

# Public Document Pack

## Conwy and Denbighshire Public Services Board

Coed Pella, Conwy Road, Colwyn Bay and by video conference

Monday, 17 July 2023

3.30 pm

STATUTORY MEMBERS	
<p><b>Conwy County Borough Council</b> Councillor Charlie McCoubrey (Leader of the Council)</p> <p>Rhun ap Gareth (Chief Executive)</p> <p><b>Denbighshire County Council</b> Councillor Jason McLellan (Leader of the Council) Graham Boase (Chief Executive)</p>	<p><b>Betsi Cadwaladr University Health Board</b> Libby Ryan-Davies - Integrated Health Community Director Alyson Constantine - Integrated Health Community Director of Operations</p> <p><b>Natural Resources Wales</b> Martin Cox (Head of Local Delivery North) Mark Hughes (Team Leader North East Wales)</p> <p><b>North Wales Fire and Rescue Service</b> Helen Macarthur (Assistant Chief Officer)</p>
INVITED PARTICIPANTS	
<p><b>Community and Voluntary Support Conwy</b> Wendy Jones (Chief Officer)</p> <p><b>Denbighshire Voluntary Services Council</b> Tom Barham (Chief Executive)</p> <p><b>Public Health Wales</b> Louise Woodfine, Consultant in Public Health</p> <p><b>Town &amp; Community Councils</b> Councillor Carol Marubbi (representing Conwy) Councillor Gordon Hughes (representing Denbighshire)</p>	<p><b>North Wales Police</b> Owain Llewelyn, Divisional Commander</p> <p><b>National Probation Service</b> Andy Jones, Head of Probation Delivery Unit</p> <p><b>Welsh Government Representative</b> Elin Gwynedd (Deputy Director – North Wales)</p> <p><b>Office of the North Wales Police and Crime Commissioner</b> Stephen Hughes (Chief Executive)</p> <p><b>North Wales Housing Association</b> Helena Kirk (Chief Executive)</p>

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Hannah Edwards, PSB Development Officer

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## **AGENDA**

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**1 WELCOME AND APOLOGIES FOR ABSENCE**

**2 MINUTES OF LAST MEETING**(Pages 3 - 8)

To approve the minutes of the last meeting held on 23 March 2023 (copy attached).

**3 MEETING ACTION TRACKER**(Pages 9 - 10)

The Chair will lead on this item (copy attached).

**4 SEEING THE WOOD AND THE TREES**

To receive a presentation by Christian Heathcote-Elliott, Public Health Wales, on seeing the wood and the trees – the application of systems thinking to complex health and well-being challenges.

**5 ENGAGEMENT APPROACH**(Pages 11 - 12)

To receive the Engagement Approach – mission statement from Mike Corcoran, Co-Production Network for Wales (copy attached).

**6 ACTIVE TRAVEL CHARTER UPDATE**

To receive a verbal update from Louise Woodfine, Public Health team on the Active Travel Charter.

**7 TERMS OF REFERENCE**(Pages 13 - 22)

To receive a report by Iolo McGregor DCC, on amendments to the Terms of Reference (copy attached).

**8 FORWARD WORK PLAN**(Pages 23 - 26)

The Chair will lead on this item (copy attached).

## CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Minutes of a meeting of the Conwy and Denbighshire Public Services Board held in by video conference on Thursday, 23 March 2023 at 11.00 am.

### PRESENT

#### Present:

Councillor Jason McLellan	Denbighshire County Council
Councillor Charlie McCoubrey	Conwy County Borough Council
Graham Boase	Denbighshire County Council
Rhun ap Gareth	Conwy County Borough Council
Justin Hanson	Natural Resources Wales (attending in place of Martin Cox)
Helen MacArthur	North Wales Fire and Rescue Service
Louise Woodfine	Betsi Cadwaladr University Health Board (Public Health)
Emma Lea	Betsi Cadwaladr University Health Board (attending in place of Libby Ryan-Davies)
Wendy Jones	Conwy Voluntary Support Conwy (CVSC)
Tom Barham	Denbighshire Voluntary Services Council (DVSC)
Carol Marubbi	Town and Community Council – Conwy representative

