



**Vale of Glamorgan Public Services Board Meeting**  
**31<sup>st</sup> January 2017 @ 2pm - 4 pm**  
**Committee Room 1, Civic Offices, Barry.**

**Agenda**

No.	Agenda Item	Lead
1	Welcome and Introductions	Cllr Neil Moore
2	Apologies for Absence	Lloyd Fisher – Policy Officer, Vale of Glamorgan Council
3	Minutes of the Public Services Board 15 <sup>th</sup> December 2016	Huw Isaac – Head of Performance and Development, Vale of Glamorgan Council
4	The Challenge of Youth Employment	Reuben Bergman – Head of HR – Vale of Glamorgan Council
5	Apprenticeship Levy	Emil Evans - Vice Principal – Cardiff and Vale College
6	Presentation: Cardiff Capital Region City Deal <a href="http://cardiffcapitalregioncitydeal.wales/">http://cardiffcapitalregioncitydeal.wales/</a>	Rob Thomas – Managing Director, Vale of Glamorgan Council
7	Well-being Assessment Update	Helen Moses – Strategy and Partnership Manager, Vale of Glamorgan Council
8	Developing our Well-being Objectives and the Well-being Plan	Huw Isaac – Head of Performance and Development, Vale of Glamorgan Council
9	Forward Work Programme	Cllr Neil Moore

<b>10</b>	<b>Any Other Business</b>	Clr Neil Moore
<b>11</b>	<b>Date of next Public Services Board meeting</b> <b>9<sup>th</sup> March 2017</b>	



## Vale of Glamorgan Public Services Board

### 15<sup>th</sup> December 2016

### Minutes

<b>In attendance:</b>		
<b>Name</b>	<b>Title</b>	<b>Organisation</b>
Cllr Neil Moore (NM)	Leader	Vale of Glamorgan Council
Rachel Connor (RC)	Executive Director	Glamorgan Voluntary Services
Mark Brace (MB)	Assistant Commissioner	South Wales Police and Crime Commissioner
Vaughan Jenkins (VJ)	Group Manager	South Wales Fire & Rescue Service
Nadia De Longhi (ND)	Operations Manager	Natural Resources Wales
Fiona Kinghorn (FK)	(Acting) Executive Director of Public Health	Cardiff and Vale University Health Board
Judith Cole (JC)	Deputy Director Reforming Local Government Programme: Finance	Welsh Government
Martin Jones (MJ)	Superintendent	South Wales Police
Andrew Whitcombe (AW)	Dean of Work Based Learning	Cardiff and Vale College
Bob Tooby (BT)	Head of Operations (Cardiff and Vale)	Welsh Ambulance Trust
Cllr Mike Cuddy (MC)	Nominated Town and Community Council Representative	Penarth Town Council
Huw Isaac (HI)	Head of Performance and Development	Vale of Glamorgan Council
Helen Moses (HM)	Strategy and Partnership Manager	Vale of Glamorgan Council
Fran Howorth (FH)	Business Support Officer	Vale of Glamorgan Council
Lloyd Fisher (LF)	Policy Officer	Vale of Glamorgan Council
<b>In Attendance for Agenda item 5:</b>		
Amelia John (AJ)	Head of Fairer Future Division	Welsh Government
<b>Apologies:</b>		
Rob Thomas (RT)	Managing Director	Vale of Glamorgan Council
Huw Jakeway (HJ)	Chief Fire Officer	South Wales Fire & Rescue Service
Anne Wei (AW)	Strategic Partnership and Planning Manager	Cardiff and Vale University Health Board
Victoria Harris (VH)	Acting Assistant Chief Executive	National Probation Service Wales

	Actions
<p><b>1. Welcome and Introductions</b></p> <p>NM welcomed everyone to the meeting and introductions were made.</p>	
<p><b>2. Apologies</b></p> <p>See above.</p>	
<p><b>3. Minutes of the Public Services Board 27<sup>th</sup> September 2016</b></p> <p>The minutes of the previous meeting were agreed.</p>	
<p><b>4. Community Strategy Delivery Plan (Tackling Poverty) Progress Report</b></p> <p>HM explained that this is the fourth Delivery Plan update report that has been brought to the LSB/PSB, and is part of the previous reporting arrangements that have been adopted by the PSB. The report provides an update on the continued focus on Tackling Poverty and has been aligned to the Welsh Government's Tackling Poverty Action Plan. The Delivery Plan has been structured on three tackling poverty strands: Preventing Poverty, Helping People into Work and Mitigating the Impact of Poverty. These strands are led by three groups: the Poverty Alignment Group, the Improving Opportunities Board and the Financial Inclusion Group.</p> <p>HM further informed the board that the indicators aligned to the Delivery Plan have not been reviewed as part of this update; however, many of the indicators and themes in the Delivery Plan are included in the extensive work that has been undertaken as part of the PSB's Well-being Assessment. HM, AW and FH provided the board with updates against the three Tackling Poverty strands.</p> <p><b>Preventing Poverty:</b> Taff Housing Association has been commissioned through Supporting People funding to ensure appropriate housing related support is being given to people who are supported by Families First, Communities First and Flying Start. In addition to this support, Taff Housing will work across the programmes to map service provision and identify any duplication. A European Social Fund (ESF) lead worker event was held on the 12<sup>th</sup> October; this was a successful event that enabled networking between project officers.</p> <p>A Poverty Alignment Group workshop has been planned for the 10<sup>th</sup> February 2017. The workshop will discuss how alignment could be improved between the four programmes. Although no amendments to the Preventing Poverty Delivery Plan strand have been suggested, it may be that following the workshop in February suggested changes will be brought back to the PSB to agree.</p> <p>RC enquired who from Taff Housing will be taking the lead on the project. HM said that Helen Jones from the Supporting People programme will be working with Taff Housing; however, Taff Housing contact details will be shared with RC.</p>	HM

**Helping People into Work:** AW provided the board with an overview of the work of the Improving Opportunities Board. He said that Aston Martin now have a presence at St Athan and have already started recruiting for when the plant opens, with some staff already being trained at other sites prior to the St Athan plant opening.

AW explained that from the 6<sup>th</sup> April the Apprenticeship Levy will be in place, requiring companies who have an annual pay bill of more than £3 million to pay the levy. The college will be working with both levy and non-levy payers to prepare for its introduction. HI said that this topic is scheduled for discussion as an agenda item in the next PSB meeting. AW informed the board that there has been a delay in the tendering of Welsh Government workplace learning providers due to the uncertainties associated with the United Kingdom's exit from the European Union. HM noted that there has been good continued working between organisations to provide skills and employment across the Vale of Glamorgan.

BM informed the board that action has been undertaken to promote the employment of minority communities in the Ambulance Service; an event is scheduled in the Butetown health centre on 27<sup>th</sup> January. VJ noted that the Fire Service have also held events with minority communities in the hope of increasing the numbers of applicants and the number of applicants progressing through the recruitment process.

**Mitigating the Impact of Poverty:** FH outlined the work that has been undertaken and is continuing through the Financial Inclusion Group. The group have ensured that a consistent approach to the changes to the Local Housing Allowance is taken across the Vale. The group has continued to monitor the lowered Benefit Cap, and the numbers of residents who will be affected by future changes to the Cap and discretionary housing payments.

