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22nd June 2016

Notice of Reports Received following Publication of Agenda.

Public Service Board Select Committee

Tuesday, 28th June, 2016 at 10.00 am,
County Hall, The Rhadyr, Usk, NP15 1GA

Attached are reports that the committee will consider as part of the original agenda but were submitted to democratic services following publication of the agenda.

Item No	Item	Pages
7.	Governance Report for the Public Service Board The PSB Select Committee to review and make recommendations as appropriate.	1 - 6
8.	Minutes of the first Public Service Board Meeting Background Paper for information.	7 - 12

Paul Matthews
Chief Executive

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TERMS OF REFERENCE – Monmouthshire Public Service Board

PURPOSE

The Monmouthshire Public Service Board (PSB) is a statutory board established under the Wellbeing of Future Generations (Wales) Act 2015. The purpose of the Board is to improve the economic, social, environmental and cultural wellbeing within Monmouthshire, by bringing together the most appropriate key decision-makers in Monmouthshire to improve public services in such a way that it is transparent and meaningful as well as accountable to local people.

The Monmouthshire Public Service Board will contribute to the seven national wellbeing goals:

1. A prosperous Wales
2. A resilient Wales
3. A healthier Wales
4. A more equal Wales
5. A Wales of cohesive communities
6. A Wales of vibrant culture and thriving Welsh language
7. A globally responsible Wales

The Monmouthshire PSB will contribute to the Wellbeing Goals by:

- Assessing the state of economic, social, environmental and cultural wellbeing in their areas.
- Setting local objectives that are designed to maximise their contribution within their areas to achieving those goals
- Taking of all reasonable steps by statutory members of the Board (in exercising their functions) to meet those objectives.

The Statutory Responsibilities of Monmouthshire PSB are:

- To consult on the assessment of Wellbeing within Monmouthshire
- To prepare and publish a local Wellbeing Assessment for Monmouthshire
- To consult on the Monmouthshire Wellbeing plan
- To review or amend the local Wellbeing plan and to publish an amended local Wellbeing plan where required
- To consult on any amendment to the local Wellbeing plan as required
- To prepare and publish an annual report that sets out the PSB's progress in meeting the local objectives
- To review and report annually on progress to the public, Welsh Government, democratically elected members, and PSB member organisations.

The Monmouthshire PSB Principles:

Sustainable development is the overriding principle of the PSB'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 that the PSB will adopt the following principles when making decisions and delivering objectives:

- **Long term:** The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- **Early Intervention/Prevention:** Acting early to prevent problems occurring or getting worse may help public bodies meet their objectives.
- **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.
- **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.
- **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.

BACKGROUND

Wales faces a number of challenges now and in the future, such as climate change, poverty, health inequalities and jobs and growth. To tackle these there is a need to work together. To give current and future generations a good quality of life there is a need to think about the long term impact of the decisions which public bodies make.

The Wellbeing of Future Generations (Wales) Act endorses "sustainable development" which is the process of improving the economic, social, environmental and cultural wellbeing of Wales, by taking action in accordance with the sustainable development principle aimed at achieving well-being goals

The Act sets out a "sustainable development principle" which stipulates how the listed public bodies should go about meeting their wellbeing duty under the Act.

The Wellbeing duty states:

Each public body must carry out sustainable development. The action a public body takes in carrying out sustainable development must include:

- Setting and publishing objectives ("Wellbeing objectives") that are designed to maximise its contribution to achieving each of the Wellbeing goals
- Taking all reasonable steps (in exercising its functions) to meet those objectives.

This means that each public body listed in the Act must work to improve the economic, social, environmental and cultural well-being of Wales. To do this they must set and publish wellbeing objectives. These objectives will show how each public body will work to achieve

the vision for Wales set out in the Wellbeing goals. Public bodies must then take action to make sure they meet the objectives they set.

MEMBERSHIP

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 wellbeing, local wellbeing plans and annual progress reports). However, statutory members will not and cannot work in isolation. Other bodies and organisations in the area have a significant contribution to make.

It is the intention of the Monmouthshire PSB to maintain the current membership and expand on this membership where appropriate, necessary and beneficial to do so.