#### Officers:

Amanda Jones	Conwy County Borough Council
Hannah Edwards	Conwy County Borough Council
Fran Lewis	Conwy County Borough Council
Mike Corcoran	Co-Production Network for Wales
Iolo McGregor	Denbighshire County Council
Karen Evans (Host)	Denbighshire County Council
Rhodri Tomos-Jones	Denbighshire County Council
Helen Miliband	Natural Resources Wales
Iona Hughes	Natural Resources Wales

### ALSO PRESENT

Observer – Councillor Gareth Sandilands (Denbighshire County Council)

## 1 WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from –

- Elin Gwynedd, Welsh Government
- Helena Kirk, North Wales Housing Association

- Owain Llywelyn, North Wales Police
- Libby Ryan-Davies, Betsi Cadwaladr University Health Board
- Mark Hughes, Natural Resources Wales

## **2 MINUTES OF LAST MEETING**

The minutes of the Conwy and Denbighshire Public Services Board meeting held on 26 September 2022 were submitted.

Matter of accuracy, Helen MacArthur highlighted her name had been noted incorrectly.

**RESOLVED** that the minutes of the meeting held on 26 September 2022 be received and approved as a correct record.

## **3 MEETING ACTION TRACKER**

The Chair, Councillor Jason McLellan, presented the meeting Action Tracker.

Community areas and the work done by Rachel were ongoing. Amanda Jones gave an update the work was ongoing Dr Rachel was in contact with officers to progress the matter. The other issues on the action tracker would be taken further with items in the meetings.

The board highlighted the need for engagement and noted that hybrid meetings would facilitate this more, as people could workshop between themselves face to face.

## **4 APPROVAL OF CONWY AND DENBIGHSHIRE WELL-BEING PLAN**

The chair thanked all involved with the work carried out by officers on the well-being plan, which was echoed by Iolo McGregor.

Iolo McGregor, Strategic Planning and Performance Team Leader, Denbighshire County Council, introduced the Conwy and Denbighshire Public Services Board's Wellbeing Plan for 2023 to 2028.

Informed by the Well-being Assessment, the PSB has held multiple prioritisation discussions (in January, March and May 2022) 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 of 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 to alleviate deprivation and inequality.

The PSB met again in July and agreed on the outline of a Plan to Make Conwy and Denbighshire equal places with less deprivation. A public consultation was launched on August 17 and ran until November 9. Simultaneously we triggered the 14-week period during which the Well-being of Future Generations Commissioner

must provide feedback on our draft plan, and those conversations took place between officers.

Work continued through the autumn to develop the Plan based on the feedback and intelligence received. We twice met with a representative of the Well-being of Future Generations Commissioner to discuss their feedback on the Plan. PSB support officers also met twice to develop the Plan and discuss feedback from the consultation, including a detailed response from partners at NRW. The draft Plan was then presented to the PSB on November 30,

Since November, it was handed to partner organisations to be accepted; as of Monday, all partners had agreed to be a part of the well-being plan. Other than that, officers wanted to see if the PSB had any feedback or whether there were any further amendments to take.

All members supported the plan; officers also confirmed that Welsh Government had given feedback and were fully supportive.

The board members highlighted that their respective organisations supported the Well-being plan.

***RESOLVED*** that the Public Service Board approve the final Well-being plan for publication.

## **5 TERMS OF REFERENCE REVIEW**

The Chair, Councillor Jason McLellan, presented the terms of reference review. The chair highlighted that the item was raised at the first meeting he chaired; however, it was suggested to be brought back for a more in-depth discussion.

The chair queried whether the terms of reference required some changing to allow further engagement with other regional bodies and whether more organisations could join the board, one suggestion was for Citizen's Advice Bureau to be invited to attend meetings as a board member.

It was suggested that any other partners joining the PSB would need to strengthen the aims rather than adding too many, and the meeting could be a talking shop. It was suggested that leadership should be included in terms of the PSB aimed to lead. The board indicated that the wording in paragraph 2.1 be changed to highlight how the board would lead on being ambitious, innovative and motivated to work together to find sustainable service solutions.

Discussions with third-party organisations were raised, and having seen who could or would join the board and what they could bring to the table, the board were happy to pursue the idea further.