Through the Families First 'Raising Awareness of Welfare' project 33 families were helped with money and benefit advice; in addition, through the programme professionals received training on Universal Credit and Child Disability Living Allowance.

In July the group received a detailed presentation from Citizens Advice on their live webchat service, and the increasing numbers of 'middle income earners' who are engaging with services during office hours. In addition, a sensemaker project, collecting qualitative data around the food environment of the Vale has been reported to the group. A Food Vale steering group has been established to develop an action plan and work on refreshing the mapping of food assets in the Vale.

FH explained that the Financial Inclusion group's chair, the Council's former Head of Housing, left her post in September; as a result, Citizens Advice has been chairing the group in the interim. It is planned that the Financial Inclusion Strategy will be reviewed with the new permanent chair of the group when they are in post; this review will be undertaken in the context of the Welsh Government's Financial Inclusion Delivery Plan, published in December 2016.

NM noted that there is a need for continued monitoring of the lowered Benefit Cap as it has already had an impact, particularly as regards housing. NM enquired

<p>whether Citizens Advice might be able to continue chairing the group to maintain continuity for the group.</p> <p>RC highlighted that Cardiff and Vale Citizens Advice have been particularly innovative in their work; unfortunately one strand of their funding is received through a Families First programme which is coming to an end. It will be necessary to monitor the impact of this, as a reduction in funding may have multiple knock-on effects.</p> <p>HM explained that the Delivery Plan actions will be reviewed in the context of the PSB's Well-being Assessment in order to assess how the two pieces of work come together to deliver priorities.</p>	<p>FH</p>
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<p><b>5. Engagement Process on Resilient Communities – Welsh Government</b></p>	
<p>AJ thanked the board for inviting her to attend the meeting. She said it was very useful to have the opportunity to discuss with the PSB the Cabinet Secretary's announcement that he is 'minded to phase out the Communities First programme'. It is appreciated that PSBs have a good understanding of the issues within their areas and that this will have been further enhanced by the work on the local well-being assessments.</p> <p>The proposals around Resilient Communities are considered to be wider than the current Communities First programme and recognise that although issues may be concentrated in particular geographical areas there are also needs across the wider area. Resilient Communities will potentially focus on three aspects. These are:</p> <ul style="list-style-type: none"> <li>• Early years and Intervention,</li> <li>• Employability, prosperity and secure work,</li> <li>• Empowerment, working with communities rather than doing things to them.</li> </ul> <p>AJ said that in light of the EU referendum and the BREXIT vote it is clear that people have become disengaged with government programmes. The challenge is how we re-engage with people. The intention is that the role of Welsh Government is to be engage at a strategic level whilst working with local authorities to re-engage communities. AJ explained that the Fairer Futures team are working with the Local Government team within Welsh Government to provide a more joined-up approach to the conversation rather than working in silos. It was emphasised that the approach will be one of a continued dialogue with public bodies even after the Cabinet Secretary's decision has been made.</p> <p>AJ informed the board that the Cabinet Secretary is still committed to both the Communities for Work and the Lift Programme. If a decision is made to phase out the Communities First programme then a structure would be put in place to support these programmes.</p> <p>The Welsh Council for Voluntary Action has been undertaking focus groups and surveys as a part of the Resilient Communities consultation. Following consultation and consideration of all information and views gathered the Cabinet Secretary will make an announcement. This is likely to be at the beginning of February. AJ confirmed that if the decision is made to end the Communities First</p>	

programme, there would be no like for like replacement. It was also highlighted that the Fairer Futures team are spearheading a closer alignment of the grant processes for the various tackling poverty programmes.

AJ asked the PSB to consider the potential impact the phasing out of the programme might have, in particular what unintended consequences may result from the closing of the programme.

RC advised that Glamorgan Voluntary Services had attended a workshop yesterday as part of the Resilient Communities engagement. The workshop was well attended and one of the major concerns raised by participants was that the communities involved with the Communities First programme are some of the most difficult to reach and to build trust with; there is a real concern that the individuals and teams that have worked to build and develop relationships and confidence with the community will be lost if the programme is phased out. The uncertainty following the announcement was unfortunate with many employed through the programmes now seeking alternative employment. If the programme were to be phased out it would be a real loss to Barry.

NM suggested that if the programme were to be curtailed, there would need to be clarity about any transitional period. It is recognised that there are differences in way the programme has been implemented across Wales; however, if it is to be phased out there will need to be an understanding of what comes next. NM also highlighted the close relationship between the Communities First team and other projects in the area, for example the FACT team, and what potentially could be lost if the Communities First programme were to be phased out.

AJ noted that there is an appreciation that there has been some great engagement and programmes undertaken as a part of the Communities First programme. The question is one of moving to sustainable programmes and to creating empowered communities. It is also necessary to address the challenge of the post-code lottery that is posed by the Communities First programme. If the decision is taken to bring the programme to a close a phased approach will be taken. It will also be essential to have a good understanding of the relevant programme infrastructure in order to continue to support the Communities for Work and LIFT programmes.

RC raised concerns for those aged 8-16. This is an age group that are heavily engaged through the Communities First programme, with work being undertaken to prepare them to take up apprenticeships. Echoing these concerns AW noted that there is currently a push to provide level three apprenticeships which have a higher skills entry point. The phasing out of Communities First would mean, individuals may have limited access to the support needed to achieve the higher entry requirements of level three apprenticeships.

AJ explained that there is an appreciation that whether phased out or continued there needs to be flexibility around employability. The Families First programme is focused on youth/family support work, it is appreciated that the Communities First infrastructure has been important for these age groups and it is hoped that through the Employability Plan the concerns regarding preparation for apprenticeships will be captured.

FK noted there are difficulties associated with ending a long standing programme,

but an alignment to the Families First outcomes would be welcomed. FK highlighted that currently the Communities First infrastructure is used well in Cardiff and the Vale to deliver public health actions, in particular dietetics, and this would be lost if the programme were to be ended.

NM advised that there is an appreciation of the argument for a move to a prosperity based approach rather than a tackling poverty scheme; however, clarity is needed in what is meant by Resilient Communities. RC emphasised that in order to have Resilient Communities it is first necessary to have resilient individuals; this will have to be a long term piece of work. NM highlighted that clarity would also be needed as to which grants were being reviewed as part of the alignment work being undertaken; there are potential benefits of including these grants in the RSG as this would alleviate the current costs of auditing these different grants. AJ clarified that currently the on-going grant review is focused upon the three tackling poverty programmes and will seek to bring the Supporting People programme into the review at a later stage.

FK enquired as to what evidence was behind the Children's Zones proposals. AJ explained that the Children's Zones project has been based on the Bromley by Bow model. The project originates from Harlem, and is based upon local approaches being developed.

MB enquired whether there is a timescale for the announcement on the programmes future. AJ said that an announcement is expected in early February which will allow draft well-being assessments to be reviewed as part of the process.

AJ thanked the board for their time and comments.

## **6. Well-being Assessment**

### **Approval of Draft for Consultation:**

HM gave a brief presentation on the process and the documents to be agreed for consultation. The assessment is made up of a suite of documents including:

- An overview document
- A summary document
- 4 detailed evidence reports
- An engagement report
- 4 community profiles
- A data directory

If endorsed, the documents will be circulated for consultation in January and hosted on the Council's website. Following consultation, the assessment will be amended to reflect feedback.

