



Notice of Meeting

You are invited to attend a Meeting of the

Swansea Public Services Board Joint Committee

At: Remotely via Microsoft Teams
On: Thursday, 11 February 2021
Time: 3.00 pm
Joint Chairs: Councillors Andrea Lewis & Rob Stewart

Watch Online: <http://bit.ly/39fxHsf>

Agenda		Page No.
Preliminary Matters:		
1	Welcome & Apologies for Absence.	
2	Disclosures of Personal & Prejudicial Interest. www.swansea.gov.uk/disclosuresofinterests	
3	Minutes. To approve and sign the Minutes of the previous meeting(s) as a correct record.	2 - 8
4	Update on Actions from Previous Meeting.	9
5	Public Question Time. Questions must be submitted in writing, no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.	
Items for Discussion / Decision / Approval:		
6	Socio-Economic Duty. (Verbal Presentation) <i>Rev. Ruth Coombs & Jamie Westcombe, The Equality & Human Rights Commission</i>	
7	Integrated Public Health Approach to Substance Misuse. (Verbal) <i>Angharad Metcalfe, Police & Crime Commissioners Office</i>	
8	Letter and Feedback from Scrutiny Programme Committee & Action Plan.	10 - 14
9	Initial Proposals for an Assessment of Local Well-being 2022. <i>Steve King, Swansea Council</i>	15 - 18

- 10 **Update on Critical Incident Group (CIG) & High Street.** 19 - 37
Paul Thomas, Swansea Council
- 11 **Letter from Minister for Housing & Local Government. (Verbal)**
- 12 **Review of Terms of Reference / Membership.** 38 - 48

Items For Information:

- 13 **Community Wealth Building - Progressive Procurement - PSB Clusters. (Verbal)**

- 14 **Future Work Programme. (Verbal Discussion)**

8 April 2021

1. Action Plans & follow up:
 - i. City for Wellbeing & Wildlife;
 - ii. Green / Climate Change agenda;
 - (iia) Martin Nicholls Swansea Council Climate Change Presentation
 - Sign up to charter
 - Action plan preparation
 - Awareness raising
 - iii. County Lines, Substance Misuse, Anti-Social Behaviour
2. Feedback from PSB meeting with Minister for Housing and Local Government
3. Performance Management Review
4. Socio- Economic Duty Implementation

17 June 2021

1. Guest Speaker
2. Reporting and Monitoring of Action Plans
3. Wellbeing Assessment
4. PSB Board Members Development Session
5. Partnership Forum Meeting Topics and Conference

12 August 2021

1. Reporting and Monitoring of Action Plans
2. Human Rights City Status
3. Partnership Forum Arrangements and Agenda

21 October 2021

1. Guest Speaker
2. 6 Month Review of Action Plans

Next Meeting: Thursday, 8 April 2021 at 3.00 pm



Huw Evans
Head of Democratic Services
Thursday, 4 February 2021

Contact: Democratic Services - 636923

Agenda Annex

Swansea Public Services Board – Membership

Statutory Members (Joint Committee and Partnership Forum)

Nuria Zolle – <i>Swansea Bay University Health Board</i>
Councillor Rob Stewart – <i>Leader - Swansea Council</i>
Councillor Jan Curtice – <i>Chair - Mid & West Wales Fire Authority</i>
Martyn Evans - <i>Head of Operations South West Wales – Natural Resources Wales</i>
Phil Roberts - <i>Chief Executive - Swansea Council</i>

Designated Representatives:

Sian Harrop-Griffiths - <i>Director of Strategy – Swansea Bay University Health Board</i>
Adam Hill - <i>Deputy Chief Executive - Swansea Council</i>
Andrea Lewis – <i>Cabinet Member for Homes, Energy & Service Transformation - Swansea Council</i>
Roger Thomas - <i>Deputy Chief Fire Officer - Mid & West Wales Fire & Rescue Service</i>

Invited Participants (Joint Committee and Partnership Forum)

Christopher Owen – <i>Deputy Director for Digital Learning, Welsh Government</i>
Joanna Maal - <i>Chief Superintendent - South Wales Police</i>
Amanda Carr - <i>Swansea Council for Voluntary Service</i>
Alun Michael - <i>Police and Crime Commissioner</i>
Mark Brace - <i>Assistant Commissioner - South Wales Police and Crime Commissioners Office</i>
Mark Wade - <i>Health & Housing</i>
Deanne Martin – <i>HM Prison & Probation Service</i>

Invited Participants (Partnership Forum)

Mark Child – <i>Councillor - Swansea Council</i>
Erika Kirchner – <i>Councillor - Swansea Council</i>
Clive Lloyd - <i>Cabinet Member for Adult Care & Community Health Services - Swansea Council</i>
Sam Pritchard – <i>Councillor - Swansea Council</i>
Alyson Pugh - <i>Cabinet Members for Supporting Communities - Swansea Council</i>
Jen Raynor - <i>Cabinet Member for Education Improvement, Learning & Skills - Swansea Council</i>
Andrew Stevens - <i>Cabinet Member for Business Improvement & Performance</i>
Keith Reid - <i>Executive Director - Public Health, Swansea Bay University Health Board</i>
Hilary Dover - <i>Planning Group</i>
Vacancy - <i>Swansea University</i>
Anna Jones - <i>University of Wales Trinity Saint David</i>
Sarah King - <i>Gower College Swansea (Director of HR)</i>
Jayne Brewer - <i>Gower College Swansea (Head of Employer Development)</i>
Matthew Bennett - <i>Job Centre Plus</i>
Hywel Evans - <i>Regional Business Forum</i>
Keith Baker - <i>Swansea Economic Regeneration Partnership</i>
Philip McDonnell - <i>Swansea Environmental Forum</i>
Mike Phillips - <i>Research Group</i>
Steve Davies - <i>Mid & West Wales Fire & Rescue Service</i>
To be confirmed - <i>DVLA</i>
To be confirmed - <i>Swansea Learning Partnership</i>

Agenda Item 3



Minutes of the **Swansea Public Services Board** **Joint Committee**

Remotely via Microsoft Teams

Thursday, 15 October 2020 at 3.00 pm

Present:

Joanne Abbott-Davies, Swansea Bay University Health Board
Mark Brace, Police & Crime Commissioners Office
Amanda Carr, Swansea Council for Voluntary Service
Jan Curtice, Mid & West Wales Fire & Rescue Service
Martyn Evans, Natural Resources Wales
Adam Hill, Swansea Council
Andrea Lewis, Swansea Council
Joanna Maal, South Wales Police
Christopher Owen, Welsh Government
Roger Thomas, Mid & West Wales Fire & Rescue Service
Nuria Zolle, Swansea Bay University Health Board

Apologies for Absence

Sian Harrop-Griffiths, Swansea Bay University Health Board
Rob Stewart, Swansea Council

Also Present:

Leanne Ahern, Swansea Council
Sian Denty, Swansea Council
Helena Herklots, Older People's Commissioner for Wales
Steve King, Swansea Council
Allison Lowe, Swansea Council
Phil McDonald, Swansea Environmental Forum
David McKinney, Older People's Commission
Anthony Richards, Swansea Council

1 Election of Chair for the Municipal Year 2020-2021.

Resolved that Councillor Rob Stewart, Leader of Swansea Council and Councillor Andrea Lewis be appointed as Joint Chairs for the Municipal Year 2020-2021.

Councillor A S Lewis (Joint Chair) Presided

2 Election of Vice Chair for the Municipal Year 2020-2021.

Resolved that Roger Thomas, Mid & West Wales Fire & Rescue Service be appointed Vice Chair for the Municipal Year 2020-2021.

3 Welcome.

Councillor Andrea Lewis welcomed everyone to the meeting and explained that she had taken over lead responsibility for the Public Services Board for Swansea Council.