It was also raised that the title of Public Health Wales required changing to Public Health. Also highlighted section 13 needed updating to reflect the statutory responsibilities outlined in section 3 (rather than paragraph 7).

**RESOLVED** that the Public Service Board note the Terms of reference review, and the above suggestions be investigated further.

## **6 REGIONAL PSB SUPPORT GRANT FOR 2023-2026**

Amanda Jones, Corporate Performance and Improvement Manager, Conwy County Borough Council. This report was to inform the Board about the grant that has been made available from the Welsh Government (WG) to the North Wales region in 2023-24, 2024-25 and 2025-26 and how the funds have been allocated across the criteria set out by WG, detailing the type of activity proposed

The funding was intended to assist Public Services Boards (PSBs) in building their strategic capacity and capability, as well as strengthen community engagement and involvement to support PSBs in delivering the next cycle of the local well-being plan.

North Wales Public Services Boards (supported by officers) have considered how this funding can be used in the region to support the delivery of their Well-being Plans. The submission that has been developed is deliberately high-level and broad to accommodate all the Public Services Boards in the North Wales Region and allow flexibility.

The three areas for the support were –

- (i) Build strategic capacity and capability across the region
- (ii) Support delivery of Well-being Plans - across PSBs
- (iii) Support delivery of Well-being Plans across – communities

The board were invited to add work for the PSB which would fit into the areas; a proposal was verbally presented to develop a workshop with representatives of minority groups to look into the barriers people may face gaining employment in the public sector. This would be a workshop to inform all public organisations across the north wales region. This proposal was supported by the Board.

As in previous years, funding is offered on a health board footprint, with £103,892 being made available for the North Wales Region in the 2023-24 financial year. Flintshire County Council, as lead authority, has worked with the North Wales Public Service Board Management Group (comprising of officers with a role in supporting PSBs across partners) to submit the proposal for 2023-24.

The funding was no to be used for –

- Development/delivery of or maintaining of specific projects chosen by PSBs.
- Monitoring and evaluation activity to evidence outcomes and track progress over time (except for data portal maintenance).
- General partnership support.
- Funding permanent salaried posts (i.e. funded only through this support grant).

The committee thanked officers for the report; it was highlighted that North Wales received less than other regions; however, the assistance method was praised as all parties involved would benefit.

**RESOLVED** that the Public Service Board note the content of The Regional PSB Support Grant for 2023-2026

## **7 ACCELERATED CLUSTER DEVELOPMENT PROGRAMME**

Hannah Edwards - Conwy County Borough Council, informed the chair that the reporting officer for the item could not attend the meeting and therefore the item could not be discussed.

## **8 FORWARD WORK PLAN**

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

- The board suggested that looking at other regional bodies and seeing how their work was carried out would allow the PSB to look at shared risks and issues and share good practices.
- A report on active travel was suggested to be brought to the board in September.
- The offshore wind farm item was raised, and whether there was an update which could be brought to the board, officers would look at the matter further.

Reiterating what was raised earlier at the meeting, the members agreed to look at hosting the next meeting through Hybrid means hosted by Denbighshire County Council.

**RESOLVED** that the forward work programme be approved.

***The meeting concluded at 11:55 pm***

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# Conwy and Denbighshire Public Services Board

## Action Tracker



Meeting	Action		Action Owner	Progress Update	Deadline	Status Open / Closed / Not started
January 2023 - workshop	1	Explore better alignment with other regional partnership and inviting other partners to get involved in the PSBs work (such as Citizen Advice, National Trust and Snowdonia National Park)	Justin Hanson, Cllr Carol Marubi, Nicola Kneale and Cllr Charlie McCoubrey	Discussions still in progress.	March 2023	Open
March 2023	1	Publish the Well-being Plan on the PSB website and circulate to stakeholders.	Hannah Edwards	Complete	May 2023	Closed
	2	Update the Terms of Reference in line with Members suggestions.	Hannah Edwards	Complete	July 2023	Closed
	3	Discuss the involvement of third sector partners in the PSB work going forward.	Cllr Jason McLellan and Tom Barnham			
	4	Update the Forward Work Programme for 2023/34 with Members suggestions	PSB support officers	Complete	July 2023	Closed
May 2023 (informal meeting)	1	Share the presentation and links to further reading with the Members	Lydia Orford	Complete	May 2023	Closed
	2	Invite the national Public Health team to the next meeting to discuss the Whole Systems approach further	Louise Woodfine	Complete – Members will received a presentation at the July meeting.	July 2023	Closed
	3	Map the PSBs proposed activities against 'Whole Systems Thinking Levels' (from System Events to System Beliefs)	PSB support officers	Officer have produced a spreadsheet in order to beginning tracking actions against the well-being plan. We will start to use this to build our evidence of progress.	July 2023	Open
	5	Potentially developing a draft 'Engagement mission statement and objectives' for PSB to review and build upon, and around which a strategic approach to engagement and involvement can be devised	Mike Corcoran	In progress – to be discussed further at the July meeting.	July 2023	Open

