

# Bwrdd Gwasanaethau Cyhoeddus Conwy a Sir Ddinbych

SIAMBR Y CYNGOR, TY RUSSELL, FFORDD CHURTON, Y RHYL LL18 3DP

Dydd Mawrth, 19 Mehefin 2018

2.30 pm

AELODAU STATUDOL	
<b>Cyngor Bwrdeistref Sirol Conwy</b> Y Cyngorydd Gareth Jones (Arweinydd y Cyngor)  Iwan Davies (Prif Weithredwr)	<b>Bwrdd Iechyd Prifysgol Betsi Cadwaladr</b> Bethan Jones (Cyfarwyddwr Ardal)  Evan Moore (Cyfarwyddwr Gweithredol Meddygol)
<b>Cyngor Sir Ddinbych</b> Y Cyngorydd Hugh Evans (Arweinydd y Cyngor)  Judith Greenhalgh (Prif Weithredwr)	<b>Cyfoeth Naturiol Cymru</b> Siân Williams (Pennaeth Gweithrediadau ar gyfer y Gogledd)  <b>Gwasanaeth Tân ac Achub Gogledd Cymru</b> Simon Smith (Prif Swyddog Tân a Phrif Weithredwr)

CYFRANOGWYR A WAHODDWDYD	
<b>Cefnogaeth Gymunedol a Gwirfoddol Conwy</b> Wendy Jones (Prif Swyddog)	<b>Heddlu Gogledd Cymru</b> Siân Beck (Ditectif Uwcharolygydd)
<b>Cwmni Adsefydlu Cymunedau Cymru</b> Judith Magaw (Pennaeth Uned Darparu Lleol Gogledd Cymru)	<b>Gwasanaeth Prawf Cenedlaethol</b> Andy Jones (Prif Weithredwr Cynorthwyol)
<b>Cyngor Gwasanaethau Gwirfoddol Sir Ddinbych</b> Helen Wilkinson (Prif Weithredwr)	<b>Cynrychiolydd Llywodraeth Cymru</b> Sioned Rees (Pennaeth Cynnydd a Chefnogaeth Mesurau Arbennig)
<b>Iechyd Cyhoeddus Cymru</b> Teresa Owen (Ymgynghorydd Iechyd Cyhoeddus)	<b>Swyddfa Comisiynydd Heddlu a Throsedd Gogledd Cymru</b> Stephen Hughes (Prif Weithredwr)

Hannah Edwards, Swyddog Datblygu BGC

Cyngor Bwrdeistref Sirol Conwy, Bodlondeb, Conwy, LL32 8DU

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## AGENDA

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**1 YMDDIHEURIADAU AM ABSENOLDEB**

**2 COFNODION Y CYFARFOD DIWETHAF** (Tudalennau 4 - 11)

Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 16 Ebrill 2018 (copi ynghlwm).

**3 MATERION YN CODI** (Tudalennau 12 - 16)

a. Cynulliad Cymru – ymchwiliad BGC (llythyr ynghlwm)

b. Llywodraethu Partneriaeth rhaglen ACE (diweddariad llafar)

2.30-2.40 p.m.

**4 GWASANAETH GWIRFODDOL - CONWY A SIR DDINBYCH – CEFNOGI YMRYMUSO'R GYMUNED**

Derbyn cyflwyniad gan Wendy Jones, Cymorth Cymunedol a Gwirfoddol Conwy a Helen Wilkinson, Cyngor y Gwasanaethau Gwirfoddol Sir Ddinbych.

2.40-3.10 p.m.

**5 DIWEDDARIAD AR GYNNYDD Y BLAENORIAETHAU**

a. **Pobl** – Lles Meddyliol (Sian Williams)

b. **Cymuned** - Grym Cymunedol (Judith Greenhalgh)

c. **Lle** – Cadernid Amgylcheddol (Teresa Owen)

3.10-3.40 p.m.

**6 TREFNIADAU CRAFFU DGC – DIWEDDARIAD AR GYNIGION** (Tudalennau 17 - 65)

Ystyried adroddiad gan Steve Price, Rheolwr Gwasanaethau Democraidd (CSDd) yn trafod trefniadau Craffu Bwrdd Gwasanaethau Cyhoeddus ar gynigion a chylch gorchwyl (copi ynghlwm).

3.20-3.35 p.m.

## LLUNIAETH

3.35-3.40 p.m.

## GYFRINACHOL

### GWAHARDD Y WASG A'R CYHOEDD

Bod y Wasg a'r Cyhoedd yn cael eu gwahardd o'r cyfarfod tra bydd yr eitem ganlynol o fusnes.

**7 BWRDD PARTNERIAETH RHANBARTHOL** (Tudalennau 66 - 79)

Derbyn adroddiad cyfrinachol (copi ynghlwm) ar y berthynas rhwng y Bwrdd Partneriaeth Rhanbarthol a Bwrdd y Gwasanaethau Cyhoeddus.

3.40-4.10 p.m.

**8 STRWYTHURAU PARTNERIAETHAU LLEOL YNG NGHONWY A SIR DDINBYCH**  
(Tudalennau 80 - 88)

Derbyn adroddiad cyfrinachol (copi ynghlwm) ar y Bartneriaeth Tirwedd ar gyfer Gogledd Cymru.

4.10-4.55 p.m.

**9 CYFLEOEDD CYLLIDO** (Tudalennau 89 - 94)

Derbyn adroddiad cyfrinachol (copi ynghlwm) ar ffynonellau ariannol sydd ar gael.

4.55-5.10 p.m.

**10 RISGIAU ARWEINYDDIAETH, HERIAU A CHYFLEOEDD**

Derbyn diweddariad cyfrinachol ar lafar ar Risgiau, Heriau a Chyfleoedd Arweinyddiaeth.

5.10-5.25 p.m.

**11 RHAGLEN GWAITH I'R DYFODOL** (Tudalennau 95 - 97)

Bydd y Cadeirydd yn arwain ar yr eitem hon.

5:25-5:30 p.m.

**12 UNRHYW FUSNES ARALL**

# Agenda Item 2

## **BWRDD GWASANAETHAU CYHOEDDUS CONWY A SIR DDINBYCH**

Cofnodion cyfarfod o'r Bwrdd Gwasanaethau Cyhoeddus Conwy a Sir Ddinbych a gynhaliwyd yn YR YSTAFELL FWRDD, CANOLFAN OPTIC, LLANELWY, LL17 0JD, Dydd Llun, 16 Ebrill 2018 am 9.30 am.

### **YN BRESENNOL**

Bethan Jones (Cadeirydd) – Bwrdd Iechyd Prifysgol Betsi Cadwaladr  
Y Cynghorydd Gareth Jones – Cyngor Bwrdeistref Sirol Conwy  
Y Cynghorydd Hugh Evans – Cyngor Sir Ddinbych  
Evan Moore – Bwrdd Iechyd Prifysgol Betsi Cadwaladr  
Iwan Davies – Cyngor Bwrdeistref Sirol Conwy  
Graham Boase (dirprwyo ar ran Judith Greenhalgh) – Cyngor Sir Ddinbych  
Siân Williams – Cyfoeth Naturiol Cymru  
Simon Smith – Gwasanaeth Tân ac Achub Gogledd Cymru  
Teresa Owen (dirprwyo ar ran Rebecca Masters) – Iechyd Cyhoeddus Cymru  
Helen Wilkinson – Cyngor Gwasanaethau Gwirfoddol Sir Ddinbych  
Yr Uwcharolygydd Siân Beck – Heddlu Gogledd Cymru  
Sioned Rees – Cynrychiolydd o Lywodraeth Cymru  
Stephen Hughes – Swyddfa Comisiynydd yr Heddlu a Throsedd Gogledd Cymru

### **SWYDDOGION**

Hannah Edwards – Swyddog Datblygu'r Bwrdd Gwasanaethau Cyhoeddus (CBS Conwy)  
Nicola Kneale – Rheolwr Cynllunio Strategol (Cyngor Sir Ddinbych)  
Fran Lewis – Rheolwr Perfformiad a Gwelliant Corfforaethol (CBS Conwy)  
Megan Vickery – Swyddog Ymgysylltu (BIPBC Canolog)  
Emma Lea – Rheolwr Cymorth Busnes (BIPBC)  
Shân Morris – Prif Swyddog Cynorthwyol (Gwasanaeth Tân ac Achub Gogledd Cymru)  
Kath Jones – Gweinyddwr Pwyllgor (Cyngor Sir Ddinbych)

### **SYLWEDYDDION**

Y Cynghorydd Graham Timms (Cyngor Sir Ddinbych) a Hannah Lloyd (Iechyd Cyhoeddus Cymru)

### **1 YMDDIHEURIADAU AM ABSENOLDEB**

Andy Jones – Y Gwasanaeth Prawf Cenedlaethol  
Gary Doherty – Bwrdd Iechyd Prifysgol Betsi Cadwaladr  
Judith Greenhalgh – Cyngor Sir Ddinbych  
Rebecca Masters – Iechyd Cyhoeddus Cymru  
Wendy Jones – Cefnogaeth Wirfoddol Cymunedol Conwy

## 2 COFNODION Y CYFARFOD DIWETHAF

Cyflwynwyd cofnodion cyfarfod Bwrdd Gwasanaethau Cyhoeddus Conwy a Sir Ddinbych a gynhaliwyd ar 30 Tachwedd 2017 i'w cymeradwyo.

### **Materion yn codi -**

Tudalen 8 – Cynllun Corfforaethol Cyngor Sir Ddinbych – nodwyd fod Graham Boase, CSDd, yn bresennol i ddarparu trosolwg o'r Cynnig Twf Rhanbarthol.

Tudalen 8 – Goblygiadau Brexit – nodwyd y byddai Sioned Rees, Llywodraeth Cymru, yn dilyn yr elfen ariannu.

**PENDERFYNWYD** y dylid derbyn a chymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 30 Tachwedd 2017 fel cofnod cywir.

## 3 MATERION YN CODI

### **(a) Llythyr BIPBC – Newidiadau i'r Aelodaeth**

Roedd llythyr (a gylchredwyd yn gynharach) wedi ei dderbyn gan Gary Doherty, Prif Weithredwr BIPBC, yn cynghori fod aelodau BIPBC ar y BGC yn newid. Eglurodd Iwan Davies, CBSC fod gan y Bwrdd lechyd ddau aelod statudol a oedd yn cynnwys Cadeirydd a Phrif Weithredwr y Bwrdd neu berson(au) a enwebwyd ganddynt. Roedd y Cadeirydd yn parhau i ddirprwyo ei le i Bethan Jones, Cyfarwyddwr Ardal ac roedd Gary Doherty ei hun yn bwriadu mynychu cyfarfodydd yn y dyfodol.

### **(b) Enwebiad ar gyfer y Tîm Diogelu Cenedlaethol Cyfweliad Ffôn**

Darparwyd gwybodaeth gefndir ar y Tîm Diogelu Cenedlaethol yn ogystal â sgrïpt ar gyfer cyfweliadau ffôn gyda sefydliadau sy'n fudd-ddeiliaid (a gylchredwyd yn flaenorol). Teimlai swyddogion y dylai'r BGC gael y cyfle i ystyried p'run ai i gymryd rhan yn yr arolwg ai peidio. Dymunai aelodau gefnogi'r gwaith hwnnw a chael eu cyfweld ond ystyriwyd ei bod yn rhy gynnar yn y broses a chytunwyd i ymdrin â'r mater eto unwaith yr oedd y blaenoriaethau wedi eu datblygu mewn mwy o fanylder a **PHENDERFYNWYD** yn unol â hynny.

## 4 CYNLLUN LLES – CYMERADWYAETH DERFYNOL Y BWRDD GWASANAETHAU CYHOEDDUS

Cyflwynwyd adroddiad (a gylchredwyd yn gynharach) yn rhoi adborth i aelodau gan fyrddau gweithredol y partneriaid statudol mewn perthynas â Chynllun Lles Conwy a Sir Ddinbych 2018 – 2023 a cheisio cymeradwyaeth i grynodedb a fersiwn technegol y Cynllun a chymeradwyaeth i'w gyhoeddi ar y wefan.

Cadarnhaodd y Cadeirydd fod y Cynllun wedi bod trwy systemau llywodraethu sefydliadau partner a bod yr holl sefydliadau sy'n aelodau o'r BGC wedi cytuno i'r cynllun. Roedd nifer o ymholiadau wedi eu codi gan Gyfoeth Naturiol Cymru a

oedd wedi eu cynnwys yn nogfennaeth yr adborth a darparodd Siân Williams wybodaeth bellach ynglŷn â hyn. Roedd Cyfoeth Naturiol Cymru wedi mynegi pryder fod diffyg manylion yn nhermau beth fyddai'n cael ei wneud i gwrdd â'r amcanion ond roedd wedi ei sicrhau mai'r cam nesaf oedd i lunio'r manylion hyn. Yn ystod y drafodaeth ymhelaethodd ar y dull fforensig a fabwysiadwyd gan fwrdd Cyfoeth Naturiol Cymru i ystyried pob un o 19 o Gynlluniau Lles y BGC a darparodd drosolwg o'r canlyniad. O ran Cynlluniau'r BGC yr adborth gan aelodau oedd tra bod yna wahaniaethau yn nhermau cyflwyno, nid oedd unrhyw wahaniaeth sylweddol ym mhrif themâu a dyheadau Byrddau Gwasanaethau Cyhoeddus ar draws Cymru. Codwyd yr angen i osod y Cynllun o fewn sefydliadau partner fel mater allweddol a sicrhau ymgysylltu ar draws awdurdodau a phartneriaid, ac ystyriodd aelodau sut y byddai'r Cynllun yn cyd-fynd â chynlluniau a strategaethau eraill o fewn eu sefydliadau. Cytunwyd y dylai adroddiad cynnydd gael ei gyflwyno i gyfarfod mis Medi ac y dylid cynnal trafodaeth bellach ar sut yr oedd partneriaid yn gweithredu'r Cynllun o fewn eu sefydliadau a sut roeddent yn dylanwadu ar gamau gweithredu.

Roedd y Cadeirydd yn cydnabod y gwaith allweddol oedd wedi ei wneud er mwyn llunio'r Cynllun a diolchodd i bawb fu'n rhan o hynny.

#### **PENDERFYNWYD –**

- (a) *cymeradwyo'r crynodeb a'r fersiwn technegol o Gynllun Lles Conwy a Sir Ddinbych 2018 – 2023 (manylion yn atodiad A a B i'r adroddiad);*
- (b) *cymeradwyo cyhoeddi'r Cynllun Lles ar wefan BGC Conwy a Sir Ddinbych a*
- (c) *chyflwyno adroddiad cynnydd i gyfarfod mis Medi a chynnal trafodaeth bellach ar sut yr oedd y Cynllun yn cael ei weithredu o fewn sefydliadau partner.*

## **5 BWRDD UCHELGAIS ECONOMAIDD GOGLEDD CYMRU – CYNNIG TWF RHANBARTHOL**

Rhoddodd Graham Boase, Cyfarwyddwr Corfforaethol Economi a'r Parth Cyhoeddus, Cyngor Sir Ddinbych, gyflwyniad power point ar y Cynnig Twf Rhanbarthol.

