



POWYS PUBLIC SERVICE BOARD (POWYS PSB)

TERMS OF REFERENCE

1. OVERALL PURPOSE

- 1.1 Powys Public Service Board (Powys PSB) is a statutory board established under the Well-being of Future Generation (Wales) Act 2015. The purpose of the Board is to work together to improve the economic, social, environmental and cultural well-being within Powys, by bringing together the most appropriate key decision-makers in Powys to improve public services in such a way that it is transparent and meaningful as well as accountable to local people.
- 1.2 The Powys PSB will contribute to the seven 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
 - A globally responsible Wales
- 1.3 The Powys PSB will contribute to the Well-being Goals by:
- Assessing the state of economic, social, health, environmental, and cultural well-being 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
- 1.4 The Powys PSB will act with due regard to the five sustainable development principles in conducting its business:
- **Long Term** - *Looking to the long term so that we do not compromise the ability of future generations to meet their own needs*
 - **Integration** - *Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives*
 - **Collaboration** - *Working with others in a collaborative way to find shared sustainable solutions*
 - **Involvement** – *Involving a diversity of the population in the decisions that affect them*
 - **Prevention** - *Understanding the root causes of issues to prevent them from occurring*



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1.5 The Powys PSB will act with due regard to the requirements of the Well-being of Future Generations (Wales) Act 2015 and statutory guidance in fulfilling its statutory responsibilities.

1.6 The statutory responsibilities of Powys PSB are:

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

1.7 The Powys PSB will provide leadership by:

- Committing to a culture that cuts across organisational boundaries and sectors. Where everyone involved in the delivery of public services in Powys is part of this common endeavour, sharing common values and working together for the benefit of the people and communities of Powys
- Agreeing strategic priorities for multi-agency working to support the delivery of well-being objectives that are responding to clearly evidenced local needs
- Ensuring appropriate systems are in place to achieve improvements and that managers and front line staff across agencies are working together effectively, and that agreed priorities are reflected in individual organisations' corporate plans
- Ensuring partnership and delivery structures are fit for purpose and accountable
- Challenging where there is underperformance in implementing changes that reflect evidenced best practice to improve outcomes for the local population

1.8 Powys PSB Vision statement:

"We will work together to meet the needs of Powys Citizens, present and future"



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With due regard to the five sustainable development principles, we will work in partnership to:

- Create and use the well-being assessment, in order to identify key opportunities to contribute to the 7 national well-being goals
- Agree the initiatives we conduct together
- Break down structural barriers across our organisations
- Focus on the long term challenges affecting Powys
- Ensure statutory compliance

2. MEMBERSHIP

ORGANISATION	ROLE
Powys County Council	Leader
	Chief Executive Officer
	Head of Transformation and Communication
Powys Teaching Health Board	Chair
	Chief Executive Officer
	Director of Public Health
Natural Resource Wales	Head of Operations (Mid)
Mid and West Wales Fire and Rescue Service	Chair
	Assistant Chief Fire Officer and Director of Operational Support and Improvement

- 2.1 Statutory members are collectively and equally responsible for fulfilling the Powys PSB's statutory duties. Therefore, unanimous agreement of the statutory members is needed in relation to fulfilling these duties. However, statutory members will not and cannot work in isolation. Other bodies and organisations in the area have a significant contribution to make.
- 2.2 The Powys PSB is required to invite certain other persons or organisations to participate. The Powys PSB can also invite others as they consider appropriate in order to achieve its objectives. Where an invitee has agreed to join the Powys PSB they are expected to participate fully in the work of the board.

ORGANISATION	ROLE
Powys Association of Voluntary Organisations	Chair
	Chief Executive Officer



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Dyfed Powys OPCC	Police & Crime Commissioner
Dyfed Powys Police	Superintendent
Wales Community Rehabilitation Company	Head of Dyfed Powys Local Delivery Unit
Welsh Government	TBC
Brecon Beacons National Park Authority	Chief Executive Officer
Department of Works and Pensions	
Ministry of Justice	

- 2.3** The Powys PSB may invite additional individuals to attend meetings, particularly when items of business are to be considered where it could be beneficial to draw on the expertise of individuals other than those on the Board.