Agenda Item 3

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## Conwy and Denbighshire Public Services Board: Engagement mission statement

**Everyone in Conwy and Denbighshire should know what their Public Services Board is, know how it is working to improve wellbeing for all, and have meaningful and accessible opportunities to shape this work, wherever it will impact upon their lives.**

**In pursuing this mission, the PSB must:**

- Engage with its **workforces** – inclusive of all staff at all levels
- Engage with its **partners** – inclusive of all organisations, groups and networks with a shared commitment to improving wellbeing in the area.
- Engage with its **communities** – inclusive of everyone who lives and works in the area, and the people and organisations who represent them.

At all times our work will be undertaken in accordance the 'Involvement Principle' of the Wellbeing of Future Generations (Wales) Act 2015.

**If successful, our engagement should:**

- Enable improved **diversity and representation** – with more people contributing to the PSBs work.
- Enable improved **trust and relationships** – between people, their PSB and its member organisations.
- Enable greater **impacts** – with more being achieved by doing things together.

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## Conwy and Denbighshire Public Services Board

### Terms of Reference

#### 1. Statutory Requirements

- 1.1 The Well-being of Future Generations (Wales) Act 2015 (“the Act”), places a well-being duty on specified public bodies to carry out sustainable development. Part 4 of the Act requires the establishment of Public Services Boards (PSB) whereby public bodies act jointly to contribute to the achievement of the well-being goals.
- 1.2 There must be a PSB for each Local Authority area in Wales. However section 47 of the Act permits two or more PSBs to merge if they consider it would assist them in contributing to the achievement of the well-being goals. Section 48 of the Act also permits two or more PSBs to collaborate if they consider it would assist them in contributing to the achievement of the well-being goals.
- 1.3 The powers granted in section 47 of the Act have been used to merge the separate PSBs of Conwy and Denbighshire into a single PSB for the Conwy and Denbighshire area (“the Board”). This decision has been taken by the Board with the understanding of risk that there is currently no provision within the Act to separate the Board.

#### 2. Aim

- 2.1 The Board will take a leadership approach, and be ambitious, innovative and motivated to work together to find sustainable service solutions and use our collective voice as partners to influence and advocate on behalf of our communities.

#### 3. Purpose

- 3.1 To improve the economic, social, environmental and cultural well-being of the Board’s area by contributing to the achievement of the national well-being goals as specified within the Act, including:
  - A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
  - A globally responsible Wales
- 3.2 The Board will adhere to the Sustainable Development Principle set out in the Act, which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. The Board will focus on the five key ways of working:

- Long Term
- Prevention
- Integration
- Collaboration
- Involvement

3.3 The Conwy and Denbighshire PSB will be responsible for the following statutory requirements –

- Preparing, publishing and reviewing an [assessment](#) of the state of economic, social, cultural and economic well-being in Conwy and Denbighshire by April 2017.
- Preparing a local [well-being plan](#) for Conwy and Denbighshire, setting out local well-being objectives and the steps it proposes to meet them by May 2018.
- Taking all reasonable steps to deliver the local objectives within the local well-being plan.
- Publishing an [annual report](#) that sets out the Boards progress in meeting the local well-being objectives.

## 4. Principles

4.1 The Board will work to the following principles:

- **Respect** – all partners will respect each other.
- **Integrity** – all partners will make decisions with integrity, so they are consistent, principled and honest.
- **Mutual Accountability** – partners are accountable and responsible to each other for the delivery of jointly agreed and collectively owned outcomes.
- **Value** – each partner is equal on the Board and each member must value each other and their contribution.
- **Trust and Openness** – to ensure all partners are involved and that they have a participative approach.

