

## Swansea Public Services Board: Terms of Reference

This is a formal statement of the terms of reference for Swansea Public Services Board.

It is provided as an annex to the Board's Partnership Manual and shows how the requirements of 'Shared Purpose: Shared Future, Statutory Guidance on the Well-being of Future Generations (Wales) Act 2015'.

The guidance states that the Board must agree its terms of reference at the first meeting. The terms of reference must include:

- The procedure for subsequent meetings\*
- The schedule for subsequent meetings
- How the Board will involve people who are interested in the improvement of well-being in an area
- Proposals for establishing sub-groups
- Procedure for inviting persons to participate in the activity of the Board\*
- How the Board intends to involve those invited participants (and other partners)
- The procedure for resolving disagreements between members relating to the Board's function
- Any other terms the Board considers need setting

\*in so far as not specified by the act

The table below summarises how each has been addressed within the Partnership Manual.

Requirement	Guidance Paragraph	Partnership Manual Section
<b>The procedure for subsequent meetings</b>		
Each meeting will consider, but not be limited to, the following agenda items: <ul style="list-style-type: none"> <li>• Welcome and apologies</li> <li>• Declarations of interest</li> <li>• Public questions</li> <li>• Minutes of the last meeting</li> <li>• Progress on well-being objectives</li> <li>• Forward workplan</li> </ul>	-	4.6  Meetings and decision making
<b>The schedule for subsequent meetings</b>		

<p>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.</p>		<p>4.6 Meetings and decision making</p>
<p><b>How the Board will involve people who are interested in the improvement of well-being in an area</b></p>	<p>44</p>	
<p><b>Good Practice in Public Engagement</b></p> <p>The Board endorses the <a href="#">National Principles for Public Engagement in Wales</a> and will strive to follow them in all engagement and consultation. The Board is committed to engaging everyone interested in improving local well-being in the development of both the Well-being Assessment and the Well-being Plan and will strive to reflect the diversity of the population when doing so.</p>		<p>1.5 Commitments</p>
<p>Meetings of the Board are open to the public to observe.</p> <p>Every meeting of the Board includes an agenda item for public questions.</p> <p>Questions should be about an issue that is being discussed at that meeting.</p> <p>You can ask your question on the day of the meeting although you may have priority if you submit your question in advance. This may also help the Board to prepare a fuller answer.</p> <p>You can email your question to <a href="#">[email]</a></p>		<p>1.9 How to attend a meeting or ask a question</p>
<p><b>Proposals for establishing sub-groups</b></p>	<p>32-38</p>	
<p>The Board has three standing working groups and can set up other working groups as needed to deliver its priorities. Each group is chaired by someone sitting on the Board and is supported by a coordinator. The Board will agree terms of reference for each group and publish them on its website.</p> <p>The three standing subgroups are:</p> <p><b>Executive Sub Group</b> – This includes the four statutory members along with South Wales Police, Swansea Council for Voluntary Service and Welsh Government. Its role is to undertake detailed work on behalf of the Board. It is chaired by the chair of the Public Services Board.</p> <p><b>Research Sub Group</b> - This group contributes to the development of the Wellbeing Assessment by undertaking research and drafting reports. It includes researchers and</p>		<p>1.7 Working groups</p>

<p>analysts from the different organisations involved in the Board.</p> <p><b>Planning Sub Group</b> – This group contributes to the development of the Wellbeing Plan. It includes policy officers, partnership coordinators and practitioners from the different organisations involved in the Board.</p>		
<p><b>Procedure for inviting persons to participate in the activity of the Board</b></p>	16-23	
<p>Invited participants must be invited to participate in the Board by law although they are not required to accept the invitation. Once they accept the invitation, however, they will participate in the same way as a statutory member except they will not be involved in formal decision making. They are entitled to make representations to the board about the assessments of local well-being and local well-being plan, take part in Board meetings and provide other advice and assistance.</p> <p>The participants who must be invited are:</p> <ul style="list-style-type: none"> <li>• The Welsh Ministers</li> <li>• The Chief Constable of South Wales Police</li> <li>• The South Wales Police and Crime Commissioner</li> <li>• Probation Service Representative</li> <li>• Swansea Council of Voluntary Services</li> </ul> <p>Invited participants will be asked to join the Board in writing by the chair setting out the reasons for the invitation and the expectations upon the invitee.</p> <p>Other Partners are those organisations in the area who exercise functions of a public nature and who:</p> <ul style="list-style-type: none"> <li>• have a material interest in the well-being of the area</li> <li>• deliver important public services</li> <li>• are involved in the in the preparation, implementation and delivery of the work of the board</li> </ul> <p>These partners will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Community and Town Councils</li> <li>• Public Health Wales</li> <li>• NHS Trust</li> <li>• Community Health Councils</li> <li>• National Park Authorities</li> <li>• HEFCW</li> <li>• Further or Higher Education institutions</li> <li>• Arts Council of Wales</li> <li>• Sports Council for Wales</li> <li>• National Library of Wales</li> </ul>		<p>4.2</p> <p>The difference between statutory members, invited participants and other partners</p>

