



Constitution and Terms of Reference

Flintshire 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. The Public Services Board replaces the Flintshire Local Service Board (LSB). The transition from the LSB to the PSB has been supported by a transition plan.

Purpose

1. The primary purpose of the Board is to protect, sustain and improve the economic, social, environmental and cultural well-being of Flintshire through collective working as a single public service.
2. The Flintshire Public Services Board has five principal roles:
 - To discharge the duties of a public services board including producing and working to a Local Well-being Plan;
 - To identify and prioritise the contemporary challenges where collective leadership and problem-solving is called for, and common issues as both providers or services and as employers where collective action is called for;
 - To ensure consistent and effective governance and performance across the strategic partnership which support the Public Services Board;
 - To promoting collaboration in the design and provision of local public services and to make best economic use of local partners' resources in the fulfilment of common aims and priorities; and
 - To promote and maintain effective and trusting partnership relationships amongst local public service leaders in support of the above roles.
3. The principal activities of the Public Services Board are:
 - To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being of Flintshire;
 - To prepare and publish a Local Well-being Plan for Flintshire setting out local objectives and the steps we propose to take to meet them;
 - To continue to performance manage the adopted priority work-streams of the Board in pursuit of the outcomes we aspire to;
 - To oversee the complementary performance and contribution of the local strategic partnerships; and
 - To prepare and publish an annual report that sets out the Board's progress in meeting our aims and objectives.
4. In fulfilling its roles and activities the Board will contribute to the 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



5. To continue to be responsible as the statutory body for the local People are Safe Board (formerly the Community Safety Partnership)

Principles

6. Sustainable development is an under-pinning principle of the PSB. This means thinking, planning and acting in a way where the needs of the present are met without compromising the future and limiting the opportunities for the generations that will follow. When making decisions the Board will think, plan and act for the long-term, preventatively, through integration and collaboration, and by being inclusive and involving.

Membership

7. The Board has a membership made up of statutory members (i.e. prescribed by law) and invited members. The statutory members are shown with an *:
 - Flintshire County Council (nominee: Leader and Chief Executive)*
 - Betsi Cadwaladr University Health Board (nominee: Area Director, East)*
 - North Wales Fire and Rescue Service (nominee: Chief Fire Officer)*
 - Natural Resources Wales (nominee: Head of Operations, North Wales)*
 - Chief Constable, North Wales Police
 - North Wales Police and Crime Commissioner
 - National Probation Service (Wales)
 - Wales Community Rehabilitation Company
 - Flintshire Local Voluntary Council
 - Coleg Cambria
 - Glyndwr University
 - Public Health Wales
 - The Welsh Minister

The statutory members are collectively responsible for fulfilling the Board's statutory duties. This means unanimous agreement of the statutory members is needed to fulfil the main statutory duties.

In practice, the Board will work by consensus with parity of esteem being shown to all members irrespective of whether they are a statutory member or an invited participant/member.

8. Individuals may be designated to represent any of the named persons above.
9. Any designated representatives should have the authority to make decisions on behalf of their organisation.
10. The Board will engage with key partners in the area who have a material interest in the well-being of Flintshire or who deliver important public services, in the preparation, implementation and delivery of the board. These include: Town and Community Councils; Public Health Wales NHS Trust; Community Health Councils; National Park Authorities; 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.
11. The Board will also invite Chairs of the Local Partnership Delivery Boards (PDBs) to be members where they are not otherwise a named member.



12. The Board can require member bodies 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:
 - They consider it would be incompatible with their duties, or
 - It has an adverse effect on the exercise of their functions, or
 - They are prohibited from providing it by law.
13. If a person/organisation decides not to provide information the Board has requested it must provide the Board with written reasons for its decision.

Decision Making

14. In the event of a disagreement between statutory 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. A mediation protocol will be required.

Quorum

15. The quorum of the Board is all four of its statutory membership bodies.

Mandatory Meetings

16. The Board must hold a “mandatory meeting” chaired by Flintshire County Council no later than 60 days after each subsequent ordinary election of Councillors.
17. The Board membership will appoint a Chair and Vice Chair at the mandatory meeting from the statutory members and the invited participants.
18. At this meeting the Board will also decide when and how often it will meet and will review and agree its Terms of Reference.

