

# Public Document Pack



To: Members of the Conwy and  
Denbighshire Public Services  
Board Joint Overview and Scrutiny  
Committee

Date: 13 October 2022

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Dear Councillor

You are invited to attend a meeting of the **CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD JOINT OVERVIEW AND SCRUTINY COMMITTEE** to be held at **10.00 am** on **FRIDAY, 21 OCTOBER 2022** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN AND BY VIDEO CONFERENCE.**

Yours sincerely

G. Williams  
Monitoring Officer

## AGENDA

### 1 APOLOGIES

### 2 DECLARATIONS OF INTEREST (Pages 5 - 6)

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

### 3 APPOINTMENT OF CHAIR

To elect the Committee's Chair for the 2022/23 municipal year.

### 4 APPOINTMENT OF VICE-CHAIR

To elect a Vice-Chair for the Committee for the 2022/23 municipal year.

## **5 URGENT MATTERS**

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

## **6 MINUTES OF THE LAST MEETING (Pages 7 - 14)**

To receive the minutes of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee meeting held on 11 February 2022 (copy enclosed).

## **7 CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD'S ANNUAL REPORT 2021/22 (Pages 15 - 22)**

To consider the Conwy and Denbighshire Public Services Board's Annual Report for 2021/22 (copy enclosed) and provide observations and/or recommendations to the Board on its contents.

## **8 CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD'S WELL-BEING PLAN 2023 TO 2028 (Pages 23 - 46)**

The Committee is requested to:

- (i) consider the contents of the Conwy and Denbighshire Public Services Board's draft Well-Being Plan for the period 2023 to 2028 (copy enclosed); and
- (ii) fulfil its duties as a statutory consultee on the Plan by providing feedback and/or recommendations to the Board on its contents prior to its approval.

## **9 FORWARD WORK PROGRAMME (Pages 47 - 50)**

To receive and consider the Committee's proposed forward work programme (copy enclosed).

## **INFORMATION ITEMS**

### **10 TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD JOINT OVERVIEW & SCRUTINY COMMITTEE (Pages 51 - 74)**

### **11 FUTURE GENERATIONS FRAMEWORK FOR SCRUTINY (Pages 75 - 94)**

### **12 MINUTES OF THE PUBLIC SERVICES BOARD MEETING HELD ON 27 JULY 2022 (Pages 95 - 100)**

### **13 THE FORWARD WORK PROGRAMME OF THE CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD (Pages 101 - 104)**

## **MEMBERSHIP**

### **Councillors**

Joan Butterfield

Cheryl Carlisle

David Gerard Carr

Kelly Clewett

Pauline Edwards

Alan Hughes

Paul Keddie

Bernice McLoughlin

Terry Mendies

Angie O'Grady

Stephen Anthony Price

Kay Redhead

Austin Roberts

John Roberts

Gareth Sandilands

Elfed Williams

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Town and Community Councils

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## DEDDF LLYWODRAETH LEOL 2000

### Cod Ymddygiad Aelodau

### DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,  
(enw)

\*Aelod /Aelod cyfetholedig o  
(\*dileuer un)

**Cyd-Bwyllgor Trosolwg a Chraffu ar gyfer y  
Bwrdd Gwasanaethau Cyhoeddus Siroedd  
Conwy a Dinbych**

**YN CADARNHAU** fy mod wedi datgan buddiant **\*personol / personol a sy'n rhagfarnu** nas datgelwyd eisoes yn ôl darpariaeth Rhan III cod ymddygiad y Cyngor Sir i Aelodau am y canlynol:-  
(\*dileuer un)

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

(*Gweler y nodyn isod*)\*

Llofnod

Dyddiad

Noder: Rhowch ddigon o fanylion os gwelwch yn dda, e.e. 'Fi yw perchennog y tir sy'n gyfagos i'r cais ar gyfer caniatâd cynllunio a wnaed gan Mr Jones', neu 'Mae fy ngŵr / ngwraig yn un o weithwyr y cwmni sydd wedi gwneud cais am gymorth ariannol'.

**LOCAL GOVERNMENT ACT 2000**

**Code of Conduct for Members**

**DISCLOSURE AND REGISTRATION OF INTERESTS**

I, *(name)*

a \*member/co-opted member of  
*(\*please delete as appropriate)*

**Joint Overview & Scrutiny Committee for  
the Conwy & Denbighshire Public  
Services Board**

**CONFIRM** that I have declared a **\*personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-

*(\*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)\**

Signed

Date

\*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

## **CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD JOINT OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of a meeting of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee held via Video Conference on Friday, 11 February 2022 at 11.00 am.

### **PRESENT**

Councillor Jeanette Chamberlain-Jones, Denbighshire County Council (DCC)  
Councillor Meirick Lloyd-Davies, Denbighshire County Council  
Councillor Rachel Flynn, Denbighshire County Council  
Councillor Chris Hughes, Conwy County Borough Council (CCBC)  
Councillor Ifor Lloyd, Conwy County Borough Council  
Councillor Don Milne, Conwy county Borough Council  
Councillor Arwel Roberts, Denbighshire County Council  
Councillor Liz Roberts, Conwy County Borough Council  
Councillor Geoffrey Corry, Conwy County Borough Council  
Councillor Nigel Smith (Vice-Chair), Conwy County Borough Council  
Councillor Graham Timms (Chair), Denbighshire County Council

### **ALSO PRESENT**

Hannah Edwards Public Services Board Development Officer (CCBC)  
Rhian Evans Scrutiny Coordinator (DCC)  
Stephanie Jones, Committee Administrator (DCC)  
Rhodri Tomos-Jones, Committee Administrator (DCC)  
Dawn Hughes Scrutiny and Committee Services Officer (CCBC)  
Fran Lewis Corporate Performance and Improvement Manager (CCBC)  
Nicola Kneale Strategic Planning Manager (DCC)

### **1 APOLOGIES**

Apologies for absence were received from Councillors Hugh Irving, Melvyn Mile and Joan Vaughan.

### **2 DECLARATION OF INTERESTS**

No items of a personal or prejudicial nature were declared.

### **3 URGENT MATTERS**

No urgent matters had been raised with the Chair prior to the start of the meeting.

### **4 MINUTES**

The minutes of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee meeting held on 11 June 2021 were submitted for approval. No matters were raised in relation to the contents of the minutes.

The Committee:

***Resolved: that the minutes of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee meeting held on 11 June 2021 be approved as a true and correct record of the proceedings.***

## **5 CONWY AND DENBIGHSHIRE WELL-BEING ASSESSMENT 2022 - ENGAGEMENT OVERVIEW**

The Chair welcomed Fran Lewis, Conwy County Borough Council, Head of Corporate Improvement & HR (HCIHR) to introduce the agenda item (previously circulated).

The HCIHR guided members through the report and the process undertaken to inform the well-being assessment 2022. Members were reminded that it was a statutory requirement for each PSB to produce an Assessment of Local Well-being. The approach as previously had been to consider the views of the community and the data research and demographic trends. It was noted that during the time of Covid restrictions engagement had been more challenging. Members heard officers adapted their approach to engage with the community.

It was realised that the engagement process had to be completed remotely. Officers were conscious whilst in general people had adapted to virtual working it had to be balanced with Zoom fatigue. It was stressed officers worked hard to promote the engagement and complete a dual track approach to not digitally exclude people.

Members heard that the development of 'county conversation' had taken place in Denbighshire and Conwy. The approach had been slightly different but adapted to suit each county. Within Denbighshire a series of virtual meetings were held by geographical area, with Conwy taking the approach of holding virtual meetings by particular citizen well-being theme. Each approach had produced the views of the community.

Officers felt the approach had been successful although it was noted the take up had been limited. A piece of work had been undertaken to analysis the previous engagement work completed in the previous 18-24 months to support the virtual engagement sessions. To ensure individuals were not excluded, both authorities held an online survey for communities to complete with hard copies made available for those that requested.

It was highlighted that the regional event that was commissioned to seek the views of the seldom heard had worked well. The event was held with the support of the Community Voices forum. The event was attended by over 40 organisations.

Members heard that engagement with a number of different community groups had taken place, with particular emphasis on the importance of seeking the views of young people. Members heard it had been challenging during this review but engagement had taken place with Denbighshire Youth Council and youth groups within Conwy.



Through the process the HCIHR stated officers had been able to collate the views and place in themes and corroborate that with the demographic and research information.

Members heard that included in pack had been information on the demographic breakdown (appendix to the report).

The Chair thanked the HCIHR for the detailed introduction and reminded members that the agenda item was specifically looking at the engagement process.

Responding to members' questions the Head of Corporate Improvement & HR advised:

- It was unclear why there had been a difference between the authorities take up. In terms of advertisement and promoting the events a very similar model was adopted. Social media platforms had been used by both authorities as was the support of members promoting the engagement.
- It was hoped holding events at different times would encourage further participation. It was noted the uptake had not been significantly more in the evening. Going forward, public engagement and consultation may be an area of work where the Joint Overview and Scrutiny Committee could help officers to achieve greater and wider participation.
- Members thanked the officers for the hard work in arranging the engagement events. It was felt that often residents did not want to engage in events and that was reflected in the uptake numbers.
- Residents generally engaged better on matters of specific interest to them rather than on broader strategic issues.
- The Strategic Planning Team Manager (Denbighshire County Council) stressed the importance of engaging, consulting and involving residents in designing solutions in the future as the well-being plan evolves. Consultation and engagement was a commitment by PSB and officers for future work.
- Members appreciated it had been difficult times to hold engagement events but the Covid restrictions in place had also opened opportunities for holding events remotely.

At the conclusion of the discussion the Committee:

***Resolved: subject to the above observations to support the engagement approach undertaken to inform the development of the Well-being Assessment, and receive the data and breakdown on the responses received.***

The Chair thanked the officers for the report and acknowledged the difficulties associated with public engagement.

## **6 CONWY AND DENBIGHSHIRE WELL-BEING ASSESSMENT 2022**

Nicola Kneale, Denbighshire County Council – Strategic Planning Manager (SPM) introduced the report (previously circulated) stating the report provided details of the well-being assessment that had been developed over the previous 12 months. The report provided the opportunity to review the key findings from the Assessment of Local Well-being and make recommendations as part of the consultation process.

Members were reminded of the importance of the discussion of the assessment in line with the statutory requirements in processing and producing the well-being assessment 2022. Members heard the report provided assurance on the robust analysis process that had been followed to develop the assessment.

It was stressed the report was a key strategic document, under the Well-being of Future Generations Act 2015 legislation. With the intention for the assessment to be used to underpin strategic planning for public bodies in Wales.

The SPM provided a brief background on the work that had taken place to achieve the assessment. It was explained the initial stages had comprised of assembling a cross sector, cross county editorial team of researchers and experts from different organisations of the public sector. The team had then been tasked with examining the well-being of the area based on the seven well-being goals under the Future Generations Act legislation. Members were informed that to produce the assessment, officers had used public sector expertise in terms of data and research, professional observation and the development of professional links with national research bodies to feed into the assessment. The engagement with professionals, residents and elected members had also contributed to the assessment. The intelligence gathered had been used to review and update the existing assessment.

The research and analysis phase had taken place from January to September, following that phase the analysis and conclusions had been sense tested by the mutual editorial team that had been established along with colleagues from outside organisations. The sense checking had taken place prior to the assessment being published for consultation.

Members heard the information contained in the assessment was housed on the Conwy & Denbighshire PSB's website in a Wikipedia-style format, as per its previous iteration.

The SPM stressed the challenge had been to decipher some of the information made available to officers during the research, how to analyse that information and draw conclusions from that. It was felt the executive summary had provided an overview of the key topics and themes that had emerged from the research conducted. The assessment focused not only on the current situation, and current or previous trends but also the anticipated future of the referenced topics.

Members were guided to the five questions detailed in the consultation, listed below (as detailed in the report) –

- i. Do you agree with the findings in the Well-being Assessment?
- ii. Is there anything we need to change?
- iii. Is there anything we've missed?
- iv. Are you likely to make use of the Well-being Assessment and its contents?
- v. Any other comments or ideas on the Well-being Assessment?

The Chair thanked the SPM for the detailed and informative report and reminded members of the vast amount of information available online.

Responding to members' questions the Strategic Planning Manager advised:

- Officers had been conscious of the difficulties of producing the assessment during the current unprecedented times. They recognised the need to monitor and review some of the findings and conclusions, possibly on an annual basis as situations evolved. The assessment would be published online, enabling the document to remain live and any updates or key changes could be made as and when required.
- The Executive Summary and Assessment's references and headings included the aging population and young people. Officers had recognised the issue of outward migration of young people. This concern had resulted in the authorities having an aging population and high care costs and lower revenue income.
- Members raised concern on the authorities not being self-sufficient in terms of manufacturing and energy. It was noted more could be done to research into self-efficiency in the area. The SPM noted the concerns of the members and confirmed within the assessment reference and research to a green economy had been included.
- It was suggested a review of the effects of Covid and the working habits and requirements could be included when reviewing the retention of young residents and professionals.
- The views and concerns of members was noted and would be fed back to PSB for information when the PSB developed its Well-being Plan.
- A commission for infographics had been initiated, this would aid individuals to focus on some of the key findings in the assessment. It was hoped it would be useful and practical for its readers.
- Members were in agreement with the recommendations but requested a note be included on the inclusion that PSB and partners have consideration to the greater impact on the wellbeing through procurement services. Members agreed for officers to discuss and formulate the wording of an additional recommendation take place following the meeting with agreement of the Chair and Vice-Chair on the wording.