4 Disclosures of Personal & Prejudicial Interest.

Phil McDonnell declared a personal interest in Minute 11 "Natural Resources Wales Funding Update".

5 Minutes.

Resolved that the Minutes of the Public Services Board Joint Committee held on 13 August 2020 be approved and signed as a correct record.

6 Update on Actions from Previous Meeting.

In addition to the comments outlined in the action log, Adam Hill reported that there was currently no desire to extend the age range for the "Early Years" work stream to include children up to 7 years of age as it was felt the age was currently fit for purpose, however a report would be submitted should the age range be extended.

Agreed that the update on actions be noted.

7 Public Question Time.

There were no public questions.

8 Older People's Commissioner. (Verbal)

Helena Herklots, Older People's Commissioner for Wales and David McKinney, Ageing Well Lead joined the meeting in order to update the Committee on the recent "Leave No-one Behind report", and how it supported Swansea's commitment in becoming an Age Friendly City.

The Commissioner commenced by acknowledging the unusual times being encountered and thanked all the partners for the work undertaken during the Covid-19 pandemic.

She explained that discussions had commenced approximately 6 months ago in relation to both Swansea and the other Local Authorities in Wales' development as Age Friendly Cities. She went on to say that whilst a network of age friendly communities existed across the world but there were currently no places in Wales that were currently members of that international community, therefore she would like to develop this piece of work as well as a Community of Practice in Wales which would link into the international network.

The Commissioner stated that it was a very difficult time for older people to stay well and connected in their local communities. She had undertaken numerous virtual network engagement sessions which were summarised in the "Leave no one Behind" report. She went on to say that human contact encountered in local communities had been very important to older people. However, we needed to ensure that our communities were age friendly and there were no barriers to older people taking part in daily activities. She outlined some practical issues raised which included:

- Adequate benches / seating available;
- Safe pavements;
- Street lighting;
- Ensuring our shops & businesses were aware of particular needs eg dementia, etc.

The Commissioner stated that some older people could unintentionally be excluded, and suggested that audits should be undertaken in our communities to ensure that we were age friendly and enable older people to participate and stay included.

She acknowledged that Swansea had made great progress towards an age friendly status by signing the Dublin status in 2014. In addition, our Ageing Well plan had also been very positive. Therefore, she felt that Swansea were well placed to be one of the leading communities in this field.

The Commissioner requested that Swansea agree to take part in the Community of Practice in Wales in order to share learning. She also offered support to submit an application to the World Health Organisation in order to be recognised as an Age Friendly City.

It was highlighted that this topic would fit in with a later agenda item in respect of a City for Wellbeing.

Councillor Lewis thanked the Older People's Commissioner for joining the meeting.

Agreed that the Swansea Public Services Board welcome the offer of support to submit a bid to the World Health Organisation to become an Age Friendly City and participate in the Community of Practice.

9 Community Impact Assessment.

Steve King, Information, Research & GIS Team Leader, Swansea Council presented a report to note the survey questions circulated following the PSB COVID-19 recovery planning workshop (August 2020), and circulate an initial draft 'PESTLE' analysis of the main community impacts of COVID-19.

He outlined the background including the work undertaken including the recovery workshop undertaken in order to share partner experiences of the pandemic and devise a response to recovery.

The Information, Research & GIS Team Leader recognised that whilst this was not a full community impact assessment compared to some others undertaken in Wales, it outlined what work had been undertaken in terms of extracting the key themes and relevant streams.

It was suggested that the workstreams consider the following 3 strategic objectives to focus on in order to develop a multi-agency added value action plan to build greater resilience over the next 12 months:

1. City for Wellbeing & Wildlife;
2. Green / Climate Change agenda;
3. County Lines, Substance Misuse, Anti-Social Behaviour

It was felt that a considerable amount of work had been undertaken by the Council in compiling a Climate Emergency action plan. Part of that process would be for all partners be asked to sign up to a climate change charter and construct their own action plans for their own organisations with collaboration across organisations eg co-procurement of green vehicles.

A climate emergency had been declared prior to covid, however it had brought things into sharp focus including the health inequalities. The economic response should not be to do more of the same and the Committee should utilise the learning already experienced.

There was a need to reflect but also prospectively look ahead and be realistic about timescales whilst supporting people to be resilient and manage expectations whilst acknowledging that the landscape had changed.

Flexibility would be required in how we react and respond whilst consideration to public tolerance, co-operation and perception was also key. However it was stressed that joint PSB's and other organisations were continuing to collaborate across other County Boroughs and nationally too, particularly in respect of County Lines.

Agreed that:

- 1) The report be noted;
- 2) The Board consider the draft PESTLE analysis of community impact and note any gaps or potential scope for improvement; in terms of issues, their key impacts, evidence sources and policy implications;
- 3) The Board use this analysis to help guide its work programme in the year ahead; and to assist in preparing for the next Assessment of Local Well-being (2022).

10 Local Well-being Assessment.

Steve King, Information, Research & GIS Team Leader, Swansea Council presented a report to set out issues and initial outline proposals for undertaking an Assessment of Local Well-being 2022.

Guidance from the Welsh Government was still awaited, however the report outlined and summarised the work undertaken for the previous well-being assessment and how it had been organised in terms of structure.

Consideration of the population assessment under the Social Services & Wellbeing Act would need to dovetail the requirements of the Local Wellbeing Assessment.

As Swansea Council no longer had the same number analysts available than when the last assessment had been undertaken in 2017 support in the form of analysts / researchers / specialists to feed into this would be required from the partners.

A lengthy discussion ensued with the following comments:

- Anticipate that very little would have changed since the last Wellbeing Assessment was undertaken, except the impact of Covid-19. Resources should be transposed into meaningful actions.
- A truly joined up, simplified approach to the population assessment and the Local Wellbeing assessment would be required as organisations would be asked to contribute to both.
- New factors for consideration would be: Covid, EU exit, climate change agenda, wider picture of economy, unemployment, SME's.
- Area statements (published in April) would statutorily need to be referred to.
- Refresh rather than re-start, utilising current benchmarking data.
- Involvement of the public and wider collaboration should be taken into account in the preparation of the Local Wellbeing Assessment and factored into the development of the Wellbeing Plan.
- Utilise existing partner consultation methods eg focus groups etc. All partners would need to lead in their respective organisations.
- Noted that the Green Infrastructure Strategy originated from the benefits of the PSB.
- Actions must be seen as mutually beneficial on a multi-agency basis and focus on something that the PSB would not have been doing outside of the PSB.

Agreed that:

- 1) The report be noted.
- 2) The Board consider how the Assessment might be undertaken in Swansea, in light of matters raised in this report and advice anticipated shortly from Welsh Government.

11 Natural Resources Wales Funding Update. (Verbal)

Adam Hill updated the Committee on the £25k made available by Natural Resources Wales in respect of climate & wider changes.

He reported that an application process was undertaken and reviewed by the 4 statutory partners. He was pleased to report that the full £25k had now been committed for the financial year up to March 2021 as follows:

- Fire breaks - £8k;
- Nature, recreation and action project - £7.5k;
- Swansea Environmental Forum - £8k;
- Working With Nature Task Group supporting Crymlyn Bog Eastside Project (to improve community engagement) - £1.5.

Agreed that the above allocations be approved by the Swansea Public Services Board Joint Committee.

12 Poverty Truth Commission Update. (Verbal)

Anthony Richards, Poverty and Prevention Strategy Development Manager and Sian Denty Poverty & Prevention Strategy Development Officer joined the meeting to update the Committee on the current situation in relation to the Poverty Truth Commission.

The Poverty and Prevention Strategy Development Manager reminded them of the background and role of the Commission and informed them that the Facilitation Team had now been recruited but progress had been hampered due to the Covid-19 pandemic.