3. FREQUENCY OF MEETINGS

- 3.1** The frequency of meetings will be at least quarterly for the effective operation of the Powys PSB.
- 3.2** Dates of future meetings will be arranged and published 1 year in advance.
- 3.3** The cycle of meetings ends when an ordinary election of councillors is imminent.
- 3.4** Meetings will be restricted to no longer than 3 hours.
- 3.5** Where possible alternative methods of communications will be used between and/or instead of meetings to overcome the large geographical spread of partners.

4. MEETING ARRANGEMENTS

- 4.1** The agenda will be split into two parts, reflecting the two purposes of the partnership:
- Strategy and Policy
 - 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.



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- 4.2** Any Board representative may request an item to be placed on the Agenda with the consent of the Chair, and must inform the Secretariat no later than 15 working days in advance of the meeting.
- 4.3** Board representatives may raise items that do not appear on the agenda but only with the consent of the Chair in advance of the meeting.
- 4.4** Items for the agenda should be submitted to the Secretariat 15 working days in advance of the meeting.
- 4.5** Agenda items and supporting papers will be sent to the PSB members at least 5 working days prior to the meeting.
- 4.6** Apologies of absence to be sent to the PSB secretariat in advance of meeting.
- 4.7** All members will attend meetings prepared to feedback as to their organisation's progress in implementing the work of the PSB.
- 4.8** All members will be expected to have read the papers before the meetings thereby removing the need for individuals to talk the PSB through the papers and make the most efficient use of time.
- 4.9** Minutes to be circulated to members within 10 working days of the PSB meeting.
- 4.10** Welsh Language - Members to give advance notice should they wish to speak Welsh at meetings.

5. MANDATORY MEETINGS

- 5.1** The Powys PSB will hold a 'mandatory meeting' chaired by Powys County Council, no later than 60 days after each subsequent ordinary election of councillors. At this meeting the board must:
- Agree the involvement of 'Invited Participants'
 - Review and agree its terms of reference

6. QUORUM

- 6.1** Meetings will be quorate with at least one representative from all statutory member organisations being present.



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7. CHAIR: ROLES AND RESPONSIBILITIES

- 7.1** The role of the Chair is to provide strong, clear leadership in driving forward with momentum the work of the Powys PSB, enabling partners to identify intractable issues and find innovative solutions for tackling them from a citizen perspective to achieve improved outcomes.
- 7.2** Key responsibilities for the Chair include: -
- To agree the agenda and approve draft minutes of the Powys PSB meetings
 - To chair the Powys PSB meetings (quarterly)
 - To represent the Powys PSB at relevant meetings and events
 - To undertake such duties that a Chair would normally be expected to fulfil in such a role
- 7.3** The Chair will lead and give direction to the meetings.
- 7.4** The Chair will ensure that meetings are held efficiently, facilitating those present to participate.
- 7.5** The Chair will be the Leader, Powys County Council. This recognises the key community leadership role of the County Council.
- 7.6** A Vice-Chair will be selected by vote from within the PSB statutory membership.
- 7.7** The Vice-Chair should deputise when the Chair is unavailable to represent the partnership, chair meetings in the absence of the Chair, and assist the Chair in providing leadership in key partnership events and processes. If neither the Chair nor Vice Chair are able to attend a PSB meeting, another statutory PSB member should assume the chair for that meeting.
- 7.8** Appointments to these roles are re-confirmed following an ordinary election of councillors.

