

Public Service Board (PSB) Scrutiny Committee

Terms of Reference

Purpose of the Public Service Board

The purpose of the Public Service Board is to improve the economic, social, environmental and cultural well-being of the people living in the Blaenau Gwent area. In pursuing this purpose, the Board will deliver against the national well-being goals that are:

- A more 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

The Board will operate within sustainable development principles. This means acting in a manner that seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

This means that decision making by the board will need to take into account five key areas:

- **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 Blaenau Gwent area.

Purpose of the Public Service Board Scrutiny Committee

In order to assure local accountability of the Public Service Board there is a requirement to establish a designated PSB Scrutiny Committee.

The Committee will:

- a) Review and scrutinise the decisions made or actions taken by the Public Services Board;
- b) Review or scrutinise the board's governance arrangements;
- c) Make reports or recommendations to the Board regarding its functions or governance arrangements;
- d) Consider matters relating to the Board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and
- e) Carry out other functions in relation to the board that are imposed on it by the Act.

Specifically, scrutiny is expected to:

- Formally receive the Wellbeing Assessment and Wellbeing Plan from the Public Services Board
- Act as a statutory consultee for the Wellbeing Assessment and Wellbeing Plan

- Review the Wellbeing Plan if directed to by the Welsh Minister (who has the power of referral but not approval)

In addition to these functions the Committee can also consider:

- The effectiveness of the Wellbeing Assessment
- The effectiveness of the Wellbeing Plan
- The effectiveness of performance measurement arrangements
- The level of commitment from individual partners to the work of the Public Services Board
- The effectiveness of the Public Services Board in communicating its work, objectives and outcomes to its stakeholders
- The effectiveness of the Public Services Board in addressing the issue of pooled funding to tackle priorities

To enable it to fulfil its scrutiny function the Scrutiny Committee will be provided with evidence in the form of:

- Draft assessment of local well-being
- Draft local well-being plan
- Copies of the final versions of both
- Annual reports

It is important to recognise that the Future Generations (Wales) Act only allows there to be scrutiny of the 'corporate body' of the PSB, and not the individual members. The legislation states:

"The committee can require any member of the board to give evidence, but only in respect of the exercise of joint functions conferred on them as a member of the board under this Act."

The Scrutiny Committee can require any statutory member of the Board to give evidence, but only in respect of the exercise of joint functions conferred on them as a statutory member of the Board under the Act. This includes any person that has accepted an invitation to participate in the activity of the Board.

The 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.

The Public Services Board scrutiny committee arrangements will be confirmed in the new Council term and reflected in the Constitution.

Membership of the PSB Scrutiny Committee

The current Corporate Overview Scrutiny committee will act, in the interim until the new Council is formed in May 2017, as the Public Services Board Scrutiny Committee. The current make up of this Committee includes all of the Scrutiny Chairs and two Scrutiny Vice Chairs. It has been agreed for the remaining two Vice Chairs to be included on the Committee and to make the committee proportionally representative, an additional member from the Independent Group will also sit on the Committee for political balance.

The Committee Members are:

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| Cllr Malcolm Cross | Corporate Overview Chair |
| Cllr Lisa Winnett | Corporate Overview Vice Chair |
| Cllr Keith Chaplin | Corporate Overview Member |
| Cllr Garth Collier | Corporate Overview Member |

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| Cllr Keith Hayden | Corporate Overview Member |
| Cllr Richard Jones | Corporate Overview Member |
| Cllr Clive Meredith | Corporate Overview Member |
| Cllr Dennis Owens | Corporate Overview Member |
| Cllr Barry Sutton | Corporate Overview Member |
| Cllr David Wilkshire | Corporate Overview Member |
| Cllr Bernard Willis | Corporate Overview Member |
| Cllr John Morgan | Corporate Overview Member / Education, Active Living and Learning Chair |
| Cllr Peter Baldwin | Education, Active Living and Learning Vice Chair |
| Cllr Malcolm Dally | Corporate Overview Member / Environment, Economy and Infrastructure Chair |
| Cllr Brian Scully | Environment, Economy and Infrastructure Vice Chair |
| Cllr Nigel Daniels | Corporate Overview Member / Social Services Chair |
| Cllr Bob Pagett | Social Services Chair / Social Services Vice Chair |
| Cllr Mark Holland | Independent Member |

Chairing the PSB Scrutiny Committee

The PSB Scrutiny Committee meetings will be chaired by the chair of the Corporate Overview Scrutiny Committee.

Timings of Meetings

The meetings of the PSB Scrutiny Committee will be established within the current cycle of the Public Service Board in order to meet monitoring and reporting arrangements.

Rules of Procedure

The PSB Scrutiny Committee will follow the scrutiny committee arrangements as set out in the constitution. The PSB Scrutiny Committee will operate in the same way as other Council Scrutiny Committees but will hold the PSB to account rather than the Executive Committee. Arrangements for pre meetings and post evaluation meetings will be established as part of the committee arrangements.

Quorum will be a quarter of the membership or 5 members.

The scrutiny procedure rules, 'call in' processes and arrangements for declarations of interest will apply to all meetings of the PSB Scrutiny Committee.

The Committee is able to establish task and finish groups to undertake specific time bound work and any Member may sit on these groups if they have a specific interest or knowledge and are invited to do so, as long as there are no prejudicial interests.

Recommendations to PSB

When the PSB Scrutiny Committee makes a recommendation to the PSB the Chair of the Committee will attend the next meeting of the PSB to present the reasons for the Scrutiny recommendation. The PSB is to consider all recommendations made by the PSB Scrutiny Committee and to provide a response to a future Scrutiny Committee meeting. The response needs to identify whether the recommendation has been accepted, rejected or accepted in part and the reasons for the decision. Where a recommendation has been accepted in part or rejected the relevant PSB Member will be

expected to report this decision back to the PSB Scrutiny Committee in person at their next meeting detailing the discussions and setting out the reason/s for the decision.

Referrals to other Scrutiny Committees

The PSB Scrutiny Committee will operate as a stand-alone scrutiny committee, however, the four Scrutiny Committee Chairs will seek to ensure close alignment to the forward work programme of their existing Committee. The PSB Scrutiny Committee may request another Committee to undertake detailed work on a relevant issue.

Forward work programme

The Committee will establish a forward work programme for the 2016/17 cycle. A future work programme will be developed in line with the new Council term from May 2017 and will take account of the requirements within the Act.

Items for inclusion on the work programme will be assessed using the criteria used by the Scrutiny Committees to determine whether an item should be included on the work programme.

However a degree of flexibility should be incorporated in order for to consider issues on an ad-hoc basis.

The Committee may request any member of the PSB to attend a Committee meeting to assist with issues under consideration.

Meeting Dates

There will be two meetings of the PSB Scrutiny Committee before the elections in May. These meetings will take place on:

- 13th February 2017 at 10am
- 14th March 2014 at 2pm

A full list of meeting dates will be included within the Council's cycle of meeting dates to be approved by full Council post May 2017.