He encouraged the PSB members to attend the virtual event that they had been invited to on 23 October 2020. There would be an opportunity for organisations in Swansea to hear from Leeds Poverty Truth Commission regarding UK support and information on the role of being a Commissioner would also be available. Additional information, including handouts had previously been circulated to partners to forward to those interested in becoming a Civic and Business Commissioner. Potential candidates should contact the Facilitation Team.

In addition, as an element of funding was still required for the Poverty Truth Commission, the partners were asked to consider utilising funding from next year's Natural Resources Wales allowance or other source towards the Poverty Truth Commission.

Agreed that the update be noted.

13 UK Prevention Research Partnership - Call for Applications. (Verbal)

Adam Hill reminded partners that information had been circulated to them in relation to the UK Prevention Research Partnership. If anyone intended to submit an application please could inform Leanne Ahern, PSB Support Officer, however it

would be the responsibility of the respective organisation to complete and submit the application.

14 Public Accounts Committee.

Adam Hill reminded partners to send any responses in respect of the barriers to the successful Implementation of the Well-Being of Future Generations (Wales) Act 2015 to Leanne Ahern, PSB Support Officer as the consultation would close on 27 November 2020. A response would be sent collectively on behalf of Swansea Public Services Board.

15 Swansea Public Services Board - Workstreams.

Adam Hill reminded Workstream Leads to ensure that the 4 Workstream groups continue to meet on a regular basis.

The meeting ended at 4.32 pm

Chair

Update on Actions from Previous Meeting

Action (A)/ Decision (D)/ Issue (I)	JOINT COMMITTEE MEETING – 15 th October 2020 Details	Assigned to	Due Date	Comment/ Rationale
(A)	<p><u>Community Impact Assessment</u></p> <p>The Board consider the draft PESTLE analysis of community impact and note any gaps or potential scope for improvement; in terms of issues, their key impacts, evidence sources and policy implications;</p> <p>The Board use this analysis to help guide its work programme in the year ahead; and to assist in preparing for the next Assessment of Local Well-being (2022).</p>	All		
Page 9	<p>(A) <u>Local Well being Assessment</u></p> <p>The Board consider how the Assessment might be undertaken in Swansea, in light of matters raised in the report discussed</p>	All	25 th January 2021	No comments received in relation to DRAFT paper circulated.
(A)	Adam Hill reminded partners to send any responses in respect of the barriers to the successful Implementation of the Well-Being of Future Generations (Wales) Act 2015 to Leanne Ahern, PSB Support Officer as the consultation would close on 27 November 2020. A response would be sent collectively on behalf of Swansea Public Services Board	All partners for comments. LA to coordinate and send response	Submission deadline 27 th Nov.	Completed. Response sent to Public Accounts Committee on 25 th Nov.

Agenda Item 8



**To/
Councillor Rob Stewart &
Councillor Andrea Lewis,
Joint Chairs of Swansea Public
Services Board
BY EMAIL**

cc: Vice-Chair of Swansea PSB

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

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SPC/2020-21/2

08 January 2021

Summary: This is a letter from the Scrutiny Programme Committee to the Joint Chairs of Swansea Public Services Board following the meeting of the Committee on 15 December 2020. It is about the performance of the Public Services Board.

Dear Councillor,

Scrutiny Programme Committee – 15 December

We are writing to you following our scrutiny session on the Public Services Board (PSB) with our views

The Committee considered the PSB Annual Report 2019/20 and heard about the work, achievements, and performance of the PSB from Cllr. Andrea Lewis (newly-appointed Joint Chair of the PSB), Cllr. Clive Lloyd (former PSB Chair for the period of the annual report), Deputy Chief Fire Officer, Roger Thomas (PSB Vice-Chair), and Adam Hill (Swansea Council Deputy Chief Executive).

This was the first PSB scrutiny session held by the Committee, following our decision to adjust the scrutiny work programme and remove the standalone PSB Scrutiny Performance Panel. As such, it was a chance for us to reflect on scrutiny carried out to date, and take an overview of progress made by the PSB, and the current situation.

This letter reflects on what we learnt from the information presented, questions, and discussion. It shares the views of the Committee, and highlights any outstanding issues / actions for your response - main issues summarised below.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU

SWANSEA COUNCIL / CYNGOR ABERTAWE

GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE

www.swansea.gov.uk / www.abertawe.gov.uk

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod
To receive this information in alternative format, or in Welsh please contact the above

New Governance Structure

A new streamlined governance structure has been embedded and improved the operation, direction and focus of the PSB in the delivery of Well-being Plan objectives. Decision making governance is expedited at a strategic level via a Joint Committee, meeting bi-monthly, consisting of the PSB Statutory members and Invited Participants. Objective delivery groups lead on delivery, each co-ordinated and facilitated by a Statutory Member. Wider involvement has been facilitated with the creation of a Partnership Forum, meeting every six months, for meaningful engagement with a wide range of partners that adds value to the work of the PSB. This includes representation from charities, community groups, and public input. Co-production is very much at the heart of practice.

Impact of COVID-19 Pandemic

The PSB has faced significant disruption since March 2020 as a result of the COVID-19 pandemic, with fewer meetings. However, the partnership response to COVID-19, co-ordinated and carried out through relevant emergency planning frameworks and mechanisms, has been effective, and stronger because of the relationships and connections developed over the past few years working together through the PSB. The point was made that the PSB is not responsible for all multi-agency / partnership activity that exists, therefore an absence of PSB meetings during the pandemic has not affected the partnership response to COVID and its effectiveness. It was important for the PSB not to duplicate other structures in place.

Delivery of Well-being Objectives

There are 4 PSB Well-being Plan Objectives, set out in the Well-being Plan published in May 2018, that provide focus for the PSB. These are joint objectives but each with a Statutory Member lead taking ownership of this work:

- Early Years (led by Swansea Bay University Health Board)
- Live Well, Age Well (led by Swansea Council)
- Working with Nature (led by Natural Resources Wales)
- Stronger Communities (led by Mid & West Wales Fire & Rescue Service)

The key focus was on planning and prioritising areas where collectively partners could make the biggest difference.

The delivery of the Well-being Objectives is at the heart of what the PSB is trying to do to make a difference. Performance against these objectives will be the measure of success, and much has been achieved over the past 12 months, as shown in the PSB Annual Report.

In terms of post-COVID recovery, the PSB has been considering areas of focus. Three strategic objectives have been identified to focus on in order to develop a multi-agency added value action plan to build greater resilience over the next 12 months:

1. City for Wellbeing & Wildlife;
2. Green / Climate Change agenda;
3. County Lines, Substance Misuse, Anti-Social Behaviour

We noted that following work undertaken by the Council in compiling a Climate Emergency action plan, all partners will be asked to sign up to a climate change charter and construct their own action plans for their own organisations.

A More Agile PSB

The PSB has also become more flexible and agile in helping to tackle more immediate multi-agency issues, in addition to the more long-term objectives. For example, successful work on community safety, which involved the setting up of a Critical Incident Task & Finish Group to deal with issues relating to street sex working, substance misuse / drug dealing / county lines activity, criminality and anti-social behaviour, focussing on the environment around Swansea High Street. There was clear governance to the PSB, via the Safer Swansea Partnership, and difference made by the PSB in delivering improvements to the area, and countering negative national press about our High Street.

The Issue of Pooled Resources

The PSB is not a fund holding body – there are no pooled resources – however, it is about improving joint working across public services in our area, with organisations committing their existing resources to shared objectives and delivering improvement on issues no one organisation can solve alone.

Future PSB Arrangements

There has been a debate about the number of PSBs across Wales, and whether PSBs should be arranged on a regional, rather than local authority, basis, consistent with the regional footprint of PSB partners and regional collaborations in place. It was felt that a regional PSB may be a better way forward to tackle the issues which we share with neighbouring authorities, and would benefit PSB partners who sit on multiple PSBs, and reduce duplication. The advent of Corporate Joint Committees may however complicate further the regional collaboration landscape.

