



Terms of Reference

1. Introduction

- 1.1 The Well Being of Future Generations (Wales) Act 2015 (Act) requires each local authority area in Wales to establish a statutory board known as a Public Services Board (PSB). The Act is about 'sustainable development' which is the process of improving the economic, social, environmental, and cultural well-being of Wales, by taking action in accordance with the sustainable development principle aimed at achieving the well-being goals

2. Vision

- 2.1 Cwm Taf Morgannwg PSB aims to act as the principal strategic leadership forum for the planning, commissioning and delivery of public services across organisational boundaries to achieve better outcomes for the people of Cwm Taf Morgannwg.

3. Aims

- 3.1 The aims of Cwm Taf Morgannwg Public Services Board are:
- To improve the quality of life and outcomes for citizens of Cwm Taf Morgannwg
 - To provide proactive, collective leadership in tackling the most challenging issues facing public services in the planning, commissioning, and delivery of services to the citizens of Cwm Taf Morgannwg
 - To stimulate dialogue, co-ordination and co-operation between local, regional and national public sector organisations to improve and integrate service delivery for the citizen
 - To remove blockages or obstacles by minimising bureaucracy and the preventative effectiveness of organisational boundaries
 - To celebrate success in the delivery of services for the citizens of Cwm Taf Morgannwg County
 - To consider 'best value' and prudence in the expenditure of public service resources and to explore areas where collaboration/integration would provide greater efficiencies and improved outcomes
 - To actively involve citizens in the delivery of public services

- To provide an integrated partnership framework for improving well-being in Cwm Taf Morgannwg with the Regional Partnership Board and regional Community Safety Partnership.(**appendix 2**)

4. Purpose

- 4.1 Cwm Taf Morgannwg PSB brings together public bodies, who deliver services locally to improve the social, economic, environmental, and cultural well-being of Cwm Taf Morgannwg by setting objectives that will achieve the well-being goals outlined in the Act.

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
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5. Principles and Values

- 5.1 Cwm Taf Morgannwg Public Services Board will seek to achieve these outcomes using the national sustainable development principle (five ways of working). This means the board will act 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.

- 5.2 The Board will work in ways that take into account:

- **Long term:** The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- **Prevention:** How acting 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.

- 5.3 In particular, the Well-being Plan makes five commitments for the way the PSB will work together and these will be the core principles for the PSB that will guide and challenge activity throughout the PSB structure.

- Involvement and citizen voice will shape the design and delivery of the plan. We will maximise opportunities for working in a more inclusive

and co-productive way by working with Coproduction Network for Wales.

- PSB organisations are rooted in their communities. Through their size and reach, they can contribute to our local area in many ways beyond delivering services. We will maximise our contribution to improving well-being through using our assets to support communities through procurement, reducing our carbon footprint and as big employers of local people.
- Establishing a regional governance at the PSB that drives local delivery (based on need and improving equity) and campaigns at a national level on behalf of our communities.
- Improving intelligence across the region, agencies and partnerships so that we recognise and build on the many strengths of the area and understand the causes behind the challenges we face.
- We will keep our eye on the future by using systems thinking and focusing on outcomes so that we act in a way that will make sustainable improvements to well-being for future generations.

5.4 The board will work in a way that:

- Is open and transparent with honest dialogue
- Shares responsibility for outcomes
- Seeks innovative solutions, whilst looking at good practice, to meet outcomes
- Articulates the needs and aspirations of the people of Cwm Taf Morgannwg
- Promotes social justice, equality and respect for people in Cwm Taf Morgannwg.

5.5 Members will share a common commitment and responsibility to the PSB set out in their PSB pledge

6. Wellbeing Duty

6.1 In order to meet its wellbeing duty Cwm Taf Morgannwg PSB will:

- Improve the economic, social, environmental and cultural well-being of its area by contributing to the achievement of the well-being goals
- Assess the state of economic, social, environmental and cultural well-being in Cwm Taf Morgannwg to provide a robust evidence base
- Set objectives that are designed to maximise its contribution to achieving the wellbeing goals
- Take individually and collectively reasonable steps to meet those objectives
- Anything the Public Services Board does under Section 39(2)(b) of the Act must be done in accordance with the sustainable principle.

