

# 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