



Terms of Reference

Purpose & Aim

1. The Public Services Board (the Board) is a statutory board established by the Well-Being of Future Generations (Wales) Act 2015. The PSB is responsible for improving the economic, social, environmental and cultural well-being of the County. The PSB will utilise the sustainable development principle to maximise its contribution to the achievement of seven national well-being goals by addressing the specific well-being needs of the area. In pursuing this purpose, the Board will contribute to the national 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; and
 - A globally responsible Wales.

2. 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.

3. This means that the PSB has to adopt the following five ways of working to inform decision making and the delivery of objectives:
 - **Long Term** – The importance of balancing short-term needs with the need to safeguard the ability to meet longer-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 any other person that could help the body 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.

Role and Responsibilities

4. The Board has four main statutory functions:
 - a. To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being in Carmarthenshire.
 - b. To prepare and publish a Local Well-Being Plan for the county setting out local objectives and the steps it proposes to take to meet them.
 - c. To take all reasonable steps to meet the local objectives they have set.
 - d. To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives.

Membership

Statutory Members

5. The four statutory members are:
 - Carmarthenshire County Council (Leader and Chief Executive);
 - Hywel Dda University Health Board (either the Chairman, Chief Executive or both);
 - Mid and West Wales Fire and Rescue Service (either the Chairman, Chief Executive or both); and
 - Natural Resources Wales (Chief Executive).
6. A nominated representative may be designated to represent any of the named persons above. Any designated representatives should have the authority to make decisions on behalf of their organisation. Statutory members are requested to inform the PSB Support Team if a set named representative is likely to attend in their place whenever they cannot make a meeting.
7. The Leader of the County Council may only designate another member of the Council's Executive Board to attend as their representative.

Invited Participants

8. The following invitees are invited to participate in the PSB's activity:
 - Welsh Ministers;
 - Chief Constable of Dyfed Powys Police;
 - Dyfed Powys Police and Crime Commissioner;
 - Director, Carmarthenshire Association of Voluntary Services;
 - Director of Public Health, Hywel Dda University Health Board;
 - Regional Jobcentre Representation, Department of Work & Pensions;
 - Principal, Coleg Sir Gâr;
 - Senior Representative University of Wales Trinity Saint David;
 - Representation from National Probation Service and Community Rehabilitation Company;
 - Representation from Brecon Beacons National Park Authority; and
 - Regional Representation from Arts Council of Wales.
9. Once invited, Invited Participants are full members of the Board and all its activities. Invited participants will be asked to join the Board via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee.

Other partners

10. The Board will also engage with and seek advice from other key partners in the area who exercise functions of a public nature, have a material interest in the well-being of the area and deliver important public services in relation to the preparation, implementation and delivery of the work of the board. These partners include but are not limited to:

- Community and Town Councils;
- Public Health Wales NHS Trust;
- Community Health Council;
- Higher Education Funding Council for Wales;
- Sports Council for Wales;
- National Library of Wales;
- National Museum of Wales;
- National Botanic Garden for Wales; and
- Future Generations Commissioner's Office.

11. The PSB will hold at least one formal meeting with these partners annually.

Providing Information

12. The Board can require members 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 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.

13. If a person decides not to provide information the Board has requested it must provide the Board with written reasons for its decision.

Chairing Arrangements & Frequency of Meetings

Mandatory Meetings

14. The Board will hold a "mandatory meeting" chaired by Carmarthenshire County Council, no later than 60 days after each subsequent ordinary election of councillors.

15. At this meeting the Board must:

- a) Appoint a Chair and Vice-Chair;
- b) Determine when and how often it meets; and
- c) Review and agree its Terms of Reference.

Ordinary Meetings

16. Ordinary meetings of the Board will take place, as a minimum, every two calendar months at a time and venue to be agreed by the members.

17. Each meeting will consider, but not be limited to, the following agenda items:

- Welcome and apologies;
- Declarations of interest;
- Public questions;
- Minutes of the last meeting;
- Progress on well-being objectives;

- Forward work programme.

18. The language preference of PSB members and any attendees will be established and simultaneous translation will be provided as appropriate.

Governance and Accountability

19. Members will be responsible to their respective member organisations and retain statutory responsibility for their functions. Governance arrangements will be agreed between the members to address the issue of public accountability and probity as well as satisfying Standing Orders and Standing Financial Orders.

20. The PSB and its constituent groups are not a separately constituted body and therefore its strategies and plans must be approved by each parent body.

Decision Making

21. Statutory members are collectively responsible for fulfilling the board's statutory duties. This means that all statutory members must be in attendance at a meeting of the PSB for the decision made during that meeting to be considered valid.

22. 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 and unanimously by all members and with all statutory members in attendance.

23. In the event of a disagreement between members it is the responsibility of the Chair to mediate an agreement and to ensure that this is presented to the next available meeting of the Board or to a special meeting if required.

