



Terms of Reference¹

Wrexham Public Services Board (PSB) is a statutory body established on 1st April 2016 as a result of the enactment of the Well Being of Future Generations (Wales) Act 2015.

Purpose

1. The purpose of the Board is to improve the economic, social, environmental and cultural well-being of Wrexham County Borough.
2. In pursuing this purpose the Board will contribute to seven national well-being goals:
 - 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. Initially the Board has four main tasks:
 - To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being of Wrexham county borough.
 - To prepare and publish a Local Well-being Plan for Wrexham county borough setting out local objectives and the steps it proposes to take to meet them.
 - To take all reasonable steps to meet the local objectives.
 - To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives.

¹ These terms of reference have been written with reflect the Shared Purpose: Shared Future statutory guidance on the Well-being of Future Generations (Wales) Act 2015 (SPSF 3: Collective role, Public Services Boards), and were agreed at the first meeting of the Wrexham PSB on 16th June 2016

Principles

4. Sustainable development is the overriding principle of Wrexham PSB's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

Membership

5. The four **statutory** members of the Board are:

- Wrexham County Borough Council (Leader and Chief Executive)
- Betsi Cadwaladr University Health Board (Area Director, East)
- North Wales Fire and Rescue Service (Chief Fire Officer)
- Natural Resources Wales (Head of Operations, North Wales)

These members are collectively responsible for fulfilling the board's statutory duties. This means unanimous agreement of the statutory members is needed to fulfilling the four main statutory duties (item 3 above).

6. Individuals may be designated to represent any of the named persons above.
7. Any designated representatives should have the authority to make decisions on behalf of their organisation.
8. The following statutory invitees, known as **Invited Participants** are invited to participate in the Wrexham PSB's activity:
 - The Welsh Minister
 - The Chief Constable of North Wales Police
 - The North Wales Police & Crime Commissioner
 - Wales Community Rehabilitation Company
 - National Probation Service
 - Association of Voluntary Organisations Wrexham (AVOW)
9. Invited participants are not required to accept their invitation and by accepting the invitation, they do not become Statutory PSB Members. They are entitled to work jointly with Wrexham PSB, take part in Board meetings and provide other advice and assistance.
10. The North Wales Police & Crime Commissioner has currently not taken up the offer to be an invited participant on the Wrexham PSB, all other invited participants are represented on Wrexham PSB.
11. Wrexham PSB must engage with key partners in the area who have a material interest in the well-being of Wrexham or who deliver important public services, in the preparation, implementation and delivery of the board. These have been identified as: Community Councils, Public Health Wales NHS Trust, Community Health Councils, Areas of Outstanding Natural Beauty (AONB), Higher Education Funding Council for Wales, Further or Higher Education institutions, Arts council

for Wales, Sports Council for Wales, National Library of Wales, National Museum of Wales.

12. Of the key partners, identified in 11 above, Wrexham PSB has initially identified three partners to become Invited Participants, and have the same rights as other invited participants on the board:

- Coleg Cambria
- Wrexham Glyndwr University
- Public Health Wales

13. The PSB 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 they 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.

14. If a person decides not to provide information the PSB has requested it must provide the board with written reasons for its decision.

Decision Making

15. In the event of a disagreement between members it is the responsibility of the chair to mediate an agreement and to ensure that this is presented to the next available meeting of the PSB or to a special meeting if required.

Quorum

16. The quorum of Wrexham PSB is all of its Statutory Members.

Mandatory Meetings

17. The PSB will hold a “mandatory meeting” chaired by Wrexham County Borough Council no later than 60 days after each subsequent ordinary election of Councillors. Following the May 2017 elections this will be on 1st June 2017.

18. PSB members will appoint a Chair and Vice Chair at the mandatory meeting from the statutory members and the invited participants.

19. At this meeting the Board will also:

- a) Determine when and how often it meets.
- b) Review and agree the terms of reference

Ordinary Meetings

20. Ordinary meetings of the Wrexham PSB will take place, as a minimum, four times a year (approx. every three calendar months).

21. Each meeting will consider, but not be limited to, the following agenda items:

- Welcome and apologies

- Minutes of the last meeting
- Progress on well-being objectives (as applicable)

Sub-groups

22. Wrexham PSB can establish sub-groups to support it in undertaking its functions and it can authorise sub-groups to exercise a limited number of functions.