The Chair thanked all involved in the process of formulating the Well-being assessment 2022.

The Joint-Committee:

**Resolved: - subject to the above comments and observations to**

- (i) receive the report;***
- (ii) confirm the findings of the Well-being Assessment;***
- (iii) recommend that the PSB, including its members and partner organisations, utilise all their procurement powers as local as possible in a bid to secure maximum emphasis on employment, reduce carbon footprint in line with local and national goals, support local well-being and help sustain the Welsh language and culture; and***
- (iv) confirm that the JOSC will make use of the Well-being Assessment and its contents when scrutinising the Public Services Board and to support its own forward work planning activities.***

## 7 FEEDBACK FROM WORKSHOP

Introducing the item, the Chair advised that Committee members and support officers had held a workshop immediately prior to Committee meeting. The objective of the workshop was to give members an opportunity to review the recommendations contained in Audit Wales' discussion paper 'Review of Public Services Boards in Wales (October 2019)' which specifically related to PSB scrutiny, these being:

- (a) with a view to improving scrutiny of the PSB to use the six themes to help make scrutiny 'Fit for the Future' to measure the Committee's performance to date, and also identify areas which required strengthening going forward; and
- (b) going forward how to secure adequate engagement with a wider range of relevant stakeholders who could help hold the PSB to account.

Scrutiny Co-ordinator, Rhian Evans, summarised the various aspects of the Committee's role covered during the workshop, the six themes to make scrutiny fit for the future. These being, that the Committee:

- knew its role
- was familiar with the powers vested in it, what it could do and what it could not do
- understood what it was attempting to achieve
- planned its work to achieve its aims
- was aware of the support arrangements available to it and the tools and mechanisms it could utilise to achieve its aims; and
- regularly evaluated its effectiveness with a view identifying any gaps in knowledge and areas for strengthening as it strived continually to face future challenges

During the course of the workshop it became apparent that the Joint Committee was familiar with its role, as well as the extent of its powers to scrutinise the PSB and hold it to account. Since its inception the JOSC had been keen to understand the role of each statutory PSB partner on the PSB and what each of those partners felt they gained from being a member of the PSB. Therefore, the JOSC from the outset agreed to have a standing item on its business agenda on 'Contribution of PSB partners to the work of the PSB and the benefits of the PSB to partners', inviting each statutory partner in turn to give a presentation on this theme. Whilst this programme had commenced and seemed to be an effective way of gaining an understanding of the PSB's working and its benefits for residents and partners, the Covid-19 pandemic struck and partner organisations' resources had to be channelled to responding to the pandemic. Nonetheless, as the PSB was such a high-level strategic type forum, JOSC members were of the view that it would be worthwhile for the new Joint Committee post the local authority elections to resume this exercise once 'business as usual' was resumed. The current practice of circulating PSB meeting agendas to JOSC members for information should continue as should the practice of encouraging JOSC members to attend PSB meetings to observe the proceedings.

It was clear that in future local authorities and other public sector bodies would be expected to have greater regard to regional developments and would be expected to work together on a regional basis i.e. via Corporate Joint Committees (CJCs). It would therefore be key for the JOSC and others to understand how to work effectively on a local, sub-regional and regional basis. The JOSC therefore would have a role in securing synergies between the work of the PSB and the various bodies such as the CJCs, North Wales Regional Partnership Board (NWRPB), North Wales Economic Ambition Board (NWEAB) etc.

Going forward it would be crucial for the JOSC to ensure that its recommendations were meaningful and deliverable. To achieve this, it would need to devise an appropriate and informed forward work programme. A number of tools could be used to achieve this, for example various PSB plans and strategies as well as external data such as the latest Census data which would become available during the next municipal term.

Moving forward members indicated that it would be useful to:

- hold a workshop event periodically for the purpose of evaluating the Joint Committee's work and its effectiveness
- to continue to hold pre-meeting briefing sessions between the Chair and Vice-Chair and scrutiny support officers for the purpose of discussing the formalities for the meeting. Invitations should also be sent to the pre-meeting briefing session to JOSC members who could attend if they wished, it would be a matter of personal preference if they wished to attend.
- co-opt representatives from the PSB's 'invited participants list' on to the Joint Committee for discussion on specific items or areas of work, as their input into those items may assist members to assess the effectiveness of the PSB's plans and help it to hold the Board to account;
- develop closer links with the city, town and community councils in the area, along with other stakeholders and individuals who had engaged with the development of the Well-being Assessment, and in due course the Well-being Plan, as a method to help evaluate the impact of the Assessment and Plan and to gauge whether the PSB was delivering against their expectations
- request that a regular business item be listed on future PSB business meeting agendas on the presentation of JOSC meeting minutes to the Board. The Chair or Vice-Chair of the JOSC should be invited to attend PSB meetings to present the minutes. If the need arose this business item could also facilitate the presentation of any JOSC recommendations to the PSB for consideration. It would also make the JOSC more visible to the PSB and help build clear communication channels between both bodies. It also had the potential to help build a constructive and effective working relationship between the PSB and the JOSC, and vice-versa.

The Joint Committee:

***Resolved: to agree the actions listed above and that the Chair/Vice-Chair report the Joint Overview and Scrutiny Committee's proposed actions to address Audit Wales' recommendations to the Public Services Board at its next available meeting.***

## 8 FORWARD WORK PROGRAMME

The Scrutiny and Committee Services Officer, Dawn Hughes, introduced the Joint-Committee's forward work programme (previously circulated). As the Well-being Assessment had been discussed, and recommendations made in relation to it, at the current meeting and there was no statutory business to discuss at the meeting scheduled for March 2022 it was agreed to cancel the Joint Committee's next scheduled meeting on 11 March 2022.

Members were advised that following the local authority elections in May 2022 and prior the Joint Committee's next scheduled meeting on 21 October 2022, a familiarisation and development event would be held in late September or early October 2022 for the new Joint Committee. Date to be confirmed as soon as possible. This would give ample time for elected members to settle into their constituent authority roles and attend all basic member training and development events before assuming their role on a Joint Committee.

The meeting scheduled for 21 October 2022 would be examining the development of the PSB's Well-being Plan and the JOSC itself could develop its programme of future work.

In addition, a provisional date for a meeting of the Joint Committee on 10 March 2023 had been established. This would be confirmed later.

The Joint Committee:

**Resolved: to**

- (i) cancel the Joint Committee's next scheduled meeting on 11 March 2022; and***
- (ii) agree to the holding of a familiarisation and member development event for members of the Joint Overview and Scrutiny Committee in late September or early October 2022, ahead of the Joint Committee's first meeting of the new authorities' term of office on 21 October 2022.***

The Chair thanked all members for their participation in both the workshop and meeting. He also thanked them for their contributions towards the work of the Joint Overview and Scrutiny Committee during its first term and wished them all well for the future.

**The meeting concluded at 12.30 pm.**

# Agenda Item 7

<b>Report to:</b>	<b>Joint Conwy &amp; Denbighshire PSB Scrutiny Committee</b>
<b>Date of Meeting:</b>	<b>21 October 2022</b>
<b>Lead Member / Officer:</b>	<b>Cllr Jason McLellan, <i>Leader for Denbighshire County Council and PSB Chair</i></b> <b>Cllr Charlie McCoubrey, <i>Leader for Conwy County Borough Council and PSB Vice Chair</i></b>
<b>Report Authors:</b>	<b>Amanda Jones, Conwy County Borough Council</b> <b>Hannah Edwards, Conwy County Borough Council</b> <b>Iolo McGregor, Denbighshire County Council</b> <b>Shannon Richardson, Denbighshire County Council</b>
<b>Title:</b>	<b>Conwy and Denbighshire PSB annual report 2021-22</b>

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## **1. What is the report about?**

- 1.1 The 2021/22 annual report provides an overview of what the Board has achieved during the previous year (please see appendix A). It is important that the PSB is accountable to the public and this report helps the PSB to self-reflect on where they feel they are making a difference, in line with the 5 ways of working as well as outlining the Board's future direction.

## **2. What is the reason for making this report?**

- 2.1 In line with the Well-being of Future Generations (Wales) 2015 Act, the Conwy and Denbighshire PSB are required to prepare and publish an annual report no later than one year after the publication of each previous report.
- 2.2 The PSB must provide the designated local government scrutiny committee with a copy of the Board's annual report, in order to scrutinise it in line with the committees' statutory duties under the Well-being of Future Generations Act.

## **3. What are the Recommendations?**

- 3.1 That members consider the content of Conwy and Denbighshire PSB 2021/22 Annual Report and provide feedback / recommendations to the PSB as necessary.

## **4. Report details**

- 4.1 The guidance provided for the Act specifies that the annual report must detail the activity the Board has taken to meet the objectives set out in their well-being plan. However, the report can also include any other information the Board thinks would be appropriate. Therefore, the report also outlines -

- Achievements this year;
- Main achievements against the priorities;

- Other areas of work;
- The Board's reflections after this year and looking forward; and
- How people can get involved.

4.2 This is the final annual report required during this planning cycle. According to the [statutory guidance](#), in the year following an ordinary local government election (when a new local well-being plan is being prepared and published) there is no requirement to also produce an annual report.

**5. What consultations have been carried out with Scrutiny and others?**

5.1 Consultation has taken place with the PSB members and officers who provide support to the PSB.

**6. What risks are there and is there anything we can do to reduce them?**

6.1 N/A

**7. Power to make the decision**

7.1 Well-being of Future Generations (Wales) Act 2015.

7.2 Scrutiny's powers are as set out in:

- Section 21 of the Local Government 2000
- Section 58 of the 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
- The Terms of Reference and Rules of Procedure for the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee





# Conwy and Denbighshire Public Services Board

## Annual Report 2021/2022 - A Self-reflection on the year

### 1. Welcome to our fourth Annual Report.

This report is our self-reflection about the difference we have made in the fourth year of our [well-being plan](#). An annual report is essential to make sure that as a Board, we are accountable to the public and we can self-assess what we have achieved, challenge ourselves as to whether we are making a difference and consider what we can learn to improve for the future. All our work is aligned with the [Well-being of Future Generations \(Wales\) Act 2015](#) and the [5 ways of working](#).

You can visit our website to find out more [about us as a Board](#) and to learn more about our progress in the [first](#), [second](#) and [third](#) year of our plan.

### 2. Achievements this year

The last 2 years have been dominated by the global coronavirus pandemic. All PSB Member organisations over this time have responded to the pandemic - supporting communities and businesses, as well as adapting and creating new services to continue delivering public services. Through these extremely challenging times, our PSB members continued to work collaboratively on the COVID 19 response and that whilst that did not necessarily always take place in the PSB forum, it was a key focus of our Members.

Over the last year our primary focus and main achievement has been to review and update our local assessment of well-being for the region. The well-being assessment provides an assessment on the state of the economic, social, environmental and cultural well-being of the area. You can visit our website to find our [Well-being Assessment](#).

Our assessment provides a strong, broad body of research and analysis that gives a picture of the current and anticipated future of Conwy and Denbighshire. It was informed by data, national and local research and most importantly feedback provided to us from engaging with our residents, visitors and businesses.

As per our last assessment, our aim this time was to also ensure our assessment was engagement led. Members of the public, community groups, young people, local businesses and staff working across our public sector partner organisations, have all contributed their experiences of visiting, living or working in Conwy and Denbighshire. This was via workshops and online surveys, where they discussed what was important to them and what needs to be improved.

Our approach to engagement, data and future trends analysis was intended to be highly interlinked. We explored what people were telling us and corroborated this in our research, trends and data. The approach is sound but has proved challenging while engaging in the midst of the Covid-19 pandemic. Most obvious was how to engage in a context of

widespread homeworking, limited opportunities for public meetings and potential ‘zoom fatigue.’

Unfortunately this contributed to a small response rate which has been a common picture across Wales. We attempted to mitigate this by mapping anonymise engagement feedback from the last 2 years. Therefore although this has meant our engagement is not demographically or geographically representative as we intended, we have given equal weight to what people have told us, and have chosen to highlight this information throughout the assessment. However this is only the beginning of the conversation and we will continue to engage with people as we finalise the assessment and develop our well-being objectives and plan going forward. You can read more about our engagement approach by visiting our [consultation and engagement section of our well-being assessment](#).

The assessment provides analysis across 60 strategic topics areas. As there is a huge amount of complexity and sometimes tension between topics areas, we have produced a summary for each of the seven well-being goals. We hope these summaries will support partners and communities in moving from a space with a vast amount of knowledge to a place where partners and communities can see the connections, the tensions, and the opportunities.

This also helped us identify a series of cross-cutting issues across Conwy and Denbighshire which we have outlined in our [executive summary of our well-being assessment](#).