8. MEMBERS AND INVITED PARTICIPANTS: ROLES AND RESPONSIBILITIES

- 8.1** The roles and responsibilities of all members and invited partners of the PSB are to:
- To provide strategic leadership for the development of the local assessment of well-being and local well-being plan and to be responsible for the successful delivery of the plan and public accountability for performance



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- To ensure that stakeholders with an interest in the improvement of well-being in the area are involved
- To ensure information is effectively communicated through their respective organisations
- To embed the culture of sustainable development within their relevant public organisation
- To ensure the Powys PSB's performance and risks are managed effectively
- To ensure that the work of the Board is available for scrutiny
- The decisions of the Powys PSB are not legally binding and it is the responsibility of each member and invited participant to ensure that decisions agreed are implemented
- To contribute resources to the Powys PSB Board as required and by agreement to ensure the board fulfils its statutory duties

9. CLERK / SECRETARIAT: ROLES AND RESPONSIBILITIES

9.1 The Clerk/Secretariat provided by Powys County Council will:

- Ensure the public services board is established and meets in accordance with the requirements of the Powys PSB
- Arrange the dates and invites for all meetings
- Prepare the agenda and commission papers for meetings
- Invite participants and manage attendance
- Record and circulate the minutes and relevant documents of meetings
- Maintain records of attendance and apologies
- Provide support to develop the well-being assessment
- Provide support to develop the well-being plan
- Provide support to develop the annual report
- Support the preparation of evidence for scrutiny
- Keep records of all papers
- Maintain accurate contact details of all members

9.2 The secretariat will also ensure that the nominated Chair is briefed prior to the main meetings of the Powys PSB.

9.3 Both statutory and invited member organisations shall co-operate in providing relevant information / reports in a timely manner.

10. ADDITIONAL RESOURCES

10.1 Statutory member and invited participants must determine appropriate and proportionate resources to enable the Powys PSB to fulfil its statutory duties. Members and participants are encouraged to contribute resources – financial,



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advice, assistance, expertise, shared asset, data analysis and business insight, or help in kind.

11. DECISIONS

- 11.1** Statutory members are collectively responsible for fulfilling the board's statutory duties. This means unanimous agreement of the statutory members is needed in relation to fulfilling these duties.
- 11.2** Unanimous agreement will be sought with invited participants but where this is not possible, a consensus view will be taken into consideration by statutory members.
- 11.3** Competing or differing interest between statutory members should be reconciled before operational issues occur. Where differences are not reconciled, agreed independent mediation will be sought, with the partner organisations agreeing to accept the decision of the mediation process.
- 11.4** In the event that decisions are required outside of formal meetings, the Chair (or Vice-Chair in the absence of the Chair) will co-ordinate communication with all statutory members to consider prior to a unanimous decision being made.
- 11.5** All members of the Powys PSB should be empowered by the organisation that they represent to make decision 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.

12. POWYS PSB – WELL-BEING PLANNING GROUP

- 12.1** The Powys PSB – Well-being Planning Group (Powys – WPG) will provide collaborative, crosscutting and integrated support to ensure the Powys Public Service Board (Powys PSB) fulfils its statutory requirements described in 1.5.
- 12.2** The Powys WPG will consist of the appropriate officers of the statutory members and invited participants only.

13. PROGRAMME BOARDS

- 13.1** The Powys PSB may agree to establish task and finish groups to progress particular programmes and objectives. In the main, these will take the shape of



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a programme board and will operate on a time limited basis until the programme is completed.

- 13.2** Each programme board must include at least one member of the Powys PSB who will lead the work as the programme Sponsor.
- 13.3** The strategic aims of each programme will be considered and agreed by the Powys PSB.
- 13.4** Each programme will prepare its own programme brief and the programme sponsor will submit them to Powys PSB for approval.
- 13.5** Programme Boards will be reviewed on an annual basis to reflect changing priorities as deemed appropriate by the Powys PSB.