## 5. Membership

### Statutory Members

5.1 The Statutory Members of the Board are:

- Conwy County Borough Council
- Denbighshire County Council
- Betsi Cadwaladr University Health Board
- North Wales Fire and Rescue Service
- Natural Resources Wales

5.2 The following are the agreed nominated representatives of the Statutory Member organisations for the Board:

Statutory Members	Nominated Representative
Betsi Cadwaladr University Health Board	Area Director of Central (representing the Chairman)
Betsi Cadwaladr University Health Board	Chief Executive
Conwy County Borough Council	Leader
Conwy County Borough Council	Chief Executive
Denbighshire County Council	Leader

Denbighshire County Council	Chief Executive
Natural Resources Wales	Head of Operations North West Wales (representing the Chief Executive)
Natural Resources Wales	Team Leader for North East Wales
North Wales Fire and Rescue Service	Assistant Chief Officer (representing the Chief Fire Officer)

5.3 Statutory Members are collectively responsible for fulfilling the Board’s statutory duties. This means unanimous agreement of the Statutory Members is needed in relation to fulfilling their duties under the Act, as identified in paragraph 3.3.

### Invited Participants

5.4 The Board has a statutory requirement to invite the ‘Invited Participants,’ who exercise functions of a public nature to participate in the Board’s activity.

5.5 Invited Participants will be asked to join the Board via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee. An Invited Participant may participate in the activity of the Board from the day on which the Board receives its acceptance of the invitation.

5.6 Invited Participants are not required to accept their invitation and by accepting the invitation to participate in the activity of the PSB, they do not become a member of the Board. Invited Participants are entitled to work jointly with the Board through making representations to the Board about the assessment of local well-being and local well-being plan, taking part in Board meetings and providing other advice and assistance as required.

5.7 The following are the agreed nominated representatives of the Invited Participants which have accepted the invitation to participate:

Invited Participants	Nominated Representative
Community Housing Cymru	North Wales housing Association is the current nomination (represented by the Chief Executive)
Community & Voluntary Support Conwy	Chief Officer
Denbighshire Voluntary Services Council	Chief Executive
National Probation Service	Team Manager for Conwy
North Wales Police	Superintendent
Police and Crime Commissioner Office	Chief Executive
Public Health	Public Health Consultant
Town and Community Council representatives	Conwy representative
	Denbighshire representative
Welsh Government	Senior Civil Servant

### Other Partners

5.8 The Board will engage with other key partners in Conwy and Denbighshire who exercise functions of a public nature and who:

- i. have a material interest in the well-being of Conwy and Denbighshire;

- ii. deliver important public services; and
- iii. are involved in the preparation, implementation and delivery of the Board.

5.9 The following organisations will be contacted to seek advice in such a manner and to such an extent as the Board considers appropriate. These partners include, but are not limited to:

<b>Other Partners</b>
Community Councils
Public Health Wales NHS Trust
North Wales Community Health Council
Snowdonia National Park Authority
Higher Education Funding Council for Wales
Higher Education / Further Education institutions (including Grŵp Llandrillo Menai)
Arts Council for Wales
Sports Council for Wales
National Library of Wales
National Museum of Wales
Registered Social Landlords
Welsh Ambulance Service NHS Trust

- 5.10 The Board may consider what other partners, if any, it wishes to invite to participate in its work and to what extent, provided that they fulfil the criteria set out at clause 5.5. This will be reviewed regularly to ensure the priorities identified by the well-being objectives are supported and resourced appropriately for delivery.
- 5.11 Other Partners will be asked to join the Board via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee. Having joined the Board, partner organisations will become Invited Participants and will participate in meetings in the same way as Statutory Members.
- 5.12 Of the key partners identified in 5.9 above, the Board has initially identified one partner to become an Invited Participant – Public Health Wales; the nominated representative is set out in paragraph 5.7.