Statutory Members	
DESIGNATION	ORGANISATION
Chief Executive Officer	MCC
Head of Partnership, Policy & Engagement	MCC
Leader	MCC
Chief Executive Officer	ABUHB
Operations Manager	Natural Resources Wales
Chief Fire Officer	SWF&RS

Invited Members	
DESIGNATION	ORGANISATION
Chief Constable	Gwent Police
Chairman	ABUHB
Director of Public Health	Public Health Wales
Chief Executive Officer	GAVO
Head of Criminal Justice Rehabilitation	Office of Police & Crime Commissioner
Director of Policy for Social Services	Welsh Government
Chief Executive Officer	MHA
Chief Executive Officer	Melin Homes
Community Member	Community Member

The PSB is *required* to invite certain other persons or organisation to participate, and can invite others as they consider appropriate provided they exercise functions of a public nature. Where the PSB has invited people to participate as invited participants they are expected to have full participation in the work of the board, subject to the Statutory Members.

CHAIR: The Chief Executive Officer, Monmouthshire County Council, will Chair the first Public Service Board meeting, and PSB members can then appoint another statutory member or invited participant to chair if they wish to do so. The position of Chair will be reviewed in line with the electoral cycle. A Vice Chair will be appointed annually.

ADMINISTRATIVE ARRANGEMENTS: Monmouthshire County Council are responsible for administrative support to the PSB.

RESOURCES: Statutory members and invited participants must determine appropriate and proportionate resourcing of the board's collective functions. Members and participants are encouraged to contribute resources – financial, advice, assistance, expertise, shared assets or help in kind.

SUBGROUPS

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

A sub-group of the PSB must include at least one member of the PSB, and can include any invited participants or other partners

The sub-group's functions will be guided by the PSB terms of reference, those terms of reference cannot authorise a sub-group:

- to invite persons to participate in the board's activity
- to set, review or revise the board's local objectives
- to prepare or publish an assessment of well-being

The matters above require all statutory members to act jointly and so must be taken by the public services board itself. Whilst sub-groups cannot themselves be authorised to finalise and approve the assessment of local wellbeing, or the local wellbeing plan, it is expected that they will play an important role in researching and developing those products in draft.

The aims of each sub-group will be determined by the PSB when the sub-group is established, and each sub-group will prepare terms of reference, which the chair of the sub-group will submit to the PSB for approval.

MEETING FREQUENCY

The PSB 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.

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.

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.

The meeting will be quorate when at least 8 out of the 12 PSB member organisations (both statutory members and invited participants) are present.

All the statutory members must be in attendance at a meeting of the PSB for decisions made during that meeting to be considered valid.

Substitutes are allowed at the Chair's discretion, and should be empowered to make the same decisions as the individual they stand in for.

Member organisations will be permitted to miss a maximum of 1 consecutive meetings of each year's planned meetings.

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

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 publically available on the PSB website.

Whenever practicable, reports to the PSB 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.

Any member of the PSB may request that an item is placed on the agenda of a forthcoming meeting. This should be notified to the Secretariat at least six weeks prior to the meeting concerned. Late items may be accepted at the discretion of the Chair.

Decisions will be agreed by consensus amongst the full PSB members.

All members of the PSB, Programme Board and Sub 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.

REPORTING ARRANGEMENTS

The PSB must prepare and publish a report no later than 14 months after the publication of its first local Wellbeing plan. This is intended to enable the board to report on the full year's activity.

Subsequently, an annual report must be published no later than one year after the publication of each previous report.

In the year following an ordinary local government election, when a new local Wellbeing plan is being prepared and published, there is no requirement to also produce an annual report. If the local Wellbeing plan is not the first plan published by the board, the plan itself must specify the steps taken to meet the objectives set out in the board's previous plan and the extent to which those objectives have been met.

This report must set out the steps taken since the publication of the PSB's most recent local Wellbeing plan to meet the objectives set out in the plan.

The report can also include any other information the PSB thinks would be appropriate.

The PSB must send a copy of each annual progress report published by the PSB to the Welsh Ministers, the Commissioner, the Auditor General for Wales and the local authority's overview and PSB Scrutiny Committee

ACCOUNTABILITY

The decisions made by the PSB, actions taken and its governance arrangements are subject to scrutiny by a Monmouthshire County Council Scrutiny Committee. Monmouthshire are establishing a new PSB Scrutiny Panel for this function, which includes the chair of each scrutiny committee.