MC proposed that further detail could be included on the positive story of the economy in the Vale. He suggested that this section should be brought forward within the document as the message it gave was positive and provided a useful introduction for the rest of the document. HM advised that they would look again at the structure of the assessment to highlight these points.

FH

JC queried whether a more upbeat tone might be adopted in the initial section of the overview document to describe why the work has been undertaken, rather than just focusing on the requirements of the legislation.

ND noted that she was happy to endorse the documents for consultation, and echoed JC's suggestion that a more positive tone to the language might be used in the initial section of the overview document, it was also suggested that a good summary might be of use. HM clarified that a summary was in the process of being finalised for consultation.

The draft well-being assessment documents were signed off by the board for consultation.

**Proposed consultation programme:**

The board were provided with an overview of the planned consultation schedule to be followed in the New Year. The consultation period will run from the 9<sup>th</sup> January – 5<sup>th</sup> February and during this period the draft assessment documents and a short consultation survey will be hosted on the Council's website. This will be accompanied by a social media campaign, including a Facebook conversation. Three drop-in sessions in the three community areas will be held, in Barry, Penarth and Cowbridge libraries. The team will also attend the Vale 50+ and Youth Forums, in addition, two stakeholder events will be held, which will take a similar form to the PSB workshop held in November.

FK informed the board that, as with the previous consultation period, if the Health Board engagement team is kept informed of the engagement events then they can work with the Strategy and Partnership team to retweet and promote activities.

HI enquired whether there is any guidance on how individual partners will sign off the Well-being Assessment. HM informed that there is no current guidance, but it would be useful if partners could update the board on the individual processes that are being followed by partners.

MC queried whether the Community Liaison Committee would be consulted on the assessment. HM clarified that the assessment documents would be circulated to Town and Community Councils individually, and in addition HI will be attending the Community Liaison Committee on the 31<sup>st</sup> January to present the assessment to all the Councils. Two Vale Council member briefing sessions will also be held in January.

NM thanked the Strategy and Partnership team on behalf of the board for the ongoing work.

**7. Presentation: SoNaRR: An Assessment of sustainable management of natural resources**

ND provided the board with a brief presentation on the Natural Resources Wales (NRW) State of Natural Resources Report (SoNaRR). ND explained that the report outlines the role of NRW in delivering the Well-being of Future Generation Act

<p>and the National Well-being Goals. It is the start of a five year policy cycle; the SoNaRR informs the work of Welsh Government and in turn is used to inform NRW's Area Statements. It is important that the environment is taken into account when considering well-being, as Wales's natural resources and the sustainable management of these natural resources has economic, social and cultural benefits for our well-being as well as environmental benefits.</p> <p>Increasing pressure on these resources has further prompted the need for sustainable management. SoNaRR suggests opportunities to further build on existing ecosystems and maximise the potential opportunities for resources. The SoNaRR demonstrates the interplay of the four pillars of well-being and Wales's ability to enjoy good well-being in the future.</p> <p>The next step for the assessment is the continued provision of evidence to the PSB on the state of resources and the links to well-being. There needs to be a step change in how we manage natural resources in the Vale of Glamorgan and across Wales in order for there to be a positive effect on well-being.</p> <p>FK endorsed the assessment, and said that within the framework of the assessment all partners should consider what can be done to contribute to the priorities recognised.</p>	
<p><b>8. Forward Work Programme</b></p> <p>HM took the board through the forward work programme and future agenda items. JC informed the group that if any additional information became available on the Apprenticeship Levy then it would be shared with the board. AW said that the process is quite straightforward for SMEs within Wales but for cross-border organisations the process is more difficult.</p>	<p>JC</p>
<p><b>9. Calendar of Meetings for 2017</b></p> <p>HM said that revised meeting dates and invitations have been circulated to partners.</p>	
<p><b>10. Any Other Business</b></p> <p>There were no additional items.</p>	
<p><b>Date of Next Meeting</b> 31st January 2pm, Committee Room 1, Civic Offices, Barry</p>	



## **VALE OF GLAMORGAN PUBLIC SERVICES BOARD – 31 JANUARY 2017**

### **THE CHALLENGE OF YOUTH EMPLOYMENT**

#### **DISCUSSION PAPER**

##### **Overview**

1. This report summarises the current challenges faced by the Vale of Glamorgan Council in relation to the employment of 16-24 year olds within the Council. The issues were considered by the Council's Cabinet on 11<sup>th</sup> July 2016.
2. Although the issues in this report describe the issues and responding actions within the Council, it is felt that a wider discussion within the context of the Public Services Board would be helpful, and with a view to identifying any shared activity.

##### **Contextual issues**

3. The need to increase the number of 16-24 year old employees proportionate to the wider workforce is set out in the Council's 2016-20 Workforce Plan as approved by Cabinet on 23 May 2016 and congruent with the wider Corporate Plan.
4. The percentage of 16-24 year old employees within the Council's workforce fell from 5.1% in 2013 to 3.6% at the end of December 2016. This compares to 17.1% when looking at the 16-24 age profile within the wider Vale of Glamorgan area.
5. The above aspiration is clearly a medium to long term aim but important to ensure the sustainability of our services and the promotion of work within the Council (and the wider public service) as an attractive career option.
6. The aspiration is also consistent with the wider sustainable development principle as set out in the Well-being of Future Generations (Wales) Act 2016, the corporate parenting responsibilities of the Council in relation to the employment of looked after children and the wider objective of reducing the number of children not in education, employment or training (NEET).
7. It is understood that the above challenge is being faced by other local authorities across Wales and public sector employers within the geography of the Public Services Board. The sharing of experiences from other organisations within the PSB would therefore be really helpful as would the opportunity to explore any collaborative activity as appropriate.

## **Responding Actions**

8. It is recognised that there is no single response to this issue and equally an effective strategy can only be considered on a medium to long-term and increasingly collaborative basis.
9. The following are the actions which the Council are currently taking to address what it perceives to be the main issues are set out below: -

### ***a/ An analysis of why employees leave (exit interviews)***

The Council is currently increasing the focus on exit interviews and questionnaires to ascertain 'reasons for leaving' and particularly in the 16-24 year old 'generation z' category. Typically cited reasons around the need for greater career development, flexibility of terms and conditions and the ability to balance work/life priorities will continue to feed other work programmes for the Council.

### ***b/ Building effective engagement and retention***

As part of the above, the Council have increased the emphasis on employee engagement initiatives over the last 12 months through the launch of a new 'Staff Charter' and related feedback from a Council-wide engagement survey. Although not specifically aimed at the 16-24 year old workforce, there is already evidence that it is impacting positively on retention and attendance.

### ***c/ Promoting the 'employer' profile***

The promotion of local government as 'employer of choice' for those leaving school and university continues to be a challenge (and one that is potentially felt across the wider public sector. Work has been invested over the last two years in developing promotional material through both the Welsh Local Government Association but the long term results of this have not, as yet been felt. At a local level the Council have recently appointed a Youth Employment Officer to help increase momentum in this area in liaison with Careers Wales. This work will continue to include: -

- Developing better links with schools and local colleges/universities
- Developing a co-ordinated approach to work experience
- Working with the WLGA in relation to promotional material (as above)
- Looking at more targeted recruitment approaches (see below)
- Maximising promotional opportunities at careers/jobs fairs
- Liaising with Careers Wales/Community First and other partners.

