

## REPORT OF CHIEF EXECUTIVE

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### **SUBJECT: PEMBROKESHIRE PUBLIC SERVICES BOARD**

#### **Purpose of Report**

To update Members on the work of the Pembrokeshire Public Services Board, to seek delegated authority for the Chief Executive to approve the Pembrokeshire Well-being Assessment and Well-being Plan and to seek the approval of Members to contribute towards the running cost of the Public Services Board.

#### **Introduction/Background**

##### Membership

The Well-being of Future Generations Act, 2015 established Public Services Boards (PSBs) for each Local Authority area. The Members of each Public Services Board must include:

- The local authority;
- The Local Health Board for an area, any part of which falls within the local authority area;
- The Welsh Fire and Rescue Authority for an area, any part of which falls within the local authority area;
- Natural Resources Wales.

In addition, each PSB must also invite the following people to participate:

- Welsh Ministers;
- The Chief constable for a police area, any part of which falls within the local authority area;
- The Police and Crime Commissioner for a police area;
- Certain Probation Services, and
- At least one body representing relevant voluntary organisations.

PSBs are also be able to invite other public service organisations to participate.

A full list of members, together with the Terms of Reference is included as Annex A.

The Chief Executive of the Pembrokeshire Coast National Park Authority was invited to become a Member of the Public Services Board on its formation.

##### Purpose and functions

The purpose of the PSB is to improve the economic, social, environmental and cultural well-being of Pembrokeshire. It has four main functions:

- To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being of Pembrokeshire;
- To prepare and publish a local Well-being Plan for Pembrokeshire setting out local objectives and the actions it proposes to take to meet them;
- To take all reasonable steps to meet the local objectives it has set; and
- To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives.

The first Pembrokeshire Well-being Assessment must be agreed by March 2017, while the first Pembrokeshire Well-being Plan must be agreed no later than 12 months after the Local Government elections, i.e. May 2018.

The Pembrokeshire Well-being Plan is likely to be a significant document in influencing the work of the Authority, and its public sector partners, from 2018 onwards.

Information, including papers and minutes of meetings of the PSB, can be accessed from: <http://www.pembrokeshire.gov.uk/content.asp?nav=101,2434>. All meetings are open to the public.

#### Role of the Pembrokeshire Coast National Park Authority

The Authority is an Invited participant on the PSB and therefore by accepting the invitation the Authority is expected to participate fully in the activities of the Board and to work jointly with the Board in order to meet its well-being duty, including in delivering the functions noted above.

Therefore, the Authority is required to agree the Pembrokeshire Well-being Assessment and the Pembrokeshire Well-being Plan. It is expected that a decision to agree the Well-being Assessment will take place at the PSB Meeting scheduled to take place on 21<sup>st</sup> March 2017. While consultation versions of documents will be shared with Members, there is a very tight deadline for approving these documents, especially the Well-being Assessment. Members are therefore asked to delegate authority to the Chief Executive to approve the Well-being Assessment and Well-being Plan.

#### Financial Contributions

While the PSB is currently supported and co-ordinated by Pembrokeshire County Council, there is no specific budget allocated to the PSB. At the meeting held in November 2016 it was agreed that the Chair of the PSB would write to each member requesting a financial contribution to support the work of the PSB (See Appendix B). There is a recognition amongst members of the PSB that the ability of organisations to contribute varies considerably on factors such as budget and number of PSBs the organisation is represented on e.g. Natural Resources Wales sits on all 22 PSBs. However, any partnership requires funding to undertake a work programme, therefore the Authority should consider contributing financially if we are to make the most of our role on the PSB. In addition, to financial contributions we will look for in-kind opportunities to support and influence the work of the PSB.

### Financial considerations

If approved, a direct financial contribution of £5,000 would be required. However, the content of the Local Well-being Plan and its influence on the work programme of the Authority could have an impact on funding available to the Authority.