Monmouthshire County Council Select Committees are also able to scrutinise the PSB's work in relation to a specific issue.

The PSB is accountable to the Future Generations Commissioner and must seek and act on the advice given by the Commissioner.

Strategic Links

Welsh Government:

Shared Purpose: Shared Future Statutory guidance on the Well-being of Future Generations (Wales) Act 2015

<http://gov.wales/docs/desh/publications/160225-spsf-3-collective-role-en.pdf>

Relevant Legislation

The United Nations Convention on the Rights of the Child

The National Principles for Public Engagement in Wales

The National Standards for Children and Young People's Participation

Welsh Language (Wales) Measure 2011

Biodiversity (the Natural Environment and Rural Communities Act 2006)

Equality Act 2010

Crime & Disorder Act 1998

VAWDASV Act

Social Services & Wellbeing Act (Wales) 2014

Environment Act

Public Service Board
Thursday 7th April 2016 at County Hall, Usk

Minutes

Attendees:

John Keegan	Monmouthshire Housing Association
Andy Davison	South Wales Fire and Rescue Service
Huw Jakeway	South Wales Fire and Rescue Service
Jeff Scrivens	South Wales Fire and Rescue Service
Sharran Lloyd	Monmouthshire County Council
David Jenkins	Aneurin Bevan Health Board
Paul Matthews (Chair)	Monmouthshire County Council
Will McLean	Monmouthshire County Council
Cllr Peter Fox	Monmouthshire County Council
David Barnes (minutes)	Monmouthshire County Council
Steve Morgan	Natural Resources Wales
Lyn Webber	Police & Crime Commissioner
Glyn Fernquest	Gwent Police
Chris Edmondson	Community Member
Judith Paget	Aneurin Bevan Health Board
Susan Davies	Aneurin Bevan Health Board
Mark Gardner	Melin Homes

Guests

Sarah Rochira (Item 3)	Older People's Commissioner for Wales
Iwan Lloyd (Item 3)	Older People's Commissioner's Office
Matthew Gatehouse (Items 5 & 6)	Monmouthshire County Council

Apologies:

Martin Featherstone	Gwent Association of Voluntary Organisations
Jeff Farrar	Gwent Police
Alistair Davey	Welsh Government
Gill Richardson	Public Health Wales

1. Welcome and apologies

PM welcomed everyone to the meeting.

2. Minutes of the last meeting (14th January 2016) & Matters Arising

MG pointed out that Adrian Huckin's organisation was incorrect on the front page.

WM stated the outstanding actions will be picked up via item 4.

WM explained that Chris Edmondson has been appointed as chair of the Domestic Homicide Review panel, and will meet as a panel for the first time next Friday.

3. Sarah Rochira, Older People's Commissioner for Wales

SR noted that she was a public supporter of the Future Generations Act from day one. SR wasn't keen on the use of the term Older People, stating that there is a need to see behind the label and if we don't we come up with generic assumptions.

SR explained that older people are experts by experience, have a wealth of knowledge that is too often overlooked by society. SR used examples of people she had met such as police officers, nurses and war veterans. She wanted to remind the Board that it's not a burden to care for, and the reality is we may not have the cash but we do have the social capital – stating that research shows that older people are worth £1billion in Wales (net), asking what we could do to turn that £1billion into £2billion.

SR referred to the critique of older people, asking questions such as why did nobody tell me? Why did a crisis occur before someone could help me? Other statements included getting help when needed, in a way it is needed and to be in a place they want to be.

When commenting on Monmouthshire's Single Integrated Plan, SR said that the critique has a strong read across to the Plan, and that it's one of the strongest SR has seen. The Plan is outcome focused, prioritises older people (who are featured from the beginning), the language used is that which older people can associate themselves with. SR was pleased to see references made about accessing services and participating in community life, employment opportunities for older people, as well as intergenerational work.

SR highlighted the importance placed on qualitative data within the guidance for the Wellbeing Assessment, as well as an asset based approach. There is also an importance of going back and asking the people who contributed to the work, to close the loop and give feedback.

PM commented that our SIP was a deep and intelligent conversation had during a series of sessions throughout Monmouthshire, and stated that a former colleague always used to remind the organisation that it's about lives not labels.