<ul style="list-style-type: none"> <li>National Museum of Wales</li> </ul> <p>Other Partners must be engaged in the work of the Board and may also be invited to be participants.</p> <p>The current list of invited participants can be found in the general guide.</p> <p>Other bodies, such as private companies, can be asked to make representations to the Board but organisations that do not exercise functions of a public nature cannot be invited to be involved as a participant.</p>		
<p><b>How the Board intends to involve those invited participants (and other partners)</b></p>		
<p>Having joined the Board, other partners will participate in meetings in the same way as other invited participants.</p>		<p>4.2</p> <p>The difference between statutory members, invited participants and other partners</p>
<p>As a statutory member or invited participant you must:</p> <ol style="list-style-type: none"> <li>Ensure that any designated representatives attending meetings of the Board should have the authority to make decisions on behalf of their organisation</li> <li>Provide information that the Board requests about any action they take that may contribute to achieving the well-being goals. However you are not required to provide information if; <ul style="list-style-type: none"> <li>they consider it would be incompatible with their duties</li> <li>it had an adverse effect on the exercise of their functions</li> <li>they were prohibited from providing it by law</li> </ul> </li> <li>Provide the board with written reasons for your decision if you decide not to provide information that the board has requested</li> <li>Provide any evidence requested by the Council's designated scrutiny committee but only in respect of the exercise of joint functions conferred on you as a member of the Board</li> </ol> <p>Committed and consistent attendance by the right people has been identified as a key success factor by partners. As a</p>		<p>4.4</p> <p>Your responsibilities as a statutory member or invited participant</p>

<p>statutory member or invited participant you should do all that you can to fulfil this ideal.</p> <p>As a statutory member or invited participant you should demonstrate leadership by:</p> <ul style="list-style-type: none"> <li>a) Ensuring that you understand the sustainable development principle and by adopting the five sustainable development behaviours into your day to day work</li> <li>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</li> <li>c) Reflecting on and adopting the public service leadership behaviours developed by Academi Wales</li> <li>d) Contributing to shared planning and resourcing to deliver the wellbeing objectives and other priorities agreed by the Board</li> </ul>		
<b>The procedure for resolving disagreements between members relating to the Board's function</b>		
<p>In the event of a disagreement between statutory 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.</p>		<p>4.6</p> <p>Meetings and decision making</p>
<b>Any other terms the Board considers need setting</b>		
<p>As well as the points above the partnership manual sets out the Board's position on the following topics:</p> <p><b>General Guide</b></p> <ul style="list-style-type: none"> <li>• What is Swansea Public Services Board?</li> <li>• The purpose of the Board</li> <li>• How the Board makes a difference</li> <li>• The Sustainable Development Principle</li> <li>• Commitments</li> <li>• Who is on the Board?</li> <li>• Sub groups</li> <li>• How to find out about the work of the Board</li> <li>• How to attend a meeting or ask a question</li> <li>• How the Board is held to account</li> <li>• Contacts</li> </ul> <p><b>Guide for Practitioners</b></p> <ul style="list-style-type: none"> <li>• How the Board affects my work</li> <li>• Getting information</li> <li>• Getting involved</li> <li>• Resources</li> </ul> <p><b>Guide for Councillors</b></p> <ul style="list-style-type: none"> <li>• The relationship between the Board and the Council</li> </ul>		

- The role of Welsh Government
- How the Board is held to account
- Getting information
- Getting involved
- Raising an issue
- Resources

**Guide for Statutory Members, Invited Participants and Partners**

- The legal framework
- The difference between statutory members, invited participants and other partners
- The collective responsibilities of the Board
- Your responsibilities as a statutory member or invited participant
- Support for the Board
- Meetings and decision making
- Scrutiny and Accountability
- Merging and collaboration
- Review and Amendment