Ordinary Meetings

19. Ordinary meetings of the Board will take place, as a minimum, four times a year (with each meeting being hosted by one of the membership organisations).
20. Each meeting will consider, but not be limited to, the following agenda items:
 - Welcome and apologies
 - Declarations of interest
 - Public questions
 - Minutes of the last meeting
 - Progress on well-being objectives and priorities
 - Forward work-plan

Sub-groups

21. The Board can establish sub-groups to support it in undertaking its functions and it can authorise sub-groups to exercise a limited number of functions.
22. Each sub-group of Board must include at least one member of the Board, who will chair the sub-group, and can include any invited participant or other partner.
23. The sub-groups cannot, unilaterally and without the express permission of the Board:



- Invite persons to participate in the PSB's activity;
 - Set, review or revise Flintshire PSB's local objectives;
 - Prepare or publish an Assessment of Local Well-being in Flintshire;
 - Consult on Flintshire's Assessment of Local Well-being or prepare a draft of an assessment for the purposes of consulting;
 - Prepare or publish a Flintshire Local Well-being Plan;
 - Consult on Flintshire's Local Well-being Plan or prepare a draft of a Local Well-being Plan for the purposes of consulting;
 - Review or amend Flintshire's Local Well-being Plan or publish an amended Local Well-being Plan;
 - Consult on an amendment to Flintshire's Local Well-being Plan; or
 - Agree that the board merges or collaborates with another public services board.
24. The matters above require all members to act jointly and so must be decided by the full Board.
25. The aims, scope, terms and reference and expectations of each sub-group will be set out by the Board when commissioning the sub-group. The current sub-groups will continue, as set out in the transition plan, whilst the Board undertakes the Assessment of Local Well-being and develops the Local Well-being Plan. These are:
- Health, Well-being and Independence Board
 - People are Safe Board

Support

26. Administrative support for the Board is provided by Flintshire County Council. This includes:
- Ensuring the Board meets regularly
 - Preparing the agenda and commissioning papers for meetings
 - Co-ordinating the annual governance assessment of the Board and its sub groups
 - Inviting participants and managing attendance
 - Work on the annual report
 - Preparation of evidence for scrutiny
- This arrangement will be reviewed annually.

Wider Engagement

27. The Board will engage in a purposeful relationship with people and communities in the area, including children and young people, and those with protected characteristics, in its work.
28. Interested parties can be invited to make presentations to the Board.
29. The Board will take additional steps outside of meetings to ensure that the community voice is heard and will be inclusive in gathering evidence and opinion to shape both the Assessment of Local Well-being and the Local Well-being Plan. This is expected to include consultation and engagement exercises.
30. The Board is subject to public scrutiny through the Council's Corporate Resources Overview and Scrutiny Committee.



31. A copy of the Assessment of Local Well-being, the Local 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 Corporate Resources Overview and Scrutiny Committee.

Annual Report

32. The Board 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.
33. Subsequently, the Board will publish an annual report no later than one year after the publication of each previous report.
34. In the year following an ordinary local government election, when a new Local Well-being Plan is being prepared and published, the Board will not produce an annual report.
35. The Annual Report will set out the steps taken since the publication of the Board's most recent Local Well-being Plan to meet the objectives set out in the plan. It can also include any other information the Board thinks would be appropriate.
36. A copy of the Flintshire Board Annual Report will be sent to the Welsh Ministers, the Commissioner, the Auditor General for Wales and Flintshire County Council's Corporate Resources Overview and Scrutiny Committee.

Scrutiny

37. The role of scrutiny is to provide challenge and support to the Flintshire Board in the public interest.
38. There is a requirement to designate a local government scrutiny committee of the relevant local authority to scrutinise the work of the Public Services Board. In Flintshire this will be the Corporate Resources Overview and Scrutiny Committee.
39. Welsh Ministers have a power to refer a Board 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.
40. The Corporate Resources Overview and Scrutiny Committee can require any member of the Board to give evidence for the exercise of joint functions conferred on them as a member of Flintshire Board.
41. The Corporate Resources Overview and 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

42. The Board will review and agree its Terms of Reference on an annual basis.