### **Information**

- 5.13 The Board can require Invited Participants and other partners to provide information about any action they take that may contribute to achieving the well-being goals. However organisations are not required to provide information if:
- (a) they consider it would be incompatible with their duties, or
  - (b) it has an adverse effect on the exercise of their functions, or
  - (c) they are prohibited from providing it by law.
- 5.14 If an organisation decides not to provide information the Board has requested it must provide the Board with written reasons for its decision.

### **Substitute Representatives**

- 5.15 A Statutory Member or Invited Participant of the Board is able to designate an individual from their organisation to represent them. The only restriction is that a directly elected mayor or



executive leader of a Local Authority may only designate another member of that Local Authority's executive.

- 5.16 The person designated should have the authority to make decisions on behalf of their organisation.

## **6. Member Roles and Responsibilities**

6.1 The roles and responsibilities of all Statutory Members and invited partners of the Board are:

- To provide strategic leadership for the development of the local assessment of well-being and local well-being plan and to be responsible for the successful delivery of the plan and public accountability for performance;
- To ensure that people who are interest in the improvement of well-being in the area are involved in the work of the Board;
- To ensure information is effectively communicated through their respective organisations;
- To embed the culture of sustainable development within their relevant public organisation;
- To ensure the Board's performance and risks are managed robustly;
- To ensure that the work of the Board is regularly presented for scrutiny;
- To ensure that decisions agreed by the Board are implemented (the decisions of the Board are not legally binding and it is therefore the responsibility of each member organisation);
- To contribute to the funding of the working of the Board if required and by agreement.

## **7. Chair and Vice Chair**

7.1 The Chair will be elected every two years by agreement of the Board members. The Chair can either be a Statutory Member or Invited Participant. The role of the Chair will involve:

- Managing the Board agenda
- Reviewing the draft minutes
- Representing the Board at key events
- Managing any conflicts of interest
- Resolving disagreements
- Maintaining good order

7.2 The Vice Chair will be elected every two years by agreement of the Board members. The Vice Chair can be either a Statutory Member or Invited Participant. Good practice would be for the Vice Chair to be from a different partner organisation to that of the Chair. The role of the Vice Chair will be to take on the role of the Chair if the Chair is unable to perform their duties.

## **8. Meetings**

8.1 Ordinary meetings of the Board:

- Formal meetings will be held as a minimum of quarterly, but may be more frequent should business require.
- Informal meetings will be scheduled in between formal meetings, to foster closer working relationships and maintain momentum.
- An annual calendar of meetings will be set by the Administrative Support (as set out at clauses 11).
- The formal meetings will be held virtually and informal meetings will be hybrid.

- Formal meetings of the Board will be open to the public as observers, with the exception of any items that have been identified as exempt.
- Statutory Members and Invited Participants can request that items are placed on the agenda with the Chair having final approval.
- The briefing meetings that are held with the Chair will be open to those that are presenting an agenda item, to help give structure to the discussion.
- All reports have to be provided electronically to the secretariat 15 days before the meeting.
- Agendas, minutes and reports will be sent out electronically 7 days before the meeting. All documents will be bilingual unless they are working documents.
- The agenda and papers will be published publically on the Boards website in advance of the meetings, with the exception of any items that have been identified as exempt for publication.
- Translation will be provided at all meetings.
- Minutes of the meeting will be sent electronically within 10 days of the meeting.
- Minutes shall be made available on the Board’s website, once formally approved by the Board at the Board’s next meeting.

## 8.2 Mandatory meetings of the Board:

- The Board must hold a ‘mandatory meeting’, chaired by the Local Authority, no later than 60 days after each subsequent ordinary election of councillors. Ordinary elections are where all seats on a council are up for election or re-election.
- Board members will appoint a Chair and Vice Chair at the mandatory meeting from the Statutory Members and the Invited Participants.
- At this meeting the Board will also:
  - a) Determine when and how often it meets
  - b) Review and agree the terms of reference

## 9. Sub groups

9.1 The Board is able to establish sub-groups to support it in undertaking its functions and the Board may authorise sub-groups to exercise a limited number of functions of the Board.

9.2 Each sub-group of the Board must include at least one Statutory Member of the Board, who may choose an appropriate representative to attend to contribute to the work of the sub-group. The sub-group may also include any Invited Participant or other partner.