We are extremely pleased to have produced this pieces of work against the continuing backdrop of COVID 19 and reduced research capacity across partners. This assessment will now help us to develop our next well-being plan and set our well-being objectives for the next 5 years (please see our Looking Forward section for further information).

### 3. Our priorities

Here’s an overview of our main achievements against our priorities over the last year –



- **Dementia support**

DVSC has continued to deliver its services online with [The North Wales Dementia Network](#) meetings and online training, with some training organised face-to-face. They have also been working closely with the local Action Groups to become fully constituted and register as a Dementia Friendly Community. In addition, they have been working with the local community to re-develop or provide alternative delivery of existing programmes, services, and activities so they can continue to support the local communities, along with delivering regular Dementia Friends awareness sessions across Denbighshire, both online and face-to-face to local groups and schools throughout Denbighshire.

## • Digital Connectivity

This has been an area of focus for the PSB in light of the shift to working and learning from home as a result of the pandemic, including the increase in accessing services online. Digital connectivity helps to support communities to become more resilient in the fast evolving digital age. We have discussed and learnt about the various connectivity schemes taking place across North Wales and the great progress throughout Conwy and Denbighshire. Some of the schemes we've learnt about include:

- *Connecting the Last Few %* - this is a project under the North Wales Economic Ambition Board Digital Programme and aims to targets business and communities across North Wales that have not got access to universal superfast coverage.
- *LoRaWAN Project* – this is a project under the LEADER programme in Conwy County Borough Council. The project involves installing a network of sensors, facilitating change to knowledge, economic and business processes. They have been installed to measure footfall in a town centre, monitor river levels to alert in the event of a flood risk, measure-building temperatures, and monitor soil moisture to support horticultural work.
- *Fibre Community Partnerships (FCPs)* – these were set up by Openreach to support communities not on a rollout plan to get Broadband. Although some communities have been successful, the process has taken time (almost 2 years in some cases). Due to demand, Openreach has paused the creation of new FCPs until they've processed current requests.

The influencing and leadership role to ensure the work on digital connectivity progresses has been valuable to ensure communities understand the help and support available to them, as sometimes the process can be complex. However, it is evident that although the PSB can be a great influence, there is little control over some external factors that may put barriers in place for communities.

## • Community Green Pledges

The scheme aims to encourage communities to reduce their environment impact and celebrate their success when they do so. We originally launched the scheme in January 2020 but owing to COVID, the scheme was then paused. It was relaunched in summer 2021, where we improved our website pages and made it easier for communities to sign up to the green pledges. We received 3 more communities' pledges. However more work is needed to promote the scheme with our communities and encourage people to *make the pledge to make a difference!*

## • Common organisational environment framework –

Since this framework was developed, new groups have been established (e.g. North Wales Decarbonisation) and new reporting mechanisms (e.g. Welsh Government Carbon accounting).

To avoid duplication of effort and ensure we focus where we can add value working collaboratively or address gaps, the sub group reviewed and updated the outputs under the two commitments – 1 Carbon and 2 Climate Risk Resilience. This was reported verbally at the September 2021 meeting and finalised via email following the meeting.

There was a commitment from the group to look at tackling different aspects of the climate and nature emergencies, but effort has since focused on the well-being assessment.

#### • **Community wealth building and progressive procurement pilot project**

Four workshops have taken place with CLES (Centre for Local Economic Strategies), and our Local Authority partners (Conwy County Borough Council and Denbighshire County Council). This was to analyse procurement data and review their procurement policies and procedures, with the aim of supporting decarbonisation of their supply chain. Areas of focus include: working collaboratively with suppliers to better understand their actual carbon emissions; embedding consideration of carbon impacts into contract terms and conditions and performance standards; and integrating carbon reduction into procurement policies, strategies and procedures. As part of this work, they met with Manchester City Council to learn how they have integrated decarbonisation into their procurement practices.

The final draft report from CLES has now been received and is currently being reviewed by the working group. The findings of the project will be shared with our partners on the Board.

#### **Are we making a difference and what can we learn to progress in the future?**

As we emerge from the pandemic it is vital that we reflect if priorities are still relevant. Whilst we agreed as a Board that they were still appropriate, progress has been limited this year as partners continue to focus on renewal and pandemic backlogs. However, given the excellent network of collaborations across the region, we have also ultimately struggled to find a space where the PSB could most add value. Rather than viewing this as a negative, it is a reflection of the positive collaboration ethos in the region. In that respect, the PSB is reviewing its role and will now move to a leadership rather than delivery role.

## 4. Other Areas of Work

We're still working collaboratively with other partnerships and national bodies, to avoid duplication and to share ideas. This year we have -

- considered the [Procuring Well-being in Wales](#) report.
- participated in a community wealth building and progressive procurement pilot project with the Centre for Local Economic Strategies (CLES).
- reflected on the findings of the Welsh Parliament Public Accounts Committee review into the [Barriers to the successful Implementation of the Well-Being of Future Generations \(Wales\) Act 2015](#).
- participated in Welsh Government's working groups to discuss support for developing well-being assessments.
- talked to the North Wales Economic Ambition Board.
- reported our progress to the Joint Conwy and Denbighshire PSB scrutiny committee, who after a resumed meeting virtually in January 2020.
- reviewed key risks in the area and discussed what we can all do to help each other. We've developed a risk register to help us monitor our local risks.
- consulted the Joint PSB overview and scrutiny committee on our draft well-being assessment (both on the development process and findings).
- been involved in the establishment of the North Wales Research and Insight Partnership.
- continued to work with Co-Production Network for Wales, who have supported us during the development of our well-being assessment (and well-being plan going forward).

## 5. Reflecting on this year & Looking Forward

Last year we continued to work with Glyndwr University to review our role and purpose as a Board and discussed how we could work better together going forward. The PSB sits amongst a number of collaborations across North Wales and we have used these workshops to consider how we can continue to make a meaningful contribution to the partnership landscape without duplicating the work of other partnerships.

We also used this time to reflect on our approach to developing and delivering our Well-being Plan - exploring what worked, what didn't and how we could do things differently this time.

One of the main positives of the PSB has been the relationships and networks built from bringing together various public and voluntary sector partners working in Conwy & Denbighshire. We're pleased that with the introduction of virtual meetings, we were able to maintain these relationships during COVID 19. Although we will continue meeting virtually, we now feel it's time to start meeting up in person too. This is important for us to continue developing as a Board.

One of main challenges has been finding where we can most add value and make a difference as a Board, while balancing this with the limited resources and capacity available to us. Given that the Board is made up of senior representatives of key public and third sector organisations in the area, we plan to use this opportunity to take more of a leadership approach to delivering our Well-being Plan.

We are currently in the early stages of developing our plan and having conversations as a Board about where we can make the greatest contribution without duplicating good work already taking place within existing partnerships and organisations.

As part of developing the plan, we want to build on our engagement work and continue to engage in a purposeful relationship. We want to ensure that the public and professional voice is heard and helps shape our well-being plan going forward. It is vital that we take account of the importance of involving people with an interest in achieving the well-being goals.

## 6. Get Involved

We want you to stay in touch & get involved in our work. You can:

- Come to one of our meetings, all the [dates and agendas](#) are published on our website
- Follow us on social media through [Facebook](#) and [Twitter](#)
- Stay involved and share your views through our [website](#)
- Email us at [countyconveration@conwy.gov.uk](mailto:countyconveration@conwy.gov.uk)
- Write to us at C/O Corporate Improvement and Development Team, Conwy County Borough Council, PO Box 1, Conwy, LL30 9GN
- Call us on 01492 574059 (BT Relay Service Customers with hearing or speech impairments can contact any Council service by dialling **18001** before the number they require).
- British Sign Language users can contact Conwy County Borough Council using a Sign Language interpreter, through the InterpretersLive! service, provided by Sign Solutions – visit [Conwy's InterpretersLive! Service](#) for more information.

We are happy to provide this document in large print, audio and braille.

**This document is also available in Welsh.**

# Agenda Item 8

<b>Report To:</b>	<b>Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee</b>
<b>Date of Meeting:</b>	<b>21 October 2022</b>
<b>Lead Member / Officer:</b>	<b>Cllr Jason McLellan, Leader for Denbighshire County Council and PSB chair</b>
<b>Report Authors:</b>	<b>Iolo McGregor, Strategic Planning and Performance Team Leader, Denbighshire County Council</b> <b>Shannon Richardson, Strategic Planning and Performance Officer, Denbighshire County Council</b>
<b>Title:</b>	<b>Conwy and Denbighshire PSB Well-being Plan, 2023 to 2028</b>

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## **1. What is the report about?**

- 1.1 The report presents the Conwy and Denbighshire Public Services Board's draft Well-being Plan for 2023 to 2028.

## **2. What is the reason for making this report?**

- 2.1 To seek input from the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee on the draft document, as part of the development of the Public Services Board's Well-being Plan.

## **3. What are the Recommendations?**

- 3.1 That members consider the content of this report and the draft Well-being Plan presented in appendix 1 and provide feedback / recommendations to the PSB as necessary.

## **4. Report details**

- 4.1 The Well-being of Future Generations (Wales) Act 2015 places a statutory requirement on each PSB to produce a Local Well-being Plan for their area. The Local Well-being Plan must set out how the PSB intends to improve the economic, social, environmental and cultural well-being of its area by setting local objectives that will maximise the contribution made by the Board to achieving the well-being goals in its area. The Local Well-being Plan must be published no later than one year after the publication of its Well-being Assessment. Therefore, we are working towards a proposed deadline of March / April 2023 for publishing the Local Well-being Plan.
- 4.2 Informed by the [Well-being Assessment](#), the PSB has held multiple prioritisation discussions (in January, March and May) supported by the Co-Production Network for Wales, to consider what areas of concern would most benefit from PSB intervention. These discussions sought to identify the root causes to the problems identified in the assessment, considering their

relationship to one another and the level of influence or control that the PSB has. Finally, it was agreed that one principal theme should be put forward that looks to alleviate deprivation and inequality.

- 4.3 The PSB met again in July and agreed the outline of a Plan that seeks to **Make Conwy and Denbighshire a more equal place with less deprivation**. Public consultation was subsequently launched on August 17, and will run until November 9. Simultaneously we have triggered the 14-week period during which the Well-being of Future Generations Commissioner must provide feedback on our draft plan, and those conversations have been taking place between officers. The public consultation may be viewed on the [PSB's website](#).
- 4.4 Work has been ongoing to develop the plan based on the feedback we are receiving and the intelligence that has got us to this point. The draft presented in appendix 1 is the culmination of this work. It is felt to be a strong draft that well represents the interests of partners and hopefully captures the essence of what it is the PSB wants to achieve. However, it must be stressed that it is only draft and has not yet been discussed in detail with PSB members, though it has been shared with them electronically to request feedback during this developmental stage. It has also been tabled at a special meeting of supporting PSB officers, held on October 10 for closer scrutiny and input.
- 4.5 Once the consultation closes on November 9, any final amendments will be made before it is presented for PSB approval on November 30. It will then be for individual member organisations to ratify the Plan during the winter through their chosen approval channels. We are assured that the arrangements for this are in place, which will then enable the PSB to finally adopt their Well-being Plan formally in March 2023.

## **5. What consultations have been carried out with Scrutiny and others?**

- 5.1 The Well-being Plan has been based on the evidence from the Well-being Assessment, which has been out for public engagement throughout February and March 2022. In addition to this, it was presented to the Conwy and Denbighshire Joint Overview and Scrutiny Committee in February. Two workshops and a public meeting of the PSB have subsequently deliberated on the assessment's findings and the prioritisation of themes. These were supported by the Co-Production Network for Wales.
- 5.2 Public consultation on the draft plan is ongoing since August 17 until November 9. During this time, discussions continue to take place with the Well-being of Future Generations Commissioner's Office, supporting PSB officers and members, and of course, joint Scrutiny.

## **6. What risks are there and is there anything we can do to reduce them?**

- 6.1 There is a risk that the PSB lacks influence or control within the objectives that they choose. This risk will be mitigated by PSB adopting a leadership approach as there is acknowledgment that the PSB has limited resource.



- 6.2. There is a risk that the priorities of the PSB duplicates the work that is on-going in other organisations. It is therefore important to work closely with partners and stakeholders to identify where the PSB leadership role can best add value.
- 6.3. There is a risk that feedback from the Commissioner, partners or the public puts pressure on the PSB's Well-being Plan to take on more than it can reasonably achieve.
- 6.4. There is a risk that the Well-being Plan is not ready to be approved by the PSB in March 2023, missing the statutory deadline. Based on current progress, however, this is unlikely.

**7. Power to make the decision**

- 7.1 Section 21 of the Local Government 2000
- 7.2 Section 58 of the Local Government (Wales) Measure 2011
- 7.3 Regulation 3 of The Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013
- 7.4 Section 35 of the Well-being of Future Generations (Wales) Act 2015
- 7.5 The Terms of Reference and Rules of Procedure for the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee

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# APPENDIX 1



## Conwy and Denbighshire Public Services Board

### Well-being Plan 2023 to 2028

This document outlines the Conwy and Denbighshire Public Services Board's Well-being Plan under the Well-being of Future Generations (Wales) Act 2015, which seeks to make Conwy and Denbighshire a more equal place with less deprivation.