Scrutiny Views

From our discussion, the Committee would highlight the following issues in terms of providing challenge to the PSB for improvement:

a) Improving the performance framework to better evidence the tangible difference the PSB is making.

Measuring progress is key to any assessment of performance and the effectiveness of the PSB, whether it is about tackling immediate or long-term problems. Whilst Annual Reports serve a purpose, it is important for scrutiny to see a performance framework for the measurement of targets that can help demonstrate the added value of the PSB to scrutiny, and therefore to the public.

The PSB should consider how it could improve the information provided to scrutiny that will provide a greater level of detail in terms of performance monitoring, e.g. sharing of reports by strategic leads that the PSB uses to monitor outcomes and address any barriers, and review work. Ideally, these will show action plans for each objective, metrics, timescales, achievements, outcomes, challenges and risks, etc.

The PSB must be able to clearly articulate the difference it is making, and account for performance and improvement, with a balance of quantitative as well as qualitative data that will help to evaluate the effectiveness of the PSB, whether in the delivery of short, medium or long-term actions.

b) Improving public visibility / messaging about the work of the PSB.

The overall purpose of our scrutiny is to assess the difference that the PSB is making to citizens. Internally we may have a good awareness and understanding of the work of the PSB, but it is less likely that the people of Swansea know what the PSB is.

It is important to understand the added value of having a PSB to improvement, beyond steps taken by the Council, either alone, or through existing partnership working. Although we would agree that the public is less interested in process than results, it could be clearer to citizens what the PSB is achieving and the contribution that it has made. If the PSB has made a difference successes should be attributed to the PSB, and publicised. Given its role and importance, the work of the PSB should be in our consciousness, so would benefit from any efforts to make its work, objectives and outcomes more visible.

c) Pressing the Welsh Government on PSB resources.

Despite the best efforts of Swansea PSB to work around this, we feel that the lack of a pooled resource and discrete budget for PSBs is an impediment to effectiveness. It is surprising that there is no direct funding from Welsh Government and they ought to be pressed further on this to provide more support. We acknowledge that a small amount of funding was provided to help with organisational support, but would agree that the ability of PSBs to be transformational without significant funding, as highlighted by the Future Generations Commissioner, is limited.

We suspect that moving PSBs to a regional footing will need to be achieved first, which may then facilitate decisions around funding to deliver objectives / specific projects.

We appreciate that tackling funding and resource issues is difficult, and doing more with existing resources means a challenge to ways of working. Without additional funding we need to see the PSB being used by partners to improve the way they operate and use their resources to assist each other better, using the 5 ways of working, and helping to achieve the 7 well-being goals, in implementing the Well-being of Future Generations Act to the benefit of our citizens.

Your Response

We hope that you find the contents of this letter useful and would welcome any comments, however we do not expect you to provide a formal response. However, we do expect the PSB to consider our views and the Committee will follow up on progress in addressing these issues in six months.

PSB scrutiny is something that we envisage will take place 2 or 3 times every year. We will arrange the next session in around six months, and hope to engage more widely with other PSB statutory members / key partners with regard to progress in the delivery of agreed PSB Well-being Plan objectives, and effectiveness of the PSB generally. Additionally, we look forward to next year's PSB Annual Report.

Yours sincerely,



COUNCILLOR PETER BLACK

Chair, Scrutiny Programme Committee

✉ cllr.peter.black@swansea.gov.uk

Agenda Item 9



Swansea Public Services Board Joint Committee – 11 February 2021

Initial Proposals for an Assessment of Local Well-being 2022

Purpose:	To set out initial proposals for undertaking the next Assessment of Local Well-being for 2022
Link to Well-being Objective:	Cross cutting
Recommendation(s):	It is recommended that: 1) The Joint Committee support the overall approach and proposals outlined in this report; 2) At the meeting, statutory partners are asked to nominate representatives from each of their organisations for the proposed Assessment Editorial Group; 3) The Joint Committee are also asked to propose other nominees to participate in the Group and/or Research Forum.

1. Introduction

- 1.1 The previous Joint Committee meeting on 15 October 2020 considered a report “Towards an Assessment of Local Well-being 2022” (item 10), a link to which is attached to this paper as Appendix A.
- 1.2 The report outlined the background to the development of the previous assessment, how it was undertaken and structured, and some initial considerations for the next assessment.
- 1.3 This update paper aims to take forward the issues raised in the earlier report and to set out more detailed initial proposals to progress the next assessment.
- 1.4 The Well-being of Future Generations (Wales) Act 2015 and current associated guidance for Public Services Boards specifies that the next assessment of local well-being should be completed by May 2022. With this in mind, and in view of time and resources likely to be required to compile the assessment, it is considered that suitable arrangements should be put in place as early as possible. To illustrate this, in the

previous round (five years ago), a first draft assessment was prepared for consideration by the PSB Executive Group in October 2016, and a final draft agreed for public consultation in January 2017.

- 1.5 Whilst the previous report noted that it was “anticipated that there will be new and/or revised guidance issued this autumn” (from Welsh Government) at time of writing (1 February) this has not yet emerged.
- 1.6 In recent months Welsh Government has arranged a number of workshops, targeted primarily at PSB Co-ordinators and others likely to be more directly involved in the next round of well-being assessments; these recent sessions have focused on particular aspects, including “Effective community engagement during a global pandemic” and “Using futures thinking to inform Well-being Assessments”. Other Welsh Government hosted sessions, for example on co-production and community involvement, are scheduled in the coming weeks.
- 1.7 In view of this, it is considered important to initially proceed on the basis of the Act and Welsh Government guidance as it now stands, but to remain aware and mindful of any changes that may emerge and to retain flexibility to adjust accordingly.

2. Outline Proposals

- 2.1 These proposals further consider issues raised in the previous paper:
- 2.2 **Assessment structure:** Whilst there is no clear ‘right’ or ‘wrong’ way to structure the Assessment of Local Well-being, 9 of the 19 PSBs in Wales structured their 2017 assessments around the four strands of well-being: Social, Economic, Cultural and Environmental. This structure was used by Neath Port Talbot (NPT) PSB in 2017, so for Swansea there may be some synergy and potential opportunities for local collaboration in research and analysis on certain aspects of the assessment. We are not aware that NPT PSB are planning to change their approach in terms of structure for the next assessment.
- 2.3 Whilst the 2016-17 assessments took place around a time of transition (following the new Act and guidance, and the operational change from LSBs to PSBs), this is not the case going into the next assessment round. There now seems less imperative for Swansea’s next version to follow our previous structures, whether from the previous Assessment and/or the Well-being Plan; therefore coming to the task with a fresh outlook which follows the requirements of the Act and guidance as far as possible, subject to available resources.
- 2.4 Whilst the four strands can provide the high level document structure, it will be necessary to consider the organisation of content underneath, especially as there can be many, diverse aspects to each of the four strands. These aspects, and the headings for the analysis that will feed

into the main assessment document (and appendices), can be considered further by partners via the proposed group structure outlined below.

