



## Public Services Board Partnership Group – 14 May 2019

### Governance Review

<b>Purpose:</b>	To set out Governance Review progress
<b>Link to Well-being Objective:</b>	Cross cutting
<b>Recommendation(s):</b>	It is recommended that:  1) The PSB engage with Scrutiny in developing the Governance Review  2) That draft work building on that undertaken to date is taken forward by the Steering Group (addressing areas such communications etc.)

#### 1 Introduction

- 1.1 Following the discussion of proposals at the Core Group in December 2017 and June 2018, a steering group was established in October 2018 to explore options for a Review of Governance.
- 1.2 The Steering Group met on 6<sup>th</sup> November 2018 and 14<sup>th</sup> January 2019 with a sub group being set up to draft Terms of Reference and Memorandum of Understanding. This subgroup met on 24<sup>th</sup> and 30<sup>th</sup> January 2019. Governance Review was discussed by the Partnership Group on 12<sup>th</sup> March 2019.
- 1.3 This paper sets out the Steering Group's draft work to date which recommends consideration of a draft Terms of Reference, and draft Memorandum of Understanding which are attached as Appendices.

#### 2 The Steering Group's Process

- 2.1 The Steering Group has undertaken a review of best practice across Wales. This examined the structures, terms of reference and experience of PSBs across Wales. Activities have also included the inclusion of the topic for discussion at the National PSB Co-ordinator's Unconference, a meeting of the Chair with Sophie Howe, Future Generation Commissioner and engagement with representatives of NPT and Bridgend PSBs.

### 3 Key Principles

- 3.1 The Steering group has identified key principles essential to achieve an effective review of governance.
- 3.2 The Governance Review is developed in line with the sustainable development principle's five ways of working
- **The Long term:** Balancing short-term needs with the need to safeguard the ability to meet long-term needs.
  - **Prevention:** Acting to prevent problems occurring or getting worse.
  - **Integration:** Making sure that each public agency considers the national well-being goals and the objectives of other public bodies when setting their own priorities.
  - **Collaboration:** Working with anyone that could help an organisation meet its well-being objectives.
  - **Involvement:** Involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the local area.
- 3.3 Accountability and the co-operation and collaborative engagement of all partners is key.
- 3.4 All organisations are committed to shared responsibility.
- 3.5 The PSB's activities are everyone's 'dayjob'.

The governance review aims to streamline the PSB governance arrangements and structure in order to improve accountability, achieve a more efficient use of resources and enable the PSB to focus on the delivery of priorities.

### 4 Terms of Reference

- 4.1 Terms of reference are required by statute. Swansea PSB currently uses an informal manual to meet this need. It is proposed that formal Terms of Reference are adopted which provide a clear legal context and structure for operation. A draft is attached for consideration in Appendix 1.

### 5 Memorandum of Understanding

- 5.1 In order to improve accountability there is a need to formally define the PSB's relationship with the various organisations that carry out the work of the Public Service Board and their responsibilities. This makes clear to staff at all levels of organisations that improving well-being by contributing to the Local Well-being Objectives is a part of the day-job.

- 5.2 A Memorandum of Understanding between the Statutory PSB and each organisation that works to collectively improve well-being in Swansea is a way to renew the commitment and buy in of all organisations. It also offers an opportunity to formally refresh the commitments that unite the many organisations that work collectively towards improving Swansea's well-being and set out the associated benefits.
- 5.3 A draft Memorandum of Understanding has been developed based on that used by the Future Generations Commissioner. This document is attached for consideration in Appendix 2.

**Report Author: Suzy Richards**

**Organisation: Swansea Council**

**Appendices:**

Appendix 1 – Draft Terms of Reference

Appendix 2 – Draft Memorandum of Understanding