### Risk considerations

The Authority is represented on the PSB and therefore is expected to participate fully in the activities of the Board and to work jointly with the Board in order to meet its well-being duty, including in delivering the functions of the PSB. This provides an opportunity to influence the work of the PSB. However, there is also a risk that the priority areas identified in the Local Well-being Plan may not agree with those identified by the Authority. This will make it difficult for the Authority to work with partners in the future, therefore active involvement and engagement at this stage is essential.

### Compliance

The National Park Authority is required to comply with the Well-being of Future Generations Act.

### Human Rights/Equality issues

The Authority will seek to ensure that the work of the PSB is compliant and takes account of these issues.

### Biodiversity implications/Sustainability appraisal

Active engagement by the Authority with the PSB is likely to increase the likelihood of positive action in relation to biodiversity and sustainability.

### Welsh Language statement

Both Pembrokeshire County Council and the National Park Authority are required to comply with the Welsh Language Standards. These Standards are currently being rolled out to other public bodies, therefore the work of the PSB will need to be compliant with the Standards.

## **RECOMMENDATION**

### **Members are asked to:**

- **Delegate responsibility for agreeing the local Well-being Assessment and local Well-being Plan to the Chief Executive.**
- **Agree to contribute a sum of £5,000 to support the work of the Pembrokeshire Local Services Board.**

(For further information, please contact Tegryn Jones, Chief Executive)

Author: Tegryn Jones

## **Annex A**

### **Members of the Pembrokeshire Public Services Board**

- Pembrokeshire County Council (represented at meetings by the Leader and Chief Executive);
- Hywel Dda University Health Board (represented at meetings by the Chairman or Chief Executive, or both);
- Mid and West Wales Fire and Rescue Service (represented at meetings by the Chairman or Chief Officer, or both);
- Natural Resources Wales – represented by Pembrokeshire Team Leader;
- The Welsh Ministers – represented by a Senior Civil Servant from the Welsh Government;
- The Chief Constable of Dyfed-Powys Police – represented by Pembrokeshire and Ceredigion BCU Commander;
- The Dyfed-Powys Police and Crime Commissioner;
- Chief Officer, Pembrokeshire Association of Voluntary Services;
- The Probation Service;
- Director of Public Health, Hywel Dda University Health Board;
- Chief Executive, Milford Haven Port Authority;
- Chief Executive, Pembrokeshire Coast National Park Authority;
- Chief Executive, PLANED;
- Regional Jobcentre Wales representative, Department for Work and Pensions; and
- Principal of Pembrokeshire College

# Pembrokeshire Public Services Board

## Terms of Reference

Prepared in line with Welsh Government statutory guidance on the Well-being of Future Generations (Wales) Act 2015, *Shared Purpose: Shared Future*.

Agreed by Pembrokeshire Public Services Board on 24<sup>th</sup> May 2016.

### Status

1. Pembrokeshire Public Services Board (“the Board”) is a statutory board established by the Well-being of Future Generations (Wales) Act 2015.

### Purpose

2. The purpose of the Board is to improve the economic, social, environmental and cultural well-being of Pembrokeshire.

3. In pursuing this purpose the Board will contribute to the national well-being goals. These are:

- 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

4. In conducting its business the Board will act in accordance with the ‘sustainable development principle’, that is, 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 will mean taking decisions and working in ways that take the following into account:

- **Long term:** the importance of balancing short term needs with the need to safeguard the ability to 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 bodies well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other bodies.
- **Collaboration:** acting in collaboration with other public bodies to help meet well-being goals.
- **Involvement:** the importance of involving people with an in achieving well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

## **Functions of the PSB**

5. The Board has four main functions:

- To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being of Pembrokeshire.
- To prepare and publish a local Well-being Plan for Pembrokeshire setting out local objectives and the actions it proposes to take to meet them.
- To take all reasonable steps to meet the local objectives it has set.
- To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives.