14. RELATIONSHIP WITH REGIONAL PARTNERSHIP BOARD (SS&Wb Act)

- 14.1** The Powys PSB acknowledges the contribution the Powys Regional Partnership Board (RPB) makes to improving the well-being of people in Powys.
- 14.2** Updates and information pertinent to the delivery of the Well-being Steps will be provided by the RPB for consideration by PSB.
- 14.3** The PSB will ensure that the RPB is informed of activities which may impact on delivery of the Area Plan.

15. DECLARATIONS OF INTEREST

- 15.1** A full member or participant of the Powys PSB who is present at a meeting, which is to consider any matter in which he / she has an interest, either direct or indirect, must disclose that interest. Definitions of direct or indirect interests are listed in Appendix A.
- 15.2** A full member or participant must make the disclosure of an interest, whether direct or indirect, at the meeting preferably at the commencement of the relevant agenda item of business.
- 15.3** A full member or participant must disclose the interest orally and will be required to leave the room prior to the discussion on the relevant agenda item / topic. The declaration will be recorded in the minutes by the Secretariat.
- 15.4** Declarations of interests to be a standing agenda item.



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16. ACCOUNTABILITY

- 16.1** The decision made by the Powys PSB, actions taken and its governance arrangements are subject to scrutiny by a bespoke Powys County Council Scrutiny Committee.
- 16.2** The Scrutiny Committee will scrutinise, evaluate and actively promote improvement in work carried out in line with Powys PSB priorities as identified through its Wellbeing Assessment; Well-being Plan and its Terms of Reference and not that of those individual constituent organisations represented on the Powys PSB.
- 16.3** The Powys PSB is accountable to the Future Generations Commissioner for Wales and must seek and act on the advice and feedback received from the Commissioner and / or their office.

17. EXIT

- 17.1** Any invited participant not wishing to continue with the Powys PSB should give written notice to the Chair and Secretariat. The partner should endeavour to honour any decisions taken and commitments made.

18. REVIEW OF TERMS OF REFERENCE

- 18.1** The Terms of Reference must be reviewed at any mandatory meeting of the Powys PSB.
- 18.2** Terms of Reference to be reviewed bi-annually by the Powys PSB.

19. RELEVANT LEGISLATION

- 19.1** The work of the Powys PSB will have due regard to legislation including the following:
- Crime & Disorder Act 1998
 - Environment (Wales) Act 2016
 - Equality Act 2010
 - Equality Act (Statutory Duties) (Wales) Regulations 2011
 - Social Services & Wellbeing (Wales) Act 2014
 - The United Nations Convention on the Rights of the Child
 - Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015



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- Well-being of Future Generations (Wales) Act 2015
- Welsh Language (Wales) Measure 2011

20. VERSION CONTROL

Version	Author	Reviewed By	Date
V0.1	P Jones / S Simpson	PSB	09/06/2016
V0.2	P Jones / S Simpson		14/07/2016
V0.3	P Jones / S Simpson		26/10/2016
V1	P Jones		01/12/2016
V2	P Jones	PSB	08/06/2017
V4	H Delonnette	PSB	28/03/2019
V5	J Langridge-Thomas	PSB	23/06/2022

21. Key Reference Documents

- Well-being of Future Generations (Wales) Act 2015
- Shared Purpose; Shared Future 3: Collective Role



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APPENDIX A DECLARATIONS OF INTEREST – DEFINITIONS

A. DIRECT INTEREST

- A.1 A direct interest is not defined in absolute terms. A direct interest is one where a full member or alternate has been directly involved with or who has had/will have any pecuniary interest in the successful outcome of the subject/project in question. A member with direct supervisory or line management responsibility over an employee who has such an aforementioned involvement is also considered to have a direct interest.

B. INDIRECT INTEREST

- B.1 An indirect interest is one where a full member or alternative is an employee or member of an organisation, company or other body, which has a direct interest (membership of a company would include owning shares in the company). This includes an individual who may be representing an organisation on the Powys PSB but is an employee or member of another organisation, which had a direct or indirect interest.