- 2.5 **Working group structure:** As noted in the previous paper, the previous LSB-PSB Research Group have not been active since mid-2018 (effectively following the publication of a 2018 Assessment Update paper and publication of the Well-being Plan). At that time, the group's initial proposals to develop a well-being measurement framework did not gain support. In addition, the 'outcome leads' tasked with collating content for the (former) outcome-based assessment chapters may no longer be available or the most appropriate people to progress the required work in light of new structures and arrangements.
- 2.6 The initial proposal for a working group structure for the assessment, as suggested in the previous paper, is outlined below. Alternative group names can be considered.
- 2.7 **Assessment Editorial Group:** a smaller, tighter group of approximately 6-8 named people, to be responsible for co-ordinating the assessment, collating and editing content. This group would ideally consist of appropriate representatives from all four statutory partner organisations (Council, Health Board, Fire and Rescue, NRW); and others suggested by the Joint Committee – whilst maintaining that number and balance of organisations and subject expertise. It is envisaged that this group would nominate a Chair, ideally with broad interests (across all aspects of well-being), a research focus and the skills and qualities required to conduct meetings, agree actions and progress the project through to conclusion. This group would receive steer, refer decisions and report progress to the Joint Committee.
- 2.8 **Research Forum:** a broader forum is envisaged drawing upon the wide range of research-related expertise across the partnership, to draw out relevant evidence around well-being which has a local impact. In the short term at least, this forum will operate mostly on a virtual basis. Participants will need to be effectively engaged early in the process, both to assist specific discrete projects/tasks and on a regular ongoing basis, e.g. via 'newsletter'-type updates, and suitable events around key stages or milestones. This forum would require co-ordination and resource to function, and would need to effectively link with the editorial group.

3. Next steps/ Actions

- 3.1 The Committee are asked to consider the overall approach to undertaking the next Assessment of Local Well-being in Swansea and the proposals outlined above.
- 3.2 Before or at the Joint Committee, statutory partners are invited to nominate representatives from each of their organisations for the proposed Assessment Editorial Group.

- 3.3 The Joint Committee are also asked to propose other nominees to participate in this Group and/or the Research Forum.
- 3.4 Subject to the above, an initial meeting of the proposed Editorial Group will be planned for March 2021.
- 3.5 It is proposed that arrangements for this first meeting and the initial work of these groups be co-ordinated by the Council's Strategic Delivery Unit and thereafter by the Editorial Group who will oversee the development of the assessment.

Report Author: Steve King
Organisation: Swansea Council

Appendices: Appendix A – *Towards an Assessment of Local Well-being 2022*
Public Services Board report, 15 October 2020. Link below (item 10):

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?Mid=8913&x=1&LLL=0>



Safer Swansea Partnership

Working Together

**High Street
Swansea**

**Public Service Board
11th February 2021**

Context

The issues affecting the High Street and surrounding area are not uncommon to those that affect many of our communities.

However, there are some unique to this area which has attracted the attention of the national press and increased public scrutiny.

Four work streams established in July 2019:

- **Criminality and Anti-Social Behaviour**
- **Substance misuse, drug dealing and County Lines activity**
- **Street sex working and exploitation of vulnerable people**
- **Public realm**

The surrounding locations affected are:

High Street; Croft Street; Matthew Street; Griffiths John Street; Prince of Wales Road; Baptist Well Street; Kings Lane; The Strand Tunnel; Jockey Street Tunnel

Finding the right balance



OUTCOMES

Work together to safeguard the most vulnerable in the community

Provide reassurance to the residential and business community

Work closely in partnership and make sure our most vulnerable have the appropriate support networks



Proposed use

We have the opportunity to invest in the empty properties to create a community space and to improve the public realm.

Currently, five closed/boarded up units and a Chinese Takeaway.

Plan to refurbish three units to a standard where they would be safe and functional and to include Wi-Fi

Housing will use the two remaining units to relocate the DHO

Revenue Costs for the converted Units

The premises footprints are small enough to qualify for 100% business rates relief. Ideally, once a Community Trust or Social Enterprise is established to manage and support the functioning of the community space it will be able to attract different opportunities for funding streams

Proposed use of the Community Space

Proposals for use/service delivery will go out for consultation/engagement. The consultation will include the community itself, Safer Swansea Partners, Regeneration Swansea partnership, 3rd Sector, Private Sector, Local authority services and anyone else who could contribute to development and service provision.

The main purpose of the consultation is to establish what the community space could become and some suggestions already put forward for consideration are:

Social Enterprise – possibility to be community owned and led

Café/Shop/Bakery

Grow your own projects in the yard space behind the units

‘Pop up’ space for creative activities

Safe Space for Outreach work – to include evening work with the SWAN project

Space for Youth Engagement 2/3 times a week – Youth Justice team interested

Wider community provision in the day – space for community engagement and activities

Multi-agency hub for Partnership working/hot desking



As an example, it is anticipated the type of services who would use the space would come from:

Housing advice and support

Substance misuse agencies

Health care and support for sex workers and vulnerable people

Partners from the Safer Swansea Partnership; Private and 3rd sector

Employability support and training

Capacity building (business start-up, financial planning etc.)

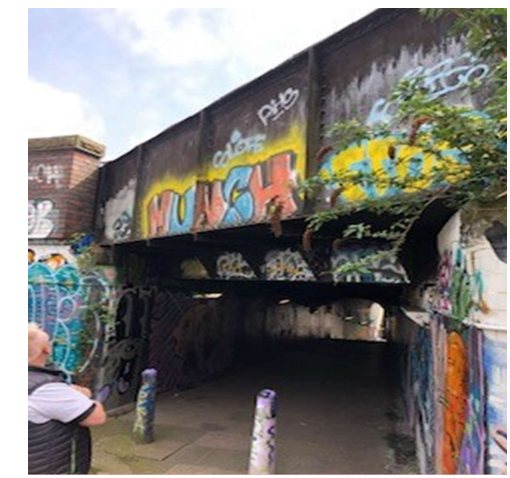
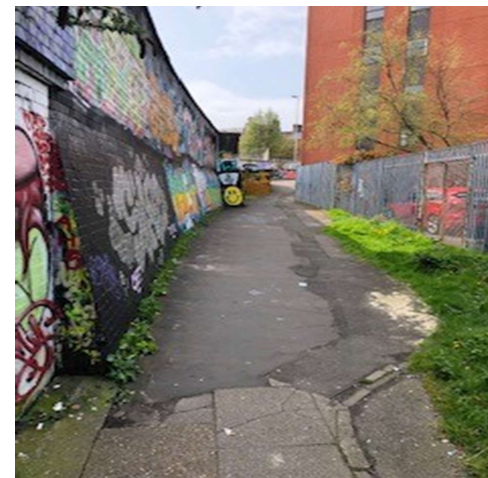
Student involvement in running creative activities

City Centre Rangers

Short Term

- **Community engagement**
- **Funds in place now**
- **Provide a base for mix of uses/services to enable flexible co-location**
- **Link to meanwhile use opportunities across Swansea (Regeneration Swansea Partners)**
- **Appointment of dedicated Ranger with extended reach for High Street**
- **Rotate use of meanwhile spaces between Partners if necessary**
- **Consultation space**
- **Public Realm Assets**

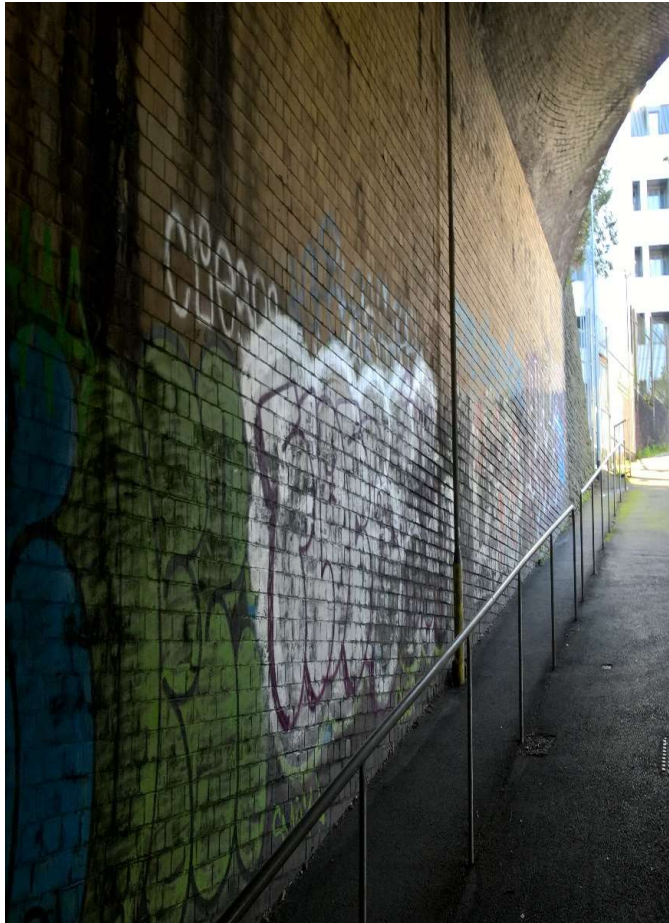
Strand Tunnel



Medium to Long Term

- Closure of the Strand Tunnel as part of the Public Space Protection Order (consultation closed 25th January 2021)
- Improve the Jockey Street Tunnel – lighting/security/CCTV
- Tests approaches, involves community and partners: ownership
- Better plans that will build on what works
- Work in partnership to develop long term strategy
- Confirm role and ‘identity’ of street
- Improve perception of area
- Reduce crime and improve community safety