### ***d/ Modernising the recruitment process***

Improving the recruitment rate of 16-24 year old employees will increasingly require a more streamlined, faster and targeted approach to recruitment. Traditional methodology around hard copy advertising will increasingly need to give way to exploiting more immediate social media channels. There may also be an increasing need to adopt a 'strengths' based approach to selection rather than one that is wholly reliant on experience. The Council are currently undertaking a review of such

approaches as part of a general review of recruitment. The findings from this work can be shared with colleagues across the wider PSB employment group.

#### ***e/ Work Experience Placements***

The Council have had a good reputation for accommodating work experience placements where capacity and co-ordination allow. During 2017/18 further work will be invested in this area in liaison with our schools, Careers Wales and in partnership with our service managers. The opportunity to use work experience programmes as a filter or entry point to longer term schemes (trainee posts, apprenticeships) is an area of current focus for the Council. This framework is based on similar and integrated models as used in Caerphilly and RCT Councils.

#### ***f/ Widening the provision of apprenticeships***

The Council are also seeking to broaden the number and availability of apprenticeships across its service areas. A strategic partnership is being developed with Cardiff and Vale College and in accordance with the College's Apprenticeship Training Academy (ATA) model. As part of this it is hoped that the Council can employ such apprentices in areas where recruitment difficulties exist including accountancy, ICT, social care, planning, highways and engineering. The above approach will build on the Council's already successful Foundation Modern Apprenticeship Scheme.

#### ***g/ Preparing for the Apprenticeship Levy***

Public Services Board colleagues will be aware of the introduction of the Apprenticeship Levy from the 1<sup>st</sup> April 2017 and the changes in funding arrangements for training providers (separate item on this agenda). The increase in direct costs for employers will increase the imperative for public sector employers to shape the Welsh Government's 'Skills Agenda' and thereby increase the relevance of apprenticeship related services provided by local training providers. The Council's Head of HR will be attending a workshop with the Welsh Government's Head of Apprenticeship Policy Skills Agenda Co-ordinator in February to share workforce planning imperatives, along with representatives from other Councils. There may be a need to explore such a debate across the wider PSB sector.

#### ***h/ Workforce and Succession Planning***

It is clearly important that a coherent and strategic approach needs to be taken to the 16-24 challenge and building in all of the elements as set out above. Feedback, for example from the Council's annual workforce planning processes (within service areas) consistently identify challenges in relation to the subsequent retention of trainees, graduates and apprentices as a result of a perceived lack of post training career opportunities paths. This is particularly prevalent in the professional areas such as accountancy and engineering. This is more of a structural challenge, but one that the Council are currently seeking to address.

### ***i/ A broader and collaborative approach***

It is also important that opportunities are taken to pursue a collaborative approach to this agenda (hence the purpose of this discussion paper). PSB colleagues will know, for example that Academi Wales are currently seeking to develop a 'One Welsh Public Services Graduate Scheme' as part of a pan-Wales succession planning initiative. Discussions are also underway to scope different local authority 'youth employment' models as part of the wider City Deal Programme (under the 'developing workforce skills and tackling unemployment' workstream). There will be value in ensuring that PSB colleagues are connected with both these agendas.

### **Summary**

10. The issues set out in this report describe the issues currently being considered within the Vale of Glamorgan Council in relation to the 16-24 year old challenge. They do not imply any specific expertise in the area and it is recognised that other, more advanced solutions/considerations are likely to be being progressed by employers within the wider PSB.
11. It is hoped, however that the document will stimulate some helpful debate, promote the sharing of experiences and, in particular, identify the potential for collaborate opportunities across the PSB.

R.BERGMAN, HEAD OF HUMAN RESOURCES  
VALE OF GLAMORGAN COUNCIL



## **Vale of Glamorgan Public Services Board 31<sup>st</sup> January 2017**

### **Welsh Government – Q&A UK Government’s Apprenticeship Levy**

#### **1. What is the Apprenticeship Levy? Will it be collected in Wales?**

The Apprenticeship levy is a UK Government employment tax that is due to come into force in April 2017. It is being introduced in the 2016 Finance Bill.

It will be collected across the whole of the UK. All employers (public, private and third sector) with a pay bill of more than £3 million each year will pay the levy. The levy rate is 0.5% of pay bill; there is an allowance of £15,000 per year. The levy is paid to HM Revenue and Customs through the PAYE process.

Examples of payment calculations together with other technical information (on matters such as what constitutes a pay bill, definitions of an employer, interaction with industry levy schemes and rules for connected companies) can be found at

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>.

Specific questions for the UK Government can be asked via [apprenticeships.levy@bis.gsi.gov.uk](mailto:apprenticeships.levy@bis.gsi.gov.uk) or by calling 08000 150 600.

#### **2. Will the levy go ahead in light of the Referendum on the European Union?**

We understand from the UK Government that they are continuing with their plans to implement the levy. This is entirely a matter for the UK Government.

#### **3. How will the levy money come to Wales?**

The overall allocation that Welsh Government receives from the UK Government is arrived at through the Barnett formula which calculates the Wales ‘share’ of changes to Departmental budgets in Whitehall. Whilst at the 2015 UK Spending Review the UK Government allocated resources to Whitehall Departments to cover programmes financed by the Apprenticeship Levy, these additions were offset by cuts to other programmes, including existing apprenticeship programmes. In aggregate, the UK Government’s Spending Review 2015 means that the Welsh Government’s budget will continue to reduce in real terms over the coming years.

Funding provided to Wales is not ring-fenced. A fundamental principle of devolution is that Welsh Ministers allocate resources in their Budget according to Welsh priorities, as approved by the Assembly.

The Welsh Government will not know how much employers in Wales have paid to HM Revenue and Customs.

#### **4. What impact will the levy have on provision in Wales?**

The Welsh Government is working with the UK Government to understand the impact of the introduction of the levy in Wales, in particular impact on our funding settlement.

The levy will raise awareness and demand for apprenticeships and workforce development more broadly from levy payers.

We anticipate that around 2% of UK employers will pay the levy.

Even though some aspects remain unclear there is still a need for Welsh Government to plan provision and deliver on its priorities.

#### **5. Will a digital voucher system operate in Wales in the same way as England?**

The Welsh Government has no plans to introduce a digital voucher system. We have seen no evidence that a voucher system would improve quality within the system. It would though introduce bureaucracy for employers and uncertainties as to how non levy employers would be supported.

There have also been difficulties in the past with education and training vouchers systems in the UK. Many employers and employer bodies have criticised the system being proposed in England.

#### **6. As an Employer how can I get my money back?**

Employers don't need to wait until the levy is introduced to benefit from our apprenticeship programme. Our apprenticeship programme is open to all employers with funding prioritised to meeting the economic needs of Wales.

#### **7. Why is the apprenticeship system different in Wales?**

Skills, including apprenticeships, is a matter devolved to the Welsh Government. The Welsh Government has developed its apprenticeship system to meet the needs and priorities of Wales. Wales has a focus on quality to ensure value for money. Apprenticeship delivery and funding is prioritised based on the needs of the economy and employers. For example, we have established Regional Skills Partnerships to engage with employers and provide us with intelligence on skills needs and gaps. We prioritise our provision in line with evidenced need. More information, including contact details can be found under question 15.