## **Membership**

### Statutory members

6. The statutory members of the Board are:

- Pembrokeshire County Council (represented at meetings by the Leader and Chief Executive)
- Hywel Dda University Health Board (represented at meetings by the Chairman or Chief Executive, or both)
- Mid and West Wales Fire and Rescue Service (represented at meetings by the Chairman or Chief Officer, or both)
- Natural Resources Wales (represented at meetings by the Chief Executive)

7. A nominated representative may be designated to substitute for any of the named persons above. The Leader of the Council may only designate another member of the Council's Cabinet.

8. Any designated representative must have the authority to make decisions on behalf of their organisation.

### Invited participants

9. The Board must invite specified statutory invitees to participate in the Board's activity. These are:

- The Welsh Ministers
- The Chief Constable of Dyfed-Powys Police
- The Dyfed-Powys Police and Crime Commissioner
- Chief Officer, Pembrokeshire Association of Voluntary Services
- The Probation Service

10. The Board may invite any other bodies / persons who exercise functions of a public nature to participate in the Board's activity. The current non-statutory invitees are:

- Director of Public Health, Hywel Dda University Health Board
- Chief Executive, Milford Haven Port Authority
- Chief Executive, Pembrokeshire Coast National Park Authority
- Chief Executive, PLANED
- Regional Jobcentre Wales representative, Department for Work and Pensions
- Pembrokeshire College

11. Invited participants are not required to accept an invitation. However, once an invitation is accepted, invited participants are expected to participate fully in the activities of the Board and to work jointly with the Board in order to meet its well-being duty, including in delivering the functions stated at point 5 above.

#### Other partners

12. The Board will also engage as appropriate with other key partners who have a material interest in the well-being of the area, or who deliver important public services, in the preparation, implementation and delivery of the work of the Board. These partners include but are not limited to:

- Community Councils
- Community Health Councils
- Further or Higher Education Institutes
- Arts Council for Wales
- Sports Council for Wales
- National Library of Wales
- National Museum of Wales

#### *Providing information*

13. The Board can require invited participants and other partners to provide information about any action they take that may contribute to achieving the well-being goals. However, they are not required to provide information if:

- (a) they consider that it would be incompatible with their duties, or
- (b) it had an adverse effect on the exercise of their functions, or
- (c) they were prohibited from providing it by law

14. If a participant or partner decides not to provide information the Board has requested it must provide the Board with written reasons for its decision.

### **Chairing arrangements and frequency of meetings**

#### Mandatory meetings

15. The Board must hold a meeting, chaired by Pembrokeshire County Council, no later than 60 days after the date on which the Board is established. The Board must also hold a “mandatory meeting” no later than 60 days after each subsequent ordinary election of councillors, an ordinary election being one where all seats on a council are up for election or re-election. At a mandatory meeting the Board must:

- (a) appoint a Chair and Vice-Chair
- (b) determine when and how often it meets, and
- (c) review and agree Terms of Reference

### Ordinary meetings

16. There will be five meetings of the Board each calendar year, at an agreed time and venue. Other meetings may be held as appropriate.

17. Protocol for meetings will be as follows:

- The agenda and papers will be circulated no later than five working days in advance of the meeting.
- Urgent items may be permitted at the discretion of the Chair.
- Each substantive item on the agenda will be supported by a paper and clear recommendation(s).
- Observers may contribute to relevant topics of business on the agenda given the prior consent, or specific invitation, of the Chair.
- The agenda, minutes, papers and other output from a meeting of the Board will be publically available on the Board's website.

## **Governance and accountability**

### Decision making

18. The quorum of a Board meeting is all four of its statutory members.

19. Board decisions (for example the agreement of the assessment of local well-being and the local well-being plan) are only valid when made jointly by the Board and with all statutory members present.

20. In the event of a vote the Board will operate on the principle of one vote per organisation / agency regardless of the number of representatives from an organisation / agency present at a meeting.

21. In the event of a disagreement between members, it is the responsibility of the Chair to mediate a resolution and to present this to the next available meeting of the Board or to a special meeting if required.