23. Each sub-group of Wrexham PSB must include at least one member of the board, who will chair the sub-group, and can include any invited participant or other partner.

24. The sub-groups cannot:

- (a) Invite persons to participate in the PSB's activity;
- (b) Set, review or revise Wrexham PSB's local objectives;
- (c) Prepare or publish an Wrexham's assessment of well-being;
- (d) Consult on Wrexham's assessment of well-being or to prepare a draft of an assessment for the purposes of consulting;
- (e) Prepare or publish a Wrexham well-being plan;
- (f) Consult on Wrexham's local well-being plan or to prepare a draft of a local well-being plan for the purposes of consulting;
- (g) Review or amend Wrexham's local well-being plan or to publish an amended local wellbeing plan;
- (h) Consult on an amendment to Wrexham's local well-being plan;
- (i) Agree that the board merges or collaborates with another PSB.

25. The matters above require all members to act jointly and so must be taken by Wrexham PSB.

26. The aims of each sub-group will be determined by the Board when the sub-group is established. Whilst the PSB is developing the Well-being plan the PSB will continue to support PDB1, and PDB3 in Wrexham. This will be reassessed once the priorities for the well-being plan have been agreed.

Support

27. Administrative support for the Wrexham PSB is provided by Wrexham County Borough Council. This includes:

- Ensuring the PSB is established and meets regularly
- Preparing the agenda and commissioning papers for meetings
- Inviting participants and managing attendance
- Work on the annual report
- Preparation of evidence for scrutiny

This will be reviewed annually.

Wider Engagement

28. The PSBs citizen focus means it will engage in a purposeful relationship with the people and communities in the area, including children and young people, Welsh-speakers and those with protected characteristics, in all aspects of its work.
- Interested parties can be invited to make presentations to the PSB on any items that are being considered. The PSB 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.
 - The PSB will take additional steps outside of meetings to ensure that the public voice is heard and helps to shape both the well-being assessment and well-being plan. This is expected to include consultation exercises and opportunities for people to raise and debate ideas through online and offline engagement arrangements.
 - The PSB is subject to scrutiny through the Council's Customers, Performance, Resources & Governance Scrutiny Committee and this process provides a further route for public engagement.
29. A copy of the well-being assessment, the well-being plan and each annual report will be sent to the Welsh Ministers, the Commissioner, the Auditor General for Wales and the council's Customers, Performance, Resources & Governance Scrutiny Committee.

Annual Report

30. The PSB will prepare and publish a report no later than 14 months after the publication of its first local well-being plan. This will enable the PSB to report on the full year's activity.
31. Subsequently, the PSB will publish an annual report no later than one year after the publication of each previous report.
32. In the year following an ordinary local government election, when a new local well-being plan is being prepared and published, the PSB will not produce an annual report.
33. The Annual Report will set out the steps taken since the publication of the PSBs most recent local well-being plan to meet the objectives set out in the plan. It can also include any other information the PSB thinks would be appropriate.
34. A copy of the Wrexham PSB Annual Report will be sent to the Welsh Ministers, the Commissioner, the Auditor General for Wales and Wrexham Council's Customers, Performance, Resources & Governance Scrutiny Committee.

Scrutiny

35. The role of scrutiny is to provide challenge and support in order to secure continuous improvement for Wrexham PSB.
36. In order to assure democratic accountability there is a requirement for a designated local government scrutiny committee of the relevant local authority to

scrutinise the work of the public services board. In Wrexham this will be the Customers, Performance, Resources & Governance Scrutiny Committee.

37. Welsh Ministers have a power to refer a PSB plan to the local scrutiny committee if it is not considered sufficient. For example, due to an adverse report by the Future Generations Commissioner for Wales or a concern statutory duties are not being met.
38. The Customers, Performance, Resources & Governance Scrutiny Committee can require any member of the PSB to give evidence, but only in respect of the exercise of joint functions conferred on them as a member of Wrexham PSB.
39. The Customers, Performance, Resources & Governance Scrutiny Committee must send a copy of any report or recommendation it makes to the Welsh Ministers, the Commissioner and the Auditor General for Wales.

Review and Amendment

40. While Wrexham PSB must review these terms of reference at the mandatory meeting, the PSB will also review, and agree the terms of reference on an annual basis.