



Powys PSB Well-Being Planning and Delivery

Group

(WPDG)

Terms of Reference

DRAFT

Version Control

Version	Author	Summary of changes	Date
1.0	Bethan Ledger		19/09/2019

1.0 Purpose

The purpose of the Powys Well-being Planning and Delivery Group (WPDG) is to provide **collaborative, crosscutting** and **integrated** support to ensure the Powys Public Service Board (Powys PSB) fulfils its statutory requirements (see Appendix A). The group should provide an operational link between the PSB, the Step delivery leads and the operational delivery groups for the 12 steps.

2.0 Roles and responsibilities

The members of the group have the responsibility to:

- facilitate and foster effective relationships between colleagues and wider stakeholders to support effective Step delivery
- ensure delivery plans are moving forward including supporting delivery groups to address delivery blockers
- provide on-going support for the review and development of Step Delivery Plans.
- form a point of contact between Step Delivery groups
- address any actions identified for the group by the PSB
- appraise the PSB of any concerns and/or risks identified but the group
- review any feedback provided by the Future Generations Commissioner and any actions for the group identified by the PSB arising from such feedback.
- support the development of future Well-being assessments. This may include leading on themed sub-groups
- support updates to the Well-being plan
- take an active role within the group including positive and constructive contributions to meeting discussions and to create an environment in which the Step delivery and other action items can be openly discussed

3.0 Membership

The group should consist of an officer nominated by the Step lead for each Step. Each group member will provide a link between the PSB lead for their own organisation and the relevant delivery groups.

4.0 Meetings

- Meetings to be held every quarter with the date falling in the month following the PSB meeting.
- The meeting chair will rotate across members on an annual basis
- Secretariat support (minutes, agendas, room bookings) will be provided by Powys County Council.
- An agenda will be circulated at least one week prior to each meeting.
- The agenda will include:
Apologies; Minutes from last meeting; Review of previous actions; Date of next meeting; Any other business.
- Items for the agenda to be submitted to the secretariat 15 working days before the meeting.
- Minutes from the meeting will be shared with the PSB

5.0 Review

The purpose and membership of the group will reviewed on an annual basis.

Appendix A

The requirements of the PSB, which the Powys Well-being Planning Group will support are as follows:

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