Quorum

24. The quorum of a PSB meeting is a representative from all of its four statutory members.

Annual Report

25. The Board will prepare and publish a report no later than 14 months after the publication of its first local well-being plan. This will enable the Board to report on the full year's activity. Subsequently, an annual report will be published no later than one year after the publication of each previous report.

26. In the year following an ordinary local government election, when a new local Well-Being Plan is being prepared and published, there is no requirement to also produce an annual report.

27. The Annual Report will set out the steps taken since the publication of the Board's most recent local well-being plan to meet the objectives set out in the plan. It can also include any other information the Board thinks would be appropriate.

28. A copy of the Annual Report will be sent to the Welsh Ministers, the Commissioner, the Auditor General for Wales and to the relevant scrutiny committee.

Scrutiny

29. The role of scrutiny is to provide challenge and support in order to secure continuous improvement for the Board. In order to assure democratic accountability there is a requirement for a designated local government scrutiny committee of the relevant local authority to scrutinise the work of the PSB.
30. The scrutiny committee has the power to:
- a. Review or scrutinise the decisions made of actions taken by the public services board;
 - b. Review or scrutinise the board's governance arrangements;
 - c. Make reports or recommendations to the board regarding its functions or governance arrangements;
 - d. Consider matters relating to the board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and
 - e. Carry out other functions in relation to the board that are imposed on it by the Act.
31. Scrutiny of the Board is the responsibility of the Council's Policy and Resources Scrutiny Committee. Welsh Ministers have a power to refer a plan to the local scrutiny committee if it is not considered sufficient; for example, due to an adverse report by the Future Generations Commissioner for Wales or a concern statutory duties are not being met.
32. The 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. Scrutiny must send a copy of any report or recommendation it makes to the Welsh Ministers, the Commissioner and the Auditor General for Wales.

PSB Structure

Operational Delivery Group (ODG)

33. The ODG is responsible for supporting the PSB in the implementation of its Single Integrated Plan and preparation for the Well-being Plan. The ODG is responsible for the development of the Assessment of Well-being of the county, contributing to the formulation of PSB priorities, co-ordinating the development of the Well-Being Plan and developing and monitoring an outcomes based performance framework.

Thematic Groups

34. The Board is able to establish thematic groups or action groups to support it in undertaking its functions and the board can authorise such groups to exercise a limited number of functions.
35. Each thematic group will have a 'PSB Champion' from among the statutory members of the Board who will report directly to the PSB on progress made. The Champion can choose an appropriate representative to attend the thematic group meetings. The aims of each thematic group or action group will be determined by the Board when the group is established. Each group will prepare terms of reference and the chair of the group will submit them to the Board for approval.

36. The following thematic groups are currently established:

- Healthy Families and Communities;
- Fair and Safe Communities; and
- Prosperous and Resilient Communities.

37. Thematic groups will need to get PSB approval for existing and proposed action groups.

Wider Engagement

38. The Board will take additional steps outside of meetings to ensure that the public voice is heard and helps to shape both the well-being assessment and Well-being Plan. The Board's citizen focus means it will engage in a purposeful relationship with the people and communities in the area, including children and young people, Welsh-speakers and those with protected characteristics, in all aspects of its work. This is expected to include consultation exercises and opportunities for people to raise and debate ideas through online and offline engagement arrangements. Activity will be in accordance with the PSB's Communications and Engagement Plan.

39. The Act places a duty on certain town and community councils to take all reasonable steps towards meeting the local objectives included in the local Well-Being Plan that has effect in its areas. If a town or community council is subject to the duty, it must publish a report annually detailing its progress in meeting the objectives contained in the local well-being plan. The annual report at year end will be submitted to the Board for it to consider in producing its own annual report.

40. The PSB will liaise closely with such town and community councils which are subject to the duty when setting the objectives in the local well-being plan.

41. Members of the public will be able to submit questions which will be discussed at the PSB and a written response will be provided.

42. Interested parties can be invited to make presentations to the Board on any items that are being considered. The Board will take care, however, to ensure the propriety and impartiality of the Board's processes and be alive to the risks of any perception arising that a particular group is being afforded excessive access to, or influence over the Board's deliberations.

43. Agendas and actions from Board meetings will be made available on the Board's website.

44. A copy of the well-being needs assessment, the Well-Being Plan and each annual report will be sent to the Welsh Ministers, the Commissioner, the Auditor General for Wales and the Council's scrutiny committee and published on the PSB's website.

Support

45. Administrative support for the Board is provided by Carmarthenshire County Council. This includes:

- Ensuring the PSB is established and meets regularly;
- Preparing the agenda and commissioning papers for meetings;

- Preparing and co-ordinating a forward work programme for the Board's work;
- Inviting participants and managing attendance;
- Work on the annual report; and
- Preparation of evidence for scrutiny.

Review and Amendment

46. While the Board must review these Terms of Reference at the mandatory meeting, the Board may review and agree to amend it at any time as long as all statutory members agree.