

## Cardiff Public Services Board Terms of Reference

### 1. Purpose

The purpose of the Cardiff Public Services Board (CPSB) is to work collaboratively across organisational boundaries to agree joint action to achieve better outcomes for citizens in Cardiff and the wider region. Therefore, the CPSB will:

- 1.1 Ensure collective action in response to the requirements of the Wellbeing of Future Generations Act (Wales) 2015 and that the following 5 principles are adopted in its decision making:
  - **Looking to the long term** and demonstrating the Board is aware of, and addressing the wellbeing of future generations whilst addressing the current needs of citizens in Cardiff;
  - **Taking an integrated approach** and considering how the well-being objectives may impact upon each of the Wales' wellbeing goals and partner organisational objectives;
  - **Involving people** with an interest in achieving the well-being goals and which reflect the diversity of the population;
  - **Collaboration** with others to meet Cardiff's wellbeing objectives and consider where services could be delivered together to address a shared challenge;
  - **Early Intervention and Prevention** through the deployment of resources to prevent problems occurring or getting worse.
- 1.2 Ensure partners are working together to unblock barriers and address the key challenges facing the city.
- 1.3 Strengthen local public service leadership to tackle 'fundamental and unmet' challenges from a citizen perspective and ensure an effective whole-system response to the needs of citizens;
- 1.4 Facilitate new models of delivery through potential pooling of resources, aligning services better across sectors or setting up new joint arrangements;
- 1.5 Be a learning partnership which develops best practice in transforming citizen centred services and facilitates the sharing of experience across the Welsh public service;
- 1.6 Co-ordinate local, regional and national priorities and develop effective relationships which overcome organisational barriers;
- 1.7 Undertake other collaborative activities which promote the economic, social, environmental and cultural well-being of the city.

## 2. Key Responsibilities

- 2.1 The Cardiff Public Services Board will be responsible for the following statutory requirements:
- Preparing, publishing and reviewing an assessment of the state of economic, social, environmental and cultural well-being in Cardiff;
  - Preparing a Local Well-being Plan for Cardiff, setting out local well-being objectives and the steps it proposes to take to meet them;
  - Taking all reasonable steps to deliver the local objectives within the Well-being Plan;
  - Publishing an annual report that sets out the Board's progress in meeting the local objectives
- 2.2 The Cardiff Public Services Board will strive to work in accordance with:
- The United Nations Convention on the Rights of the Child (UNCRC)
  - The National Principles for Public Engagement in Wales
  - The National Standards for Children and Young People's Participation
  - Welsh Language (Wales) Measure 2011
  - Natural Environment and Rural Communities Act (2006)
  - Equality Act 2010 and public sector duty
  - Social Services and Wellbeing Act 2014
  - Environmental (Wales) Act 2016
  - Children and Families (Wales) Measure 2010 and the eradication of child poverty
- 2.3 The Cardiff Public Services Board, through its Wellbeing Plan, will seek to fulfil the discharge of its statutory duties<sup>1</sup> in relation to:
- The Community Planning process envisaged by the Local Government (Wales) Measure 2009;
  - Making arrangements to promote co-operation with a view to improving well-being of children (Children's Act 2004);
  - The preparation of a strategy to respond to the requirements of the Children and Families (Wales) Measure 2010 for contributing to the eradication of child poverty;
  - Police Reform and Social Responsibility Act 2011;
  - 1998 Crime and Disorder Act as amended by the Clean Neighbourhood Act 2005;
  - The duty to formulate and implement a Strategic Needs Assessment and Strategy for the reduction crime and disorder; Strategy for combatting the misuse of drugs, alcohol and other substances; and a Strategy for the reduction of reoffending (Crime and Disorder Act 1998);
  - The scheme for provision of local primary mental health support (Mental Health (Wales) Measure 2010);
  - New plans be produced in response to the assessment of needs under the Social Services and Wellbeing Act (2014);
  - Preparation of a local Strategy as required under Section 5 of the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015;
  - Area Statements produced for the Environmental (Wales) Act 2016;
  - Preparation of strategies to promote and facilitate the use of Welsh language.

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<sup>1</sup> <http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

- 2.4 The PSB Delivery Board will be Cardiff's Community Safety Partnership (CSP). Membership of the CSP will therefore include the 'responsible authorities' (i.e. Local Authority, Chief Constable of South Wales Police, South Wales Fire and Rescue, Probation Services, Local Health Board) and representatives from Natural Resources Wales, South Wales Police Crime Commissioner, Cardiff Third Sector (C3SC) and Welsh Government.

### **3. Membership**

#### ***Statutory Membership***

- 3.1 The statutory membership of the Board will comprise;
- Cardiff Council (Leader and Chief Executive)
  - Cardiff and Vale University Health Board (Chair and/or Chief Executive)
  - South Wales Fire and Rescue (Chair and/or Chief Officer)
  - Natural Resources Wales (Chief Executive)
- 3.2 Individuals may be designated to represent any of the named persons above. The Leader of Cardiff Council may only designate another member of the Council's Cabinet to represent them.
- 3.3 Any designated representatives should have the authority to make decisions on behalf of their organisation. Each member has equal responsibility for delivery of the statutory requirements.