Cynghorwyd aelodau ynglŷn â rôl Bwrdd Uchelgais Economaidd Gogledd Cymru a'r gwaith o ddatblygu Cynnig Twf i Ogledd Cymru ar gyfer buddsoddiad cenedlaethol gan Lywodraethau Cymru a'r DU a'r potensial am bwerau datganoledig. Darparwyd manylion hefyd ynglŷn â'r Bwrdd Twf Cysgodol gan gynnwys aelodaeth a threfniadau llywodraethu yn ogystal â'r broses lunio penderfyniadau a fyddai mor gynhwysol â phosib o fewn cyfyngiadau'r ddeddfwriaeth. Byddai Swyddfa Rhaglen Ranbarthol yn cael ei sefydlu i gyflawni prosiectau.

Roedd y Cynnig Twf wedi ei rannu i dair thema allweddol – cysylltu, gwydn a CAMPUS. Roedd prosiectau ar hyn o bryd yn cael eu mireinio ac ymhelaethodd Graham Boase ar bob un o'r 12 ymyrraeth strategol o dan y penawdau canlynol – (1) Safleoedd ac Adeiladau (Cyflogaeth); (2) Galluogydd Tai; (3) Mynediad i Ynni;

(4 a 5) Canolbwynt Adnodd Technoleg ac Arloesi; (6) Cronfa Twf Busnes; (7) Canolbwynt Sgiliau a Chyflogaeth; (8) Cronfa Sgiliau a Chyflogaeth; (9) Academiâu Sgiliau; (10) Cysylltedd Digidol; (11) Cronfa Gludiant Ranbarthol; (12) Corff Cludiant Rhanbarthol.

Y cyfanswm cyllid dyheadol fyddai ei angen yw £343m o fuddsoddiad cyfalaf a £55.4m o refeniw i gefnogi'r darparu hyd at 2035. Pe byddai'r lefel honno o fuddsoddiad yn cael ei sicrhau byddai'n dod â £1bn o'r sector preifat i Ogledd Cymru a fyddai'n cael effaith allweddol ar yr economi.

Rhoddodd Arweinyddion Conwy a Sir Ddinbych eu persbectif eu hunain ar y Cynnig Twf fel y gwnaeth partneriaid eraill gan bwysleisio risgiau i'w rheoli yn nhermau isadeiledd lleol i ymdopi gyda galw ychwanegol; effaith ar ddarparwyr gwasanaeth a pheidio creu anghyfartaledd pellach mewn cymunedau, yn ogystal â chyfleoedd a synergedd gyda Cynllun Lles y BGC, yn arbennig yn nhermau tai, iechyd, addysg a gwella ansawdd bywyd ar gyfer preswylwyr. Ystyriwyd fod gan yr holl bartneriaid rôl i'w chwarae o ystyried yr amrediad o themâu trawsbynciol a chyfeiriwyd at bwysigrwydd y trydydd sector, gan gynnwys y gymuned gymdeithasol a mentrau busnes. Teimlwyd hefyd y byddai ymgysylltu pellach gyda phartneriaid sector cyhoeddus yn helpu i gefnogi'r camau gweithredu a'r isadeiledd cymdeithasol ac y byddai'n werth ehangu cynrychiolaeth y sector cyhoeddus ar y Bwrdd. Cyfeiriodd y Cynghorydd Hugh Evans at fanylion y Cyd-gronfa Ffyniant i leihau anghyfartaledd a theimlai y dylid gwneud mwy i ddylanwadu ar y drafodaeth honno.

Cytunodd Graham Boase i roi adborth ynglŷn â safbwyntiau aelodau a threfnu i'r cyflwyniad ynghyd â thaflen yn crynhoi'r prosiectau cyfredol i gael eu cylchredeg.

**PENDERFYNWYD** yn ddibynnol ar sylwadau'r aelodau uchod, fod y cyflwyniad ar y Cynnig Twf Rhanbarthol yn cael ei dderbyn a'i nodi.

## **6 DIWEDDARIAD AR GYNNYDD Y BLAENORIAETHAU**

Darparwyd diweddariad ar y cynnydd o ran y blaenoriaethau fel a ganlyn -

### **(a) Pobl – Lles Meddyliol**

Dywedodd Siân Williams, Cyfoeth Naturiol Cymru nad yw'r Is-Grŵp wedi llwyddo i gyfarfod eto ac y byddai'n adrodd yn ôl i'r cyfarfod nesaf.

### **(b) Cymuned – Grym Cymunedol**

Dywedodd Nicola Kneale, CSDd, fod Cyngor Gwasanaeth Gwirfoddol Cefnogaeth Gymunedol a Gwirfoddol Conwy a Sir Ddinbych yn arwain ar y flaenoriaeth hon. Roedd cyfarfod wedi ei gynnal i drafod a nodi'r meysydd hynny y dylid canolbwyntio arnynt a oedd yn cynnwys tai, cyfleoedd cyflogaeth ac isadeiledd cynaliadwy ac roedd yna lawer yn y Cynnig Twf a fyddai'n cyfrannu at hynny. Byddai sesiwn yn cael ei threfnu i edrych ar gyfleoedd cydweithio ac ychwanegu gwerth.

### **(c) Lle – Gwydnwch amgylcheddol**

Cyfeiriodd Iwan Davies, CBSC at nodiadau'r cyfarfod a gynhaliwyd (a gylchredwyd yn gynharach) a soniodd am y camau nesaf i ymgymryd â'r hyn a nodwyd.

Nododd aelodau ei bod yn parhau yn gyfnod cynnar iawn ar y gwaith o gefnogi'r meysydd blaenoriaeth a gofynnodd y Cadeirydd am adroddiad cynnydd pellach ar gyfer cyfarfod mis Medi gyda mwy o fanylion ar yr effeithiau a'r canlyniadau.

#### **(d) Adolygiad Dilynol Aelodaeth y BGC**

Atgoffodd y Cadeirydd yr aelodau y cytunwyd yn wreiddiol i gadw aelodaeth y BGC yn fach ac o bosib ehangu aelodaeth yn ddibynnol ar y meysydd blaenoriaeth. Gofynnodd i'r aelodau adael iddi wybod os yr oeddent yn ystyried y byddai o fudd yn strategol i ehangu'r aelodaeth honno.

**PENDERFYNWYD** nodi'r cynnydd o ran y blaenoriaethau a darparu diweddariad pellach ar gyfer cyfarfod mis Medi.

### **7 Y BERTHYNAS RHWNG BYRDDAU GWASANAETHAU CYHOEDDUS A BWRDD PARTNERIAETH RHANBARTHOL GOGLEDD CYMRU**

Cyflwynwyd llythyr gan Gadeirydd Bwrdd Partneriaeth Rhanbarthol Gogledd Cymru i Gadeiryddion y Byrddau Gwasanaethau Cyhoeddus (cylchredwyd yn flaenorol) yn ceisio trafodaeth bellach ar y ffordd orau ymlaen i ddatblygu perthnasoedd gwaith cryf rhwng Bwrdd Partneriaeth Rhanbarthol Gogledd Cymru a'r Byrddau Gwasanaethau Cyhoeddus.

Roedd y Cadeirydd am glywed safbwyntiau'r aelodau ar y cynigion fel yr oeddent yn cael eu nodi yn yr adroddiad, ac yn benodol yr egwyddor sylfaenol fod "Byrddau Gwasanaethau Cyhoeddus yn cymryd cyfrifoldeb am gamau gweithredu a'r hyn gaiff eu cyflawni o ran datblygiadau iechyd a gofal yn lleol, mae Bwrdd Partneriaeth Rhanbarthol Gogledd Cymru yn cymryd cyfrifoldeb am osod egwyddorion strategol ar lefel ranbarthol". Tra roedd gan aelodau beth cydymdeimlad gyda'r cynigion a thra roeddent yn cefnogi gwell cysylltiadau i gydweithio mwy, teimlwyd, o ystyried y ddeddfwriaeth wahanol sy'n llywodraethu gwaith y ddau Fwrdd, na fyddai'r BGC yn gallu cwrdd â'i rwymedigaethau statudol pe bai'n gweithio i'r egwyddor gaiff ei gynnig. Hefyd teimlwyd nad oedd rôl y BGC yn cyflawni'r Cynllun Lles Lleol wedi ei wneud yn glir o fewn yr adroddiad heb unrhyw gyfeiriad at flaenoriaethau lleol. Cytunwyd i ymateb i'r llythyr ar y sail hwnnw a hefyd gwahodd Bwrdd Partneriaeth Rhanbarthol Gogledd Cymru i gyflwyno eu blaenoriaethau rhanbarthol i gyfarfod y BGC yn y dyfodol.

**PENDERFYNWYD** cyflwyno ymateb i'r llythyr gan Fwrdd Partneriaeth Rhanbarthol Gogledd Cymru gan nodi safbwyntiau'r aelodau ar y cynigion fel y cyfeirir atynt uchod ac estyn gwahoddiad iddynt i fynychu cyfarfod y BGC yn y dyfodol i gyflwyno eu blaenoriaethau rhanbarthol.

### **8 CYLLID GRANT BGC GOGLEDD CYMRU – CAIS 2018/19**

Cyflwynodd y Cynghorydd Hugh Evans, CSDd adroddiad (a gylchredwyd yn flaenorol) ar y grant sydd ar gael gan Lywodraeth Cymru i ranbarth Gogledd Cymru



yn 2018-19 a sut yr oedd y cronfeydd wedi eu clustnodi ar draws y meini prawf a nodwyd gan Lywodraeth Cymru.

Cynigiwyd y cyllid ar batrwm bwrdd iechyd a siom oedd nodi mai cyfanswm y grant a ddyfarnwyd i Fyrddau Gwasanaethau Cyhoeddus Gogledd Cymru oedd £83,117, gyda'r cyllid yn cael ei dalu ar ddiwedd y cyfnod cyllido. Byddai adroddiadau cynnydd yn cael eu darparu i Lywodraeth Cymru yn chwarterol.

Teimlai'r Cadeirydd y byddai'n ddefnyddiol i gael dealltwriaeth o'r grantiau gwahanol a'r cyfundrefnau mewn grym o ran cynnig a chytunodd os oedd yna brosiect a fyddai'n cael effaith sylweddol ar yr ardal ei bod yn bwysig gwybod pa ffyrddau cyllido posib fyddai ar gael. Gofynnodd am i'r wybodaeth gael ei chysylltu â'r wybodaeth ar Gyllid Cymreig Ewropeaidd pan fyddai ar gael.

### **PENDERFYNWYD –**

- (a) *bod aelodau'r BGC wedi darllen a deall yr adroddiad, ac yn benodol wedi cymryd sylw o'r symiau sydd ar gael a'r meini prawf sy'n weithredol, a*
- (b) *bod gan aelodau o'r BGC y cyfle i awgrymu meysydd gwaith y gellir eu datblygu gyda'r cyllid cefnogi sydd ar gael. Gall y gwariant yn erbyn y grant fod yn eitem sefydlog ar raglen y BGC, fel y gellir darparu diweddariadau a rhoi ystyriaeth i feysydd a fyddai'n elwa o'r buddsoddiad.*

## **9 DIWEDDARIAD AR Y FLAENORIAETH GORFFORAETHOL – HEDDLU GOGLEDD CYMRU**

Rhoddodd Siân Beck, Heddlu Gogledd Cymru gyflwyniad power point ar flaenoriaethau strategol Heddlu Gogledd Cymru, gan roi manylion ar y galw am adnoddau a'r amcanion a nodwyd gan Gomisiynydd yr Heddlu a Throsedd.

Yn ystod y cyflwyniad cynghorwyd aelodau ynglŷn â'r canlynol -

- yr elfennau gwahanol o drosedd dreisgar ac ymddygiad gwrthgymdeithasol a oedd yn gofyn am ymagwedd o weithio mewn partneriaeth i'w ddatrys.
- y cynnydd mewn trosedd a gofnodwyd oedd o ganlyniad i gofnodi trosedd yn well
- y gwahaniaethau rhwng troseddau gyda chymhlethdod uchel ac isel gyda'r mathau o drosedd sydd ar gynydd yn droseddau cymhleth sydd angen adnoddau ychwanegol.
- adroddwyd ar 12 dynladdiad rhwng Gorffennaf 2016 a Medi 2017
- manylu ar Flaenoriaethau Cynllun yr Heddlu a Throsedd yn ogystal â sut fyddai'r Heddlu yn ymateb i'r meysydd blaenoriaeth hynny – Cam-drin Domestig, Caethwasiaeth Fodern, Trosedd wedi'i Threfnu, Cam-drin Rhywiol a Chreu Cymdogaethau Mwy Diogel
- o dan flaenoriaeth y Drosedd wedi'i Threfnu pwysleisiwyd fod 'Llinellau Sirol' yn fater mwy na chyffuriau oedd yn torri ar draws nifer o feysydd thematig eraill a mathau o drosedd.
- ymgysylltu gyda'r cyhoedd a phartneriaid, gan gynnwys y defnydd o'r cyfryngau cymdeithasol.

Rhoddodd yr Uwcharolygydd Beck eglurhad ar nifer o faterion mewn ymateb i gwestiynau a thrafododd aelodau'r meysydd hynny lle byddai dull o weithio mewn partneriaeth o fudd. Roedd gan aelodau ddiddordeb arbennig yn y 'Llinellau Sirol' lle teimlwyd y gallai partneriaid gael effaith gadarnhaol, yn arbennig o ran staff rheng flaen a fyddai yn y sefyllfa orau i adnabod nodweddion penodol a helpu i ddiogelu dioddefwyr. Cadarnhaodd yr Uwcharolygydd Beck fod y 'Llinellau Sirol' yn fygythiad enfawr ac roedd swyddog wedi ei nodi i ddarparu'r cyflwyniad ar y 'Llinellau Sirol' gyda'r bwriad o godi ymwybyddiaeth o'r materion oedd yn rhan o hyn a chefnogi ymagwedd aml asiantaeth. Anogodd y Cadeirydd bartneriaid i godi ymwybyddiaeth o'r mater o fewn eu sefydliadau ac i dderbyn y cyflwyniad ar y 'Llinellau Sirol'. Cytunwyd i gylchredeg yr wybodaeth berthnasol i'r holl bartneriaid. Roedd peth trafodaeth hefyd yn canolbwyntio ar y newidiadau i'r drefn o recriwtio swyddogion yr heddlu a thrafodwyd system fynediad newydd dair haen a thrafododd partneriaid yr heriau'n ymwneud â recriwtio o fewn eu sectorau unigol eu hunain a phwysigrwydd cynllunio ar gyfer olyniaeth.

Diolchodd y Cadeirydd i'r Uwcharolygydd Beck am ei chyflwyniad llawn gwybodaeth.