7. Statutory Duties and Main Tasks

7.1 The main tasks of Cwm Taf Morgannwg PSB are:

- Maintain and review an assessment of the state of economic, social, environmental, and cultural well-being in Cwm Taf Morgannwg
- To prepare and publish a Local Well-being Plan for Cwm Taf Morgannwg setting out local objectives and the steps it proposes to take to meet them
- To take all reasonable steps to meet the local objectives the Board has set
- To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives
- To integrate the strategic requirements and delivery of the Community Safety Partnership with the Public Services Board.

8. Membership

8.1 Statutory Members

The statutory members of Cwm Taf Morgannwg Public Services Board are:

- Bridgend County Borough Council (BCBC)
- Cwm Taf Morgannwg University Health Board (CTMUHB)
- Merthyr Tydfil County Borough Council
- Natural Resources Wales (NRW)
- Rhondda Cynon Taf County Borough Council
- South Wales Fire and Rescue Service (SWFRS)

The act specifies the individuals who represent each statutory member of the board as:

Member	Representative
Local Authority	The directly elected mayor of the authority or the councillor elected as executive leader of the authority, and the head of the authority's paid service designated under section 4 of the Local Government and Housing Act 1989 (c.42)
Local Health Board	Whichever the board designates (a) the chair (b) the chief officer (c) both
Welsh Fire and Rescue Services	Whichever of the following the authority designates: (a) the chair (b) the chief officer (c) both
The Natural Resources Body for Wales	The chief executive

8.2 Invited Participants

The following **statutory invitees** are invited to participate in the board's activities

- Welsh Ministers
- Chief Constable, South Wales Police
- The South Wales Police and Crime Commissioner
- Representatives of the HM Prison and Probation Services
- Bridgend Association of Voluntary Organisations
- Interlink RCT
- Voluntary Action Merthyr Tydfil

8.3 Other Partners

- Other bodies who exercise a function of a public nature may be invited to join in the activities of the PSB. The decision on which other invitees to invite must be made by the PSB and a written request issued.
- The PSB will engage with key partners or persons, who in the opinion of the board are interested in the improvement of the area's economic, social, environmental, and cultural well-being.
- All board members will be expected to progress and support the work of the PSB and are regarded as equal partners.
- All statutory and invited partners will have equal voice on the Public Services Board.

8.4 Wider Participation

- From time to time the PSB will engage more widely with people, communities and business. This is a specific commitment for Cwm Taf Morgannwg Public Services Board.
- Groups representing business, trade unions, campaign groups etc may attend PSB by invitation. This would be to raise concerns and make suggestions, not to participate in the business of the board. These invitees do not become members of the PSB as a result of accepting the invitation.
- PSB members will be expected to provide the Board with any data held which is relevant to the work and issues being undertaken collaboratively subject to GDPR requirements.
- To ensure opportunities for PSB scrutiny are capitalised upon; a member of the Scrutiny Committee will be invited to attend PSB meetings regularly as and observer to secure first-hand experience of the type of discussion/debate/challenge occurring at each PSB meeting.

8.5 Deputising Arrangements

Where a board member is unable to attend, a deputy should be nominated to attend in their place. That deputy should be fully briefed and have all powers delegated for the purposes of the activity of the PSB

- 8.6 Members of Cwm Taf Morgannwg PSB are listed as **Appendix 1** and will be updated as appropriate

9. Subgroups

- 9.1 The board may establish subgroups to support it in undertaking its functions
- 9.2 Each subgroup will prepare terms of reference and the chair of the sub-group will submit them to the Board for approval. Subgroups must include at least one member of the board and can include any invited participants or other partners

10. Meetings

10.1 Frequency

- 10.2 The PSB will hold a 'mandatory meeting' no later than 60 days after each subsequent ordinary election held under Section 26 of the Local Government Act 1972.

- 10.3 In addition the PSB will meet at least quarterly. The Chair may call additional meetings as and when deemed necessary.

10.4 Notice of Meetings

Notice of meetings with attached agendas, minutes and papers as agreed by the Chair shall be sent out to Board members at least 5 clear working days prior to each meeting.

10.5 Record of Attendance

The names of members present and apologies for absence at the meetings of the PSB shall be recorded in the official minutes of the meeting.

10.6 Minutes

Minutes of the meetings shall be taken and agreed at the next meeting as an accurate record.

For transparency minutes will be available on the Cwm Taf Morgannwg PSB website.