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## Contact us

For more information on our Well-being Plan or the Conwy and Denbighshire Public Services Board, please contact us by:

**Post:** C/O Public Services Board Development Officer

Conwy County Borough Council

Bodlondeb

Conwy

LL32 8DU

**Email:** [countyconversation@conwy.gov.uk](mailto:countyconversation@conwy.gov.uk)

**Phone:** 01492 574059

BT Relay Service Customers with hearing or speech impairments can contact any Council service by dialling 18001 before the number they require.

**We are happy to provide this document in alternative formats on request, including large print, audio and braille.**

**We welcome correspondence in Welsh. We will respond to any correspondence in Welsh, which will not lead to a delay.**

## **Introduction**

The Conwy & Denbighshire Public Services Board (PSB) is pleased to present this Local Well-being Plan for our two counties. It is the culmination of work that began in 2021, and represents our conclusions on what we feel are the key areas that pose the greatest need or challenge for our communities, and where we feel the PSB can make the greatest contribution without duplicating good work already taking place within existing partnerships and organisations.

A lot of work has already taken place to get us to this point, but this is only the start of the PSB's journey. This plan is an outline of what it is we would like to achieve, but there is more work to be done to develop our programme of work, and we would welcome your input into this as part of our ongoing conversation with our communities. If you would like to be kept informed of our work, get involved or provide feedback to us, please see our contact details on the previous page.

A requirement of the Well-being of Future Generations (Wales) Act 2015, the PSB affords public services an exciting opportunity to come together to challenge serious problems in our community areas. We must of course be realistic about the financial constraints that our sectors are facing, but at the same time see this as a chance to effect real change and remain open to working in different ways. All partners on the board are committed to working collaboratively to deliver sustainable and effective services that prevent problems emerging in the long-term. We want to support our communities to be prosperous, resilient and healthier. We want to contribute to the Welsh Government vision of a more equal and globally responsible Wales, where we have cohesive communities and vibrant culture.

### **About the Conwy and Denbighshire Public Services Board**

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 board for the Conwy and Denbighshire region.

The PSB is a collection of public bodies working together to improve the well-being of their county. This means that as a Board the Conwy and Denbighshire PSB must improve the

economic, social, environmental and cultural well-being of the Conwy and Denbighshire area by working towards the seven national Well-being goals.

Membership consists of senior representatives from the organisations listed below. However, membership will be reviewed regularly to ensure that there is sufficient representation to deliver our priorities.

We also have a [website](#) where the public can access the Local Well-being Plan and Assessment, as well as meeting minutes and papers, newsletters, and find further information about our partners.

- [Betsi Cadwaladr University Health Board](#)
- [Community and Voluntary Support Conwy](#)
- [Conwy County Borough Council](#)
- [Denbighshire County Council](#)
- [Denbighshire Voluntary Services Council](#)
- [National Probation Service](#)
- [Natural Resources Wales](#)
- [North Wales Fire and Rescue Service](#)
- [North Wales Police](#)
- [Police and Crime Commissioner's Office](#) (for North Wales)
- [Public Health Wales](#)
- [Welsh Government](#)

## How has the Well-being Plan been developed?

The first step in the development of the Well-being Plan involved members of the Conwy and Denbighshire Public Services Board working together on developing our [Local Assessment of Well-being](#) for the area, which is available to view online. This joint approach was taken to ensure that the assessment was shaped using the expertise, knowledge and insight of all organisations.

The assessment aims to capture the strengths and positives about Conwy and Denbighshire's people, communities and places. It also describes the challenges and opportunities faced both now and in the future. It has been informed by data, national and local research, and most importantly feedback provided to us by residents, visitors and businesses through our 'County Conversation'.

During the summer and autumn of 2021, we spoke to as many people as possible to ask their views about what works well in Conwy and Denbighshire, and what we needed to focus on for the benefit of future generations. We asked people to talk about their experiences and their communities so that we could understand a bit more about local concerns and strengths. We also engaged with a wide cross section of the community, including:

- Community groups and forums, covering a range of community interests in a mix of urban and rural locations.
- Residents.
- Disabled people.
- Business networks.
- City, Town and Community Councils.
- Young people (through schools and youth school councils).
- North Wales Race Equality Network.
- Other public sector partner organisations.

Common to the rest of Wales, consultation and engagement work has proved challenging during the Covid-19 pandemic. Nonetheless, in addition to engaging with the above groups, we used a variety of communication methods to promote our County Conversation, including the use of internal partner channels and staff networks, such as



the Conwy Bulletin, Denbighshire's County Voice newsletter, Business e-Bulletins and mailing lists; but also through social media and press releases. We also monitored the County Conversation to ensure that we had received feedback from every age range, every geographic area of the county, and every subject interest area. Whilst we are confident that we have reached out to a wide cross section of the community, in terms of geography and protected characteristics, we feel that we can do more as we take our work forward to improve the depth of consultation with some groups of people who may have been underrepresented.

In early 2022 we began to discuss the findings of our Well-being Assessment in more detail, and identified the strategic issues where we could collectively make a difference as a group of partners. This work was supported by the [Co-Production Network for Wales](#). From our analysis, the Board came up with a long list of strategic issues. A series of workshops were then held in the summer of 2022 to prioritise areas of greatest need along Social, Cultural, Environmental and Economic themes, and to develop potential solutions. This was done by considering the synergies between priorities, the impact the PSB could have, the long-term implications, and where work was already taking place. This resulted in our redefining the plan into a single priority area focusing on **Conwy and Denbighshire being a more equal place with less deprivation**.

**TBC:** Further consultation was held with the public and partners on our draft plan between August and November 2022. This included discussions with the Well-being of Future Generations Commissioner's Office, and our Joint Overview and Scrutiny Committee for Conwy and Denbighshire. Having analysed all the feedback and finalised the final draft in November 2022, partner organisations then individually discussed and affirmed their commitment to our Well-being Plan prior to its final approval in March 2023.

## **Well-being Statement and Our Objective**

Our objective is to make **Conwy and Denbighshire a more equal place with less deprivation**. As described above, our Well-being Assessment, which examines data and the views of local people through the lens of the Well-being Goals for Wales, has supported the setting of this objective for our area. Our objective, therefore, directly contributes to the achievement of the national goals. This gives us confidence that we are

focusing our resources on delivering the right outcomes that will be of the greatest benefit to our communities.

Our [Assessment of Local Well-being](#) detailed some sixty topics on a range of subjects, arranged by the seven national well-being goals. Fourteen of these were highlighted as areas of particular concern or opportunity. 'A more equal Wales' came out most strongly as commonly connecting well-being assessment themes, aligned with the following root causes that we have identified as contributing to socio-economic disadvantage and inequality in our counties:

- The cost of living
- A need for greater physical and digital infrastructure
- Lack of confidence and aspiration
- Skill and employment opportunity gaps
- The availability of healthy housing
- Access to services
- Anti-social behaviour
- The impact of Covid-19

Our plan will seek tackle deprivation and issues relating to poverty in Conwy and Denbighshire in the long-term, including **Social, Environmental, Cultural, and Economic** inequality. This aspiration means we may not see the benefits of our plan within its lifetime, but that we will make sure that we are looking ahead to the needs of two, three or four generations in the future. The Public Services Board's work will focus on areas where collaboratively, we can make a difference and have a long term impact. We do not, however, wish to duplicate work. Our Plan is based on analysis of other partnership boards already working to improve the North Wales region, such as with community safety or economic growth.

It is important to us too that **sustainability** and the climate emergency is at the fore of everything that we do. People and communities must not be disadvantaged or left behind by the necessary changes that are coming because of Climate Change, and we must ensure that we also capitalise on the opportunities ahead.

Sustainable development is the overriding principle of the Conwy and Denbighshire PSB's activities, and we are also committed to applying the 5 ways of working (collaboration,

prevention, integration, long term and involvement) to achieving Well-being priorities. In developing our priority area, we focused on the **long-term** by looking at past, current and (predicted) future data trends, and also by discussing consultees long-term aspirations for each of the national well-being goals. Looking at future trends - and considering associated risks and opportunities – enabled us to cover the principle of **prevention**. **Involvement** was a key driving principle. We have invested a lot of time in holding discussions with our communities as well as focused workshops with professionals. We endeavoured to make these representative of our community areas (reflecting age, gender, social status, occupations, etc.). The development of our plan and its delivery could not, and will not be isolated to one Public Services Board partner alone; it will require the continuing **collaboration** and commitment of all partners to guarantee its success.

It is not yet possible to be specific about when specific actions will be delivered, but detailed planning will take place during the first year of the plan to ascertain defined schemes of work. This 'detailed planning' is one of the places where meaningful co-production and involvement can occur. Where there is time for people to be involved, and tangible, relevant discussions to involve them in. It should also be noted though that these objectives are not considered to be short-term in nature, so delivery is likely to take place over the medium to longer-term. We must also accept, however, that not everything in the Plan is within the Public Services Board's control, especially in the long-term. For example, the success of our economy will depend on more factors outside of our circle of influence, than within it.

Below are the four key themes that the PSB will take forward in support of its objective to make **Conwy and Denbighshire a more equal place with less deprivation**.

## **Well-being – Communities are happier, healthier and more resilient in the face of challenges, such as climate change or the rising cost of living.**

### **What do we know now?**

Our Well-being Assessment looks at [emerging threats to health and well-being](#). Issues of specific concern are:

- Developing resistance to antibiotics and other drugs and medicines.
- The potential for the rapid spread of infectious diseases in an increasingly interdependent and interconnected world (pandemics).
- The potential impact of climate change and extreme weather events on public health.
- the impact of Covid-19 on emotional and mental-health (restrictions, changed response and anxiety associated with infection, and loss of social support structures for people).

### **What steps can we take?**

In support of this area, below are some of the steps that we can collectively take forward as partners on the Public Services Board during the five-year duration of this plan:

- Improved equal access and signposting to the right information, advice, assistance and services that support people with what they need to thrive, including education, health and well-being, and employment.
- Working with our partners to provide information, advice and support to those at risk of fuel or food poverty, which may include reducing costs and maximising income.
- Stimulating and supporting community groups to help people with cost of living pressures.
- Give support to sustainable and green transport plans that improve overall air quality, including active and healthy travel schemes that encourage walking and cycling.
- Decrease carbon emissions and increasing renewable energy capacity.
- Protect and enhance biodiversity and natural habitats, whilst increasing and encouraging equal access to our countryside assets.
- Support communities to mitigate and cope with the impacts of climate change.

## What could success look like?

Short-term	Medium-Term	Long-Term
<p>When faced with an emergency climate event, harm to people or property has been reduced through clear advice and support.</p> <p>Residents are also able to access the advice and support that they need to support their health and well-being, and alleviate the impact of the rising cost of living.</p> <p>There is increased and equal access to countryside assets, benefitting the well-being of residents.</p>	<p>Carbon emission from our estates decreases, and natural habitats flourish.</p> <p>Hardship arising from poverty is alleviated, and the number of those facing fuel and food poverty decreases.</p> <p>The use of sustainable and active travel schemes increases.</p>	<p>Disruption from Climate events is less prevalent.</p> <p>People and communities thrive, and are resilient to challenges.</p>

### Supporting our national goals

By focusing our attention on this area of work, we hope that our efforts will directly contribute to: **A Prosperous Wales; A Healthier Wales; A Resilient Wales; A More Equal Wales; A Wales of Cohesive Communities; A Wales of Vibrant Culture and Thriving Welsh Language; and A Globally Responsible Wales.**

## **Economy – There is a flourishing economy, supported by a skilled workforce.**

### **What do we know now?**

Our Well-being Assessment looks at [employment opportunities](#) in our counties. It tells us that:

- It is not just the number of available jobs that is important, but also the types of employment opportunities on offer, and how well employers keep-up with changes in the global economy, as well as local priorities. Secure, well paid employment affects not just the economic well-being of people and communities, but can also help with mental well-being as it fosters a sense of purpose and a sense of belonging within society.
- In addition to the mismatch between the number of jobs and number of working residents, the area has a significantly lower than average weekly wage for full-time jobs – £451 in Conwy, and £501 in Denbighshire (compared to £540 for Great Britain as a whole).
- There are also higher proportions of part-time jobs on offer in the area than the national average – 46% of employees in Conwy and 39% of employees in Denbighshire are part-time, compared to 32% across Great Britain and 35% in Wales.

### **What steps can we take?**

In support of this area, below are some of the steps that we can collectively take forward as partners on the Public Services Board during the five-year duration of this plan:

- Work collaboratively with communities and partners to deliver projects and initiatives that will stimulate economic growth, including the green economy. This includes Ambition North Wales and the North Wales Growth Deal projects.
- Work with partners (including colleges and universities) to ensure that people of all ages, including those who are vulnerable or in our care, are resilient and prepared for employment, further education, or training
- Provide greater opportunities for quality volunteering, work experience and apprenticeships.

- Collectively promote public and third sector jobs to help with recruitment and retention.
- Support socially responsible public procurement, benefitting the local supply chain.
- Working through the regional body, and within the context of the Wales Transport Strategy, we will enable those at a socio-economic disadvantage to access education, employment, services and activities.