**PENDERFYNWYD** derbyn y cyflwyniad ar flaenoriaethau strategol Heddlu Gogledd Cymru a'i nodi.

## 10 CYFLEOEDD I FYND I'R AFAEL Â RISGIAU SEFYDLIADOL

Arweiniodd y Cadeirydd y drafodaeth ar risgiau sefydliadol o ystyried fod cyfarfodydd y BGC nawr yn cael eu cynnal yn gyhoeddus a phwysleisiodd yr angen i ystyried pan fo materion ar gyfer eu trafod mewn sesiwn gaeedig. Cytunodd aelodau i neilltuo tua awr yng nghyfarfod mis Mehefin i drafod, mewn sesiwn gaeedig, y risgiau a'r pwysau ar eu sefydliadau ac i ystyried yr effaith ar bartneriaid ac unrhyw ganlyniadau anfwriadol, a lle bo hynny'n bosib adnabod datrysiadau aml asiantaeth. **PENDERFYNWYD** YN UNOL Â HYNNY.

## 11 RHAGLEN GWAITH I'R DYFODOL

Cyflwynwyd copi o raglen gwaith i'r dyfodol y BGC a thrafodwyd y materion canlynol -

- Dywedodd Megan Vickers y nodwyd fod angen gwell cydweithredu o ran ymgysylltu â'r cyhoedd a bod cyfarfod cychwynnol wedi ei drefnu ar draws Conwy a Sir Ddinbych i ystyried y mater ymhellach.
- Cytunwyd fod manylion y cyfarfod yn cael ei gylchredeg i aelodau ac yr adroddir ar y mater yng nghyfarfod y BGC yn y dyfodol. Cyfeiriwyd at ddatblygiad cydgytundeb archwilio i gefnogi'r BGC a thrafodwyd yr amserlen – o ystyried ei bwysigrwydd gobeithiai'r Cadeirydd gael cynnig clir ar gyfer cyfarfod mis Mehefin
- Cytunwyd i symud y 'Cyflwyniad ar Iechyd Meddwl' a'r 'Wobr Draig Werdd' o eitemau'r dyfodol ar y rhaglen waith

- Diweddariad ar Dirwedd Partneriaeth – pwysleisiodd y Cadeirydd yr angen i fod yn eglur ar y llywodraethu a'r broses o lunio penderfyniadau o gylch rhai o'r partneriaethau a chytunwyd i gadw'r eitem honno ar y rhaglen waith
- Cyfeiriwyd at y papur gwyrdd ar adrefnu llywodraeth leol a thra cytunwyd fod angen i'r holl sefydliadau partner fod yn ymwybodol o'r cynigion cytunwyd i beidio ymateb fel BGC i'r ymgynghoriad cyffredinol hwnnw.

***PENDERFYNWYD*** yn amodol ar yr uchod, y dylid cymeradwyo'r rhaglen waith.

## **12 UNRHYW FATER ARALL**

Dim

Daeth y cyfarfod i ben am 12.40 p.m.

# Agenda Item 3

## Equality, Local Government and Communities Committee: Inquiry into Public Services Boards

Conwy and Denbighshire Public Services Board provides this response to the Equality, Local Government and Communities Committee shaped around the three key issues the committee have identified as Terms of Reference for the inquiry into PSBs:

- To gain an understanding of the structure and functions of the Public Services Boards.
- To explore the effectiveness of PSBs, resourcing and capacity.
- To gather evidence of issues or barriers that may impact on effective working, and examples of good practice and innovation.

### 1. Structure and functions of the Public Services Boards

- 1.1 In April 2016 the [Well-being of Future Generations \(Wales\) Act 2015](#) established a statutory board, known as a Public Services Board (PSB), in each local authority area in Wales. Conwy and Denbighshire have used the power within the Act to merge both of their separate PSBs into a single PSB for the Conwy and Denbighshire region.

#### Membership and meetings

- 1.2 The Conwy and Denbighshire PSB is chaired by the Area Director (Central) of Betsi Cadwaladr University Health Board and the vice chair is the Chief Executive of Conwy County Borough Council.
- 1.3 Membership of the Conwy and Denbighshire PSB comprise of the statutory members and invited participants specified by the Act. The following are the agreed nominated representatives for the Board:

Statutory Members	Nominated Representative
Betsi Cadwaladr University Health Board	Area Director of Central (representing the Chairman)
Betsi Cadwaladr University Health Board	Chief Executive
Conwy County Borough Council	Leader
Conwy County Borough Council	Chief Executive
Denbighshire County Council	Leader
Denbighshire County Council	Chief Executive
Natural Resources Wales	Head of Operations North (representing the Chief Executive)
North Wales Fire and Rescue Service	Chief Fire Officer
Invited Participants	Nominated Representative
Community & Voluntary Support Conwy	Chief Officer
Denbighshire Voluntary Services Council	Chief Executive Officer
National Probation Service	Head of Local Delivery Unit
North Wales Police	Superintendent
Police and Crime Commissioner Office	Chief Executive

Public Health Wales	Public Health Consultant (representing the Executive Director of Public Health)
Wales Community Rehabilitation Company	Head of Local Delivery Unit
Welsh Government	Senior Civil Servant

1.4 Although the Conwy and Denbighshire PSB decided to keep membership to the core members stipulated in the Act during the development of their well-being plan, membership will be reviewed to ensure there is sufficient representation to deliver the priorities.

1.5 The PSB hold quarterly meetings and since November 2017, PSB meetings are now open to the public.

**Purpose and Priorities**

1.6 The purpose of the board is to improve the economic, social, environmental and cultural well-being of the Board’s area by contributing to the achievement of the national well-being goals as specified within the Act.

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

1.7 The overriding principle of the PSB’s activities is sustainable development. This means the PSB must act 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. The Board use the five key ways of working to carry out sustainable development:

- Long Term
- Prevention
- Integration
- Collaboration
- Involvement

1.8 The PSB initially had two main tasks -

- To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being of Conwy and Denbighshire, and
- To prepare and publish a Local Well-being Plan for the counties of Conwy and Denbighshire setting out local objectives and the steps it proposes to take to meet them.

- 1.9 The well-being assessment was published in April 2017 and was informed by data, national and local research and most importantly feedback from residents, visitors and businesses through the County Conversation during the summer and autumn 2016. The assessment is available to view on the Conwy and Denbighshire PSB website (<http://conwyanddenbighshirepsb.org.uk/wellbeing-assessment>).
- 1.10 The Conwy and Denbighshire Local Well-being Plan was approved in April 2018 and sets out the local objectives we as a Board will take to improve the economic, social, cultural and environmental well-being for the area. This is where the PSB feel they can make the greatest contribution without duplicating good work already taking place within existing partnerships and organisations. The priorities the PSB has opted to take forward are:
- People - Good Mental Well-being for All Ages
  - Community – Community Empowerment
  - Place - Environmental Resilience
- 1.11 The PSB have also committed to 4 additional principles which support the priorities -
- To address inequalities and treat everyone equally.
  - To support and promote the Welsh Language.
  - To support access to appropriate accommodation.
  - To avoid duplication.
- 1.12 Please find the Terms of Reference for the Conwy and Denbighshire PSB and the Conwy and Denbighshire Well-being Plan (summary and technical versions) appended to this document for further information.
- 2. Effectiveness of PSBs, resourcing and capacity**
- 2.1 In accordance with the Act, the Local Authority partners provide secretariat support for the Board. This support rotates between the two local authorities (Conwy County Borough Council and Denbighshire County Council) on a biannual basis.
- 2.2 An officer group has been established for the PSB which provides support for Board activities such as consultation and engagement, editorial input or data collection/analysis. Officers who support the board are undertaking work in addition to their usual job role.
- 2.3 The Public Services Board does not have any dedicated resource to deliver projects in support of their identified priorities and also considers that the creation of another 'layer' of work would not be effective. As the priorities are developed in more detail, the PSB will assess the allocation of staff capacity and or funding resources either from existing budgets or through grant applications. The board recognises it can most usefully provide leadership, scrutiny and promotion of work in

these areas among existing structures, and seek to consolidate and challenge those structures to meet the agenda that it has set out.

- 2.3 Welsh Government have provided a regional grant (based on local health board footing) to support PSB's to deliver their Well-being Plans. In North Wales this supports 4 PSB's. For 2018/19, in North Wales the grant will be used to -
- Ensure analytical capacity and arrangements to support the maintenance of the local well-being assessments.
  - Commission research around any identified gaps in our intelligence and analysis, including those outlined in feedback from the Future Generations Commissioner and Welsh Government.
  - Commission research into best practice interventions, helping identify potential steps in support of local well-being objectives.
  - Work collaboratively across North Wales on common themes.
  - Ensure that the good regional engagement and involvement work that has informed our assessments and plans can continue.
- 3. Evidence of issues or barriers that may impact on effective working, and examples of good practice and innovation.**
- 3.1 There is a real sense of willingness and support from PSB members to make progress against the PSB well-being objectives. All partners can see the potential collective and organisational benefit of the actions that have been agreed but there are organisational pressures and often different planning timetables that can sometimes restrict the capacity and resources of partners to contribute as fully as they'd like to the work.
- 3.2 In addition to organisational pressures, several PSB partners are members of multiple PSB's both regionally (such as North Wales Fire and Rescue Service, Betsi Cadwaladr University Health Board, North Wales Police etc) and nationally (such as Natural Resource Wales and Public Health Wales). As well as compounding the capacity and resource issue in supporting 4 PSB's across North Wales, this involves working to different local priorities.
- 3.3 The partnership landscape is complex within North Wales, as there are several regional strategic partnerships in operation (such as Regional Partnership Board, Safer Communities Board etc). Although this presents more opportunity for collaborative working, conversely there is a danger of duplication and / or too many priorities for partner organisations to focus on and allocate support and resources too.
- 3.4 The Conwy and Denbighshire PSB feel there is a need to better understand existing partnership arrangements locally and in time seek to consolidate and challenge those structures in order for the PSB to influence prioritisation and work going forward locally.

- 3.5 There is a concern there is limited resources and financial support to deliver the programme of work needed to achieve the local well-being priorities for the area.
- 3.6 The Act is about behaviour change (both individually and organisationally) and although the PSB wants to take different actions - there is uncertainty in how the PSB can influence, facilitate and support behaviour change to achieve our objectives, especially in the current economic climate of public sector squeeze.



<b>Adrodd i:</b>	<b>Bwrdd Gwasanaethau Cyhoeddus Conwy a Sir Ddinbych</b>
<b>Dyddiad y Cyfarfod:</b>	<b>19 Mehefin 2018</b>
<b>Awdur yr Adroddiad:</b>	<b>Steve Price (Rheolwr Gwasanaethau Democrataidd a Phennaeth Gwasanaethau Democrataidd)</b>
<b>Teitl:</b>	<b>Cydbwyllgor Craffu ar gyfer y Bwrdd Gwasanaethau Cyhoeddus</b>

## 1. Am beth mae'r adroddiad yn sôn?

Adroddiad yw hwn am y trefniadau arfaethedig yn y dyfodol i graffu ar waith Bwrdd Gwasanaethau Cyhoeddus Conwy a Sir Ddinbych.

## 2. Beth yw'r rheswm dros lunio'r adroddiad hwn?

Ar 28 Medi 2017 adolygodd y Bwrdd Gwasanaethau Cyhoeddus (BGC) y gofynion statudol i awdurdodau lleol graffu ar BGC a gofynnwyd am sylwadau ar y model gorau. Gofynnodd y BGC am ffurfio un cydbwyllgor Craffu Conwy a Sir Ddinbych. Mae'r adroddiad hwn yn cynnwys gwybodaeth am ymateb yr awdurdodau lleol i gais y BGC.

## 3. Beth yw'r argymhellion?

Bod y Bwrdd Gwasanaethau Cyhoeddus yn ystyried ac yn cynnig sylwadau ar ymateb yr awdurdodau lleol i'w gynnig i sefydlu Cydbwyllgor Craffu ac ar y cylch gorchwyl drafft.

## 4. Manylion yr Adroddiad

### Cefndir

4.1 Yn ôl Adran 35 o Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 rhaid i bwyllgor craffu dynodedig yr awdurdod lleol graffu ar waith y BGC ar gyfer yr ardal honno. Y bwriad yw bod y cyfrifoldeb ar gyfer herio ac atebolrwydd yn lleol yn hytrach nag ar weinidogion Cymru.

4.2 Yn ôl y Ddeddf:

*Rhaid i bob Awdurdod Lleol sicrhau fod gan ei bwyllgor trosolwg a chraffu bŵer i:*

*a) Adolygu neu graffu ar y penderfyniadau a wneir neu'r camau a gymerir gan y bwrdd gwasanaethau cyhoeddus;*

*b) Adolygu neu graffu ar drefniadau llywodraethau'r bwrdd;*

*c) Gwneud adroddiadau neu argymhellion i'r bwrdd ynglŷn â'i swyddogaethau neu drefniadau llywodraethu;*

*d) Ystyried materion yn ymwneud â'r bwrdd gan y gallai Gweinidogion Cymru gyfeirio ato ac adrodd i Weinidogion Cymru'n unol â hynny; a*

e) *Chyflawni swyddogaethau eraill mewn perthynas â'r bwrdd a orfodir arno gan y Ddeddf.*

- 4.3 Ar ddechrau 2016 cyhoeddodd Llywodraeth Cymru ganllaw ar Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, y Ddeddf a sefydlodd BGC. O ran y trefniadau craffu ar gyfer BGC dywed y ganllaw:

*“Er mwyn sicrhau atebolrwydd democrataidd mae gofyniad i bwyllgor craffu llywodraeth leol dynodedig yr awdurdod lleol perthnasol graffu ar waith y bwrdd gwasanaethau cyhoeddus. Mater i'r awdurdod lleol unigol fydd ei drefniadau ar gyfer craffu ar y bwrdd gwasanaethau cyhoeddus y mae'n aelod ohono. Er enghraifft, gellir defnyddio pwerau deddfwriaethol sy'n bod eisoes i roi trefniadau ar y cyd ar waith, fel 'cyfethol' pobl nad ydynt yn aelodau o'r awdurdod i eistedd ar y pwyllgor a lle bo'n briodol, penodi cydbwyllgorau sy'n rhychwantu ffiniau mwy nag un awdurdod lleol.*

*Er y bydd yn parhau i fod yn hollol gyfreithlon i bwyllgor craffu pwnc (megis pwyllgor craffu plant a phobl ifanc) graffu ar waith y bwrdd gwasanaethau cyhoeddus mewn perthynas â mater penodol, mae'n bwysig fod gan un pwyllgor trosolwg cyffredinol ar effeithiolrwydd y bwrdd. Dyma pam fod yn rhaid i un pwyllgor gael ei ddynodi i ymgymryd â'r gwaith hwn.”<sup>1</sup>*

- 4.4 Gan gydymffurfio â'r gofynion deddfwriaethol, mae cynghorau Conwy a Sir Ddinbych wedi dewis un o'u Pwyllgorau Craffu fel eu pwyllgor Craffu BGC dynodedig.
- 4.5 Erbyn Awst 2017 roedd Llywodraeth Cymru wedi cyhoeddi canllaw ar graffu ar BGC (ynghlwm yn atodiad 1).