WM gave a brief explanation of how the SIP was built, saying that the once the Needs Assessment was completed, it didn't articulate very much – most indicators were at the right end of the spectrum but we wanted to find out what it's like for people to live in Monmouthshire. We went out across the county to get stories and personal experiences from people, which still remains a key

tenant of how we do all our engagement – to go and speak to people where they are. WM added that projections show that Monmouthshire's proportion of people aged 65+ and 85+ is only going to grow and life expectancy is greater in the County compared to other. This is why it was important for us to have a section in the SIP of people able to live their good life, which would be a personal definition for each person.

HJ commented that the PSB is a good forum to tackle communication between organisations, to understand what everyone does when we're in contact with vulnerable people – and to join up how we work together. SR responded that one of the areas that could be highly preventable is the number of falls, there are so many contact points that can prevent this.

MG said that as organisations, when the pressure is on we spend a lot of time thinking of processes and how much they cost. As a discipline, one of the things we will have to challenge ourselves on is what difference it would make to people if we change a process. SR said that impact assessments would need to be robust to evidence a decision, and that we need to be careful that decisions we are making now aren't going to build up and be completely unmanageable a few years down the line.

DJ stated that if we addressed the needs of our communities as a whole then the lives of older people will also be made better as they are part of that community.

SL provided an update on Monmouthshire's Ageing Well Action Plan, stating that we are starting to enrich it in terms of actions and taking it forward. We are trying to look at future trends and what service design needs to look like – we don't want to be seen doing it to our older people and a very mindful of that. We are looking to consult with them on what the action plan contains and also want them to inform us of the actions they wish to take forward. The Ageing Well Forum have met twice so far and it is being received very well but we are still progressing and trying to be as inclusive as possible, which includes those who are the hardest to reach. SR responded that it is a fantastic model and very few local authorities do that, by inviting services to the forum provides a good level of public accountability.

PM mentioned that the disability and equalities forum is also a very busy event, and is a great way of allowing people to hear and say what is really being felt. CE added that there is also a huge amount of experience in that room.

SR concluded by saying she would like to work with the PSB to produce guidance from the Older People's Commissioner Office, that encapsulates her thinking and what she would like to see in the Wellbeing Plans.

PM thanked SR for her attendance, commenting that it was a very timely visit.

4. Programme Board Update

i) Childhood Obesity

WM commented that there has been a real common agreement desire to take this forward, and has been discussed with Public Health as the authors of the work. The Creating an Active Monmouthshire group will lead on the mapping of current provision. SL added that we are looking

to set up a workshop to develop a baseline assessment to better understand what provision we have, and whether they are the strongest evidenced based activities we have. The Programme Board agreed to the workshop approach and would like to receive buy in from the PSB to support. Initial dates are 24th or 26th May, with the list of invitees to be finalised.

JP welcomed the approach and appreciated the support, noting that ABHB have just done a refresh of their 3 year plan and have signalled ongoing support for this work and will be looking over the next couple of weeks to look at a weight management programme for children, which would be a bespoke treatment pathway.

ii) GAVO

WM updated that Welsh Government are currently in the process of revising guidance for 3rd sector schemes (formerly known as compacts), the Monmouthshire version is out of date and we will be looking to bring that up to date as the 3rd sector have a huge role to play going forward.

iii) Prevention/Intervention Panels

WM stated that we are looking to revise some of the mechanisms of the TAF (Team around the family), which is a programme supported largely by Welsh Government Families First money. At the moment there are 5 panels that run through the 4 secondary schools in Monmouthshire and the Acorn Centre. However the current model has a differential in terms of performance and governance.

5. Transition to Public Service Board

i). Terms of Reference

SL introduced the Terms of Reference (ToR), saying that compared to other authorities', they are not too dissimilar in structure. The ToR refer heavily to the guidance to ensure they are consistent.

DJ had no comment on the general purpose, aims and objectives. However didn't think that the way to describe the membership was by individual, and should be done by organisation. The guidance says that statutory bodies also have the option to name a deputy. DJ added that representatives from education and probation could also be noted. In terms of chair, DJ would be delighted if PM wanted to take on the role but would like to see a point made that following elections, the PSB would elect a chair from the list of statutory members. The quorum of $\frac{2}{3}$ was also commented upon as being a high hurdle.

