

Memorandum of Understanding between Swansea Public Services Board and Organisation X

1. Why we need a Memorandum of Understanding

1.1 Swansea Public Services Board (“the Board”) recognises the value of setting out clear arrangements regarding the relationships between the various organisations that work together to deliver the Local Well-being Plan’s Local Well-being Objectives.

A diversity of organisations contribute to the improvement of well-being in Swansea through the Public Services Board. They include statutory members, invited participants and other partners from the public, private and third sectors. Roles and responsibilities vary considerably as do the relationships and involvement of each organisation.

2. The Memorandum of Understanding’s purpose

This memorandum of understanding aims to

- Recognise shared commitments and common principles
- Provide clarity on how the governance of independent delivery groups interacts with the governance structure of the PSB
- Enable each organisation and their staff to understand how they relate to the PSB on a strategic level and how any operational commitments to take joint action are related to the PSB.
- Streamline decision-making and accountability improving integration
- Provide a pathway to appeal for the PSB to act as an advocate and assist in gaining buy in at a high level across public services, unblocking issues and overcoming challenges.

3. Our responsibilities

3.1 Swansea Public Services Board’s **statutory members** are collectively responsible for fulfilling the Board’s statutory duties under the Well-being of Future Generations Act (Wales) 2015.

However, they will not and cannot work in isolation as other bodies and organisations in the area have a significant contribution to make and fully participate in the work of the board (subject to the unanimous agreement of the statutory members in relation to statutory duties (e.g. to publish assessments of local well-being, local well-being plans and annual progress reports).

3.2 **Invited participants** having accepted an invitation to participate in the Board's activity will work jointly with the board on anything the Board does under its well-being duty. This means they are entitled to make representations to the board about the assessment of well-being and local well-being plan, take part in its meetings and provide other advice and assistance.

3.3 The Board is also required to engage with **other partners** in the area who have a material interest in the well-being of the area, or who deliver important public services, in the preparation implementation and delivery of the work of the Board. It is for the board to consider what public bodies it wishes to invite to participate in its work as invited participants and the manner in which it intends to involve them.

3.4 All organisations involved in the work of the Board take on responsibility to play their part in improving Swansea's well-being via the work of the Board regardless of if this commitment is a legal duty or a voluntary commitment made with goodwill.

3.5 The PSB Joint Committee (which includes the statutory Public Services Board) meets at least every X months to carry out the strategic work of the PSB. It is assisted in this role by Partnership Forum (where statutory members work with invited participants and other partners to ensure the integration of the Local Well-being Plan's Local Well-being Objectives).

Each Local Well-being Objective is to be coordinated by a Statutory Member in order to ensure effective delivery by delivery groups. Integration will be ensured via the Partnership Forum.

4. The principles that guide our work

4.1 The Board will make a difference by ensuring that public services are working together to address common priorities.

4.2 The sustainable development principle underpins all the Board's activities. This means working to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4.3 All organisations agree to apply the sustainable development principle by applying the five ways of working in relation to their participation in the work of the Board.

- **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.
- 3.4 All organisations agree to maximise their contribution to the National Well-being Goals in all joint activity undertaken in relation to the Board.
- 3.5 All organisations are committed to shared responsibility. The PSB's activities are everyone's 'day-job'.

4. Our Commitments

4.1 Underpinning the work of the Board is a set of commitments that all board members, invited participants and other partners sign up to when they join. These commitments are above and beyond the legal duties that the different organisations have.

- **Healthy City Status**

Swansea is part of the Healthy Cities network promoting good health and addressing health inequality in our communities

- **Swansea as a Human Rights City**

Swansea Public Services Board supports the development of a Human Rights City approach in Swansea.

- **Children and Young People's Rights**

The Board is committed to making sure that services have a positive effect on children and young people in Swansea and have embedded the United Nations Convention on the Rights of the Child (UNCRC) into the way we set our policies

- **First 1000 Days**

Swansea Public Services Board has joined the First 1000 Days collaborative which supports families throughout pregnancy and the first two years of life.

- **Age Friendly Cities and Communities**

The Board endorses the principles and actions set out in the Dublin Declaration on Age-Friendly Cities and Communities in Europe.

- **Good Practice in Public Engagement**

The Board endorses the National Principles for Public Engagement in Wales and will follow them in all engagement and consultation. The Board is committed to engaging people who are 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.

- **Participation of Children and Young People**

The Board is committed to the principles of the National Standards for Children and Young People's Participation.

- **Armed Forces Community Covenant**

The Board is committed to the Armed Forces Community Covenant and to nurturing understanding and awareness amongst the public of the issues affecting the armed forces community.

- **Convention on Biological Diversity**

The Board is committed to delivering against the principles of the Convention on Biological Diversity as set out in the adopted Swansea Local Biodiversity Action Plan 2005.

- **One Public Sector**

The Board is committed to a culture that cuts across organisational boundaries and sectors. Where everyone involved in the delivery of public services in Wales is part of this common endeavour, sharing common values and working together for the benefit of the people of Wales.

- **Tackling Poverty**

A commitment to tackling poverty has been suggested by Scrutiny and the Cabinet Portfolio holder as part of the Local Well-being Plan's Consultation process.

5. How we will work

5.1 All statutory members or public bodies subject to the well-being duty must comply with the Well-being of Future Generations (Wales) 2015 Act and associated statutory guidance must:

- a) Ensure that any designated representatives attending meetings of the Board should have appropriate 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 bodies 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 their decision if they decide 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

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

5.3 In addition, all representatives of organisations participating in the work of the Board agree to demonstrate leadership by:

- a) Ensuring that they understand the sustainable development principle and adopt the five sustainable development principle's ways of working.
- b) Ensuring that they are aware of the commitments that underpin the work of the Board and are able to take positive steps to promote them within their 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

6. Working Together

6.1 The Local Well-being Plan's Local Well-being Objectives and the steps to deliver its actions will be delivered via Objective Delivery Groups. These groups will each led and co-ordinated by a statutory member which will include all the administrative and support arrangements.

6.2 Objective Leads will be responsible for co-ordinating and reporting the work of organisations within the delivery group. Each Step will have a designated Step Lead who reports information to the Objective Lead.

6.2 Objective Delivery Groups can include existing multi-agency groups with additional commitments and responsibilities which are delivered in addition to the work they voluntarily agree to deliver on behalf of the Board.

6.3 In all cases, members of Objective Delivery Groups commit to deliver and report on any actions they collectively agree to undertake on behalf of the Board.

6.4 All Objective Delivery Groups have the right to request an item is considered for consideration by the Board. This provides Objective Delivery Groups with a clear pathway to escalate opportunities to gain multi-agency support at the highest level or highlight any risks or issues which would benefit from multiagency solutions, advocacy or support at a strategic level.

7 Accountability

7.1 Statutory members of the Board are held to account by Swansea Council Scrutiny although invited participants and other partners can provide evidence if they choose to do so. Formally the responsibility for scrutinising the work of the Board is with Swansea Council's Scrutiny Programme Committee. They 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.

7.2 This 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.

7.3 Each Statutory member takes on responsibility for the coordination of a Local Well-being Objective. This includes the convening of a group to deliver the objective and identification of an Objective lead (responsible for reporting on the objective) and Step Leads (responsible for reporting on progress to each step).

This memorandum of Understanding has been agreed by Swansea PSB and Organisation X acting as a Invited Participant/Other Partner/Statutory Member

On Date

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Chair of Swansea PSB

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Representative of Organisation