#### **8. How are apprenticeships delivered in Wales?**

Apprenticeships are delivered and administered through a procured network of quality assured training providers.

The provision we commission each year is based on both intelligence from Regional Skills Partnerships and information directly gained from employers. For example, last year we consulted with employers formally on our investment priorities for apprenticeships.

### **9. What are the priorities for apprenticeship delivery?**

The Welsh Government's priorities are:

- Delivering our commitment for a minimum of 100,000 quality all age apprenticeships – enabling many more employers to get involved.
- Increasing the number of higher apprenticeships and piloting degree apprenticeships particularly in science, technology, engineering and professional routes – to better meet the needs of the economy.
- Improving apprenticeship credibility and integration into the education system to get more school leavers (16-19) to join the programme.
- Revising systems to develop framework learning content – to be more responsive to often rapidly changing employer needs.
- Developing opportunities, such as the Regional Skills Partnerships to enable all stakeholders to work together to create a stronger sustainable intelligence led system.
- Maintaining completion rates at over 80% and introducing additional measures of quality such as destination data which will look at future earnings and other benefits.

### **10. Can vouchers in my England Account be used in Wales?**

We are working with the UK Government to consider this. It is unlikely monies that have been allocated, in the form of vouchers in England will be redeemable directly in Wales. However, matters are complex and we would welcome discussions with individual employers to better understand particular issues.

### **11. What will be the impact on companies that already deliver their own training?**

In Wales there will be no impact. Employers can of course continue to invest in training as they wish.

### **12. How will the levy impact on employers with a cross border workforce?**

We are working with the UK Government and the other devolved administrations to resolve a range of cross border issues. We recognise that there is a need to maintain flexibility to enable employers to choose whatever training is best for their business.

The issues are complex and need to be properly considered. They are likely to take some time to progress.

### **13. How can I get involved in the apprenticeship system in Wales?**

Any employer wanting to benefit from Wales' apprenticeship system can contact one of our procured providers directly via

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships>.

If any employer wishes to discuss the levy in more detail then please in the first instance contact via [DfES-ApprenticeshipUnit@Wales.GSI.Gov.UK](mailto:DfES-ApprenticeshipUnit@Wales.GSI.Gov.UK).

### **14. What is the Skills Gateway?**

The Skills Gateway delivers an engagement, assessment and referral system that provides a seamless service for businesses and individuals seeking skills support in Wales. It underpins the delivery of, and provides the access point to, the wider integrated portfolio of employment and skills provision in Wales.

The Skills Gateway is aimed at employers who are looking to recruit to and/or up-skill their existing workforce and individuals who are unemployed, work ready and wish to enhance their employment prospects. The Skills Gateway can be accessed through: The internet [www.Business.Wales.gov.uk](http://www.Business.Wales.gov.uk) and [www.careerswales.com](http://www.careerswales.com) Telephone via Business Wales (03000 603 000) and Careers Wales (0800 0284844)

### **15. How can I engage with the Regional Skills Partnerships?**

Regional skills delivery is a key policy focus going forward and is part of a growing agenda set against a context of a strengthened UK Government-driven, regionally focused skills landscape, involving Enterprise Zones, City Region deals and Growth Bids.

In Wales, the ambition is to stimulate employment and skills activity by encouraging skills providers to link their delivery and funding plans to opportunities created by strategic investments and business growth in their regions. The three Regional Skills Partnerships (RSPs) in North, South West and Mid and South East Wales are well established, with recognised structures and productive relationships across employers and key stakeholders within their respective regions. The Regional Skills Partnerships are:

- North Wales Economic Ambition Board - Contact Iwan Thomas  
[Iwan.thomas@dataunitwales.gov.uk](mailto:Iwan.thomas@dataunitwales.gov.uk) or [www.northwaleseab.co.uk](http://www.northwaleseab.co.uk)
- South East Wales Learning, Skills & Innovation Partnership - Contact Karen Higgins  
[Karen.higgins@wlga.gov.uk](mailto:Karen.higgins@wlga.gov.uk) or [www.lskip.wales](http://www.lskip.wales)
- South West & Mid Wales Regional Learning Skills Partnership - Contact Jane Lewis  
[jelewis@carmarthenshire.gov.uk](mailto:jelewis@carmarthenshire.gov.uk) or [www.rlpssw.org.uk](http://www.rlpssw.org.uk)

**Welsh Government**

**[DfES-ApprenticeshipUnit@Wales.GSI.Gov.UK](mailto:DfES-ApprenticeshipUnit@Wales.GSI.Gov.UK)**

**August 2016**

<https://www.gov.uk/government/news/uk-government-agrees-apprenticeship-levy-funding-deal-with-devolved-administrations>

Population share of levy funding (£m)	2017-18	2018-19	2019-20
Scottish Government	221	230	239
Welsh Government	128	133	138
Northern Ireland Executive	76	79	82



## **Report to the Public Services Board 31<sup>st</sup> January 2017**

### **Developing our local Well-being Objectives and the Well-being Plan**

#### **Introduction**

The consultation on the draft Well-being Assessment (WBA) concludes on the 5<sup>th</sup> February with the intention that at the meeting of the PSB on the 9<sup>th</sup> March partners will approve the WBA for publication. Work will continue to refine the WBA and make it more accessible and to ensure key elements are kept updated meaning it remains a live document that is used by all partners and the wider community.

The PSB needs to now start thinking about the development of the Well-being Plan which must be published in 2018 and for which there is specific guidance in terms of timeframes and consultation. The WBA must be used to inform and shape the well-being plan.

***‘Local well-being plans are intended to provide a more holistic, citizen focused approach to the planning and delivery of public services in Wales.’***

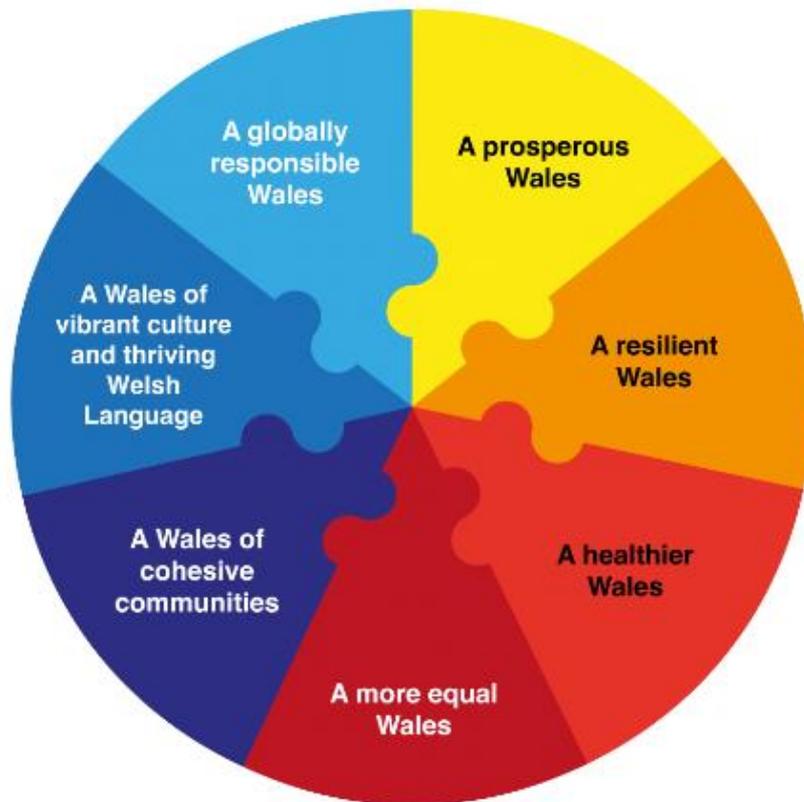
The move towards the development of the plan will be discussed at the PSB Officers Network meeting on the 6<sup>th</sup> February and at the Local Government Data Unit National Intelligence Event on the 2nd March. However it is timely to have some discussions within the PSB about the development of the well-being objectives and plan, the approach to be taken and resources needed.