**What does success look like?**

<b>Short-term</b>	<b>Medium-Term</b>	<b>Long-Term</b>
<p>Those in need of employment are supported into work.</p> <p>There is an improved skills offer that enables people to access better paid employment.</p>	<p>Businesses are attracted to, and thrive in Conwy and Denbighshire, utilising the strong skills base, and giving people the right opportunities for work.</p>	<p>The economy flourishes.</p> <p>The average household income increases.</p>

**Supporting our national goals**

By focusing our attention on this area of work, we hope that our efforts will directly contribute to: **A Prosperous Wales; A More Equal Wales; and A Globally Responsible Wales.**

## **Equality – Those with protected characteristics face fewer barriers.**

### **What do we know now?**

Our Well-being Assessment looks at [equality and diversity](#) within our communities in Conwy and Denbighshire. It tells us that:

- Those from diverse backgrounds or with a disability often face barriers to employment learning and health care. Our population is becoming more diverse and we need to reflect this in the services that we deliver, to ensure equality of access and opportunity for all.
- We need to better reflect the diversity of our populations when involving people in decision making, ensuring representation from all groups.
- People with protected characteristics are more likely to live in the most deprived 10% of LSOAs in Wales. They are most likely to suffer from socio-economic disadvantage, and will have been disproportionately affected by the impact of the pandemic. They are also, therefore, vulnerable to inflationary cost of living pressures.

### **What steps can we take?**

In support of this area, below are some of the steps that we can collectively take forward as partners on the Public Services Board during the five-year duration of this plan:

- Support the Welsh Government's Anti-Racist Wales Action Plan, to help realise the vision of Wales as an anti-racist nation.
- Reduce inequalities by ensuring that the experiences of people from diverse backgrounds, seldom-heard groups, and those at a socio-economic disadvantage are heard and inform decision making and shape our services.
- Address the emotional burden of those living with the effects of poverty and social exclusion, treating them with the respect and dignity they deserve.
- Working with our partners and networks, we will work to address gaps in our Well-being Assessment, commissioning quality research and engagement where necessary.
- Foster community cohesion by ensuring people are protected from harm, abuse and exploitation.



## What does success look like?

Short-term	Medium-Term	Long-Term
<p>Challenges facing community cohesion and personal safety, and gaps in service or advice provision that disadvantages those with protected characteristics or those who are at a socio-economic disadvantage, are identified with any immediate solutions put in place.</p>	<p>The co-production and shaping of services through the involvement of those from seldom-heard groups improves.</p> <p>People are confident that public services will act to protect and help them.</p>	<p>Inequality is removed from service provision, allowing everyone to access the services that they need to thrive.</p> <p>All residents are safe from harm, abuse or exploitations.</p>

## Supporting our national goals

By focusing our attention on this area of work, we hope that our efforts will directly contribute to: **A More Equal Wales**; and **A Wales of Cohesive Communities**.

## **Housing – There is improved access to good quality housing.**

### **What do we know now?**

Our Well-being Assessment looks at the [provision of housing](#) in our counties. It tells us that:

- Good quality housing is vital for individual and community well-being, providing security, privacy, good health, and space for personal identity, growth and development.
- Demand for homelessness support has increased significantly in recent years, which includes the overall amount of casework involved in preventative work. As finances are squeezed and costs rise, we will see further rises in homelessness numbers.
- A person's physical environment, including access to green space, plays a key role; with poor health associated with homelessness, poor quality accommodation, and fuel poverty. Risk factors for poor mental health disproportionately affect people from higher risk and marginalised groups, including homeless people. A recent study found more patients who died by suicide were reported as having economic problems, including homelessness (Centre for Mental Health and Safety, 2016).
- In the year ending March 2021, 439 new homes were built in the area (310 in Conwy County Borough, 124 in Denbighshire), despite Local Development Plans (LDPS) predicting an annual new dwelling requirement of about 950 homes would be required across the two local authorities.
- Access to affordable housing was particularly highlighted as a concern among residents through our County Conversation. In August 2021, the average house price for a property in Conwy County Borough was £202,485, and £181,538 in Denbighshire.

### **What steps can we take?**

In support of this area, below are some of the steps that we can collectively take forward as partners on the Public Services Board during the five-year duration of this plan:

- Support the Welsh Government's Rapid Rehousing approach to prevent homelessness and ensure that any instances of it are rare, brief, and unrepeatable.

- Review the amount of available housing in our county to ensure that there is quality provision that meets the needs of residents, assisting them to lead independent lives in appropriate accommodation for as long as possible.
- Tackle barriers related to people’s immediate environment, such as green space, that affects their quality of life and civic participation.
- Ensure equal access to advice and information about available housing options and routes to housing.
- Advocate standards of housing that supports the good health of people and families living in them.

**What does success look like?**

<b>Short-term</b>	<b>Medium-Term</b>	<b>Long-Term</b>
<p>Residents are better informed about housing options and routes to housing.</p> <p>Safe housing.</p> <p>Those facing homelessness are helped into accommodation within a reasonable timeframe.</p>	<p>The number and quality of housing increases.</p> <p>Instances of homelessness reduce.</p>	<p>Housing need will be met.</p> <p>Instances of homelessness will be rare, brief and unrepeated.</p>

**Supporting our national goals**

By focusing our attention on this area of work, we hope that our efforts will directly contribute to: **A More Equal Wales**; and **A Healthier Wales**.

## How we will work

It is important to us that the PSB is set-up in the right way from the very start of this Well-being Plan, to ensure that it delivers the right benefits for our communities in the most effective and efficient way. In the undertaking of all our activities, the Public Services Board will work collectively in its partnership role to:

- **Co-production:** Foster an environment, and encourage strong networks, that promote meaningful engagement and communication with our communities, supporting a culture where co-production and involvement thrives.
- **Leadership:** Provide shared leadership and responsibility for effective long-term change, using our collective voice as partners to influence and advocate on behalf of our communities.
- **Fairness:** Promote fairness, equality and diversity through all of our work.
- **Informed decision-making:** Maintain effective governance that allows for strong, evidence-based decision making, acting on recommendations made through quality research and engagement.
- **Transparency:** Have clear and transparent performance management arrangements in place.
- **Assess:** Ensure that our activities and decisions are assessed for their impact in terms of the national Well-being Goals, the sustainable development principle, and five ways of working.
- **Development:** Explore and support joint opportunities for training and workforce development.
- **Language:** Support and promote the Welsh Language in all that we do.

We will apply these eight principles to all of our work as we take forward the steps that we have identified in support of our objective to make **Denbighshire and Conwy a more equal place with less deprivation**. These are things that we can do collectively over and above the existing roles and responsibilities of our individual members, and they will help us to define our actions and structure the detailed planning that will support this Plan's implementation. They will also help us to hold ourselves to account by monitoring and measuring our progress and success.

## **Delivery of the plan and monitoring progress**

In its Programme Board role, the delivery of this Plan will be monitored by the PSB through regular highlight and progress reports to its meetings. As part of our monitoring arrangements, we will produce an annual report detailing the progress made by the PSB to achieve and deliver the Well-being Plan. Reporting will focus on activities discussed by the Board, and the progress of any sub-groups (to be determined) set-up to deliver on specific streams of work. The Well-being Assessment sets the baseline for the success of this plan, and we will use indicators already highlighted there to measure the progress of our activities.

A Joint Overview and Scrutiny Committee also exists between Conwy and Denbighshire, and is responsible for scrutinising the effectiveness of the PSB's governance, the decisions that it makes, and the actions that it takes. The intention is to place responsibility for challenge and accountability locally.

## **On-going conversation**

Engagement through our County Conversation was an important part of gathering local views on well-being within communities. We want to continue engaging with people and communities across Conwy and Denbighshire in a meaningful way, as well as with the workforce of our organisations. It is vital that we take account of the importance of involving people with an interest in achieving the well-being goals, and of ensuring that those persons reflect the diversity of our populations.

We will take additional steps outside of meetings to ensure that the public and professional voice is heard and continues to help shape the Well-being Plan going forward. Each PSB partner organisation has its own mechanism for engagement, including digital engagement through social media. The PSB has committed to sharing key messages between PSB organisations on engagement events, as well as promoting PSB activities. However, we will also explore opportunities to engage cohesively as partners around our shared themes, and enabling a more holistic approach to action.

All our formal meetings are held in public and are open for anyone to observe. For a list of dates and venues please visit [our website](#).

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## JOINT SCRUTINY OF THE CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD (PSB)

### FORWARD WORK PROGRAMME

Contact Officer:	Rhian Evans, Scrutiny Co-ordinator, DCC Dawn Hughes, Scrutiny & Committee Services Officer, CCBC
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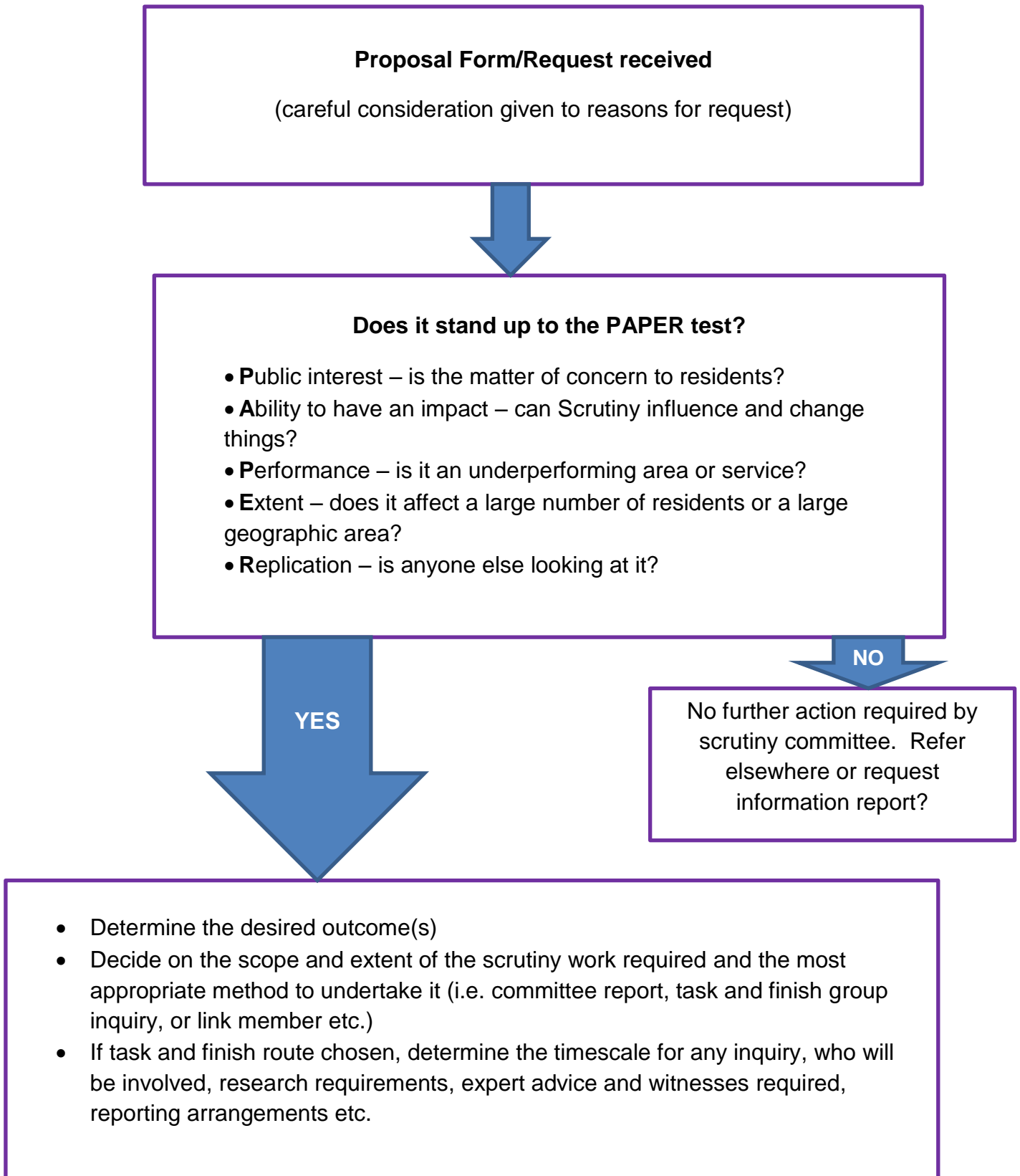
Date	Subject
<b>10 March 2023</b> (TBC)	<b>Risk Register?</b> The PSB's risk register – JOSC may wish to scrutinise this once developed?  (Amanda Jones & Iolo McGregor)
	<b>Contribution of PSB Partners to the work of the PSB and the benefits of the PSB to partners?</b>  (invitation to one PSB partner to give a presentation)
<b>20 October 2023</b> (TBC)	<b>Update by the PSB on the Implementation of its Well-being Plan?</b> PSB to report on its initial progress in implementing its Well-Being Plan including any obstacles or pressures faced to date  (Amanda Jones & Iolo McGregor)
	<b>Contribution of PSB Partners to the work of the PSB and the benefits of the PSB to partners?</b>  (invitation to one PSB partner to give a presentation)