9.3 Whilst sub-groups cannot themselves be authorised to finalise and approve the assessment of local well-being, or the local well-being plan, it is expected that they will play an important role in researching and developing those products in draft.

9.4 The Board **can not** authorise a sub-group —

- (a) to invite persons to participate in the Board’s activity;
- (b) to set, review or revise the Board’s local objectives;
- (c) to prepare or publish an assessment of well-being;
- (d) to consult on an assessment of well-being or to prepare a draft of an assessment for the purposes of consulting;
- (e) to prepare or publish a local well-being plan;

- (f) to consult on a local well-being plan or to prepare a draft of a local well-being plan for the purposes of consulting;
- (g) to review or amend a local well-being plan or to publish an amended local well-being plan;
- (h) to consult on an amendment to a local well-being plan;
- (i) to agree that the Board merges or collaborates with another Public Services Board.

## **10. Wider Engagement**

- 10.1 The Board's citizen focus means it will engage in a purposeful relationship with the people and communities across Conwy and Denbighshire. It is vital that the Board takes account of the importance of involving people with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the area the Board serves.
- 10.2 The Board will take care to ensure the propriety and impartiality of the Board's processes and be alive to the risks of any perception arising that a particular group is being afforded excessive access to, or influence over, a Board's deliberations and activities.
- 10.3 The Board will take additional steps outside of meetings to ensure that public voice is heard and helps to shape both the well-being assessment and local well-being plan. This is expected to include consultation and engagement exercises providing opportunities for people to raise and debate ideas through online and community engagement arrangements.
- 10.4 All engagement will comply with the PSB Engagement procedures as outlined in the communication plan in appendix 1.

## **11. Administrative Support**

- 11.1 The Local Authorities must make administrative support available to the Public Services Board. This support will rotate between the two local authorities on a biannual basis. Conwy County Borough Council will provide administrative support for the first year of the PSB.
- 11.2 Administrative support will include:
  - ensuring the Public Services Board is established and meets regularly;
  - preparing the agenda and commissioning papers for meetings;
  - inviting participants and managing attendance;
  - minute taking;
  - work on the annual report; and
  - preparation of evidence for scrutiny.

## **12. Resources**

- 12.1 It is for the Board to determine how it will resource the functions it has to undertake, which are a responsibility of all the Statutory Members equally. It is for the Board to determine appropriate and proportionate resourcing of the Board's collective functions. There is nothing to prevent Invited Participants or other partners providing advice, assistance, and resources to the Board for instance in the form of analytical or professional expertise. They are not required to provide financial assistance but may do so if they consider it is within their powers.

## **13. Decisions**

- 13.1 Board decisions, in respect of the statutory responsibilities identified in paragraph 3.3, are only valid when made jointly and unanimously by all of the Statutory Members and with all Statutory Members in attendance at the meeting.
- 13.2 For all other decisions (which do not relate specifically to the statutory duties identified in paragraph 3.3) the PSB will operate on the basis of a consensus. However if a consensus is not reached, the decision will revert to the statutory members for resolution by vote (one vote per organisation).
- 13.3 However, Statutory Members will not and cannot work in isolation. Other bodies and organisations in the area have a significant contribution to make. All views will be taken into consideration before any decisions are made.

## **14. Quorum**

- 14.1 The Board is quorate if all of the Statutory Members or their nominated representative(s) are present. For Statutory Members with more than one representative on the Board, the Board will be quorate if at least one representative is present.

## **15. Conflict of Interest**

- 15.1 A conflict of interest for the purpose of these Terms of Reference, is defined as anyone who is in a position to directly or indirectly influence the outcome of the Board's business must ensure that their personal interests do not compete with their role on the Board.
- 15.2 All representatives have a duty to report any conflicts of interest which they may have.
- 15.3 The Chair will establish at the beginning of each meeting whether any conflict of interest exist and how it should be dealt with.

## **16. Disputes**

- 16.1 All Members will work on the basis of co-operation and good faith and will arrange to discuss with each other as soon as possible any problems or disputes which arise and will attempt to resolve any difficulties through negotiation at an early stage. If the dispute is not resolved it may be referred to the Chair who, using all appropriate channels, shall seek to resolve any differences arising within the Partnership.
- 16.2 The Board will operate on the basis of a consensus or majority in respect of disputes.