#### **Statutory Guidance**

A copy of the statutory guidance for PSBs is attached as Appendix A and extracts are included in this report.

‘Each public services board must prepare and publish a local well-being plan setting out its local objectives and the steps it proposes to take to meet them’. The plan must be published no later than 12 months after the local government elections on the 4<sup>th</sup> May 2017. Subsequent plans must be published no later than 12 months after each subsequent local election.

The plan must set out how the PSB intends to improve the economic, social, environmental and cultural well-being of the area by setting local objectives which will maximise the contribution made by the board to achieving the well-being goals in its area. The national well-being goals are:



The two main elements of the plan are:

- The local objectives
- The steps the board proposes to take to meet the objectives

### **Local Objectives**

The local objectives should seek to adopt an 'integrated' approach to delivering against the goals. One objective could deliver against multiple goals. The right balance should be struck between delivering for the short term and doing so in the context of priorities for the long term.

Attached at Appendix B are examples of objectives/priority areas from Welsh Government, the Vale of Glamorgan Council and the Future Generations Commissioner.

In developing objectives and proposed steps for delivery the PSB must have due regard for the assessment of local well-being. ‘The local objectives set should reflect where the board has decided that collective action can be taken that will have a positive impact on the state of well-being in the area.’

The following table illustrates how the areas of focus previously identified by the PSB from the draft assessment could contribute to the national goals.

Cross-cutting theme	National Wellbeing Goals
<b>Early Years</b> - Ensuring young children have a good start in life and preventing Adverse Childhood Experiences	Vibrant culture and thriving welsh language Cohesive communities More equal Healthier
<b>Engagement</b> - Improving our engagement with our communities, utilising existing networks and being more innovative including the promotion of volunteering.	Cohesive communities Vibrant culture and thriving welsh language More equal
<b>Tackling inequalities</b> - linked to deprivation, focusing on a range of issues which are more acute in some of our more deprived communities.	More equal Cohesive communities Healthier Prosperous
<b>Protecting and enhancing and valuing the environment</b> - as one of our greatest assets to ensure natural resources are sustainably maintained, enhanced and used now and into the future	Globally responsible Healthier Vibrant culture and thriving welsh language Resilient Prosperous

In setting objectives due regard should be paid to the latest Future Generations Report prepared by the Commissioner.

### **Meeting our Objectives**

‘The board must take all reasonable steps to meet the local objectives they have set, to deliver on collectively. It is for the board to form its own judgement of what steps it would be reasonable to take, on the basis of its own knowledge and consideration of the circumstances and characteristics of its area.’ The steps to be taken can be taken jointly or by individual members of the board and consideration should also be given to who else could contribute. In developing the plan partners should be asked about actions they are taking that will contribute to the well-being goals. The diagram below shows what the plan must include:



The board must seek the advice of the Future Generations Commissioner on how to take steps to meet the local objectives in a manner which is consistent with the sustainable development principle. The Commissioner has up to 14 weeks to provide this advice – this will need to be factored in to the timetable for developing the plan. The Commissioner’s advice will also need to be published alongside the plan.

Advice can also be sought from the other commissioners and although the PSB is not under a duty to carry out formal impact assessments they may be useful. Statutory members will need to consider if they need to carry out an Equality Impact Assessment in relation to a particular decision.

Areas for consideration include:

- Equality and Human Rights
- United Nations Convention on the Rights of the Child (UNCRC)
- Poverty
- Welsh Language
- Resilience of ecosystems duty (biodiversity)

The plan could be used to discharge the following duties:

- Local authority duty to promote co-operation to improve the well-being of children
- A local authority strategy to contribute to the eradication of child poverty as set out in the Children and families (Wales) Measure 2010
- Scheme for the provision of local primary mental health support
- Plans published in response to the assessment of needs under the Social Services and Wellbeing Act (2014)

- A strategy as required under Section 5 of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Duty on local authorities to produce a strategy to promote the Welsh Language
- Community Safety strategies can also be included

Boards are encouraged to consider how local objectives align with the priorities in Police and Crime Commissioners Crime Reduction Plans and other such plans e.g. youth justice plans. The Local Development Plan must also have regard to the well-being plan.

### **Town and Community Councils**

Those councils covered by the Act will be required to take steps to meet the PSB objectives and will need to be involved in the development of the objectives and plan.

### **Consultation, approval of the plan and timetable**

The advice of the Commissioner on how the objectives can be met must be sought. Consultation on the draft plan must be for a minimum of 12 weeks and there are a number of statutory consultees.

Statutory members of the board must approve the plan. The plan must be approved by a meeting of the body of the statutory partners, for example it must be approved by full Council.

It is suggested that preparing and publishing the plan will take 41 weeks.



However this does not account for time needed for translation or for preparing consultation materials once the plan is drafted. Three weeks for Council and the other bodies to approve the plan may prove challenging. The timetable for developing the plan may look more like this:

<b>Date</b>	<b>Action</b>
March - April	Agree objectives and approach – this will need to include some engagement
May - August	Info gathering, drafting and advice from Commissioner. Translation and PSB approval of draft
Sept - Nov	Consultation (12 weeks)
Dec - Jan	Final drafting
Feb - March	Approvals
April	Design and translation
3 <sup>rd</sup> May	Publish

In developing the plan we need to ensure effective engagement across the Vale.

#### **Reviewing the Plan and Reporting progress**

The plan and objectives can be reviewed at any point or if directed by Welsh Ministers. Any changes will need to be consulted upon and an amended plan published as soon as practicable.

A report on the plan must be published no later than 14 months after publication of the first plan and an annual report must be published every year.

## **Next Steps for the Public Services Board**

### **Issues to consider**

1. Bearing in mind the conclusions from the Assessment and also objectives that you may be setting within your own organisation, how should we set our objectives? - Four well-being objectives around the four identified areas?
2. What approach do partners want to take to developing the plan? How will we resource the work needed to draft and then implement the plan?
3. Should we hold a workshop in March to develop the objectives and a way forward for developing and drafting the relevant sections of the plan? The workshop could be held and facilitated by one of the statutory partners or an external facilitator could be brought in – but funding would need to be identified for this.