#### Sefydlu Cydbwyllgor Craffu

- 4.6 Ym marn y BGC fis Medi diwethaf cydbwyllgor Craffu ffurfiol fyddai'r dull mwyaf priodol i graffu'n effeithiol ar fwrdd bwrdeistref sirol/traws sirol fel y BGC. Roedd yr awdurdodau lleol wedi ystyried cynigion i sefydlu pwyllgor o'r fath yn 2016 ac ar y pryd penderfynodd aelodau etholedig yn erbyn defnyddio cydbwyllgor.
- 4.7 Bellach mae'r grwpiau cydlynu Craffu a Phwyllgorau Gwasanaethau Democrataidd yng nghynghorau Conwy a Sir Ddinbych wedi ystyried a chytuno â'r sylwadau a gyflwynwyd gan y BGC i sefydlu cydbwyllgor a chymeradwywyd cylch gorchwyl drafft i ymgynghori ymhellach arno. Mae'r ddogfen hon yn Atodiad 2.
- 4.8 Gofynnir am sylwadau gan y BGC ar y cylch gorchwyl drafft a bydd y rhain yn cael eu cyfleu i'r grwpiau cydlynu Craffu a'r Pwyllgorau Gwasanaethau Democrataidd yn y ddau gyngor. Rhagwelir y bydd cylch gorchwyl drafft terfynol yn cael ei gyflwyno i'r ddau gyngor yn Hydref, ac, os bydd yn cael ei gymeradwyo, bydd pwyllgor Craffu ar y cyd yn cael ei sefydlu'n ffurfiol.

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<sup>1</sup> <https://gov.wales/docs/desh/publications/161111-spsf-3-collective-role-cy.pdf> Rhannu Pwrpas: Rhannu Dyfodol Canllawiau Statudol ar gyfer Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, SPSF3L Rôl Gytûn (byrddau gwasanaethau cyhoeddus) Llywodraeth Cymru, 2016

**5. Pŵer i wneud y Penderfyniad**

Adran 35 o Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015

Adran 58 o Fesur Llywodraeth Leol (Cymru) 2011

Rheoliad 3 o Reoliadau Awdurdodau Lleol (Cydbwyllgorau Trosolwg a Chraffu)  
(Cymru) 2013



Llywodraeth Cymru  
Welsh Government

## Appendix 1

# Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards

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We have been delighted to have produced the Guidance to Local Authorities on Scrutiny of Public Service Boards on behalf of Welsh Government and would like to thank all those that have been involved in its production, particularly the Welsh Scrutiny Officers' Network for their input, analysis and refinement.

## Ministerial Foreword



I am pleased to introduce this Guidance for Local Authority Scrutiny Committees on the scrutiny of Public Services Boards.

The key message of the Well-being of Future Generations Act 2015 is for public bodies to come together to deliver improvements in the well-being of people and communities in Wales. An important part of this is for public bodies to account for their contribution to achieving the well-being goals.

This guidance is intended to help local authority scrutiny committees both to provide this accountability and support the development and improvement of Public Services Boards through the sharing of learning and experiences.

This new collaborative way of working is challenging for us all but the rewards, in the form of taking collective responsibility for improving and enhancing the lives of the citizens in Wales are immense.

I would like to thank Rebecca David Knight for her diligent and thorough work on this guidance and I hope it provides a useful and instructive guide for the scrutiny community.

A handwritten signature in black ink that reads "Mark Drakeford". The signature is written in a cursive, slightly slanted style.

Professor Mark Drakeford

Cabinet Secretary for Finance and Local Government



Ariennir gan  
**Lywodraeth Cymru**  
Funded by  
**Welsh Government**

## Introduction

The Well-being of Future Generations (Wales) Act 2015 is aimed at improving the social, economic, environmental and cultural well-being of Wales. The Act became law on 29th April 2015 and became a requirement for public bodies in Wales from 1st April 2016. It puts long-term sustainability at the forefront of how public services are designed and delivered, and places emphasis on public bodies to work in partnership with each other and the public to prevent and tackle problems.

The Act defines public bodies doing something “in accordance with the sustainable development principle” as the body needing to act 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”. It is a notable piece of legislation in placing emphasis on organisational behaviour in the context of partnership working as a key driver of longer-term change in localities.

The Act sets seven national well-being goals which are to be achieved by public bodies acting in accordance with the sustainable development principle. The goals represent the shared vision for the public bodies listed in the Act to work towards. Moreover, the Act makes it clear the listed public bodies must work to achieve **all** of the goals, not just one or two.

The Welsh Government has issued comprehensive statutory guidance on the Act “Shared Purpose: Shared Future” which describes in detail the well-being duties on public bodies. This guidance may be found [here](#).

In wishing to support models of local government scrutiny that facilitate effective collaborative working, the Welsh Government has commissioned Centre for Public Scrutiny (CfPS) to develop guidance detailing the contribution scrutiny may make to Public Services Board governance and delivery arrangements.

## Public Services Boards

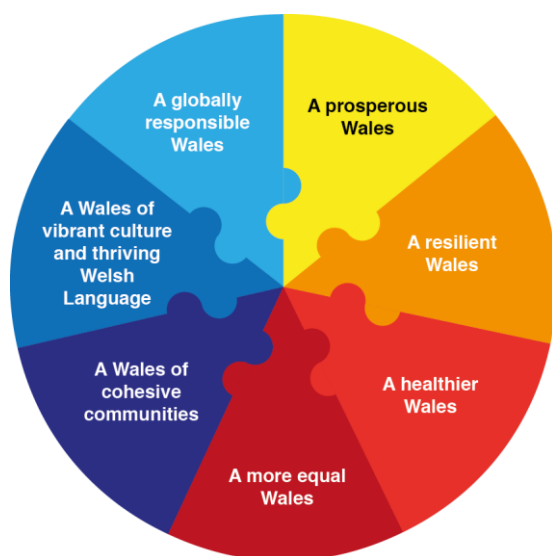
The Act establishes Public Services Boards (PSBs) for each local authority in Wales, consisting of representatives from local authorities, health boards, the Natural Resources Body for Wales and the Welsh Fire and Rescue Authority. Each PSB must undertake a local well-being assessment to inform a local well-being plan, detailing how their area will achieve the sustainable development principle in working towards the seven national well-being goals. Furthermore, PSBs must invite relevant voluntary organisations along with Welsh Ministers, the local Police and Crime Commissioner and the local Chief Constable to participate on the board.



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To ensure PSBs are democratically accountable, the Act places a requirement on councils to designate an overview and scrutiny committee to scrutinise the work of the PSB. Under the provisions contained in the Act, overview and scrutiny committees have extensive powers to review the PSB's governance arrangements as well as any decisions made or actions taken by the PSB. In addition, overview and scrutiny committees are provided with considerable reporting powers as they are required to share copies of any reports or recommendations made in connection with the board's functions or governance arrangements with the Welsh Ministers, the Future Generations Commissioner for Wales and the Auditor General for Wales.

A pre-requisite to effective local government scrutiny is a deep understanding of the legal definition of the goals and the sustainable development principle (sometimes described as "the five ways of working"). The well-being goals are reproduced below.. A discussion of the sustainable development principle as it relates to the practical work of overview and scrutiny committees is provided later on in the document.



### **What is the purpose of the guidance? Who is it for?**

The guidance sets out practical advice for overview and scrutiny practitioners based on evaluations of previous local service board (LSB) accountability mechanisms, emerging practice of public services board overview and scrutiny arrangements, and research on partnership governance more generally.

It also aims to provide practitioners with an understanding of the purpose of strategic partnership scrutiny more generally by suggesting a series of outcomes it should work towards. It can be the case that elected members, council officers or partners may not understand the utility or validity of local authority led accountability which is why efforts have been made to identify what positive

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impact local government scrutiny in particular can result in. To be effective, it is important that everyone involved understands and welcomes the value of scrutiny.

It is important therefore, to highlight that each local authority should develop arrangements that best meet local circumstance. This is important given the Act's focus on utilising **place**-based resources in achieving **place**-based change.

This guidance is not statutory guidance. However, failure to consider principles informed by good practice is likely to result in scrutiny mechanisms which lack impact and inadequately supports the PSB as a strategic partnership. The risks associated with poor collaborative governance arrangements include weakened decision making, additional complexity, fragmented accountability, lack of transparency and poorer well-being outcomes.

### **Clarifying the strategic function of public services board scrutiny**

The statutory guidance "Shared Purpose: Shared Future 3 – Collective role (public services boards)" identifies that the Well-being Act relies predominantly on local government overview and scrutiny committees to secure **continuous improvement** in local integrated planning<sup>1</sup>. It specifies that local authority overview and scrutiny is the means by which the Act assures democratic accountability for partnership working in a locality<sup>2</sup>.

As such the purpose of PSB overview and scrutiny is to take an overview of the board's overall effectiveness through the provision of democratic challenge. However, to assist councils in the development of individual arrangements, it is important to provide some explanation regarding how local government overview and scrutiny can add value to collaborative working to better understand the factors underpinning effective practice.

### **What is the purpose of PSB overview and scrutiny? What is it meant to achieve?**

Research into different forms of partnership governance and area based change programmes identify that capitalising on the representational value of elected members' community leadership role can result in the following beneficial effects for partnerships:

- 1. Provision of a supportive space for reflection and self-analysis:** In exploring the extent to which PSB activity may be said to result in 'collaborative advantage' as it relates to the seven well-being goals and five ways of working, local government overview and scrutiny arrangements can provide a supportive space in which attention can be paid to partnership relationships. Impartial, evidence based scrutiny can encourage reflexivity and reflection on the impact of different behaviours upon the PSB's overall performance, encouraging feedback and open discussion at all levels.

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<sup>1</sup> "Shared Purpose: Shared Future 3 – Collective role (public services boards)" paragraph 173.

<sup>2</sup> "Shared Purpose: Shared Future 3 – Collective role (public services boards)" Paragraph 174.

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- 2. Enhanced democratic accountability and improved transparency:** Councils derive their 'Local Authority' from the democratic legitimacy of elected members. The closer accountability gets to citizens, the more credible and valid it becomes in seeking public account from those with power. Partnership scrutiny provides a grounded check and balance to collective decision making by testing assumptions, examining risks and challenging how resources are prioritized. Improving transparency in this way can help the PSB identify how to better align resources, services and institutions around the needs of people and places.
  - 3. A stronger focus on improving local citizen's lives:** In clarifying different contributions to delivery and seeking to improve services from the citizen's perspective, overview and scrutiny can help PSBs stay focused on joint outcomes. Local challenge can help determine whether PSBs are facilitating whole-system approaches to shared problems or whether partners experience constraints that are counterproductive to working as one Welsh public service. A deeper understanding of these issues can assist the development of more 'networked' forms of accountability at local and national level which better supports implementation of the Act.
  - 4. Place based transformation through deeper public engagement:** Elected members are able to channel a wide range of community intelligence into decision making processes. Through their role they are able to invite, authorise and legitimise stakeholder contributions as a horizontal rather than vertical form of accountability. This can help refocus the balance of power between services and the citizens they serve. Not only is this able to help the PSB ensure services are more responsive to local need and aspiration but, in enabling shifts in perspective to occur, so too can new assets and resources be identified.

Research tells us that accountability within partnership environments is complex and that failure to properly understand how different accountability agents work together may lead to situations which hamper effective collaboration<sup>3</sup>. Conversely, 'softer' forms of accountability such as local overview and scrutiny which are grounded in local context and which seek to use exploratory challenge to strengthen partnership working, can help PSBs embed a 'culture of responsibility' in its activities and ways of working.

#### **What are public services boards accountable to overview and scrutiny for?**

Public services boards (PSB) are accountable to overview and scrutiny committees in respect of how they work jointly to improve the economic, social, environmental and cultural well-being of their area by contributing to the achievement of the well-being goals in accordance with the sustainable development principle.

In developing PSB overview and scrutiny arrangements however, it is important to acknowledge the overlaps that exist between the functions of board members as public bodies under the provisions contained in Part 2 of the Act, and the functions public bodies carry out jointly as members of the

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<sup>3</sup> Office for Public Management, [Total Place – Lessons Learnt](#), 2009, p 3.

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public services board contained in Part 4 of the Act. This is unsurprising given the requirement placed on public bodies and PSBs to act in accordance with the sustainable development principle which regards deeper collaboration and integration as central to the achievement of local well-being goals.

This is most clearly demonstrated within the Act in section 7(2) which provides that the well-being objectives of a public body that is also a member of a public services board may be included in that board's local well-being plan. In determining what overview and scrutiny committees can hold the PSB to account against, however, important questions are raised regarding who has ownership of 'joint' well-being objectives and who is ultimately responsible for delivery. Partners have multiple responsibilities but these shared responsibilities should not mean diminished accountability.

In considering the roles of the Auditor General in Wales and the Future Generations Commissioner for Wales as they relate to ensuring the statutory duties of public bodies are being met, it is crucial that local government overview and scrutiny form part of an 'accountability eco-system' that offers a mutually supportive approach to governance. These issues will be discussed in more detail when we consider the powers overview and scrutiny committees have in examining the performance of PSBs and the methodological implications of determining the 'added value' brought about by the PSB as a statutory partnership.

### **Functions and responsibilities of public services boards**

Chapter 2, section 36 of the Act sets out the functions of public services boards which are to;

- Assess the state of economic, social, environmental and cultural well-being in their area,
- Set local objectives designed to maximise the board's contribution to the achievement of the well-being goals,
- Publish local well-being plans setting out their local objectives and how members of the board (in exercising their collective function) intend to take all reasonable steps to meet local objectives.

Section 36 (3) specifies that public services boards are required to carry out its functions in accordance with the sustainable development principle sometimes referred to as the which is defined in section 5 of the Act and summarised in the following table:

### **The sustainable development principle**

1. The importance of balancing short term needs with the need to **safeguard the ability to meet long term needs**, especially where things done to meet short term needs may have detrimental long term effect;
2. The need to take an **integrated** approach, by considering how—
  - (i) the body's well-being objectives may impact upon each of the well-being goals;
  - (ii) the body's well-being objectives impact upon each other or upon **other public bodies'** objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;
3. The importance of **involving other persons** with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population;
4. How acting in **collaboration** with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist **another body** to meet its objectives;
5. How deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or **another body's** objectives.

From an accountability perspective, the Act is unique in emphasising that the process of partnership working via the sustainable development principle is **central** to the PSB's progress in working towards well-being goals. The actions partners take as 'public bodies' under the requirements of the Act have a direct bearing on the PSB's effectiveness as a corporate body. This may make it difficult at times for overview and scrutiny committees to determine the added value brought about by collaborative working.

As such, in discharging its accountability functions, committees should not lose sight of the need to explore the contribution of individual PSB members as it relates to the overall performance of the PSB itself. This approach will take into account levels of partnership commitment to working in accordance with the sustainable development principle and necessitate co-ordinating activities with evidence from the Future Generations Commissioner's office.