Jockey Street Tunnel



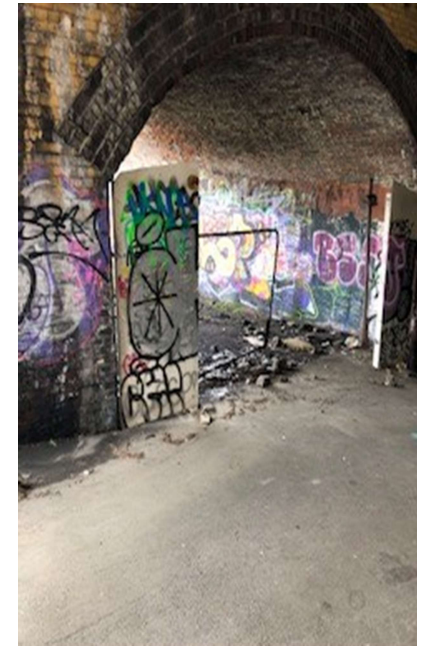
Success To Date

- SWAN outreach out 4 evenings a week. BAROD, BBV nurse and sexual health continuing to go out with van
- Food deliveries over Xmas break to women due to grant from Swansea Council
- 6 women signed up with RAPS, 3 of whom have reduced their time on the streets
- Dyfodol contacted regarding a formal partnership
- A number of drug warrants have been carried out in Matthew St over the last few months. Excellent relations with the partnership has led to effective exchange of intelligence and partnership working
- Engagements and patrols continue at High Street with the business district. The NPT team are carrying out Joint patrols with the City Rangers during the day and during the evenings with the NSU at Matthew Street. Utilising Social media communications via Twitter and Facebook has enabled officers to provide effective reassurance to the local community
- Joint operation planned with BTP officers the first week of February aimed at County Lines within the location

Success to Date

- A syringe log has been created to collate info about the collection of syringes across the City Centre a critical mass of which are located on High St. Opportunities for partners to access and update this log are being explored
- Work to commence on Canoldre site as high levels of drug paraphernalia and damage to hoarding around site – security of site needs to be reviewed (Private land/Council land)
- Palace Theatre has been purchased by the Council and is subject to a 2 year plan to bring it back into use. Among the actions carried out since then are survey work, retrieval of historic assets, safety measures to make access safe and planning permission being submitted as a base for tech start up and creative businesses
- Meetings undertaken to explore and improve joint working arrangements between Rangers and SWP. Among the agreed measures, this has led to Ranger and SWP joint patrols being reinstated with a focus on High St. Weekly *check-ins* are also being undertaken plus monthly ASB Rangers reports shared with NPT (and SV MARAC). Social media has been undertaken and ongoing to promote this work.

Jockey Street Tunnel –adjacent land



Governance

Critical Incident Group (CIG) established in June 2019

Four work streams support delivery of the CIG action plan

Actions and Outcomes reporting to Safer Swansea Partnership

Public Service Board have oversight on strategic outcomes and progress

Swansea Regeneration Board

Outcomes

- Partnership approach to addressing risks and concerns
- Opportunities for new ideas
- Regeneration and Investment
- Opportunity for Public Service Board members to partner with the project
- Work stream groups problem solving and delivering positive outcomes

Future

- Persevere
- Don't shy away from challenge

Thank You

Diolch yn fawr iawn

Agenda Item 12

Swansea Public Services Board Terms of Reference

(Agreed by Swansea Public Services Board on 11 April 2019)

Prepared with reference to the Welsh Government Statutory Guidance: Shared Purpose: Shared Future

Status

1. Swansea Public Services Board (the Board) is a statutory board established by the Well-being of Future Generations (Wales) Act 2015. References to the Board are references to the members of the Board acting jointly. ⁱ

Purpose

2. The purpose of the Board is to improve the economic, social, environmental and cultural well-being of Swansea.
3. In pursuing this purpose the Board will contribute to the national well-being goals:
 - a) A prosperous Wales
 - b) A resilient Wales
 - c) A healthier Wales
 - d) A more equal Wales
 - e) A Wales of cohesive communities
 - f) A Wales of vibrant culture and thriving Welsh language
 - g) A globally responsible Wales
4. In conducting its business the Board will act in accordance with the sustainable development principle, 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. ⁱⁱ
5. In exercising its functions, the Board must seek advice from its other partners and involve them in such manner and to such extent as it considers appropriate. ⁱⁱⁱ
6. In exercising its functions, the Board must take guidance issued by Welsh Ministers into account. ^{iv}

Main Tasks

7. The Board has the following main tasks (to be achieved within timescales as specified in the Well-being of Future Generations Act):
 - a) To prepare and publish an assessment of economic, social, environmental and cultural well-being in Swansea. ^v
 - b) To prepare and publish a Local Well-being Plan for Swansea setting out local objectives and the steps it proposes to take to meet them. ^{vi}
 - c) To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives ^{vii}

- d) To invite participants to attend and participate in the business of the Board as appropriate^{viii}.
- e) To review and revise its local objectives and if it has revised its local objectives it must amend the Well-being Plan ^{ix}.
- f) To review its local objectives if directed to do so by Welsh Ministers and then amend the Well-being Plan in consequence of such a review. ^x
- g) To attend Swansea Council's Scrutiny Programme Committee to provide information and assistance that enables the committee to discharge its responsibilities to scrutinise the work of the Public Services Board as defined in s35 of the Well-being of Future Generations (Wales) Act 2015. ^{xi}

Membership

Statutory Members

8. The statutory members of the Board are: ^{xii}

- a) City and County of Swansea**
- b) Swansea Bay University Health Board**
- c) Mid and West Wales Fire and Rescue Service**
- d) Natural Resources Wales**

9. The Representatives of the statutory members of the Board are: ^{xiii}

- a) City and County of Swansea (Leader and Chief Executive)**
- b) Swansea Bay University Health Board (Either the Chairman, Chief Executive or both)**
- c) Mid and West Wales Fire and Rescue Service (Either the Chairman, Chief Officer or both)**
- d) Natural Resources Wales (Chief Executive)**

10. Individuals must designate a substitute in the event that they are unable to attend a meeting of the Board. The Council Leader may only designate his substitute from the Council's Executive. ^{xiv}

11. Any substitutes should have the authority to make decisions on behalf of the named persons.

Invited Participants

12. The following persons must be invited to participate in the activity of the Board: ^{xv}

- a) The Welsh Ministers
- b) The Chief Constable of South Wales Police
- c) The South Wales Police and Crime Commissioner
- d) Probation services representative
- e) A representative of voluntary organisations
- f) Any other persons who the Board may be required to invite under regulations made by Welsh Ministers. ^{xvi}

13. Invited participants are not required to accept the invitation.

14. Invited participants are not members of the Board. They are entitled to;
- make representations to the Board about the content of assessments of local well-being, the local well-being plan and proposed amendments to the local well-being plan, to take part in Board meetings and provide other advice and assistance to the Board. ^{xvii}
15. In the event that an invited person is unable to attend a meeting of the Board they are required to designate a substitute but it is expected that substitutes will be authorised to make decisions and commitments on behalf of the invited person.
16. The Board may invite any other persons who exercise functions of a public nature to participate in the Board's activity, even if that person exercises other functions. ^{xviii}
17. Invited participants who are to be asked to join the Board will be agreed at a meeting of the Board and the form of invitation will be via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee. The letter will set out to whom a response is to be sent. ^{xix}
18. Invited participants may participate in the activity of the Board from the date on which the response accepting the invitation is received by the person to whom it is to be sent and ending on the date on which the next ordinary election is held under s26 of the Local Government Act 1972 (c.70).