#### ***Statutory Invitees***

- 3.4 The following statutory invitees, exercising functions of a public nature, are invited to participate in the Board's activity:
- The Welsh Ministers
  - The Chief Constable of South Wales Police
  - The South Wales Police and Crime Commissioner
  - Representatives of the National Probation Service and Community Rehabilitation Company
  - Cardiff Third Sector Council
- 3.5 Statutory invitees will be asked to join the Board via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee. Having joined the Board, statutory invitees will participate in meetings in the same way as statutory members.
- 3.6 Statutory invitees are not required to accept the Board's invitation.
- 3.7 Statutory invitees are not members of the Board. 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.

### ***Other Partners***

3.8 The Board will engage with other key partners in the area who exercise functions of a public nature and who; have a material interest in the well-being of the area; deliver important public services; and are involved in the in the preparation, implementation and delivery of the work of the board.

3.9 These partners will include, but are not limited to:

- Community Councils
- Public Health Wales NHS Trust
- Cardiff and Vale Community Health Council
- Higher Education Funding Council for Wales
- Cardiff and Vale College
- Arts Council of Wales
- Sports Council for Wales
- National Library of Wales
- National Museum of Wales
- National Park Authorities

3.10 The Board can consider what other bodies, if any, it wishes to invite to participate in its work and to what extent. The only condition is that they must exercise functions of a public nature. Membership should be reviewed regularly to ensure the priorities identified by the wellbeing objectives are supported and resourced for delivery.

## **4. Meetings**

### ***CPSB Meetings***

4.1 The Board will hold a “mandatory meeting” chaired by the leader of the Cardiff Council, no later than 60 days after each subsequent ordinary election of Councillors.

4.2 Members of the Board will appoint a Chair and Vice Chair at the mandatory meeting from the statutory members and the statutory invitees.

4.3 Board Meetings will take place in May, November and March each financial year, subject to revision by Board members.

4.4 Additional meetings may be called as agreed by the Board.

### ***PSB Delivery Board Meetings***

4.5 PSB Delivery Board meetings will take place in the period between Full Board meetings to provide strategic management of the agenda and ensure progress against wellbeing objectives is being progressed.

4.6 The PSB Delivery Board will consist of the Chief Executive or equivalent representative of the statutory members and statutory invitees only.

### **Programme Boards**

- 4.7 The Board is able to establish sub-groups to support it in undertaking its functions and the Board can authorise sub-groups to exercise a limited number of functions.
- 4.8 The Public Services Board will provide leadership and governance arrangements for other statutory partnerships/Boards including the Local Children and Adult Safeguarding Boards and the Substance Misuse Area Planning Board.
- 4.9 In addition, the Cardiff Public Services Board may agree to establish task and finish groups to progress particular pieces of work (e.g. preparation of the Assessment of Well-being). These will operate on a time limited basis until the piece of work is completed.
- 4.10 Each Programme Board of the Cardiff Public Services Board must include at least one statutory member of the Board (or nominated representative), who will chair the sub-group, and can include any invited participant or other partner.
- 4.11 Programme Boards cannot:
- invite persons to participate in the Board's activity;
  - set, review or revise the Board's local objectives;
  - prepare or publish an assessment of well-being;
  - consult on an assessment of well-being or to prepare a draft of an assessment for the purposes of consulting;
  - prepare or publish a local well-being plan;
  - consult on a local well-being plan or to prepare a draft of a local well-being plan for the purposes of consulting;
  - review or amend a local well-being plan or to publish an amended local wellbeing plan;
  - consult on an amendment to a local well-being plan;
  - agree that the Board merges or collaborates with another Public services board.
- 4.12 The aims of each Programme Board/task & finish group will be determined by the Board when the Group is established.
- 4.13 Each Programme Board will prepare terms of reference and the Chair of the group will submit them to the Board for approval.
- 4.14 Programme Boards will be reviewed on an annual basis to reflect changing priorities as deemed appropriate by the Public Services Board.

### **5. Decision Making**

- 5.1 Board decisions, for example the agreement of the assessment of local well-being and the local well-being plan, are only valid when made jointly and unanimously by all members and with all members in attendance. This includes authorisation and sign off in accordance with internal governance arrangements for each individual organisation represented.

5.2 In the event of a disagreement between 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.

## **6. Scrutiny**

6.1 The Board will be subject to scrutiny by the designated local government scrutiny committee of the local authority. The work of the Board will also be open to scrutiny by subject committees.

## **7. Secretariat**

7.1 Administrative support for the Board is provided by Cardiff Council. This includes:

- Ensuring the Public Services Board is established and meets regularly;
- Preparing the agenda and commissioning papers for meetings;
- Inviting participants and managing attendance;
- Co-ordinating the preparation of the annual report;
- Preparation of evidence for scrutiny.

7.2 The resourcing of the functions of the Board is the responsibility of all statutory members equally. Contributions will be reviewed and agreed by the Board as required.

## **8. Wider Participation**

8.1 The Board's citizen focus means it will engage in a purposeful relationship with people and communities across Cardiff, including children and young people, Welsh-speakers and those with protected characteristics, in all aspects of its work.

8.2 The Board is required to undertake consultation and engagement in relation to the draft assessment of the state of economic, social, environmental and cultural well-being and draft Wellbeing Plan.

8.3 The Board will maximise existing mechanisms and networks such as the Cardiff Debate and Neighbourhood Partnerships to ensure community intelligence informs the delivery and prioritisation of wellbeing objectives.

8.4 The Board is subject to scrutiny through the Council's Scrutiny Committee(s) and this process provides a further route for public engagement.

## **9. Review**

9.1 The Terms of Reference will be reviewed annually.