LW stated that the Office of the Police and Crime Commissioner has undergone a restructure and that Shelley Bosson's roles and responsibilities have been shared out. Following the upcoming election, the new commissioner may decide that they may want to sit on the Board.

WM and PM agreed that during previous meetings there seemed to be a strong desire to maintain a consistent membership in the transition to PSB, and that we did not want to go back to where the Board was 2.5 years ago – we need to make sure the right people are here to achieve our purpose.

HJ asked whether there was a need to have a community voice on the Board, or a member of a youth forum. Adding that the ToR contain reference to prevention but not to early intervention. HJ

raised the potential for collaboration of PSBs, a point that has been raised in Caerphilly. Concluding that would there be a need to have ¼ meetings? PM answered that until it reaches a point of maturity ¼ meetings would be needed but following that it could be a possibility to reduce the frequency of meetings. DJ commented that he thought it important that the membership is for people who are responsible for providing services – that we need to be careful who we invite as we could end up having a very big Board.

ii) Town and Community Councils

MG explained that a briefing was run by Hazel Clatworthy for Town and Community Councils (TCC), who were all invited, but the session was not well attended. The discussion tended to stray into broader areas on occasions, but their desire to be involved more in general was clear. They wanted an opportunity to be engaged whilst the Wellbeing Assessment was being developed.

PM said that finding a voice between 36 TCC would be difficult, but we need to up our game to ensure they are informed in a timely manner and are able to contribute when they want. PF suggested that One Voice Wales are responsible for disseminating information to TCC so they could perhaps be our point of contact. WM commented that we need to be mindful of the Local Government Bill and the proposed reorganisation in 2020 that may change the number of TCC we currently have, but thought the TCC have a huge evaluative part to play in the engagement.

iii) Scrutiny

WM said that Alan Netherwood (AN) has been commissioned to do inputs within the organisation with regarding to the Future Generations Act. One of the decisions taken at the last LSB was to form a new scrutiny panel. AN spent a valuable morning with that group of councillors which was really informative, and was around getting a clear understanding of their role from the outset. WM was confident that the members will provide a valid challenge to the PSB. The session was a useful one to build on, and the members are very keen to get started on the work.

HJ asked whether one of the fire authority members sit on the panel.

ACTION: WM to circulate the membership of the scrutiny panel to the group.

iv) Resourcing

WM stated that this is an issue that has come up particularly for those who sit across multiple PSB areas. The administrative support is fairly explicitly, however the guidance makes reference to statutory partners contributing. There is a G7 meeting to be held in April, and WM felt the issue is best to be discussed at this level to have an understanding right across Gwent. The role of the partnership team, expectations of the act and going forward will mean we have to think about how we resource the PSB itself.

PM added that we should be doing what we need to do in terms of differentiations and that G7 will consider it, but on a Monmouthshire front, there are no short term expectations to change the Partnership Team.

DJ commented that if the PSB is going to work appropriately and everyone seen as proper partners then we all need to contribute on a fair and proper basis.

PM said that any decision needs to be equitable. In Monmouthshire we are sure that all organisations make a stunning contribution to the Programme Board, which is a great base on which to start.

CE commented that having googled Monmouthshire PSB, she could not find any results and that it would be really good if there was a statement for people to look at.

ACTION: DB to amend PSB presence.

v) Chairmanship

PM stated that we have worked hard to develop a purposeful LSB and MCC are happy to act as primary host but we have never wanted to be seen as an organisation seen to be dominant in the PSB. Moving forward, the Council does not believe it should be the chair. No decision will be made now but from now until the next meeting, PM urged the members to feel free to express desire to take on the role.

ACTION: Members interested in chairmanship to contact WM

6. G-SWAG Bid Submission

MG updated the group that GSWAG (Gwent Strategic Needs Assessment Group) have been successful in securing £45k from Welsh Government to help with the Wellbeing Assessment. There is a subgroup convening on 15th April to work on the detail. The likely intention is to use the money for situational analysis work. Other areas include a request to the Data Unit to produce data that plug the gap in what Authorities already have, for a report for each LA area, 7 days of analysis for each PSB and 50 days at a Gwent level. There is also potentially some help around engagement work.

PM commented that it's a good example of Gwent working together but also enough flexibility exists in the group to dive down to a local level.

7. AOB

No other business was raised