10.7 Chairing Arrangements

The first meeting of the PSB will be chaired by the local authority. Members can then appoint another statutory member or an invited participant to be

chair and vice chair. The chair will stand down and be appointed/re-appointed annually

10.8 Decision making

- Each organisation which participates in the PSB will be considered equal and each organisation will have one vote.
- Decisions of the board are to be made by building consensus through developing and agreeing to support decisions in the best interest of the PSB as a whole
- The Act requires that the statutory members of the board must be present at a meeting of the PSB for the decisions made during that meeting to be valid.

10.9 Resolving Disagreements

- All board members have an equal voice on the Public Services Board
- Disagreements between members relating to the board's functions will be resolved through consensus in most cases.
- In the event of a disagreement between statutory members it is the responsibility of the Chair to convene a meeting to resolve the disagreement. In the event that a consensus cannot be reached at the meeting the Chair will appoint an independent mediator who must not be in the employment of the statutory members. The statutory members must co-operate with the mediator. The costs of mediation will be borne in equal shares by the four statutory members.

10.10 Co-ordination and Support

Administrative support will be provided by a support team resourced by the local authorities and other partners. Ensuring that the functions of the Board are properly resourced is the responsibility of all statutory members equally. Rhondda Cynon Taf County Borough Council Democratic Services provide the secretariat.

11. Scrutiny

11.1 The work of the PSB will be scrutinised by Cwm Taf Morgannwg's PSB Scrutiny Panel which will have the power to:

- Review or scrutinise decisions made, or other action taken, by the Public Services Board for the local authority in the exercise of its functions
- Review or scrutinise the board's governance arrangements
- Make reports or recommendations to the board with respect to the board's functions or governance arrangements
- Consider such matters relating to the board as the Welsh Ministers may refer to it and to report to the Welsh Ministers accordingly

- Carry out such other functions in relation to the board as are imposed on it by this Act.

11.2 The PSB Scrutiny Committee will be provided with evidence in the form of the draft assessment of local wellbeing and the draft of the local wellbeing plan (both of which they will be formally consulted on) and copies of the final versions of both. It will also be provided with annual reports

11.3 The scrutiny committee must send a copy of any report or recommendation it makes to the Welsh Ministers, the Commissioner and the Auditor General for Wales.

12. Review and Evaluation

12.1 The working of the public services board and the governance of the board will be reviewed after 12 months.

12.2 These Terms of Reference will be reviewed annually and must also be reviewed at each meeting held after the date of each local government election.

12.3 The board may also review and agree to amend these terms of reference at any time.

Appendix 1

Cwm Taf Morgannwg Public Services Board Membership

Member	Representative
Bridgend Association of Voluntary Organisations (BAVO)	Heidi Bennett
Bridgend County Borough Council	Cllr Huw David (Leader) Mark Shephard (Chief Executive)
Community Safety Partnership	Cllr Neelo Farr (Chair, Bridgend) Louise Davies (Chair, Cwm Taf) Stephen Jones – (Chair, regional CSP)
Awen Cultural Trust Cultural Well-being	Richard Hughes –
Cwm Taf Morgannwg University Health Board	Jonathan Morgan (Chair) Paul Mears (Chief Executive)
Cwm Taf Regional Partnership Board	Cllr Jane Gebbie (Chair)
Department of Work and Pensions	Matthew Bennett Neil Jones
Bridgend College - Higher and Further Education –	Simon Pirotte- Bridgend College
Interlink RCT	Simon James (Chief Executive) Pauline Richards (Chair)
Joint Scrutiny Committee	
Merthyr Tydfil County Borough Council	Ellis Cooper (Chief Executive) Geraint Thomas (Leader)
National Probation Service Wales	Emma Richards (Vice Chair of PSB)
Natural Resources Wales	David Letellier
Police and Crime Commissioner	Mark Brace (Chair of PSB)
Public Health Wales	Philip Daniels (Director)
Valleys to Coast - Registered Social Landlords	Joanne Oak – Valleys to Coast
Rhondda Cynon Taf County Borough Council	Andrew Morgan (Chief Executive) Paul Mee (Chair)
South Wales Fire and Rescue Services	Huw Jakeway (Chief Fire Officer)
South Wales Police	Stephen Jones (Chief Superintendent for the regional BCU)
Transport for Wales	Natalie Rees
VAMT	Sharon Richards (Chief Officer)

	Suzanne Davies (Chair)
Welsh Government	Ceri Witchard