### **Examining the powers of local government overview and scrutiny committees**

The Act provides the legislative basis by which local government overview and scrutiny committees can act as a powerful driver of place-based collaborative working. It places a requirement on local authorities to ensure a designated overview and scrutiny committee has power to;

- a) **review or scrutinise the decisions made or actions taken by the public services board;**
- b) **review or scrutinise the board's governance arrangements;**

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**c) make reports or recommendations to the board regarding its functions or governance arrangements;**

**d) consider matters relating to the board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and**

**e) carry out other functions in relation to the board that are imposed on it by the Act.**

In exercising its powers, overview and scrutiny committees can **require** members of the PSB (or a designated representative) to attend committee meetings to provide explanation in response to committee lines of inquiry.

Whilst committees can require any statutory member of the board to give evidence, the capacity in which they do so must relate to the exercise of joint functions conferred on them as a statutory member of the board. This does not preclude overview and scrutiny committees interviewing individual partners to assess their contribution to collaborative delivery. This power includes any person that has accepted an invitation to participate in the activity of the PSB.

Furthermore, the Act stipulates that an overview and scrutiny committee **must** send a copy of any report or recommendation made in connection to its functions to the Welsh Ministers, the Future Generations Commissioner and the Auditor General for Wales.

### **Roles for overview and scrutiny committees**

There are three main roles overview and scrutiny committees may engage in providing democratic accountability to the PSB.

1. Reviewing the PSBs governance arrangements;
2. Acting as statutory consultees on the well-being assessment and well-being plan;
3. Monitoring progress on the PSBs implementation of the well-being plan and engagement in the PSB planning cycle;

Overview and scrutiny committees have a variety of methods at their disposal in carrying out these roles ranging from consideration of issues at full committee, to undertaking investigation via a sub-committee or task and finish group.

#### **(i) Reviewing the PSBs governance arrangements**

In providing committees with the power to review the board's governance arrangements, elected members have the means to examine the systems and processes by which the PSB functions, as well as the ability to review its activities and outputs. In this way, committees are empowered to develop a more rounded analysis of how the quality of partnership working affects the economic, social, environmental and cultural well-being of their area.

A review of the PSBs governance arrangements may include examination of the PSBs terms of reference (as described in statutory guidance), and may consider:

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### **Decision making and forward work planning**

- The board's terms of reference and how it plans and manages its forward work programme.
- How the board makes decisions as a strategic partnership.

### **Membership and Engagement**

- What change needs to happen within the PSB and wider partnership framework to embed the sustainable development principle?
- How the board involves people who are interested in the improvement of well-being in an area and how it is ensured that those persons reflect the diversity of the population of the area served by the board.
- The procedure for resolving disagreements between members relating to the board's functions.
- How the board manages its membership to include examination of statutory member representatives, invited participants and the extent to which designated representatives have the authority to make decisions on behalf of the organisation they represent.
- How the board seeks to engage in a purposeful relationship with the people and communities in the area, including children and young people, Welsh-speakers and those with protected characteristics, in all aspects of its work.

### **Performance management arrangements**

- How the board monitors and reports progress, to include consideration of performance indicators and standards for public service boards (where they have been set).
- The functions and performance of any sub-groups established by the board.
- How the board identifies and manages risk.
- How the board interrelates with the Auditor General in Wales, the Future Generations Commissioner and the Welsh Ministers with regard to discharging its statutory functions.
- How the PSB assesses and learns from its own performance.

### **Resources and relationship building**

- How the board resources the functions it must undertake which are a responsibility of all the statutory members equally. For example, the undertaking of the local well-being assessment and the development of the local well-being plan.
- The level of investment the PSB think necessary to make in strengthening relationships between different members to help the board function effectively as a team.

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- The level of resource the PSB thinks necessary to support effective governance practices including preparation of evidence for overview and scrutiny.

In addition to reviewing the PSB's governance arrangements, overview and scrutiny committees have wide-ranging powers to review or scrutinise the decisions made or actions taken by the public services board.

These investigative powers serve to enable overview and scrutiny fulfil two additional roles; firstly, as a statutory consultee regarding the draft well-being assessment and well-being plan, and secondly to monitor how effective the PSB performs collectively in implementing the well-being plan and reflecting on performance to better contribute to the PSB's planning cycle.

#### **(ii) Scrutiny as statutory consultee**

The Act identifies that the public services board must consult with overview and scrutiny committees (in addition to other named consultees) regarding the preparation of both its assessment of local well-being and its local well-being plan.

##### **- Well-being Assessment**

In being consulted upon the PSBs draft well-being assessment, overview and scrutiny committees may wish to explore the following as a means to help strengthen its process and content:

1. Whether locally determined outcomes have been developed. If so, what is their relationship to the well-being goals?
2. The extent to which the process of developing the assessment has been undertaken according to the sustainable development principle. For example, how have different organisations worked together using the five ways of working to develop a comprehensive assessment of economic, social, environmental and cultural well-being of the area?
3. The way in which information from the population assessment required under the 2014 Social Services and Well-being Act has been triangulated with the well-being assessment. Does the assessment provide some analysis as to how identified needs correspond to conditions of well-being and place?
4. Does the assessment include in its analysis the well-being of categories of persons such as people considered to be vulnerable, people possessing a protected characteristic, children (including looked after children, those in foster care and care leavers), carers and people who may have need for care and support?
5. How well have the enablers and barriers to well-being been identified over the short, medium and long term?
6. The extent to which the assessment has identified the area's strengths and assets and how these might be utilised to help prevent problems occurring or getting worse in future.



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7. How robust is the evidence base underpinning the assessment? Do different types of evidence contradict each other? What gaps in evidence have been identified as a result of the assessment and how these are intended to be addressed?
  8. Whether attempts have been made to identify what improvement would look like as it relates to economic, social, environmental and cultural well-being in the area. What would indicate that improvements were being made or not?
  9. Have attempts been made to provide some comparison of well-being within Wales and with other high performing areas across the UK?
  10. Does collaborative working encourage deeper integration across public bodies and organisations, and is this likely to result in better experiences for citizens when undergoing transition between service providers?

- **Well-being Plan**

In being consulted upon the PSBs draft well-being plan (or any changes made to an amended well-being plan), overview and scrutiny committees may wish to divide their consideration into two components:

- How local objectives have been set,
- the steps the board proposes to take to meet identified objectives.

**Setting objectives**

In considering how the PSB has set collective objectives, an important role for overview and scrutiny is to determine the relationship between the **individual** well-being objectives that have been set by PSB Members as public bodies, and the well-being objectives that have been **collaboratively** identified by the PSB.

To assist them to strengthen the overall quality of the plan, overview and scrutiny committees will have access to the advice the Future Generations Commissioner will have provided to the PSB. This will provide information on how the PSB may take steps to meet their local objectives in a manner which is consistent with the sustainable development principle.

It is also important to highlight that the Act provides for the Welsh Ministers to refer a PSB's well-being plan to the relevant local authority scrutiny committee if it is not considered sufficient; for example, due to an adverse report by the Future Generations Commissioner for Wales or a Ministerial concern that statutory duties are not being met.

In evaluating the quality of the plan, overview and scrutiny committees may wish to explore the following issues with members of the PSB:

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1. How has the well-being assessment been used to identify well-being objectives?
  2. How responsive are the objectives to addressing the issues arising from analysis of the well-being assessment? What evidence is there to show this?
  3. What is the 'theory of change' behind the formulation of well-being objectives? Is the PSB able to describe and illustrate how and why a desired change is expected to happen **over time** within the local context.
  4. How do the objectives link to the well-being goals, and how do the objectives relate to one another?
  5. How is it possible to see the extent to which the objectives have been set in accordance with the sustainable development principle?
  6. Can it be said that the well-being plan reflects where the board has decided that collective action can be taken to have a positive impact on well-being in the area?
  7. How do the PSB's well-being objectives correspond to the individual well-being objectives of the partners constituting the PSB? To what extent have they been reproduced in the well-being plan?
  8. What evidence is there to show that the PSB have set objectives that maximise the 'collaborative advantage' that can be brought about by partnerships? How is the PSB able to show it is aiming to create new value through its well-being objectives?
  9. How far do the objectives reflect the PSB's level of ambition for improving the well-being of people and place?
  10. How far has advice from the Future Generations Commissioner and other Welsh Government Commissioners been taken into account when developing the plan?

### **Action planning**

Paragraph 97 of the statutory guidance identifies that the board must take all **reasonable** steps to meet the local objectives they have set, to deliver on collectively. However, the guidance specifies that it is for the board to:

"...form its own judgement of what steps it would be reasonable to take, on the basis of its own knowledge and consideration of the circumstances and characteristics of its area."

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As statutory consultees, overview and scrutiny committees can help strengthen the quality of the overall well-being plan by exploring how identified actions<sup>4</sup> relate to ownership, the sustainable development principles, time-frames and their likely impact on delivery. Committees may wish to consider the following questions:

1. How likely is it that the actions identified relate to the achievement of the well-being objectives?
2. How can it be evidenced that the actions identified represent the maximum agency and influence able to be committed by the PSB working collectively?
3. How well are the time frames in which actions are intended to take place specified? Does the plan provide for opportunities to review and reflect on whether actions are resulting in desired impact, or whether a change in approach is needed?
4. Who is responsible for delivering on the actions leading to the achievement of objectives?
5. How do the actions identified in the plan link to the actions of partners that are engaged in the work of the PSB?
6. How has advice and guidance provided by the Future Generations Commissioner been used to enhance the quality of the action plan?
7. How will the PSB be able to assess whether identified actions are resulting in measurable change in the short, medium and longer term?
8. To what extent will user experience be used to determine the impact actions are having upon different aspects of well-being in different parts of the area?
9. What flexibility does the PSB have in changing actions contributing to local well-being objectives if needed?

### **Assessing delivery of the Well-being Plan**

A PSB is required to prepare and publish a report detailing the progress made towards meeting local well-being objectives no later than 14 months after the publication of its first local well-being plan. This is intended to enable the board to report on the full year's activity. Subsequently, an annual report must be published no later than one year after the publication of each previous report. The PSB must send a copy of its annual report to overview and scrutiny.

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<sup>4</sup> The actions referred to in the questions may be interpreted as the 'steps' taken by the PSB to meet local objectives.

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An important role for overview and scrutiny is to monitor and assess how well the PSB has delivered as a collaborative partnership on the actions intended to achieve local well-being objectives. It may wish to explore the following issues with members of the PSB:

1. To what extent have intended actions been delivered within the timescales specified? How much progress has been made towards meeting the well-being objectives? How far have the PSB's expectations been met?
2. What lessons has the PSB learnt as a result of progress to date? How will these lessons be incorporated into the PSBs planning cycle and how the PSB operates as a partnership?
3. What have been the resource implications of delivering on the well-being plan?
4. How has delivering as a collective impacted on the delivery of individual well-being objectives in accordance with the sustainable development principles?
5. What unintended consequences have arisen from delivering against the well-being plan? What are the main factors that have impacted upon delivery?
6. What gaps in data have been identified as a result of delivery? How have these gaps been identified?
7. To what extent has service user experience been used to assess collaborative performance delivery? What other methods have been used to evaluate effectiveness and impact?

### **Exploring what makes for 'effective' PSB overview and scrutiny practice**

An important role for overview and scrutiny committees in providing democratic accountability is its ability to monitor and scrutinise the performance of the PSB both in terms of how it operates as a board, and how it delivers on its strategic requirements. However, research on partnership scrutiny identifies that whilst local government models can be effective in helping deepen integration, failure to develop good quality relationships with partners at the outset can be counterproductive to the delivery of shared outcomes.

In developing PSB accountability arrangements, it is worth highlighting that the language associated with scrutiny has the potential to be unhelpful in creating an environment in which challenge is welcomed as an opportunity for enhanced learning and self-reflection. For example, the term 'holding to account' may suggest an uneven and oppositional relationship between PSB partners and overview and scrutiny committees.

This can have the effect of creating unnecessary tension and misunderstanding about the aims and intent of elected members involved in reviewing the PSB's collective performance. As the style of scrutiny and methods adopted by committees have a direct effect on the quality of interaction between themselves and PSBs, care should be taken to develop partnership scrutiny in a way that

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shows commitment to the sustainable development principle. For scrutiny to be effective, it needs to lead by example.

Research into the practice of collaborative or joint scrutiny in England and Wales identifies that arrangements are effective when they demonstrate the following characteristics:

#### **Characteristics of effective partnership scrutiny**

- Scrutiny regards itself as a form of ‘critical friendship with positive intent’ in which scrutiny practitioners act as advocates for the success of joint working.
- Collaborative performance is evaluated from the citizen’s perspective.
- Strong efforts are made to understand the complexity of partnership arrangements and to facilitate learning about the culture and assumptions of different organizations.
- Scrutiny creates positive expectations by focussing on issues regarded as useful to the partnership or where there is consensus that ‘things need to change’.
- Scrutiny demonstrates intellectual independence and investigative rigour in all of its activities.
- Scrutiny demonstrates a positive impact by developing clear, timely, evidence-based recommendations aimed at enhancing collaborative performance.
- Scrutiny critically evaluates its own performance utilising partnership perspectives.

The above characteristics are complementary to the ‘Characteristics of Effective Scrutiny’ framework developed by the Welsh Scrutiny Officers’ Network and referenced within the William’s report on Public Service Governance and Delivery in Wales. In recognition of their utility, it is worth highlighting that the Williams report advocated the framework be developed further to ensure a ‘best practice approach to scrutiny, not least required’ was embedded in Welsh public service delivery<sup>5</sup>.

#### **Developing effective relationships with the PSB**

Given that the performance of democratic accountability rests on effective working relationships with the PSB, it is important that councils give thought to the nature of scrutiny’s interaction with partners when establishing scrutiny arrangements.

Working in partnership with the PSB, local government scrutiny functions may wish to co-produce a shared vision for PSB scrutiny arrangements which provides clear direction on the outcomes scrutiny are meant to achieve and the guiding principles that shape its work.

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<sup>5</sup> The Williams report can be found here: <http://wales.gov.uk/topics/improvingservices/public-service-governance-and-delivery/report/?lang=en>. References to the ‘Characteristics of Effective Scrutiny’ may be found on page 133.

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The main levers by which relationships can be influenced include approaches to co-option and the methods by which scrutiny interacts and communicates with the PSB, namely how it handles partner invitations to scrutiny meetings, requests for information and reporting arrangements for scrutiny's reports and recommendations.

As a means to clarify responsibilities, expectations and behaviours, councils may wish to consider developing a guide or protocol for the benefits of the PSB membership. This might provide a useful opportunity for communicating to the PSB a positivist approach demonstrating how scrutiny contributes to local place-based leadership. Wrexham County Borough Council has used its previous Local Service Board scrutiny protocol as the basis of a new protocol for governing its relationships with the Public Services Board.

The protocol is notable for detailing PSB partner's 'commitment to co-operate' with the Council's scrutiny committees. For example, it provides that:

- PSB Partners are provided with information on how to access the Scrutiny process, for example they may request that an issue is presented for scrutiny and have access to relevant information on the Scrutiny Committee timetables and work programmes.