### **Potential areas to explore at a workshop:**

- What are our Well-being objectives ?
- Who will do what in developing and drafting the plan? A statutory partner could lead on each area with the assistance of another partner(s).
- The focus and scale of the plan – the four areas we have identified are very broad how do we narrow them down in to a set of actions that will improve well-being, contribute to the national goals but without including everything.
- Can we build on the current approach of a focused delivery plan with a wider range of core measures?
- Do we want to include any of the other plans that can be included?
- Should we hold workshops/forum style event to shape the content of the plan? How do we fund this?

# SPSF 3:

## Collective role (public services boards)

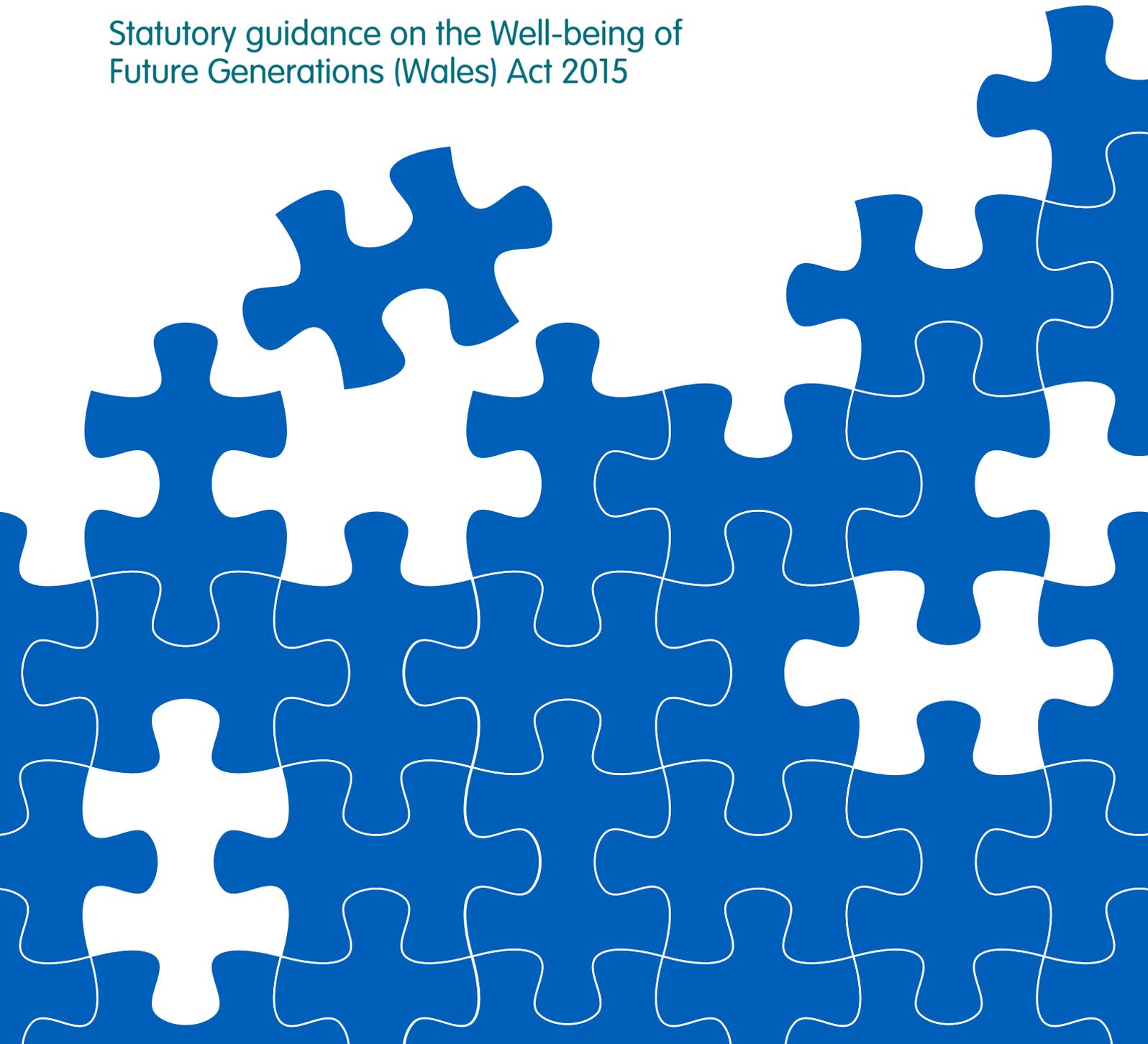


Llywodraeth Cymru  
Welsh Government

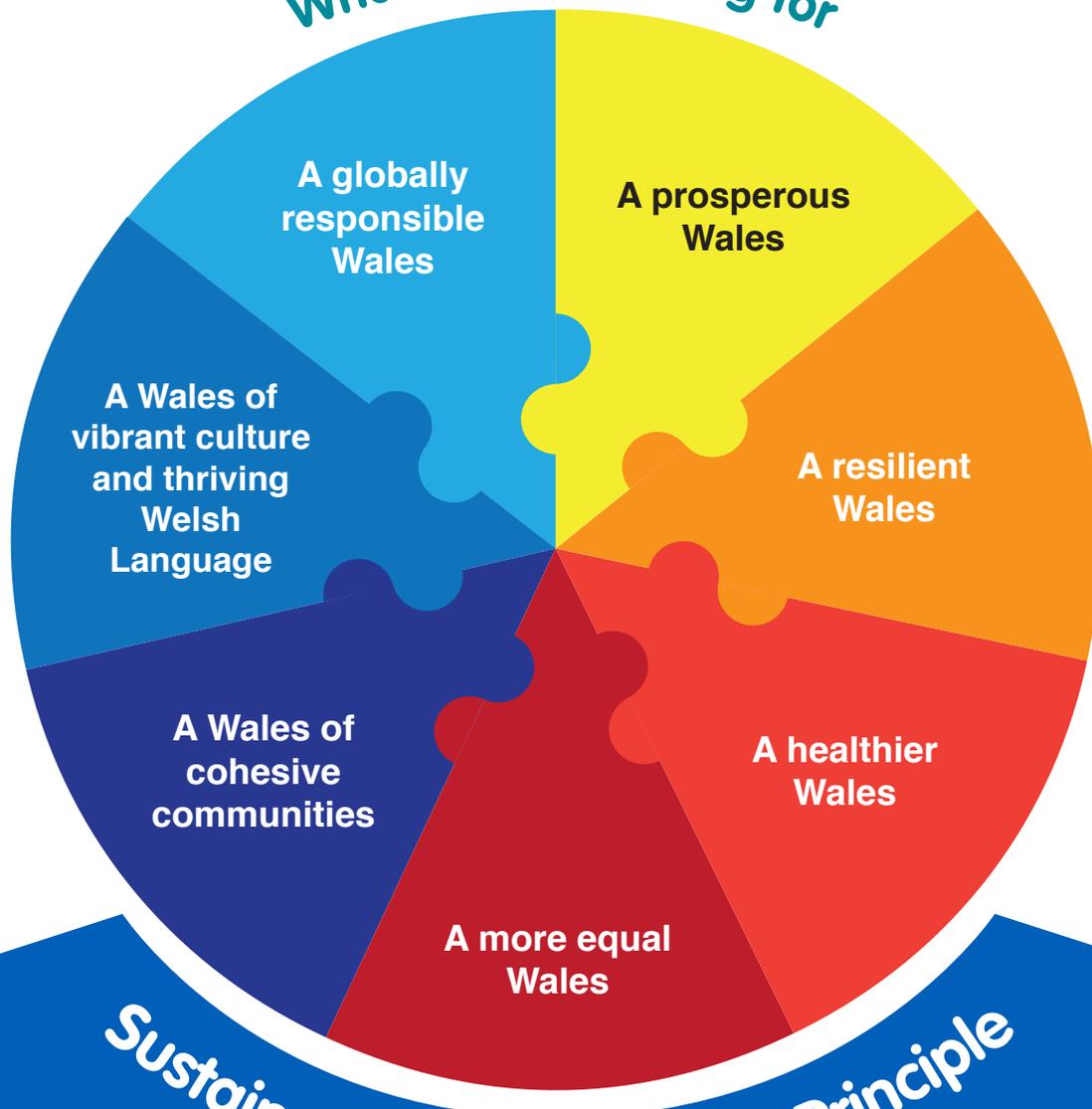
[www.gov.wales](http://www.gov.wales)