Other partners

19. The Board must seek advice from its other partners and otherwise involve them as it considers appropriate. Other partners are not members of the Board. ^{xx}
20. These partners will include, but are not limited to:
- a) A Community Council for a community in an area which (or any part of which) falls within the local authority area
 - b) The Public Health Wales NHS Trust
 - c) A Community Health Council for an area which (or any part of which) falls within the local authority area
 - d) A National Park Authority for a National Park in Wales any part of which falls within the local authority area
 - e) The Higher Education Funding Council for Wales
 - f) An institution in the further education sector or the higher education sector situated in whole or in part within the local authority area
 - g) The Arts Council of Wales
 - h) The Sports Council for Wales
 - i) The National Library of Wales
 - j) The National Museum of Wales

Decision Making and Dispute Resolution

21. Board decisions are only valid when made jointly and unanimously by all statutory members (or their substitutes) and with all statutory members in attendance.
22. 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.

Quorum

23. The quorum of a PSB meeting is all of its statutory members. Each statutory member of the PSB must be represented at a meeting by the individual specified in section 9 or a substitute for that individual. ^{xxi}

Mandatory Meetings

24. The PSB will hold a meeting of the statutory members of the Board, chaired by Swansea Council, no later than 60 days after the date on which the Board is established. ^{xxii}
25. At this meeting the Board will:
 - a) Determine when and how often it meets.
 - b) Agree its terms of reference
26. Members will appoint the chair for subsequent meetings of the Board at the first meeting from the statutory members. In the event that there is no consensus as to the chair for subsequent meetings, the local authority will chair subsequent meetings.
27. Subsequent to each ordinary election of local government councillors, the Board will hold a “mandatory meeting” chaired by Swansea Council no later than 60 days after the date of each ordinary election of councillors. ^{xxiii}
28. At this “mandatory” meeting the Board must review its terms of reference, amend the terms of reference if so agreed and can choose to do so at any other meeting. Members will also appoint the chair for subsequent meetings of the Board from the statutory members. In the event that there is no consensus as to the chair for subsequent meetings, the local authority will chair subsequent meetings. ^{xxiv}

Ordinary Meetings

29. Ordinary meetings of the Board will take place, as a minimum, every X calendar months in accordance with Schedule 1. The Board may amend the schedule of meetings. ^{xxv}

Sub-groups

30. The Board is able to establish sub-groups to support it in undertaking its functions and the Board can authorise sub-groups to exercise its functions, excluding those set out in section 32 of this terms of reference. ^{xxvi}
31. Each sub-group of a PSB must include at least one statutory member of the Board, who will chair the sub-group, and may include any invited participant or other partner. ^{xxvii}
32. Sub-groups cannot: ^{xxviii}
- a) invite persons to participate in the Board's activity under section 30 (of the Act);
 - b) set, review or revise the Board's local objectives;
 - c) prepare or publish an assessment of well-being under section 37 (of the Act);
 - d) consult under section 38 (of the Act) or to prepare a draft of an assessment under section 37 (of the Act) for the purposes of consulting;
 - e) prepare or publish a local well-being plan;
 - f) consult under section 43 (of the Act) or to prepare a draft of a local well-being plan for the purposes of consulting;
 - g) review or amend a local well-being plan or to publish an amended local well-being plan;
 - h) consult under section 44 (of the Act);
 - i) agree that the Board –
 - (i) merges or collaborates with another public services board.
 - (ii) Collaborates with another board under section 48(1) (of the Act)

However statutory guidance, Shared Purpose: Shared Future 3: 37 states 'Whilst sub-groups cannot themselves be authorised to finalise and approve the assessment of local well-being, or the local well-being Plan, it is expected that they will play an important role in researching and developing those products in draft'.

Support

33. Administrative support for the Board is provided by Swansea Council. ^{xxix}

Statutory guidance, Shared Purpose: Shared Future 3:42-34 states 'The local authority must make administrative support available to the public services board. The Welsh Ministers consider administrative support would include:

- ensuring the public service board is established and meets regularly;
- preparing the agenda and commissioning papers for meetings;
- inviting participants and managing attendance;
- work on the annual report and
- preparation of evidence for scrutiny.

However it is for the board to determine how it will resource the functions it has to undertake, which are a responsibility of all the statutory members equally. It is for the board to determine appropriate and proportionate resourcing of the board's collective functions. There is nothing to prevent invited participants or other partners providing advice, assistance, and resources to the board in the form of analytical or professional expertise. They are not obliged to provide financial assistance but may do so if they consider that it is within their powers.

Wider Engagement

34. The Board will ensure the involvement of persons who are interested in the improvement of the areas of economic, social, environmental and cultural well-being and will consult such persons in the preparation of assessments and well-being plans. ^{xxx}
35. A copy of the well-being assessment, the well-being plan and each annual report will be sent to Swansea Bay University Health Board, Mid and West Wales Fire and Rescue Service, Natural Resources Wales, the Welsh Ministers, the Commissioner, the Auditor General for Wales and the council's relevant overview and scrutiny committee. ^{xxxi}
36. Meetings of the Board are open for the public to observe. The Agenda and Minutes of key subgroups will be published online

Scrutiny

37. The work of the PSB will be scrutinised by Swansea Council's Scrutiny Programme Committee who have set up a special panel to undertake this role. The Public Services Board Scrutiny Panel includes councillors as well as people responsible for holding other public bodies to account. This Committee must have the power;
 - a) 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
 - b) To review or scrutinise the board's governance arrangements
 - c) To make reports or recommendations to the board with respect to the board's functions or governance arrangements
 - d) To consider such matters relating to the board as the Welsh Ministers may refer to it and to report to the Welsh Ministers accordingly

e) To carry out such other functions in relation to the board as are imposed on it by this Act.

38. The scrutiny committee can require any statutory 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 (as set out under section 7).

39. 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. ^{xxxii}

40. The Scrutiny Panel will decide what aspects of the Board's work they want to investigate and gather evidence including from the public, about the work that is being done. The panel's conclusions and recommendations are published in letters to the Chair of the Board who must then reply, also by public letter.