And,

- Explains how the committee's views/recommendations will be communicated following scrutiny and how the PSBs views will be fed back to scrutiny.

In support of the protocol's application, the Council's scrutiny facilitators adopt a pro-active approach to working with the PSBs support officer in co-ordinating the PSB and scrutiny's forward work programmes.

A copy of the protocol may be found at Appendix 1.

#### - **Overview and scrutiny structures**

Whilst it is a requirement of the Act that councils must designate an overview and scrutiny committee to scrutinise the work of the public services board, it is up to each local authority to determine its own arrangements. Emerging practice of PSB scrutiny arrangements identify distinct models which include:

1. Utilising an existing overview and scrutiny committee to comply with the requirements of the Act. Usually this committee also undertakes scrutiny of local Community Safety Partnerships under the provisions made in the 1998 Crime and Disorder Act. Examples include Caerphilly County Borough Council's [Partnerships Scrutiny Committee](#)
2. Establishing a dedicated committee specifically for scrutinising the work of the local PSB such as Monmouthshire County Council's [Public Services Board Select Committee](#)

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3. Establishing a dedicated scrutiny panel as a sub-committee of the council's designated public services board overview and scrutiny committee. For example, see Swansea City Council's [Public Services Board Performance Panel](#)
  4. Establishing a dedicated joint overview and scrutiny committee to undertake collaborative scrutiny of a merged public services board. For example, the [Cwm Taf Public Services Board Joint Overview and Scrutiny Committee](#) has recently been established by Merthyr Tydfil and Rhondda Cynon Taf County Borough Councils, representing the first formal joint overview and scrutiny committee in Wales. The joint committee comprises equal membership of councillors from each participating council and was established in accordance with requirements of the Well-being of Future Generations (Wales) Act, 2015 taking into consideration the requirements of Section 58 of the Local Government (Wales) Measure, 2011 and associated statutory guidance. Further details may be found [here](#).

Although the structures might look dissimilar, the activities intended to be undertaken are broadly the same. However, regarding the membership of PSB scrutiny arrangements, research from previous joint scrutiny models identifies that co-option can make a big difference to the positive contribution able to be made to partnership governance arrangements.

### **Co-option and collaborative working**

*"The partnership approach to the scrutiny of the work of the LSB has brought great value to the outcomes. Partners bring differing perspectives that broaden the constructive challenge, and also lead to scrutiny being informed and truly probing.*

*I do believe that the LSB's partnership delivery of services around domestic abuse will improve as a result of our work."*

(Co-opted Member, Rhondda Cynon Taff's LSB Scrutiny Working Group, April 2011).

The evidence from overview and scrutiny committees in Wales is that the contribution of co-opted members on committees can significantly strengthen their effectiveness. In thinking about how scrutiny arrangements may seek to work in accordance with the sustainable development principles, co-option offers opportunities to enhance collaborative working.

Existing statutory provision under section 76 of the 2011 Local Government (Wales) Measure enables the co-option of persons that are not members of local authorities onto overview and scrutiny committees in accordance with section 21 of the Local Government Act 2000. **Statutory guidance accompanying the 2011 Measure provides additional advice and detailed case studies.**

Evidence from those councils utilising multi-agency approaches to Local Service Board scrutiny identified the following four benefits from adopting an integrated approach to partnership working. These have been summarised as follows:

### Findings from multi-agency scrutiny arrangements

- The inclusion of partner representatives into democratic scrutiny processes was found to break down organisational fragmentation when analysing joint delivery of cross-cutting themes.
- Greater democratic influence within partner organisations was considered as helping reduce the 'democratic deficit' within public organisations.
- Reports and recommendations from scrutiny were considered to be more palatable to local strategic partnerships due to integration of partners within the scrutiny process. This was considered important in reinforcing scrutiny's credibility and integrity and allaying partnership concerns regarding undue 'political interference'.
- Greater innovation and engagement: a strong culture of accountability was considered supportive of transformational change and improvement in promoting wider dialogue from which creative solutions may be found. It was found that embracing different points of view enabled shifts in perspective to occur as demonstrated by Rhondda Cynon Taff's use of 'experts by experience' when considering joint approaches to the reduction of domestic violence.

In wishing to work collaboratively with the PSB, Swansea City Council's Public Services Board's Performance Panel sought to invite (rather than co-opt) non-executive members of partner organisations comprising the PSB. This included the following:

<b>Public Services Board Statutory Members / Invited Participants</b>	<b>PSB Performance Panel Invitee</b>
Abertawe Bro Morgannwg University Health Board (Statutory Member)	Non-executive Board Member
Mid and West Wales Fire and Rescue Service (Statutory Member)	Member of the Performance, Audit and Scrutiny Committee , Mid and West Wales Fire Authority
Natural Resources Wales (Statutory Member)	Non-executive Board Member
The Chief Constable of South Wales Police (Invited Participant)	Member of the South Wales Police and Crime Panel
The South Wales Police and Crime Commissioner (Invited Participant)	
Probation Service Representative (Invited Participant)	Non-executive



Swansea Council of Voluntary Services (Invited Participant)	Non-executive management Committee Member
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The PSB Performance Panel also identified its ability to co-opt additional members on a temporary basis the length of which to be determined by the Panel. The Panel further stipulated that co-optees should not be acting in an executive capacity for any of the Public Services Board partner agencies and may only be invited to join the Panel with the unanimous agreement of Panel members.

The important point to highlight is the ability of local government overview and scrutiny arrangements to pro-actively engage partners more deeply in its work. In doing so elected members can send powerful messages to the PSB regarding its commitment to effective partnership working through their own structures and practice. This can lead to the creation of enhanced trust and mutual respect in creating accountability relationships that promote dialogue and learning as the key drivers underpinning performance improvement.

However, approaches to partner engagement in the work of scrutiny is **specific to each local authority** and that what “works” for one Council may not directly transfer to another. The crucial issue here is the degree of commitment scrutiny shows in ensuring partners can influence and inform its investigative work.

In evaluating the added value brought about by strategic partnership working, scrutiny can boost its credibility in leading by example.

### **Reports and Recommendations**

Section 35 (2) of the Act requires overview and scrutiny committees to send a copy of any report or recommendation with respect to the board’s functions or governance arrangements to the Welsh Ministers, the Future Generations Commissioner (FGC) for Wales and the Auditor General for Wales.

This requirement has been regarded by some as detracting from scrutiny’s ability to develop ‘softer’ styles of accountability where power relies on its ability to persuade, advise and influence. This can give rise to anxiety that widespread reporting of partnership performance by scrutiny, particularly given the long-term timescales associated with achieving improved well-being, can place unhelpful pressure on PSBs to skew activity towards what is immediately measurable rather than foster more innovative and creative behaviour.

An alternative point of view is that the provision compels local government overview and scrutiny to more proactively correspond with other accountability agents such as the Auditor General in Wales and the Future Generations Commissioner as part of a networked model of accountability. In sharing intelligence about different aspects of partnership performance, scrutiny can add to a wider body of knowledge aimed at better understanding and supporting drivers of collaborative performance. In addition, regarding the role of the Future Generations Commissioner in guiding and advising PSBs to work in accordance with the sustainable development principle, analysis and recommendations arising from local scrutiny may help better focus support and assistance.

Consequently, local government scrutiny arrangements may wish to give thought to how to match the most appropriate method of communication with the degree of intended formality best suited to local circumstance. For example, some councils may wish to utilise Chair’s letters rather than formal reports in providing the PSB with spontaneous feedback as opposed to ‘escalating’ formative

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observations to national level. Adoption of a more flexible approach has been reported as having the effect of partners perceiving scrutiny's formal reporting mechanisms as influential 'backstop powers' which in turn has encouraged greater co-operation and a more collegiate relationship with local government scrutiny.

In thinking about how scrutiny wishes to engage the PSB in developing lines of inquiry, requesting evidence, scoping future work items and establishing ways of working it might be the case that the use of Chair's letters or presentations at meetings of the PSB may be most appropriate methods of communication. Similarly, less prescriptive ways of exchanging information may be more suitable when communicating with the PSB informal feedback regarding scrutiny's initial analysis, findings and draft conclusions relating to collaborative performance.

Regarding utilising more formal powers of reporting, it is suggested that scrutiny take appropriate steps to ensuring reports and recommendations are evidence based and describe a suggested course of action to be taken to solve a shared problem. Moreover, to have impact and credibility, recommendations to the PSB should have a clear rationale and be written as statements indicating a directional change of action. In thinking about the validity of conclusions made about the PSB's performance by scrutiny, these should clearly link to scrutiny's original research focus and methods of inquiry in accordance with practice detailed in the 'Characteristics of effective scrutiny' framework.

In accordance with the Act, copies of reports and recommendations should be sent to the Future Generations Commissioner, the Auditor General in Wales and the Welsh Ministers. Given that the minister with lead responsibility for PSBs is currently the Cabinet Secretary for Finance and Local Government, copies of formal reports and recommendations should be sent to the Local Government Partnership team who may arrange that any additional ministers are briefed according to their areas of responsibility.

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Welsh Local Government Association (2014) *Overview and Scrutiny Member and Chair Specifications*, WLGA.

WLGA and CfPS (2010) *Scrutiny of Multi-Agency Partnerships*, WLGA.



## **Terms of Reference and Rules of Procedure**

### **Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee**

## **1. Statutory Provisions**

1.1 The Joint Overview and Scrutiny Committee (JOSC) has been established in accordance with the following legislation:

- Section 58, Local Government (Wales) Measure 2011
- Regulation 3 of The Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013
- Section 35 of the Well-being of Future Generations (Wales) Act 2015

1.2 The conduct of the JOSC and the arrangements for joint scrutiny shall be subject to the legislative provisions in 1.1 above, and any regulations or guidance made in accordance with the legislation; and in the event of any conflict between the Act and/or Regulations and any joint arrangements, the requirements of legislation will prevail.

## **2. Name of the Overview and Scrutiny Committee**

2.1 The appointing authorities are Conwy County Borough Council and Denbighshire County Council

2.2 The title of the JOSC between both authorities shall be the “Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee” (*referred to as the JOSC for the purpose of this document*)

## **3. Purpose of the Joint Overview and Scrutiny Committee (JOSC)**

3.1 To ensure Public Services Boards (PSBs) are democratically accountable the Well-being of Future Generations (Wales) Act 2015 places a requirement on councils to designate an overview and scrutiny committee to scrutinise the work of the PSB. Under the provisions of the Act the scrutiny committee has extensive powers to review the PSB’s governance arrangements as well as any decisions made or actions taken by the PSB. In addition, the scrutiny committee is provided with considerable reporting powers as it is required to share copies of any reports or recommendations made in connection with the PSB’s functions or governance arrangements with the Welsh Ministers, the Future Generations Commissioner for Wales and the Auditor General for Wales.

3.2 The key statutory functions of the JOSC are:

- To review or scrutinise the decisions made or actions taken by the Board;
- To review or scrutinise the Board’s governance arrangements;
- To make reports or recommendations to the Board regarding its functions or governance arrangements;
- To consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and

- To carry out other functions in relation to the Board as are imposed on it by the Well-Being of Future Generations (Wales) Act 2015

3.3 For the purpose of supporting the work of the JOSC the PSB must:

- Consult with the JOSC during its preparation of both the Well-being Assessment and the Well-being Plan and on any proposed amendments to the Plan;
- Send a copy of both the Well-being Assessment and the Well-being Plan to the JOSC; and
- Send a copy of its Annual Report to the JOSC.

3.4 In addition to 3.2 and 3.3 above the JOSC may consider other areas of the PSB's work such as:

- The effectiveness of the Well-being Assessment
- The effectiveness of the Well-being Plan
- The effectiveness of performance measurement arrangements
- The level of commitment from individual partners to the work of the PSB
- The effectiveness of the PSB in communicating its work objectives and outcomes to its stakeholders and residents
- The effectiveness of the PSB in addressing the issue of pooled funding to tackle priorities

3.5 In accordance with the Well-being and Future Generations (Wales) Act 2015 the JOSC may require one or more of the statutory PSB members to attend a scrutiny meeting to provide it with explanations of matters outlined to them as part of the invitation to attend. **Scrutiny of the PSB partner is limited only to its contribution to the activity of the PSB and does not include scrutiny of policies or decisions made by an organisation as an individual entity.**

3.6 Existing legislation excludes any matter which could be considered by a local authority's designated Crime and Disorder Overview and Scrutiny Committee (as per Sections 19 and 20 of the Police and Justice Act 2006) from the work programmes of all other scrutiny committees, sub-committees and JOSCs

#### **4. Membership**

4.1 There will be an equal number of elected members from each appointing authority and no executive (Cabinet) members may be on the JOSC.

4.2 The JOSC will comprise 12 elected members; that is 6 non-executive elected members from Conwy County Borough Council and 6 non-executive elected members from Denbighshire County Council.

4.3 Both local authorities will determine and nominate its elected committee members in accordance with its own arrangements. The term of office of the nominated elected members shall be a matter for each nominating local authority subject to a minimum planned term of one municipal year.

4.4 In accordance with the Local Authorities (Joint Overview and Scrutiny Committees)(Wales) Regulations 2013 the duty to allocate seats to political groups does not apply to the JOSC. However, each appointing authority must ensure that, as far as practicable, the members of the JOSC reflect the balance of political groups for the time being prevailing among the members of the appointing authority.

## **5. Duration of the JOSC and procedure for withdrawal**

5.1 The duration of the JOSC will be until such time as there is a decision taken by the full Council of either of the two participating local authorities to withdraw from the JOSC arrangements.

5.2 Written notification will be given to the Chief Executive and the Leader of the other local authority advising of the decision to withdraw from the JOSC arrangements. A copy of the written notification shall also be sent to the Chair of the PSB.

## **6. Co-opted Members**

6.1 The JOSC, or a sub-committee of the JOSC, may resolve to co-opt additional members to serve on the JOSC or sub-committee, subject to paragraphs 7.2 to 7.5.

6.2 A person may not be appointed as a co-opted member of the JOSC, or of a sub-committee of the JOSC, unless the appointment is approved by a majority of the members of the JOSC or sub-committee.

6.3 A person co-opted to serve on the JOSC, or on a sub-committee of the JOSC, is not entitled to vote at any meeting of the JOSC or sub-committee on any question which falls to be decided at that meeting.

6.4 The JOSC, or a sub-committee of the JOSC, may not co-opt a person who is a member of a local authority, whether that authority is one of the appointing authorities or otherwise.

6.5 The membership of a person co-opted to serve on the JOSC, or on a sub-committee of the JOSC, may be withdrawn by a majority vote at any time by the JOSC or JOSC sub-committee.

## **7. Termination of membership on ceasing to be a member of the authority/suspension from membership**

- 7.1 If an elected member appointed to the JOSC ceases to be a member of the appointing authority, then that person also immediately ceases to be a member of the JOSC.
- 7.2 If a person appointed as a member of a JOSC is suspended from being a member or a co-opted member of one of the appointing authorities, that person may not serve as a member of the JOSC for the duration of the suspension.
- 7.3 If a co-opted member appointed to the JOSC ceases to be an employee or representative of the organisation he/she was appointed from, then that person immediately ceases to be a member of the JOSC.