**Conwy & Denbighshire JOSC for the PSB  
Proposal Form for Scrutiny Forward Work Programme**

	To be determined by the JOSC or by the Chair and Vice-Chair of the JOSC
<b>TIMESCALE FOR CONSIDERATION</b>	
<b>TOPIC</b>	
<b>What needs to be scrutinised (and why)?</b>	
<b>Is the matter one of concern to residents/local businesses?</b>	<b>YES/NO</b>
<b>Can Scrutiny influence and change things?</b> (if 'yes' please state how you think scrutiny can influence or change things)	<b>YES/NO</b>
<b>Does the matter relate to an underperforming service or area?</b>	<b>YES/NO</b>
<b>Does the matter affect a large number of residents or a large geographical area?</b> (if 'yes' please give an indication of the size of the affected group or area)	<b>YES/NO</b>
<b>Is the matter linked to the Public Service Board's priorities?</b> (if 'yes' please state which priority/priorities)	<b>YES/NO</b>
<b>To your knowledge is anyone else looking at this matter?</b> (If 'yes', please say who is looking at it)	<b>YES/NO</b>
<b>If the topic is accepted for scrutiny who would you want to attend</b>	
<b>Proposer's Name</b>	
<b>Date</b>	

## Consideration of a topic's suitability for scrutiny





## **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.

3.7 The Well-being and Future Generations (Wales) Act 2015 puts in place a 'sustainable development principle' which tells organisations how to go about meeting their duty under the Act. There are 5 things that public bodies need to think about to demonstrate that they have applied the principle which the JOSC will want to consider:

- Long Term - The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
- Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
- Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
- Collaboration - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
- Involvement - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

#### **4. Membership and Political Balance**

- 4.1 There will be an equal number of elected members from each appointing authority and no executive (Cabinet) members may be on the JOSOC.
- 4.2 The JOSOC will comprise 16 elected members; that is 8 non-executive elected members from Conwy County Borough Council and 8 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 JOSOC. However, each appointing authority must ensure that, as far as practicable, the members of the JOSOC reflect the balance of political groups for the time being prevailing among the members of the appointing authority.

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

- 5.1 A JOSOC must appoint a chair of the committee from within its elected member membership
- 5.2 A JOSOC may appoint a vice-chair and this must be from within its elected member membership.
- 5.3 The appointment of the Chair will normally take place at the first meeting of the JOSOC following the Annual Meeting of both Councils in May and last for two municipal years. The post of Chair of the JOSOC will alternate every two years 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.

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

## **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 7.3

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. Duration of the JOSC and procedure for withdrawal**

10.1 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.

10.2 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.

## **11. Remuneration**

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



11.2 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.

11.3 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.

11.4 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.

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

12.1 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).

## **13. Dispute resolution procedure**

13.1 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.

13.2 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.

13.3 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 10.

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

14.1 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.

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

15.1 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.

15.2 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.

#### **16. Forward Work Programme (see also Section 27)**

16.1 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

16.2 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

16.3 Elected members of both 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.

16.4 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.

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

17.1 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.

17.2 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.

17.3 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

17.4 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

17.5 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

17.6 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.

## **18. Rules of procedure**

18.1 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.

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

## **19. Declarations of interests**

19.1 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.

19.2 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.

## **20. Confidentiality of Information**

20.1 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.

## **21. Administrative arrangements**

21.1 The Secretariat will be provided by the local authorities in rotation for a period of two years from the start of a municipal year (i.e. after the Annual Meetings of both authorities). The local authority providing the chair of the JOSC will also provide the Secretariat 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
- Providing Welsh written translation and Welsh to English simultaneous interpretation.

## **22 Scrutiny Support**

22.1 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 with the lead role for Scrutiny Support being undertaken by the local authority providing the chair of the JOSC.

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

- 23.1 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
- 23.2 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.
- 23.3 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.
- 23.4 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.
- 23.5 During the meeting, the Chair of the JOSC will be responsible for ensuring that questioning is effective and that the JOSC achieves its objectives
- 23.6 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.
- 23.7 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>

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

- 24.1 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

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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

recommendation is to be accepted and what action (if any) will be taken in response.

24.2 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.

## **25. Call-in arrangements**

25.1 Decisions of the PSB may be called-in for consideration by the JOSC using the procedure attached as Appendix B.

25.2 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.

25.3 Decisions implemented by PSB partners other than the local authorities are not subject to the formal call-in procedures,

## **26. Evidence gathering**

26.1 The JOSC is entitled to gather evidence in connection with any review or inquiry it undertakes as part of their agreed work programme.

26.2 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.

## **27. Reference of matters to the Joint Overview and Scrutiny Committee (JOSC) (see also section 16)**

- 27.1 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'.
- 27.2 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'.
- 27.3 The merits of including any referrals received as per 27.1 and 27.2 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
- 27.4 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.

## **28. Setting the agenda**

- 28.1 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.

## **29. Public engagement**

- 29.1 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.
- 29.2 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.
- 29.3 The JOSC will seek to gather evidence from the public as an ongoing aspect of its work
- 29.4 Agenda packs and any appropriate formal letters from or to the JOSC will be published via the two Authority's agenda publication pages on their websites.

29.5 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.

### **30. Training and Development**

30.1 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 JOSCS**

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

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

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

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

### **3. Quorum**

- 3.1 The quorum of a JOSCS 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 JOSCS 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 JOSCS.

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 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.

Decisions implemented by PSB partners other than the local authorities are not subject to the formal call-in procedures.

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.

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.

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.

For a call-in allocated to the JOSC 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.

## 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*):

---

**Date decision was taken:**

---

**Report Title:**

---

**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. Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Council: \_\_\_\_\_

2. Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Council: \_\_\_\_\_

3. Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Council: \_\_\_\_\_

4. Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Council: \_\_\_\_\_

5. Name (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 JOSC 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. Councillors with a prejudicial interest in the decision may not be a signatory to the Notice of Call-In.
5. The JOSC's Call-In Procedure Rules appear in Appendix A of the JOSC's Terms of Reference.
6. Timescales may be extended in exceptional circumstances with the agreement of the decision-maker and the chair of the JOSC.



**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 a meeting of the JOSOC for:

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

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

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# Fframwaith Cenedlaethau'r Dyfodol ar gyfer Craffu

Ionawr 2019



## Future Generations Framework for Scrutiny

January 2019



Mae [Deddf Llesiant Cenedlaethau'r Dyfodol](#) yn gofyn am ffordd newydd o feddwl ar sut mae gwasanaethau cyhoeddus yn cael eu darparu yng Nghymru. Mae'n rhaid i Gyrrff Cyhoeddus weithio mewn ffyrdd sy'n gwella lles cymdeithasol, economaidd, amgylcheddol a diwylliannol Cymru.

Mae'r fframwaith yn gyfres o awgrymiadau a allai helpu unrhyw un sy'n awyddus i ofyn cwestiynau am sut y gwnaed penderfyniad – aelod o'r cyhoedd, y cyfryngau, rheolwr, swyddogion etholedig ac aelodau'r bwrdd.

The [Well-being of Future Generations Act](#) requires a new way of thinking about how our public services are delivered in Wales. Public Bodies must work in a way that improves the economic, social, environmental and cultural well-being of Wales.

The framework is a series of prompts that could help anyone who is keen to ask questions about how a decision has been made – a member of the public, the media, a manager, elected officials and board members.

# Fframwaith ar gyfer Craffu Framework for Scrutiny



Sawl haen:

Several layers:

Page 77

**Haen 1** Y tri phrif gwestiwn i'w gofyn

**Haen 2** Cwestiynau am gynigion llai

**Haen 3** Cynigion cymhleth:

Rhan 1 Materion Lleol

Rhan 2 5 ffordd o feddwl

Rhan 3 7 Nod Lles

**Layer 1** Top 3 Questions to Ask

**Layer 2** Questions for small proposals

**Layer 3** Complex proposals:

Part 1 Local Issues

Part 2 5 ways of working

Part 3 7 Well-being Goals

# Haen 1 Layer 1

## Hirdymor

Pa ystyriaeth ydych wedi ei rhoi i dueddiadau hirdymor a fedrai effeithio ar eich cynnig neu sut fedrai eich cynnig effeithio ar y tueddiadau hyn?

## Atal Cydweithio Integreiddio

A yw'r cynnig hwn yn ceisio atal problemau rhag digwydd – os felly, beth ydyn nhw a sut fyddwch chi'n gwybod eich bod yn eu hatal drwy'r cynnig hwn?

## Cydweithio Integreiddio Cyfranogi

Gyda phwy ydych chi wedi cydweithio i ddarganfod rhagor am y broblem hon datrysiadau posib?



## Long Term

What consideration have you given to the long term trends that could affect your proposal or how could your proposal impact these trends?

## Prevention Collaboration Integration

Is this proposal trying to prevent problems from occurring - if so, what are they and how will you know you're preventing them through this proposal?

## Collaboration Integration Involvement

Who have you collaborated with in finding out more about this problem and potential solutions?

# Haen 2 Cynigion Llai Layer 2 Small Proposals



## Llesiant lleol

Sut mae eich cynnig yn cysylltu â'r amcanion Llesiant a osodwyd yn y Cynllun Corfforaethol a/neu Gynllun DGC?

## Hirdymor

Beth yw'r angen am hyn (yn y tymor byr, canolig a'r hirdymor)? A fydd yr angen yn dal i fodoli yn yr hirdymor? Pryd wnaiff yr effaith ddigwydd?

## Atal

A yw'r cynnig hwn yn ceisio atal problemau rhag digwydd – os felly, beth ydyn nhw a sut fyddwch chi'n gwybod eich bod yn eu hatal drwy'r cynnig hwn?

Sut mae eich cynnig yn cynorthwyo chwalu cylchoedd negyddol ac/neu heriau sy'n pontio cenedlaethau megis tlodi, afiechyd, niwed amgylcheddol a cholli bioamrywiaeth?

## Local well-being

How does your proposal link to the well-being objectives in the Corporate Plan and/or PSB Well-being Plan?

## Long Term

What are the needs for this (in the short, medium and long term)? Will there still be a need in the long-term? When will the impact happen?

## Prevention

Is this proposal trying to prevent problems from occurring - if so, what are they and how will you know you're preventing them through this proposal?

How does your proposal support the breaking of negative cycles and/or intergenerational challenges such as poverty, poor health, environmental damage and loss of biodiversity?

# Haen 2 Cynigion Llai

## Layer 2 Small Proposals

### Integreiddio

A ddylen ni fod yn gwneud hyn? A oes yna rywun arall sydd mewn gwell sefyllfa i wneud hyn?

Sut mae hyn yn cysylltu gyda'r 7 nod lles?

Pa ddyletswyddau a pholisïau eraill sy'n berthnasol i'r cynnig hwn? A ydych chi wedi meddwl am y modd y gallwch 'ladd nifer o adar ag un ergyd'?

### Cydweithio

Gyda phwy ydych chi wedi bod yn gweithio? Pam?  
Gyda phwy ydych chi wedi cydweithio i ddarganfod rhagor am y broblem hon datrysiadau posib?

### Cyfranogiad

Cyfranogiad pwy wnaethoch chi ei ennyn yn y cynnig hwn? Sut ydych chi wedi eu cynnwys?



### Integration

Should we be doing this? Is there somebody else better placed already doing this?

How does this link to the 7 well-being goals?

What other duties and policies have relevance to this proposal? Have you thought about how you can 'kill several birds with one stone'?

### Collaboration

Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?

### Involvement

Who have you involved in this proposal? How have you involved them?



# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 1 - Materion Lleol

Sut mae eich cynnig yn mynd i'r afael â materion neu gyfleoedd a nodwyd yn yr asesiad llesiant lleol (ac unrhyw asesiad perthnasol arall) o'r ardal?

Lle fydd lleoliad y prosiect? Beth mae asesiadau o'r ardal yn ei ddweud am faterion allweddol ar gyfer y lleoliad hwn?

Sut mae'r cynnig yn cefnogi'r Cynllun Corfforaethol a sut fydd hyn yn helpu'r sefydliad i gymryd camau i fodloni Canlyniadau'r Cynllun Corfforaethol?

### Part 1 - Local Issues

How does your proposal address issues or opportunities identified in the local well-being assessment (and other relevant assessments) of the area?

Where will the project be located?  
What do the assessments of the area say about key issues for that location?

How does the proposal support the Corporate Plan and how will it help the organisation to take steps to meet the Corporate Plan Outcomes?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 2 Ffyrdd o feddwl

#### Atal

A yw'r cynnig hwn yn ceisio atal problemau rhag digwydd – os felly, beth ydyn nhw a sut fyddwch chi'n gwybod eich bod yn eu hatal drwy'r cynnig hwn?

Sut mae eich cynnig yn cynorthwyo chwalu cylchoedd negyddol ac/neu heriau sy'n pontio cenedlaethau megis tlodi, afiechyd, niwed amgylcheddol a cholli bioamrywiaeth?

Sut ddaeth y penderfyniadau i law, hyd yma? Pa ddewisiadau amgen a ystyriwyd?