## **17. Governance**

### **Performance**

- 17.1 Regular highlight reports and progress about PSB priorities will be presented to the Board.
- 17.2 An annual report will be produced and published.
- 17.3 A report must be prepared and published no later than 14 months after publication of the Board's local well-being plan and subsequently no later than one year after the publication of the previous report. A copy of the report must be sent to the following:

- The Welsh Ministers;
- The Future Generations Commissioner for Wales;
- The Auditor General for Wales; and
- The Local Authority's relevant overview and scrutiny committee.

## **18. Governance**

### **Scrutiny**

- 18.1 The Board will be subject to scrutiny by the designated local government scrutiny committee of the local authorities. Section 35 of the Act provides that overview and scrutiny committees must have the power to review and scrutinise the decisions, actions and governance arrangements of the Board.
- 18.2 The Board will continue to be scrutinised through the existing arrangements of each Local Authority's Partnership Scrutiny and Overview Committees until an agreed process is implemented from May 2017.

## **19. Exit**

- 19.1 Any Invited Participant not wishing to continue with the Board should give written notice to the Chair. The partner should endeavour to honour any decisions taken and commitments made.

## **20. Review of the Terms of Reference**

- 20.1 These Terms of Reference must be reviewed at any Mandatory Meeting.
- 20.2 These Terms of Reference will be reviewed at least every two years. The Board may review and agree to amend these Terms of Reference at any time.

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**CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD**

**FORWARD WORK PROGRAMME**

2023 / 2024

**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 (Denbighshire County Council)

Justin Hanson, Helen Millband & Iona Hughes (Natural Resources Wales)

TBC (North Wales Fire & Rescue Service)

**Committee Responsible:**

Denbighshire County Council

**For Queries:**

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

### Meetings

Meeting Date	Topic	Purpose	Responsible Officer
<b>17 July 2023 (Informal meeting)</b>	Corporate risks and issues discussion	To share and discuss partners corporate risks in relation to the well-being plan objectives.	Amanda Jones, Conwy County Borough Council
	Accelerated Cluster Development programme	To inform members of the Accelerated Cluster Development programme.	Sian Fearn-Thomas, Betsi Cadwaladr University Health Board

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<b>17 July 2023 (Formal meeting)</b>	Seeing the wood and the trees – the application of systems thinking to complex health and well-being challenges	To build knowledge and understanding of these approaches and provide national context.	Christian Heathcote-Elliott, Public Health Wales
	Engagement Approach – development of mission statement	To discuss PSB engagement approach and mission statement.	Mike Corcoran, Co-Production Network for Wales
	Active Travel Charter update	To receive an update on the Active Travel Charter and how the PSB can further support the initiative.	Louise Woodfine, Public Health team
	Approve the Terms of Reference	To approve the terms of reference to broaden the PSB's membership in the context of it's newly approved Well-being Objective.	Iolo McGregor, Denbighshire County Council

<b>25 September 2023 (Formal meeting)</b>	Corporate risks and issues findings	To present the findings of the key risks informal discussion.	Amanda Jones, Conwy County Borough Council
	Inverse Care Law	To inform members of the work progressing across the region which is focused on inequalities and partnerships.	Helena Belmans, Betsi Cadwaladr University Health Board
	Well-being Plan Performance Framework	To present a high-level performance framework to support the well-being	Iolo McGregor, Denbighshire County Council



		plan and discussions around equality and deprivation.	
	Community Wealth building and Progressive Procurement – pilot findings and recommendations	To consider the findings and recommendations following the project.	Anthony Mason, Conwy County Borough Council
	North Wales PSB Well-being Plans	To obtain a better understanding of neighbouring PSBs work and the challenges they face.	TBC (but invite chairs of the other NW PSBs)

<b>October 2023 (Informal meeting)</b>			
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<b>12 December 2023 (Formal meeting)</b>			
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<b>January 2023 (Informal meeting)</b>			
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<b>13 March 2024 (Formal meeting)</b>			
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<b>Standard Agenda Items</b>
Apologies for Absence
Minutes of last meeting
Matters Arising
Meeting Action Tracker
Update from partner members / Share opportunities
Forward Work Programme
AOB

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