## **8. Voting Rights**

- 8.1 All elected members who are members of the JOSC may vote on any question that falls to be decided at that meeting
- 8.2 Where there is an equality of votes at a meeting of a JOSC or sub-committee, the chair has a second or casting vote.
- 8.3 A person co-opted to serve on the JOSC or on a sub-committee is not entitled to vote at any meeting of the JOSC or sub-committee on any question which falls to be decided at that meeting (see also co-opted members section, Section 7, above).

## **9. Sub Committees of the JOSC**

- 9.1 The JOSC may establish sub-committees from amongst the JOSC members to undertake its statutory functions.
- 9.2 Any sub-committees appointed by the JOSC will comprise at least 4 elected members, together with any co-opted members as agreed when establishing the sub-committee.
- 9.3 A sub-committee is to comprise an equal number of elected members of each of the appointing authorities.
- 9.4 Any report or recommendation made by a sub-committee of the JOSC is subject to approval by a resolution of the JOSC.
- 9.5 Any sub-committee can only exercise the functions conferred upon it by the JOSC.

## **10. Political Balance**



10.1 In accordance with the Local Authorities (Joint Overview and Scrutiny Committees)(Wales) Regulations 2013 the duty to allocate seats to political groups does not apply to the JOSC, However, each appointing authority must ensure that, as far as practicable, the members of the JOSC reflect the balance of political groups for the time being prevailing among the members of the appointing authority.

## **11. Appointment of Chair and Vice-Chair**

11.1 A JOSC must appoint a chair of the committee from within its elected member membership

11.2 A JOSC may appoint a vice-chair and this must be from within its elected member membership.

11.3 The appointment of the Chair will normally be for the municipal year and take place at the first meeting of the JOSC following the Annual Meeting of both Councils in May. The post of Chair of the JOSC will alternate annually between the elected membership of Denbighshire and Conwy councils. The allocation of the vice-chair (if appointed) will be given to a member of the Authority which is next scheduled to hold the position of Chair.

[DISCUSSION NOTE ON THE DRAFT: Section 16 states that the JOSC will meet at least twice a year. With few meetings would the changing of the chair after every two meetings hinder the JOSC?]

11.4 Any sub-committee must appoint a chair, and may appoint a vice-chair, from amongst its elected member membership.

## **12. Remuneration**

12.1 The determinations of the Independent Remuneration Panel for Wales will apply to any payments made to JOSC members.

12.2 Payments for chairing duties of the JOSC or a sub-committee of the JOSC will only be made if both Denbighshire and Conwy councils agree that payments should be available.

12.3 The reimbursement of travel and subsistence costs incurred by elected or co-opted members of the JOSC when on official JOSC business will be in accordance with the determinations of the Independent Remuneration Panel for Wales.

12.4 Elected members will claim their travel and subsistence costs from their own local authority i.e. Conwy councillors will claim from Conwy County Borough Council and Denbighshire councillors will claim from Denbighshire County Council. Co-opted members will claim from the lead authority providing committee support to the JOSC.

### **13. Access to meetings and documentation etc.**

13.1 The JOSC, or sub-committee, is to be treated as a committee or sub-committee of a principal council for the purposes of Part VA of the Local Government Act 1972(1)(access to meetings and documents of certain authorities, committee and sub-committees).

### **14. DISPUTE RESOLUTION PROCEDURE**

14.1 If at any time any dispute or difference shall arise between the participating local authorities in respect of any matters arising out of this agreement or the meaning or effect of this agreement or anything herein contained or the rights or liabilities of any of the local authorities the same shall be referred to the Monitoring Officer of Denbighshire and Conwy councils. Each Monitoring Officer shall undertake and agree to pursue a positive approach towards the dispute resolution which avoids legal proceedings and maintains strong working relationships between the parties. There shall be a commitment to resolving the matter within 10 working days.

14.2 In the event that the dispute is not settled at Monitoring Officer level, and the context so requires, it shall be referred to the respective Chief Executives who shall use their best endeavours to reach a resolution within a further 10 working days.

14.3 In the event that any dispute or difference between the Councils relating to this agreement which it has not been possible to resolve through the decision making process of the Joint Committee or otherwise, the Authorities may either agree to refer the matter to arbitration or utilise the withdrawal procedures at section 6.

### **15. Referral of matters to individual local authorities' scrutiny committees**

15.1 If it becomes evident during a discussion at a JOSC meeting that an issue or a matter has a greater or a more adverse impact on one of the local authorities or within one of the local authority's area, the JOSC can refer the matter to either Denbighshire's or Conwy's locally designated PSB scrutiny committee for consideration. The JOSC, if it deems appropriate, can ask the individual local authority scrutiny committee to report its conclusion back to the JOSC.

### **16. Schedule of Meetings of the JOSC**

16.1 The JOSC will meet at least twice during each municipal year. Additional meetings of the JOSC may be arranged with the agreement of the Chair of the JOSC in consultation with the Head of Democratic Services of the authority providing the JOSC's committee support.

16.2 The schedule of planned JOSC meetings will be drafted by the host authority providing committee support to the JOSC and will be agreed in consultation with the other local authority.

### **17. Forward Work Programme (see also Section 28)**

17.1 The JOSC should draw-up a forward work programme to identify the main issues it intends to focus upon during the course of the year

17.2 The forward work programme should provide a clear rationale as to the purpose of considering a particular topic, the desired outcomes of its consideration, and the methods by which it will be investigated

17.3 Elected members of both the local authorities (whether or not the member is appointed to the JOSC), officers or members of the public who wish the JOSC to consider a specific matter or topic should complete the appropriate 'scrutiny proposal form' to enable the JOSC to consider the topic's suitability for inclusion on its forward work programme. The JOSC will consider the proposals when it reviews its forward work programme at the next available meeting of the JOSC.

17.4 Where there is a co-ordinating committee or panel within Denbighshire or Conwy councils for allocating topics to their Scrutiny committee, those committees or panels can allocate topics to the JOSC. It will be for the JOSC (or the Chair of the JOSC if it is impractical for the JOSC to meet in the time available) to allocate the topics to a particular JOSC meeting. The JOSC may refer topics to the committee or panel responsible for co-ordinating Scrutiny items for one or both of the local authorities.

### **18. Invitations to the Conwy and Denbighshire Public Services Board**

18.1 The JOSC shall review and scrutinise the performance of the PSB, and in exercising its powers, may invite members of the PSB to attend a meeting of the JOSC. This includes any person that has accepted an invitation to participate in the activity of the PSB.

18.2 The JOSC shall review and scrutinise the performance of the PSB, and in exercising its powers, may invite or require officers and Cabinet members of either local authority to attend its meeting when appropriate.

18.3 The JOSC may request invitees to give account for their activities and their performance on matters within the JOSC's remit, particularly relating to:

- Any particular decision
- The performance of partners in delivering shared objectives
- The level of commitment from individual partners to the work of the PSB
- Governance arrangements

- The effectiveness of the Well-being Assessment and Plan
- The effectiveness of performance measurement arrangements
- The effectiveness of communication with stakeholders on the PSB's objectives and outcomes
- The effectiveness of the PSB in addressing the issue of pooled funding to tackle priorities

18.4 When the JOSC wishes to invite members of the PSB, officers, Cabinet members or another individual to a meeting, it will:

- Where possible give a minimum of 4 weeks' notice;
- Clearly outline the reason and likely areas for questioning;
- Identify what information is being requested and in what format

18.5 Where individuals attend before a JOSC, the Chair shall ensure that they are treated with courtesy and respect. Following the meeting, attendees will be provided with feedback and clarification as to whether further information is required as part of the Scrutiny process

18.6 As a matter of courtesy the JOSC may wish to invite the Chair of the PSB to attend JOSC meetings, unless there is a specific reason why it would not be appropriate for the Chair to be in attendance.

## **19. Rules of procedure**

19.1 Members of the JOSC and the public must have regard for the Chair who will have the authority to adjudicate on any rules of procedure during meetings of the JOSC.

19.2 The Chair and the JOSC will adhere to the rules of procedure attached to these terms of reference as Appendix A.

## **20. Declarations of interests**

20.1 All elected members shall observe the Code of Conduct in force for their respective authorities, whilst co-opted members shall observe the Code of Conduct of the host Authority providing committee support to the JOSC.

20.2 Members and co-opted members of the JOSC must declare any personal or personal and prejudicial interest in any business being considered at a meeting of the JOSC in accordance with the Code of Conduct.

## **21. Confidentiality of Information**

21.1 In accordance with Members' respective Authority's Code of Conduct, members (elected and co-opted members) of the JOSC must not disclose any information considered 'exempt' in accordance with Section 100A (4) of the Local Government Act 1972.

## **22. Administrative arrangements**

22.1 The Secretariat will be provided by the local authorities in rotation from the start of each municipal year (i.e. after the Annual Meetings of both authorities) unless the local authorities agree to different arrangements for administrative support. The function includes:

- Arranging regular or extraordinary meetings of the JOSC
- Preparing agendas and co-ordinating reports/documents for the meeting
- Timely electronic publication and despatch of the agenda and associated meeting papers
- Inviting participants
- Managing attendance
- Minute taking
- Webcasting arrangements if required
- Preparing evidence for scrutiny

## **23 Scrutiny Support**

23.1 Dedicated Scrutiny Support will be available to the JOSC from the Denbighshire and Conwy Scrutiny Officers. The Scrutiny Officers will co-ordinate their support activities.

## **24. JOSC meeting procedures (including sub-committees)**

24.1 Main agenda items will be identified at the previous meeting in line with the agreed work programme. At this point potential witnesses and broad themes should be considered

24.2 With a view to securing effective scrutiny all JOSC meeting agendas will be limited to a maximum of 4 reports plus the JOSC's forward work programme report, unless an urgent or unforeseen item of business necessitates discussion at that particular meeting.

24.3 A pre-meeting for all JOSC members will be held for 30 minutes immediately before each JOSC meeting. The purpose is to ensure that members are fully prepared for the JOSC meeting and that the questioning strategy is clear.

24.4 Prior to the date of a meeting of the JOSC all JOSC members may be engaged in raising and discussing possible questions or lines of enquiry by e-mail. The Chair of the JOSC or the Scrutiny Officers will facilitate this process.

24.5 During the meeting, the Chair of the JOSC will be responsible for ensuring that questioning is effective and that the JOSC achieves its objectives

24.6 Those invited to attend for a particular agenda item shall not be expected to remain at the meeting following the conclusion of the discussion on that item.

24.7 Any conclusions and recommendations from a JOSC meeting will be reported to the PSB, individual PSB partners and relevant Cabinet member(s) as appropriate. Where the conclusions and recommendations are feedback and views which are intended to be relatively informal, these would be reported in the form of a 'Chair's Letter'<sup>1</sup>. Where the JOSC's recommendations or views relate to more formal observations and activities with respect to the PSB's functions or governance, the JOSC will send a copy of any report or recommendation to the Welsh Ministers, the Future Generations Commissioner and the Auditor General for Wales.<sup>2</sup>

## **25. Responding to the JOSC recommendations**

25.1 Where recommendations have been made to the PSB, a PSB partner or the local authority Cabinet member(s), a written response would be expected within one month or following the next meeting of the PSB (where a response from the PSB as a whole is required) indicating whether the recommendation is to be accepted and what action (if any) will be taken in response.

25.2 Where the JOSC makes a report or recommendations to any of the PSB appointing authorities or their executives the JOSC:

- May publish the report or recommendations
- May require the appointing authority or authorities, or the executive or executives –
  - To consider and respond to the report or recommendations indicating what (if any) steps it proposes, or they propose, to take; and
  - If the JOSC has published a report or recommendations, to publish the response
- Where the JOSC has provided a copy of the report or recommendations to a member of an appointing authority who has referred a matter to the JOSC or sub-committee, it must provide the member with a copy of the response.

## **26. Call-in arrangements**

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<sup>1</sup> A 'Chair's Letter' is a letter agreed by and in the name of the Chair of the JOSC. A Chair's Letter will normally be issued by a Scrutiny Officer on behalf of the Chair of the JOSC.

<sup>2</sup> Under Section 35(2) of the Well-being and Future Generations (Wales) Act 2015

- 26.1 Decisions of the PSB may be called-in for consideration by the JOSC using the procedure attached as Appendix B.
- 26.2 Where the decision maker for a PSB 'decision is the local authority the call-in will be heard either by the JOSC or by the local authority's designated PSB Scrutiny Committee. The Monitoring Officers of the two authorities will determine which Scrutiny committee will undertake the call-in.
- 26.3 Decisions implemented by PSB partners other than the local authorities are not subject to the formal call-in procedures,

## **27. Evidence gathering**

- 27.1 The JOSC is entitled to gather evidence in connection with any review or inquiry it undertakes as part of their agreed work programme.
- 27.2 The JOSC shall adopt methods of gathering evidence to inform its deliberations. These include, but are not limited to, task and finish groups, holding inquiries, undertaking site visits, conducting public surveys, holding public meetings, commissioning research, hearing from witnesses and appointing advisors and assessors. JOSC evidence gathering will be supported by the Scrutiny Officers.

## **28. Reference of matters to the Joint Overview and Scrutiny Committee (JOSC) (see also section 18)**

- 28.1 Any member of the JOSC, officer of the local authorities or a body represented on the PSB, or a member of the public may refer to the committee any matter which is relevant to its functions. This will be done via the completion of a 'Scrutiny Proposal Form'.
- 28.2 Any member of a sub-committee of the JOSC can refer to the sub-committee any matter which is relevant to its functions, via the completion of a 'Scrutiny Proposal Form'.
- 28.3 The merits of including any referrals received as per 30.1 & 30.2 above on a future JOSC, or sub-committee, agenda will be considered as part of the JOSC/sub-committee's discussion on its Forward Work Programme at every meeting
- 28.4 Where the JOSC, or sub-committee, makes a report or recommendations in relation to the matter referred to it by a member, it must provide the member with a copy of the report or recommendations.

## **29. Setting the agenda**

- 29.1 Individual agenda items, other than standing items, are to be determined in the first instance by the Forward Work Programme which is to be

established and agreed by the JOSC at each meeting. The decision to consider additional items or defer planned items will be a matter for the discretion of the Chair.

### **30. Public engagement**

30.1 Meetings of the JOSC and sub-committees are open to the public and all reports are available to the public unless exempt or confidential matters are being considered, when the press and public would be excluded from the meeting.

30.2 All persons who live or work in the two local authority areas can bring to the attention of the JOSC their views on any matter under consideration by the JOSC, and the JOSC must take into account these views.

30.3 The JOSC will seek to gather evidence from the public as an ongoing aspect of its work

30.5 Agenda packs and any appropriate formal letters from or too the JOSC will be published via the two Authority's agenda publication pages on their websites.