### Part 2 Ways of working

#### Prevention

Is this proposal trying to prevent problems from occurring - if so what are they and how will you know you're preventing them through this proposal?

How does your proposal support the breaking of negative cycles and/or intergenerational challenges such as poverty, poor health, environmental damage and loss of biodiversity?

How have the decisions, so far, come about? What alternatives were considered?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 2 Ffyrdd o feddwl

#### Integreiddio

A ddylen ni fod yn gwneud hyn? A oes yna rywun arall sydd mewn gwell sefyllfa i wneud hyn?

A ydych wedi ymgynghori gyda sefydliadau sector cyhoeddus eraill yr ydych chi o'r farn byddant yn cael eu heffeithio?

Pa gamau ymarferol fydd yn cael eu cymryd i integreiddio'r prosiect gyda chynlluniau a strategaethau sydd eisoes yn bodoli sefydliadau cyhoeddus eraill i'n helpu ni gyd gyfrannu'n llawn i'r saith nod lles cenedlaethol?

A ydych chi wedi meddwl am y modd y gallwch 'ladd nifer o adar ag un ergyd'?

### Part 2 Ways of working

#### Integration

Should we be doing this? Is there somebody else better placed already doing this?

Have you consulted with the relevant other public sector organisations who you think might be impacted?

What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?

Have you thought about how you can 'kill several birds with one stone'?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 2 Ffyrdd o feddwl

#### Cydweithio

Gyda phwy ydych chi wedi cydweithio i ddarganfod rhagor am y problem hon datrysiadau posib?

A ydych yn defnyddio'r wybodaeth i hysbysu / dylanwadu ar ein gwaith?

Ai dyma'r bobl gywir?

Beth yw'r risgiau os nad ydynt (yn cydweithio)?

Sut ydym ni'n cynllunio at y dyfodol?

### Part 2 Ways of working

#### Collaboration

Who have you collaborated with in finding out more about this problem and potential solutions?

How are you using the information to inform / influence our work?

Are these the right people?

What are the risks if we don't (work together)?

How are we planning for the future?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 2 Ffyrdd o feddwl

#### Cyfranogiad

Cyfranogiad pwy wnaethoch chi ei ennyn yn y cynnig hwn?

A ydych wedi cynnwys y bobl sy'n cael eu heffeithio gan y penderfyniad hwn?

Ai dyma syniadau pobl y gymuned neu'r bobl mewn pŵer?

Sut allwch chi ddangos eich bod wedi cynnwys y rheiny sy'n cynrychioli amrywiaeth eich cymunedau?

Sut allwch chi ddangos bod cyfranogiad wedi dylanwadu ar eich dull o weithio / polisi? Pa wahaniaeth fydd hyn yn ei wneud?

### Part 2 Ways of working

#### Involvement

Who have you involved in this proposal?

How have you involved the people who are being impacted by this decision?

Are these the ideas of people in the community or people in power?

How can you demonstrate you have involved those that represent the diversity of your communities?

How can you demonstrate that involvement has influenced approach / policy? What difference will this make?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru Iewyrchus

A yw'r cynnig hwn yn defnyddio adnoddau'n effeithiol? (adnoddau naturiol, arian, amser, staff, adeiladau/tir)

Sut fydd hwn yn cynorthwyo a datblygu gweithlu medrus ar gyfer y dyfodol?

Sut fydd hwn yn effeithio'n gadarnhaol neu'n cadw gweithlu medrus o fewn ein cymunedau?

Sut fydd hwn yn cynorthwyo'r gweithlu i ddefnyddio arloesedd, technoleg a datrysiadau digidol wrth gyflawni gwasanaethau?

A yw hyn yn cefnogi economi gyda swyddi wedi'u lleoli lle mae pobl yn byw, yn hytrach na mewn dinasoedd mwy? A yw hyn yn annog pobl a busnesau i brynu'n lleol?

Sut fydd y prosiect hwn yn cyflwyno cyfleoedd i sectorau busnes newydd a chynhyrchiad nwyddau cyhoeddus?

Sut fydd yn cynorthwyo twf cadwyni cyflenwi lleol a sectorau busnes carbon isel?

### Part 3 Well-being Goals

#### A Prosperous Wales

Does this proposal use resources effectively? (natural resources, money, time, staff, buildings/ land)

How will this support and develop a skilled workforce for the future?

How will this impact positively on retaining a skilled workforce within our communities?

How will this support the workforce to use innovation, technology and digital solutions in the delivery of services?

Does it support an economy where jobs are located where people live, rather than just in bigger cities? Does it encourage people and businesses to buy local?

How will this project open up opportunities for new business sectors and production of public goods?

How will it support the growth of local supply chains and low-carbon business sectors?



# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru Gydnerth

Sut fydd y cynnig hwn yn cynorthwyo cydnerthedd economaidd yn y Gymru wledig?

Sut mae eich cynnig yn gwarchod a gwella ecosystemau sy'n cynorthwyo gweithgaredd economaidd yng Nghymru?

Sut mae eich cynnig yn helpu Cymru i addasu i'r newid yn yr hinsawdd, er enghraifft ffeithiau cynnydd mewn llifogydd a digwyddiadau tywydd eithafol?

Sut fydd y cynnig hwn yn adeiladu ar, ac yn datgloi cyfleoedd ar gyfer twf economaidd sy'n defnyddio adnoddau naturiol yn gynaliadwy?

Sut fedrwch chi ein helpu i dyfu cymunedau mwy cynaliadwy, cyfeillgar i'r amgylchedd a chwarae rhan weithgar yn y rôl o fynd i'r afael â chynhesu byd-eang

### Part 3 Well-being Goals

#### A Resilient Wales

How will this proposal support economic resilience in rural Wales?

How does your proposal protect and enhance ecosystems, which support economic activity in Wales?

How does your proposal help Wales adapt to climate change, for example the effects of increased flooding and severe weather events?

How will this proposal build on and unlock opportunities for economic growth that uses natural resources sustainably?

How can this help us grow more sustainable, environmentally-friendly communities and play an active role in tackling global warming?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru Iachach

Sut fydd y cynnig hwn yn mynd i'r afael â phenderfyniadau iechyd meddyliol a corfforol a llesiant pobl o bob oed?

Sut fydd y cynnig yn gwella llesiant corfforol a meddyliol yn awr ac yn y dyfodol?

Sut ydych chi wedi meddwl am lesiant staff yn ystod y cynnig hwn?

Sut fedrwch chi ddylanwadu ar y rhai hynny sy'n comisiynu gwasanaethau i gynnwys llesiant corfforol a meddyliol eu staff?

A oes cyfleoedd i gynnig buddion i'r gweithlu drwy'r cynnig hwn?

### Part 3 Well-being Goals

#### Healthier Wales

How will this proposal address the determinants of mental and physical health and well-being of people of all ages?

How will the proposal improve physical and mental well-being now and in the future?

How have you thought about the well-being of staff during this proposal?

How can you influence those who commission services to include the physical and mental well-being of their staff?

Are there opportunities to offer benefits to the workforce through this proposal?



# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru fwy Cyfartal

Pwy sy'n elwa fwyaf o'r cynnig hwn? Sut gall fwy o / gwahanol grwpiau elwa o'r cynnig sy'n cael ei ddarparu?

Pwy sy'n profi effeithiau negyddol – yn uniongyrchol neu'n anuniongyrchol – drwy'r cynnig hwn? Pwy o bosib sy'n cael eu gadael allan o'n hystyriaethau?

Sut fydd y cynnig hwn yn helpu i fynd i'r afael ag anghydraddoldebau ac yn cyfrannu tuag at gymdeithas decach?

Sut mae'r cynnig yn rhoi liferi ar gyfer gwrthdroi anfanteision hirdymor, ac yn cynorthwyo grwpiau o dan anfantais mewn ffyrdd sy'n gynaliadwy yn yr hirdymor?

A yw penderfyniadau hyd yn hyn wedi cael eu gwneud mewn ffordd ddemocrataidd a chyfartal, gan alluogi pob llais a barn i gael eu clywed yn hytrach na gadael i leisiau pwerus ddominyddu?

### Part 3 Well-being Goals

#### A More Equal Wales

Who benefits most from this proposal? How can more / different groups of people benefit as the proposal is delivered?

Who is negatively impacted - directly or indirectly - by this proposal? Who is potentially left out of our considerations?

How will this proposal help address inequalities and contribute towards a fairer society?

How does the proposal provide levers for reversing long-term disadvantage, and support disadvantaged groups in ways which are sustainable in the long term?

Have decisions up to this point been made in a democratic and equal way, ensuring all voices and opinions are heard rather than allowing powerful voices to dominate?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru o gymunedau cydlynol

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Sut fydd y penderfyniad yn gwella cynhwysiant cymdeithasol?

Sut fydd y rhain yn creu cymdogaethau sy'n ddymunol i weithio a byw ynddynt?

Sut fydd y penderfyniad hwn yn helpu i integreiddio grwpiau oedran yn ein cymunedau?

A yw'r cynnig yn helpu i wneud mannau cyhoeddus i deimlo'n fwy diogel a chroesawgar?

Sut fydd y cynnig hwn yn cynorthwyo amwynderau lleol (e.e. busnesau lleol, cysylltiadau trafniadaeth) a chryfhau cysylltiadau cymdeithasol?

Ym mha fodd y mae'r cynnig wedi ei ddylunio mewn partneriaeth â'r gymuned i gwrdd â'i hanghenion a'u dymuniadau ar gyfer yr ardal/gofod?

### Part 3 Well-being Goals

#### A Wales of cohesive communities

How will the decision enhance social inclusion?

How will this create neighbourhoods that are pleasant to live and work in?

How will this decision help to integrate age groups in our communities?

Does the proposal help to make public space feel safer and more welcoming?

How will this proposal support local amenities (e.g. local business, transport links) and strengthen social relationships?

How has the proposal been designed the proposal in partnership with the community to meet their needs and desires for the area/ space?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru lle mae diwylliant bywiog a'r iaith Gymraeg yn ffynnu

Sut mae'r cynnig hwn yn cadw a gwella cyfleoedd diwylliannol ac ieithyddol lleol?

Sut mae'r cynnig hwn yn cynyddu mynediad lleol i bawb i'r celfyddydau, chwaraeon a gweithgareddau eraill hamdden?

Sut mae'r cynnig hwn yn sicrhau bod y cyfleoedd yn hygyrch i bawb, e.e. yn fforddiadwy, trafnidiaeth gyhoeddus hygyrch, yn darparu mynediad i bobl anabl?

Sut mae'r cynnig hwn yn effeithio ar dirwedd gyffredinol yr ardal?

Sut fedr y cynnig hwn gadw a chynyddu darpariaeth y Gymraeg, y defnydd o'r ardal a'i hetifeddiaeth?

### Part 3 Well-being Goals

#### A Wales of Vibrant Culture and Thriving Welsh Language

How does this proposal retain and enhance local cultural and language opportunities?

How does this proposal increase local access for all to arts, sports and recreational activities?

How does this proposal ensure that these opportunities are accessible to all, e.g. affordable, public transport accessible, have disability access?

How does this proposal impact on the overall landscape of the area?

How can this proposal retain and grow the Welsh language provision, use and legacy of the area?

# Haen 3 – Cynigion mwy cymhleth

## Layer 3 - More complex proposals



### Rhan 3 Nodau Lles

#### Cymru sydd â chyfrifoldeb byd-eang

Sut fydd y cynnig hwn yn pwrcasu cyfrifoldeb (cynaliadwy a moesegol/defnyddio cynnyrch Masnach Deg a chadwyni cyflenwi byd-eang)?

Sut mae'r cynnig hwn yn caniatáu i ni adeiladu cysylltiadau byd-eang â gwledydd eraill?

Sut fedrwch chi facsimeiddio'r defnydd o gyfathrebu, cyfryngau cymdeithasol a'r wefan i hybu negeseuon am y cynnig hwn ac ennyn cyfranogiad pobl yn ei gyflawniad?

Sut fedr y cynnig hwn gyfrannu at system lle gellir lleihau allyriadau nwyon tŷ gwydr?

Sut fedrwch chi, drwy gyfrwng y cynnig, leihau allyriadau carbon – mewn cynhyrchu a'r defnydd a wneir ohono?

### Part 3 Well-being Goals

#### A Globally Responsible Wales

How will this proposal purchase responsibly (sustainable and ethical / Fairtrade sourcing, global supply chains)?

How does this proposal allow us to build global links with other countries?

How can you maximise the use of communications, social media and the web to promote messages about this proposal and involve people in delivering it?

How can this proposal contribute to a system where greenhouse gas emissions can be brought down?

How can you, through the proposal, minimise carbon emissions -both in production and in use?

Unrhyw gwestiynau?

Any Questions?



