSB Select Committee, including the governance arrangements and drafting of appropriate terms of reference.	Hazel Ilett	Governance
	Public Service Board Working Arrangements	To scrutinise the governance arrangements for the Public Service Board and make recommendations.	Sharran Lloyd	Pre-decision Scrutiny
11 th Oct 2016	Discussion with the Chair of the Public Service Board	<p>To discuss with the Chair of the PSB:</p> <ul style="list-style-type: none"> • His perspective on the powers afforded to scrutiny to hold the PSB to account • The resources and capacity of the PSB to gather the evidence for the well-being assessment • The recommendations made by the Select Committee to the PSB on their governance arrangements which are: <ul style="list-style-type: none"> – in instances where a PSB partner cannot attend a PSB meeting, a deputy attends to ensure that absence is not detrimental to the board's overall progress. 	Paul Matthews, Chair of Public Service Board	Governance

Monmouthshire's Scrutiny Forward Work Programme 2016

Public Service Board Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		<ul style="list-style-type: none"> - That the PSB agrees a brief action list at the close of each of their meetings to assist the Select Committee in monitoring the PSB's progress. 		
	Community Engagement activity in preparation for the Well-being Assessment	To consider the engagement process that has been undertaken and to scrutinise the emerging findings. To discuss the data, academic research and future trends that will inform the well-being assessment.	Matthew Gatehouse Sharran Lloyd Rhian Cook	Policy Development
	Terms of Reference for the PSB Select Committee	To agree the draft terms of reference for the PSB Select Committee that were prepared at the meeting on 28 th June 2016.	Hazel Ilett	Governance
18th Jan 2017	Well-being Assessment	To scrutinise progress on drafting the Well-being assessment.	Matthew Gatehouse Sharran Lloyd	Policy Development
28th Mar 2017	To scrutinise the final Well-being Assessment	TBC	Matthew Gatehouse Sharran Lloyd	Policy Development

- x To invite the Commissioner Sophie Howe to a future meeting and to provide training.