30.6 Members of the public may request the JOSC to examine areas or matters of concern relating to the PSB, which are within the JOSC powers to scrutinise, via the completion of a 'Scrutiny Request' form. Completed 'Scrutiny Request' forms will be considered by the JOSC when it considers its forward work programme at each meeting, and the individual who submitted the request will be notified of the JOSC's decision in relation to the request and the outcomes of the examination of the topic, if the matter is accepted for scrutiny.

### **31. Training and Development**

31.1 Training will be provided to members of the JOSC according to the requirements of the JOSC and its members. The Heads of Democratic Services of the local authorities will liaise to agree the training and development provision.



## **RULES OF PROCEDURE FOR THE JOSC**

### **1. Notice of Meetings**

- 1.1 A summons and agenda to attend a meeting of the JOSC shall be published and circulated at least 3 clear working days before a meeting of the JOSC by the host authority providing committee support to the JOSC. Both local authorities shall display the agenda and public meeting documents on their public websites.
- 1.2 The summons and agenda for a JOSC meeting shall be sent electronically to all members of the JOSC and to the appropriate officers of each Authority.

### **2. Venue and Time of JOSC Meetings**

- 2.1 The JOSC may from time to time, dependent upon the items selected for discussion, webcast a meeting of the JOSC, or a sub-committee subject to webcasting resources being available.
- 2.2 Unless otherwise agreed by the JOSC, the JOSC shall meet in rotation between the offices of Denbighshire and Conwy councils or at a location mutually agreed by the JOSC and which is easily accessible to the public and compliant with the requirements of the Disability Discrimination Act 2005.
- 2.3 Meetings of the JOSC will be scheduled by the host authority providing committee support for the JOSC in consultation with the other local authority. Meetings of a sub-committee of the JOSC will be agreed by the JOSC.

### **3. Quorum**

- 3.1 The quorum of a JOSC meeting will be 50% of the whole number of Members, rounded down. For the avoidance of doubt, the whole number of members does not include vacancies. During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 3.2 The quorum for a JOSC sub-committee meeting will be 50% of the whole number of members of the sub-committee, rounded down, providing that at all times there shall be a minimum of 3 members present. At least 1 elected member from both of the local authorities shall be present at any sub-committee of the JOSC.

3.3 A sub-committee of the JOSC is to comprise an equal number of elected members of each of the appointing authorities.

#### **4. Order of Business**

4.1 At every meeting of the JOSC the order of business shall be to select a person to preside if the Chair or Vice Chair are absent and thereafter shall be in accordance with the order specified in the notice of the meeting except that such order may be varied either by the Chair at his or her discretion or on a request agreed to by the Joint Committee.

#### **5. Welsh Language**

5.1 The Welsh Language Standards for the host authority providing committee support shall be applied to the documents and meetings of the JOSC and any sub-committees of the JOSC.

#### **6. Rules of Debate**

6.1 The rules of debate at meetings of the JOSC or a sub-committee of the JOSC shall normally be informal but the Chair may apply the rules of debate from the Constitution of the host authority providing committee support.

#### **7. Rights to Address Meetings**

7.1 There should be no automatic right for observers to speak on any issue. The right of someone who is not a JOSC member to speak is solely at the discretion of the chair of the meeting.

**JOINT SCRUTINY OVERVIEW AND SCRUTINY COMMITTEE (JOSC)****CALL-IN PROCEDURE – GUIDANCE NOTE****Introduction**

The Procedure Rules allow for any 5 non-Executive members (councillors who are not members of the Cabinet) of either Conwy County Borough Council or Denbighshire County Council (at least one of who has to be a member of a different authority to the other signatories) to initiate a call-in of a decision of the Public Services Board (PSB). To facilitate this process a 'Notice of Call-in of Decision' form has been produced which is signed by the 5 members and submitted to the Monitoring Officer of either Conwy County Borough Council or Denbighshire County Council. Five days are allowed for a decision to be called-in following its publication on the PSB and both councils' websites and emailed to all members of both local authorities. A decision taken will not be implemented by officers until the expiry of this period.

Members who have a prejudicial interest in the decision may not be a signatory to a Notice of Call-In.

**Publication of Decisions**

The 5 working day period will not begin until the decision has been published on the PSB and the Councils' websites and e-mailed to all members of both councils. Decisions must be publicised within 2 working days of the decision being taken in accordance with the PSBs and the Councils' Constitutions. This could be in the form of draft minutes of the meeting, a summary of decisions or a record of a delegated decision taken.

**Implementation of Decisions**

Decisions may be implemented from the sixth working day following their publication unless a valid Call-in has been received by either Monitoring Officer.

**Urgent Decisions**

Urgent decisions may proceed despite a call-in if the decision-maker has the agreement of:

- (i) the Chair of the Public Services Board's (PSB) Joint Overview and Scrutiny Committee (JOSC); or
- (ii) if there is no such person or that person is unable to act, the Chairs of both Conwy County Borough Council and Denbighshire County Council; or

- (iii) If there is no chair of the JOSC or Chairs of the Councils, the Vice-Chairs of both councils.

In exceptional circumstances there may be urgent decisions that must be implemented immediately upon the decision being taken and a call-in is therefore not possible. These must be identified by the PSB/decision-maker at the time the decision is taken and the reasons behind their urgency explained and reported in the record of decision.

### The Procedure

A duly completed 'Notice of Call-In of Decision' must be submitted to either of the Monitoring Officers. The notice must contain the signatures of the 5 non-Executive members calling in the decision along with the reasons for the call-in.

The Monitoring Officer will notify the Chair of the PSB, Leaders of both Councils, the delegated decision taker (if relevant), the Chief Executives of both Councils and the other Monitoring Officer of the receipt of the Notice of Call-In and confirm with them that the decision may not be implemented until further notice from the Monitoring Officer.

The Monitoring Officer will liaise with the Chair of the JOSC seeking a meeting of the JOSC to be convened to consider the Call-In within 10 working days of the receipt of the Notice of Call-In of Decision unless the JOSC has a scheduled meeting within that period, or if an extension to the time period is agreed between the decision maker and the Chair of the JOSC.

All members of the PSB and both local authorities will be notified of the call-in and the details of the meeting being held to consider it.

### Signatories to attend

The signatories to the call-in will normally be expected to attend the meeting of the JOSC and justify the reasons for the call-in of the decision.

### What happens if the JOSC does not meet in time?

Should the JOSC not convene within the 10 working days of the receipt of the Notice of Call-In, and without an extension to the time period being agreed, the Monitoring Officer will inform the Chair of the PSB, the Leaders and Chief Executives of both Councils, the other Monitoring Officer and (if appropriate) the delegated decision taker, that the call-in has ceased.

### No case to answer?

Should the JOSC upon meeting to consider the call-in, decide that the decision should not be referred back to the decision maker (e.g. PSB, local authority or delegated decision taker) for reconsideration, the Monitoring Officer will advise the

Chair of the PSB, the Leaders and Chief Executives of both Councils and the other Monitoring Officer (if appropriate) the delegated decision taker, that the decision may be implemented.

#### Recommendations from Scrutiny

If the JOSC agrees that there is a case for the decision to be reviewed, the JOSC's recommendations will be considered by the PSB or appropriate Cabinet(s) at its next available meeting, or in the case of a delegated decision by the decision-maker within 10 working days.

#### What if the original decision is re-confirmed?

Should the decision maker confirm the original decision, the decision may be implemented immediately and may not be subject to a further call-in. The decision maker should demonstrate that appropriate consideration has been given to the recommendations from the JOSC.

DRAFT

## Conwy and Denbighshire Public Services Board



### **NOTICE OF CALL-IN OF DECISION**

**To: The Monitoring Officer**

**Conwy County Borough Council/Denbighshire County Council** (*delete as appropriate*)

We, the undersigned, wish to call in the following decision (**see note 1**)

**Decision taken by** (*see note 2*):

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**Date decision was taken:**

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**Report Title:**

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**Decision** (*see note 3*):

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**Reason for Call-In:**

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We (**see note 4**) request that according to the Joint Overview and Scrutiny Committee for the Public Service Board's approved 'call-in' procedure rules (**see note 5**) a meeting of the Joint Overview and Scrutiny Committee be held within 10 working days (**see note 6**) of the date of your receipt of this notice.

1. \_\_\_\_\_(print)\_\_\_\_\_ (signature)\_\_\_\_\_  
\_\_\_\_\_(Council)

2. \_\_\_\_\_(print)\_\_\_\_\_ (signature)\_\_\_\_\_  
\_\_\_\_\_(Council)

3. \_\_\_\_\_(print)\_\_\_\_\_ (signature)\_\_\_\_\_  
\_\_\_\_\_(Council)

4. \_\_\_\_\_(print)\_\_\_\_\_ (signature)\_\_\_\_\_  
\_\_\_\_\_(Council)

5. \_\_\_\_\_(print)\_\_\_\_\_ (signature)\_\_\_\_\_  
\_\_\_\_\_(Council)

**Dated:** \_\_\_\_\_

Guidance Notes

1. Five working days are allowed for a decision to be called-in following its publication on the Public Services Board (PSB) and both Councils' websites and notification to Members of the PSB and both Councils. Urgent decisions may proceed despite a call-in if the decision-maker had the agreement of:
  - (i) The chair of the Joint Overview and Scrutiny Committee (JOSC), or
  - (ii) If there is no such person or that person is unable to act, the Chairs of both Conwy County Borough Council and Denbighshire County Council;  
or

- (iii) If there is no chair of the JOSOC or Chairs of both Councils, the Vice-Chairs of both Councils.
- 2. Please state the name of the decision maker e.g. PSB, or delegated decision maker for.....
- 3. If the decision contains more than one part, please state which are to be called-in, e.g. parts (a), (b), and (c) of the Resolution.
- 4. Signatories must be non-Executive members, with at least one signatory being a member of a different local authority to the remaining signatories. Councillors with a prejudicial interest in the decision may not be a signatory to the Notice of Call-In.
- 5. The JOSOC's Call-In Procedure Rules appear in Appendix A of the JOSOC's Terms of Reference.
- 6. Timescales may be extended in exceptional circumstances with the agreement of the decision-maker and the chair of the JOSOC.

**For office use only**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Date decision was published:

\_\_\_\_\_

Notification sent to the Chair of the PSB and Leaders of Conwy and Denbighshire Councils and the Decision Taker (date):

\_\_\_\_\_

Notification sent to the Chief Executives of Conwy and Denbighshire Councils (date):

\_\_\_\_\_



Referred to the JOSC:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue:  
\_\_\_\_\_

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# Agenda Item 7

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# Agenda Item 8

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**BWRDD GWASANAETHAU CYHOEDDUS CONWY A SIR DDINBYCH**

**RHAGLEN GWAITH I'R DYFODOL**

2018/19

**Cadeirydd:**

*Bethan Jones*

**Is-Gadeirydd:**

*Iwan Davies*

**Cydlynwyr:**

*Nicola Kneale / Fran Lewis*

**Swyddog y Pwyllgor:**

*Cyngor Sir Ddinbych*

*01824 706141*

Dyddiad y Cyfarfod	Testun	Swyddog Cyfrifol
<b>Cyfarfod Bwrdd Gwasanaethau Cyhoeddus</b>		
<b>16 Ebrill 2018</b>	Cynllun Lles – Cymeradwyaeth BGC	Cadeirydd
	Bwrdd Uchelgais Economaidd Gogledd Cymru - Cynnig Twf Rhanbarthol	Graham Boase
	Diweddariad Ar Gynnydd Blaenoriaethau <b>a. Pobl – Lles Meddyliol</b> <b>b. Cymuned – Grymuso Cymunedau</b> <b>c. Lle – Gwydnwch Amgylcheddol</b> d. Adolygiad Dilynol Aelodaeth BGC	a. I'w gadarnhau b. I'w gadarnhau c. Iwan Davies / Teresa Owen d. Cadeirydd
	Perthynas rhwng BGC a Bwrdd Partneriaeth Rhanbarthol GC	Cadeirydd
	Cyllid Grant BGC Gogledd Cymru – Cais 2018/19	Y Cyngorydd Hugh Evans
	Diweddariad Ar Y Flaenoriaeth Gorfforaethol – Heddlu Gogledd Cymru	Uwcharolygydd Sian Beck
	Cyfleoedd i Fynd i'r Afael â Risgiau Sefydliadol	Cadeirydd
<b>19 Mehefin 2018</b>	Gwasanaethau gwirfoddol Conwy a Sir Ddinbych – cefnogi Grymuso Cymunedau	Wendy Jones / Helen Wilkinson
	Diweddariad Ar Gynnydd Blaenoriaethau <b>a. Pobl – Lles Meddyliol</b> <b>b. Cymuned – Grymuso Cymunedau</b> <b>c. Lle – Gwydnwch Amgylcheddol</b>	a. Sian Williams b. Judith Greenhalgh c. Teresa Owen
	Trefniadau craffu BGC – Diweddariad ar gynigion a chylch gorchwyl drafft	Steve Price
	<b>Eitemau Eithriedig ar gyfer Sesiwn Gaeddig</b>	
	Bwrdd Partneriaeth Rhanbarthol - trafodaeth ar flaenoriaethau	Cadeirydd
	Risgiau, heriau a chyfleoedd Arweinyddiaeth	PAWB
	Strwythurau partneriaeth lleol yng Nghonwy a Sir Ddinbych	
	Ffrydiau ariannu	
<b>18 Medi 2018</b>	Ymgorffori blaenoriaethau/ gwaith y BGC mewn sefydliadau aelod	PAWB
	Diweddariad ar y cynnydd ar flaenoriaethau (gan gynnwys cynlluniau	a. Sian Williams

	darparu ar gyfer camau gweithredu a mesurau arfaethedig) <b>a. Pobl – Lles Meddyliol</b> <b>b. Cymuned – Grymuso Cymunedau</b> <b>c. Lle – Gwydnwch Amgylcheddol</b>	b. Judith Greenhalgh c. Teresa Owen
	Adolygu aelodaeth y BGC	Cadeirydd
	Diweddariad ar Gynnig Twf Gogledd Cymru	Graham Boase
	Adroddiad Amlygu – Cyllid BGC Rhanbarthol	Judith Greenhalgh / Y Cyng. Hugh Evans
<b>12 Rhagfyr 2018</b>	I'w gadarnhau	
<b>28 Ionawr 2019 (gweithdy)</b>	I'w gadarnhau	
<b>25 Mawrth 2019</b>	Adroddiad Amlygu – Cyllid BGC Rhanbarthol	Judith Greenhalgh / Y Cyng. Hugh Evans
	Cymunedau Yn Gyntaf – Prosiectau Etifeddiaeth	Marianne Jackson (CBS Conwy) a Nicola Stubbins (CS Ddinbych)
<b>Eitemau Sefydlog ar y Rhaglen</b>		
Ymddiheuriadau am Absenoldeb		
Cofnodion y cyfarfod diwethaf		
Materion yn codi		
Rhaglen Gwaith i'r Dyfodol		
Unrhyw Fater Arall		
<b>I'w gadarnhau</b>		
Goblygiadau ariannu UE a'r diweddariad ar Brexit		Llywodraeth Cymru