I gael mynediad at y Fframwaith ewch i [Wefan Comisiynydd Cenedlaethau'r Dyfodol](#)

To access the Framework go to the [WBFG Commissioner Website](#)

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## CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Minutes of a meeting of the Conwy and Denbighshire Public Services Board held in Video conference on Wednesday, 27 July 2022 at 3.00pm

<b>Present</b>	Emma Lea (representing Alison Kemp) Iwan Davies Councillor Charlie McCoubrey Councillor Jason McLellan Nicola Stubbins (representing Graham Boase) Tom Barham  Mark Hughes Justin Hanson (representing Martin Cox) Helen McArthur Helena Kirk Louise Woodfine Councillor Carol Marubbi  Vicky Poole	Betsi Cadwalader University Health Board Conwy County Borough Council Conwy County Borough Council Denbighshire County Council Denbighshire County Council  Denbighshire Voluntary Services Council Natural Resources Wales Natural Resources Wales  North Wales Fire and Rescue Service North Wales Housing Association Public Health Wales Representing Conwy Town and Community Councils Welsh Government Representative
<b>Officers:</b>	Fran Lewis Hannah Edwards Mike Corcoran Suzanne Iuppa Iolo McGregor Shannon Richardson Rhodri Tomos-Jones Helen Millband Sandra Williams	Conwy County Borough Council Conwy County Borough Council Co-production Network for Wales Co-production Network for Wales Denbighshire County Council Denbighshire County Council Denbighshire County Council Natural Resources Wales Translator
<b>In Attendance</b>	Dr Rachel Hughes	Professor at Glyndwr University
<b>Observers</b>	Councillor Gwyneth Ellis Councillor Barry Mellor Nel Griffiths	Denbighshire County Council Denbighshire County Council Public Health Wales

### 1 APOLOGIES

Apologies for absence were received from –

- Graham Boase – Denbighshire County Council
- Joe Whitehead – Betsi Cadwalader University Health Board

- Alison Kemp - Betsi Cadwalader University Health Board
- Wendy Jones – Community and Voluntary Support Conwy
- Martin Cox – Natural Resources Wales

## **2 ELECTION OF CHAIR AND VICE CHAIR**

Iwan Davies explained that this meeting was classed as a ‘mandatory meeting’ of the Board, as it is the first meeting following the ordinary election of councillors (which took place in May 2022). As such, this meeting must initially be chaired by the Local Authority, before electing a chair and vice chair.

He stated that neither himself as the current Chair or the Vice Chair intended to carry on in the roles. He therefore sought nominations for both Chair and Vice Chair to the Board.

It was proposed and seconded for Councillor Jason McLellan, Leader of Denbighshire County Council to become Chair.

It was proposed and seconded for Councillor Charlie McCoubrey, Leader of Conwy County Borough Council to become Vice Chair.

**RESOLVED** that:

- i. *Councillor Jason McLellan, Leader of Denbighshire County Council to become Chair from this meeting onwards.*
- ii. *Councillor Charlie McCoubrey, Leader of Conwy County Borough Council to become Vice Chair from this meeting onwards.*

## **3 TO RECEIVE FORMAL ACCEPTANCE OF INVITED PARTICIPANTS TO JOIN THE PSB**

Agreed to discuss this as part of item 6 – *Review the Terms of Reference.*

## **4 MINUTES OF THE LAST MEETING**

The minutes of the Conwy and Denbighshire Public Services Board meeting held on 23 March 2022 were submitted.

**RESOLVED** that the minutes of the meeting held on 23 March 2022 be received and approved as a correct record.

## **5 MEETING ACTION TRACKER**

The Chair, Councillor Jason McLellan, presented the meeting Action Tracker. Confirmed that the workshop took place in May and the feedback from the session will be discussed under item 9 as part of the Well-being Plan development.

**RESOLVED** that the Meeting Action Tracker be noted.



## 6 MATTERS ARISING

No matters arising to be discussed.

## 7 REVIEW THE TERMS OF REFERENCE

The Chair presented the Terms of Reference. General discussion took place and the following points were raised:

- Views on the membership of the Board was considered as part of the work moving forward under the Well-being Plan, which will be focused on reducing deprivation and inequality. But agreed that formal invitations should not be issued until the Well-being Plan is approved next Spring.
- Mindful that PSB membership should be kept focused but consider the use of sub-groups going forward as the Well-being Plan develops.
- Confirmed that Public Health teams will be incorporated into the Health Board from September, but would welcome the opportunity to continue being a part of the PSB.
- National Trust are interested in supporting the PSB - they are a large local landowner and are involved in some sizable projects related to our emerging priority.
- Confirmed that Registered Social Landlords (RSLs) are currently represented on the Board through North Wales Housing and the representative will provide feedback to and from this group.
- Informed by Betsi Cadwaladr that one of their nominated representatives is likely to change due to their new organisational structure, they will liaise with PSB support offices once a new representative is confirmed.
- Beneficial to have more frequent meetings to foster closer working relationships. Agreed that quarterly formal meetings are sufficient but scheduling separate informal networking sessions would be valuable for members and would keep up momentum in between meetings.
- Open up the briefing meetings that are held with the Chair to those that are presenting an agenda item, to help give structure to the discussion.
- Revisit holding meetings virtually and consider using a hybrid model. Discussed the benefit of meeting face to face, as it will to help build the partnership going forward.
- Reflected on past engagement experience and lessons learned during the previous Well-being Plan. Looking forward, discussed the establishment of the Regional Engagement Network and working with Co-Production Network for Wales to build on and improve our engagement approach.
- Reiterated that the Board can revisit the Terms of Reference at any time, and may be prudent to review these again as part of developing into a leadership Board.

**RESOLVED** that:

- the Board writes to the invited participants (outlined in section 5.7 of the Terms of Reference) to confirm they are happy to continue being a member of the Conwy & Denbighshire PSB.*

- ii. *the Board writes to the key partners (outlined in section 5.9 of the Terms of Reference) outlining what we're trying to achieve and if/how they want to be involved.*
- iii. *PSB support officers schedule informal networking sessions for the Board.*
- iv. *PSB support officers to open the briefing meeting to those that are presenting an item at PSB.*

## 8 UPDATE ON THE NORTH WALES PSB SUPPORT GRANT FOR 2022/23

Iolo McGregor provided an update following the report provided at the last meeting. Information was provided to PSB about the grant that had been made from the Welsh Government (WG) to the North Wales region in 2022-23 and how the fund had been allocated across the criteria set out by WG.

Members were encouraged to suggest areas of work that may be progressed with the available support funding.

Since the last meeting the following projects have requested funding from the grant, including –

- ***Future Leaders programme*** – The programme aims to involve young people (aged 14-16) in the development of Well-being Plans through the delivery of in-school workshops, facilitated by teachers and nominated 'PSB Champions.' It will initially be piloted in Wrexham (with a single cohort of students in one school), but there is potential to scale up across North Wales.
- ***Diverse Together, Community Chats project*** – The project aims to work with people who may not engage with formal "one-off" surveys and consultations to express themselves in a more relaxed setting, with a Chat Host who is committed to establishing trust with a sustainable, person-centred approach.

Dr Rachel Hughes was invited to introduce the Community Narratives project. This project essentially aims to make the Well-being Assessments more relatable to our communities and to provide PSBs with a rich and holistic understanding of well-being at a community level. The project will involve a range of media (written, photography, video, artwork) as well as more traditional forms of quantitative and qualitative data analysis to explore this work.

The project is proposing to work with a community in each PSB area across North Wales. Dr Rachel Hughes welcomed views and the following points were made –

- Suggested that the PSB should work with one coastal and one rural area.
- There are no parameters in regards to scale or focus area - this is the PSBs decision.
- Important that the well-being assessment informs the decision and it fits with the Boards future work areas.

- Opportunity to link in / bring together other pieces of work that may be taking place in the area, adding value to the work.
- In line with our future direction, suggestion that we should target areas with high levels of deprivation.
- Areas suggested included, Abergele and Pensarn, West Rhyl and Dyffryn Conwy.

The project was support by the Board, but more consideration is needed before formally agreeing on two community areas.

**Resolved that:**

- Members share any views with the Chair prior to the next meeting.*
- Formal agreement of the community areas is tabled at the next meeting.*

## **9 CONWY AND DENBIGHSHIRE WELL-BEING PLAN 2023/28 – APPROVAL FOR CONSULTATION**

Mike Corcoran (Co-Production Network for Wales) provided an overview of the ongoing work to develop the Well-being Plan to date and detailed Co-Production Network for Wales’s facilitation role in the process.

The Board reflected on the recent prioritisation workshop, which considered the 14 priority areas identified by the well-being assessment and then focused on the root causes and interconnections of those priority areas.

Through a mapping exercise conducted as part of the prioritisation process, it found that the priority areas identified were most aligned to the ‘*More Equal Wales*’ well-being goal. It also found that a number of the same root causes underpinned the priority areas identified, these included the cost of living, inequality and socio-economic disadvantage, physical and digital infrastructure, lack of confidence and aspiration and skill and opportunity gaps.

At the workshop members concluded that they want to focus on reducing inequality and deprivation, as this is an area that all partners can contribute and where the PSB can add value by working together. The draft Well-being Plan in appendix 1, identifies the Boards ambition and its role in making meaningful progress to deliver on its ambition.

Mike Corcoran welcomed views and the following points were made:

- The draft Well-being Plan is intentionally very high level to give flexibility and allow the PSB to determine the direction and interventions it wants to take.
- For the consultation need to make it clear that more detail will be added to the Well-being Plan.
- Assurance provided that PSB support officers are linked in to the work taking place nationally in regards to health inequality, climate change and poverty and deprivation.
- Public Health Wales have being working on a Green health agenda, which will support the progression of the well-being plan. It includes areas such as

climate change, active travel and access to green and blue spaces. Request to bring a paper to a future PSB meeting for discussion.

- Valuable for the PSB to receive a presentation from the Wales Centre of Public Policy regarding deprivation and types of interventions available to PSBs.

***Resolved that:***

- Members approve the content of the draft Well-being Plan.*
- Members approve the draft Well-being Plan for public engagement, including triggering the 14 week statutory period for feedback with the Well-being of Future Generations Commissioner.*

**10 CONWY AND DENBIGHSHIRE PSB ANNUAL REPORT 2021/22 – APPROVAL FOR PUBLICATION**

PSB's draft annual report 2021/22 (previously circulated) was presented for approval. It was a statutory document for submission to the Welsh Government and Office of Well-being of Future Generations Commissioner for Wales.

Hannah Edwards provided an overview of the fourth annual report, and confirmed this is the final annual report required during this planning cycle. According to the statutory guidance, in the year following an ordinary local government election (when a new local well-being plan is being prepared and published) there is no requirement to also produce an annual report.

The annual report covers the Boards main achievements over the last year, most notably the production and publication of the Well-being Assessment. It also provides some self-reflection over the last year, including the Boards work with Glyndwr University to review its role and purpose. As well as looking forward to developing the Well-being Plan and taking a more of a leadership approach to delivery.

***RESOLVED*** that the PSB Annual Report for 2021/22 be approved for publication.

**11 FORWARD WORK PROGRAMME**

A copy of the Public Services Board forward work programme was presented.

***RESOLVED*** that the forward work programme be approved with the addition of scheduling the Green Health Agenda item at a future meeting.

**THE MEETING CONCLUDED AT 4.50 P.M.**

**CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD**

**FORWARD WORK PROGRAMME**

2022 / 2023

**Chair:**

Councillor Jason McLellan, Denbighshire County Council

**Vice Chair:**

Councillor Charlie McCoubrey, Conwy County Borough Council

***Co-ordinators:***

Emma Lea (Betsi Cadwaladr University Health Board)  
Amanda Jones & Hannah Edwards (Conwy County Borough Council)  
Iolo McGregor & Shannon Richardson (Denbighshire County Council)  
Justin Hanson, Helen Millband & Iona Hughes (Natural Resources Wales)  
Pippa Hardwick (North Wales Fire & Rescue Service)  
Siwan Jones (Public Health Wales)

**Committee Responsible:**

Denbighshire County Council

**For Queries:**

01492 574059 / [hannah.edwards@conwy.gov.uk](mailto:hannah.edwards@conwy.gov.uk)

Meeting Date	Topic	Purpose	Responsible Officer
26 September 2022	Well-being Plan – Consultation Feedback	To consider the feedback to date from the statutory consultation.	Chair
	Community Narratives project – agreement on community areas for Conwy & Denbighshire	To agree the community areas to work with as part of the regional Community Narratives project.	Chair
	Active Travel Charter	To inform the Board about the charter and discuss future governance arrangements.	Louise Woodfine, Public Health Wales
30 November 2022	Well-being Plan – Approve draft plan for PSB statutory partners.	To approve draft Well-being Plan for PSB statutory partners to present to their executive boards.	Chair
	Review of PSB risk register	To review the PSB's risk register.	Chair
	Community Wealth building and Progressive Procurement – pilot findings and recommendations	To consider the findings and recommendations following the project.	Amanda Jones, Conwy County Borough Council
	Overview of Corporate Joint Committees (CJs)	To learn about the new committees and discuss how they will feed in to the regional landscape.	TBC
25 January 2023	<b>Workshop / Informal Meeting</b>		
30 March 2023	Well-being Plan – Approval for publication	To approve the well-being assessment for publication prior to the statutory deadline of 5 <sup>th</sup> May 2023.	Chair

#### Standard Agenda Items

Apologies for Absence
Minutes of last meeting
Matters Arising
Meeting Action Tracker
Forward Work Programme
AOB



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