### Annual report

22. The Board will prepare and publish an annual report no later than 14 months after the publication of its first Well-being Plan. Subsequently, an annual report will be published no later than one year after the publication of each previous report.

23. A copy of the annual report must be sent to Welsh Ministers, the Future Generations Commissioner, the Auditor General for Wales and the relevant scrutiny committee of the local authority.



## Scrutiny

24. In order to provide democratic accountability, the local authority must designate one of its overview and scrutiny committees as responsible for scrutinising the effectiveness of the Board and its work. The local authority has designated the Partnerships Overview and Scrutiny Committee for this purpose.

25. The designated scrutiny committee can require any member of the Board to give evidence but only in respect of the exercise of joint functions conferred on them as a member of the Board. This includes any person or body that has accepted an invitation to participate in the activity of the Board.

## **Sub groups**

26. The Board can establish sub-groups to support it in undertaking its functions. A sub-group must include at least one statutory member of the Board, who can choose an appropriate representative to attend to contribute to the work of the sub-group. The sub-group can also include any invited participant or other partner. The aims of a sub-group will be determined by the Board when the sub-group is established. The sub-group will prepare terms of reference to be submitted to the Board for its approval.

27. The following sub-groups are currently established:

- Children and Families Executive Group
- Health, Social Care and Wellbeing Joint Commissioning Partnership
- Pembrokeshire Environment Forum
- Community Safety Partnership
- Pembrokeshire Business Panel
- Adult Protection Committee
- Safeguarding Children Operational Partnership

## **Wider engagement**

28. Meetings of the Board are open to members of the public to observe and to ask questions on any substantive agenda item with the prior consent of the Chair.

29. The Board will take all reasonable steps to ensure that the public voice is heard and helps to shape both the Well-being Assessment and subsequent Well-being Plan. The Board will adopt a citizen focus and will engage in a purposeful relationship with people and communities in its area, including children and young people, Welsh speakers, and those with protected characteristics, in all aspects of its work.

30. The Board will liaise closely with those town and community councils subject to the well-being duty when setting objectives in its Well-being Plan.

31. A copy of the Well-being Assessment, the Well-being Plan and annual report will be sent to the Welsh Ministers, the Future Generations Commissioner, the Auditor General for Wales and the relevant scrutiny committee of the local authority.

### **Support**

32. Administrative and secretariat support for the Board is provided by Pembrokeshire County Council. This support will include:

- Ensuring the Board is established and meets regularly
- Preparing the agenda and commissioning papers for each meeting
- Inviting participants and managing attendance
- Preparing and co-ordinating a forward work programme
- Preparing the annual report
- Preparing evidence and co-ordinating attendance for the designated scrutiny committee

### **Review**

33. The Board must review its terms of reference at a mandatory meeting. The Board may also review and agree to amend its terms of reference at any time as long as all statutory members are in agreement.

**Pembrokeshire Public Services Board**  
**Bwrdd Gwasanaethau Cyhoeddus Sir Benfro**



12 January 2017

Tel: 01437 775858  
Contact: Nick Evans  
nicholas.evans@pembrokeshire.gov.uk

Dear colleague,

You will recall at the last meeting of PSB on 30<sup>th</sup> November during a discussion around establishing priorities for the next 12 months, I proposed to write to each partner and invite you to make a financial contribution of up to £5,000 towards creating a central resource to be used to support the delivery of our work.

In addition to, or in lieu of a financial contribution, I would also be interested to hear from you about other specific ways in which your organisation might be able to support the work of the PSB. This could be, for example, by identifying staff within your organisation who might be able to dedicate a portion of their time to bring additional capacity to our work.

I would be grateful if you would contact Nick Evans, Partnership and Scrutiny Support Manager, as soon as is practicable with your response so that we can move forward with the development of this important resource dedicated to supporting and promoting our work, and I look forward to discussing further at our meeting on 31<sup>st</sup> January.

Yours sincerely,

Cllr Jamie Adams  
Chair of Pembrokeshire Public Services Board