Merging and collaboration

41. The PSB may merge with other PSBs if it would assist it in contributing to the achievement of the well-being goals. ^{xxxiii}

42. The PSB may collaborate with another Board. ^{xxxiv}

ⁱ The PSB is created by s29 of the Well-being of Future Generations (Wales) Act 2015

ⁱⁱ S 36(3) of the 2015 Act

ⁱⁱⁱ S32(2) of the 2015 Act

^{iv} S38 of the 2015 Act

^v S 37 of the 2015 Act

^{vi} S 39 of the 2015 Act

^{vii} S45 of the 2015 Act

^{viii} S 30 of the 2015 Act

^{ix} S44(1) of the 2015 Act

^x S 44(2) of the 2015 Act

^{xi} S 35(3) of the 2015 Act

^{xii} Para 7(1) of Schedule 3 to the 2015 Act

^{xiii} Para 7(1) of Schedule 3 to the 2015 Act

^{xiv} Paragraph 7(1) (b) of Schedule 3 to the 2015 Act

^{xv} S30(1) of the 2015 Act

^{xvi} S33(1) of the 2015 Act

^{xvii} S30 (4) of the 2015 Act

^{xviii} S30(2) of the 2015 Act

^{xix} S31(3) of the 2015 Act

^{xx} S32(2) of the 2015 Act

^{xxi} Paragraph 1 Schedule 3 of the 2015 Act

^{xxii} Paragraph 2 Schedule 3 of the 2015 Act

^{xxiii} Paragraph 3 Schedule 3 to the 2015 Act

^{xxiv} Paragraph 4(3) (4) Schedule 3 of the 2015 Act

^{xxv} Paragraph 4 Schedule 3 of the 2015 Act

^{xxvi} Paragraph 4(2)(f) of the 2015 Act

^{xxvii} Paragraph 6(1) Schedule 3 of the 2015 Act

^{xxviii} Paragraph 6 (3) Schedule 3 of the 2015 Act

^{xxix} Paragraph 5 Schedule 3 of the 2015 Act

^{xxx} Paragraph 4 (e) Schedule 3 of the 2015 Act

^{xxxi} S37 (7) S39(8) and s 45(5) of the 2015 Act

^{xxxii} S35(2) of the 2015 Act

Schedule 1 :Procedure for Meetings

1. Ordinary meetings of the Board will take place as a minimum, every X calendar months. The meetings will take place as follows;
Date

Date

Date

Date
2. The Council will give at least fourteen clear day*s notice of any meeting by contacting all statutory members of the Public Services Board by email. Papers will be sent out a minimum of seven days before any meeting of the Board.
3. Any statutory member of the Board shall be entitled to give written notice to the Chair at least 10 clear days before the date of the next meeting that he/she wishes an item relevant to the functions of the Public Services Board to be included on the agenda for, and be discussed at, a meeting of the board.
4. Meeting procedures should include
 - Welcome and apologies
 - Declaration of Interests
 - Minutes of the last meeting
 - Progress on well-being objectives
 - Forward Plan

Schedule 2: Structure

The Public Services Board consists of four statutory members. However invited participants and other partners participate in the activities of the board. The structure by which they do so is set out below.

The PSB Joint Committee

- This includes the legal entity that is the **Public Services Board** in statute. This consists of four statutory members
 - Swansea Council
 - Swansea Bay University Health Board
 - Mid and West Wales Fire and Rescue

-
- Natural Resources Wales
 - The PSB Joint Committee also includes invited participants as defined in statute and appropriate organisations identified by the statutory members.
 - It's role is one of ratification and advocacy of the PSB's priorities

Coordination of the Local Well-being Objectives

- Responsibility for the co-ordination of each of the Local Well-being Plan's four outcome based Local Well-being Objectives lies with one of the four statutory members. This will include all the administrative and support arrangements.
 - Early Years – ABMU
 - Live Well, Age Well – Swansea Council
 - Working with Nature – Natural Resources Wales
 - Stronger Communities – Fire and Rescue

Administrative Support

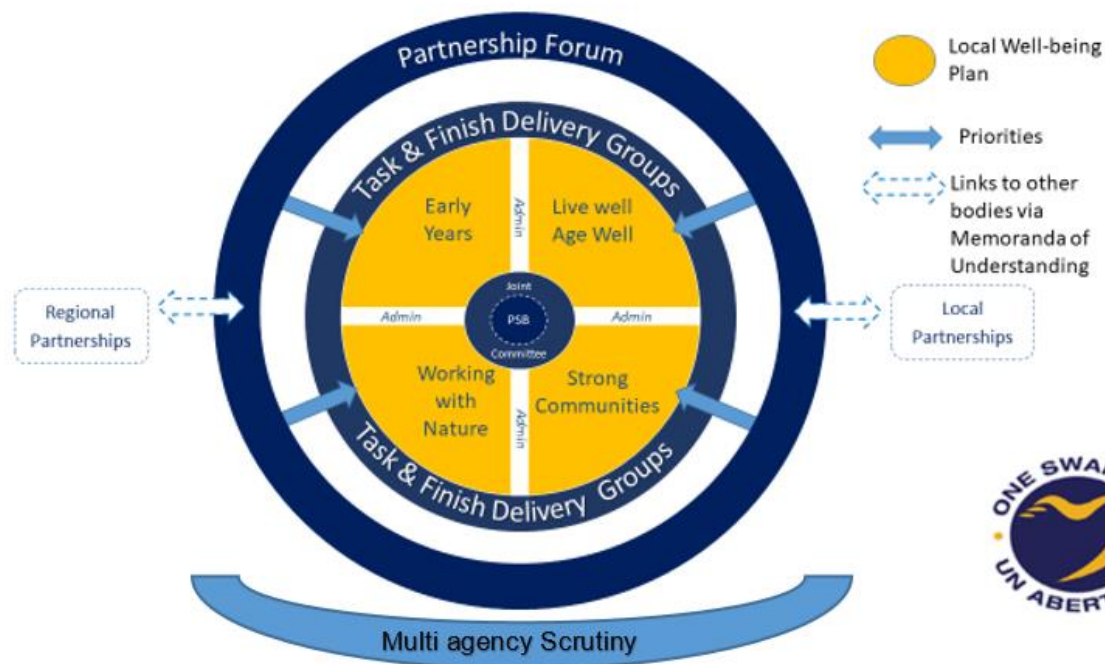
- Swansea Council will provide an administrative role supporting statutory members of the Public Services Board to discharge their legal responsibilities. This is in line with the Local Authority's statutory duty to support the PSB.
- Statutory members co-ordinating the delivery of the Local Well-being Objectives will service their area in the spirit of co-operation but will be supported by Council Administration to ensure that their work is fully integrated across the PSB

Task and Finish Delivery Groups

- Task and finish delivery groups will deliver the Local Well-being objectives, and steps. Each group will sign up to common terms of engagement and be led by Objective/Step Leads (with a common role description).
- Task and finish Groups to work on other tasks such as planning and research can be established and stood down from a pool of contacts via the **Partnership Forum** as required.

The Partnership Forum

- This group provides a mechanism for all partners to engage, raise issues and report progress etc.



Schedule 3: Responsibilities

Statutory members and invited participants must:

- a) Ensure that any designated representatives attending meetings of the Board should have the authority to make decisions on behalf of their organisation
- b) Provide information that the Board requests about any action they take that may contribute to achieving the well-being goals. However they are not required to provide information if;
 - they consider it would be incompatible with their duties
 - it had an adverse effect on the exercise of their functions
 - they were prohibited from providing it by law
- c) Provide the board with written reasons for the decision if it is decided not to provide information that the board has requested
- d) Provide any evidence requested by the Council's designated scrutiny committee but only in respect of the exercise of joint functions conferred as a member of the Board

Each Statutory member who commits to coordinating the integrated delivery of a Local Well-being Objective ensuring the group meets, delivers and reports on progress.

Schedule 4: Best practice

Committed and consistent attendance by the right people has been identified as a key success factor by partners. Statutory members and invited participants should do all that they can to fulfil this ideal.

As a statutory member or invited participant you should demonstrate leadership by:

- a) Ensuring that you understand the sustainable development principle and by adopting the five sustainable development behaviours into your day to day work
- b) Ensuring that you are aware of the commitments that underpin the work of the Board and are able to take positive steps to promote them within your organisation
- c) Reflecting on and adopting the public service leadership behaviours developed by Academi Wales
- d) Contributing to shared planning and resourcing to deliver the wellbeing objectives and other priorities agreed by the Board