## Shared Purpose: Shared Future

Statutory guidance on the Well-being of  
Future Generations (Wales) Act 2015



# Well-being Goals What we are aiming for



## Sustainable Development Principle How we will deliver



**Long Term**



**Prevention**



**Integration**



**Collaboration**



**Involvement**

This guidance is issued under sections 14, 22 (2) and 51(1) of the Well-being of Future Generations (Wales) Act 2015.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

## **SPSF 3: Statutory Guidance for Part 4 of the Well-being of Future Generations (Wales) Act 2015 - Public Services Boards**

*This statutory guidance is issued under Section 51(1) of the Well-being of Future Generations (Wales) Act 2015.*

### **Chapter 1 - Operating a public services board**

- Participation and Roles
  - Establishing the board
  - Subgroups
  - Representation
  - Resourcing the work of the public services board
- Wider Participation

### **Chapter 2 - Assessing the state of well-being in the area**

- What the assessment must cover
- Categories of persons which could be included in the assessment
- Use of Evidence and Analysis
- Other assessments and reviews which can inform the assessment of local well-being

### **Chapter 3 - Preparing a local well-being plan**

- Local objectives
- Steps which the board proposes to take
- Seeking the advice of the Future Generations Commissioner
- Assessing the impact
- Reviewing a local well-being plan
- Meeting other statutory duties
- Role of Community Councils in meeting the local objectives

### **Chapter 4 - Involvement (engagement and consultation)**

- Consultation on the assessment
- Consultation and approval of the Local Well-being Plan
- Engaging others

### **Chapter 5 - Reporting on progress**

- Timeline
- Performance Indicators and Standards

### **Chapter 6 - Local accountability**

### **Chapter 7 - Merging and collaboration**

## Introduction

1. The Well-being of Future Generations (Wales) Act is about “sustainable development” which is the process of improving the economic, social, environmental and cultural well-being of Wales, by taking action in accordance with the sustainable development principle aimed at achieving well-being goals (see below, and at SPSF 1 - chapter 5).
2. The Act sets out a “sustainable development principle” which is about how the public bodies listed in section 6 of the Act should go about meeting their well-being duty under the Act. In the Act, any reference to a listed public body doing something “in accordance with the sustainable development principle” means that body must act 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.
3. The Act sets seven well-being goals and gives a description of each:

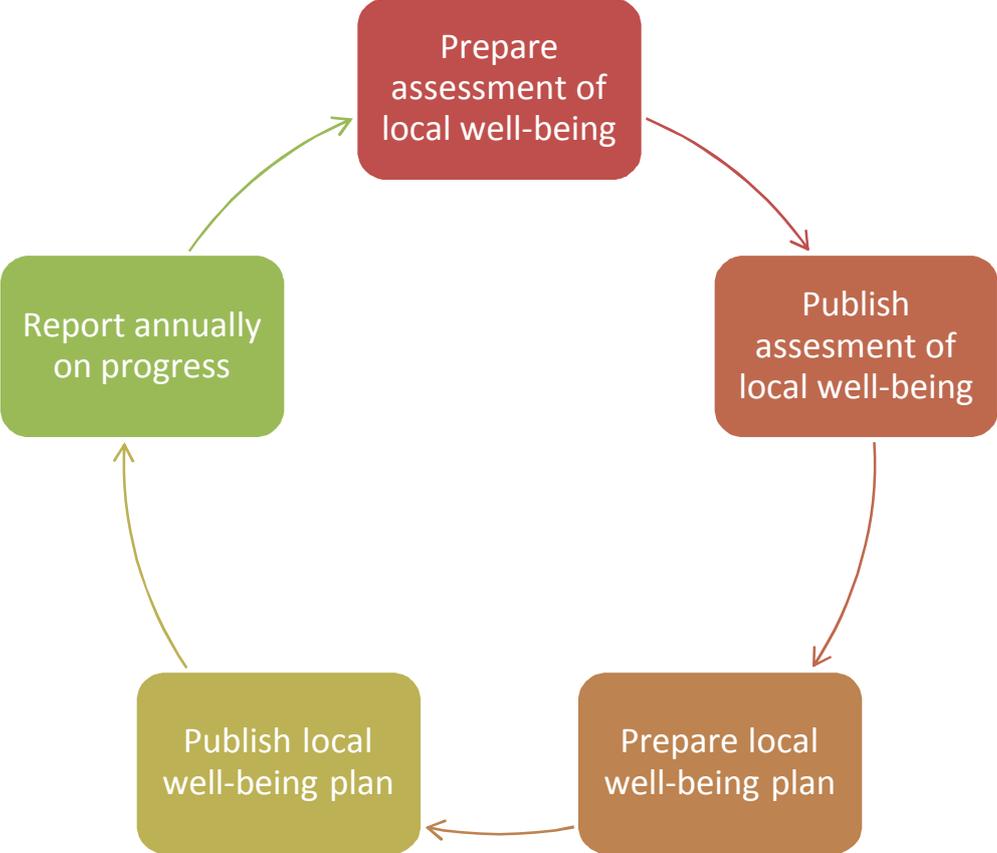
<b>Well-being goal</b>	<b>Description</b>
A more prosperous Wales	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A resilient Wales	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
A healthier Wales	A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

Shared Purpose: Shared Future 3 - Collective role (public services boards)

A more equal Wales	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances).
A Wales of cohesive communities	Attractive, viable, safe and well-connected communities.
A Wales of vibrant culture and thriving Welsh language	A society that promotes and protects culture, heritage, and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
A globally responsible Wales	A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

4. The seven well-being goals (the goals) show the kind of Wales we want to see. Together they provide a shared vision for the public bodies listed in the Act to work towards. The well-being goals must be considered as an integrated set of seven to ensure that the relevant links are made in the context of improving the economic, social, environmental and cultural well-being of Wales.
5. In addition to the well-being duty put on listed individual public bodies (covered in SPSF 2), the Act also puts a well-being duty on specified public bodies to act jointly via public services boards to improve the economic, social, environmental and cultural well-being of their area by contributing to the achievement of the well-being goals.
6. This document addresses the requirements relating to public services boards set out in Part 4 of the Act.
7. Public services boards' contribution to the achievement of the goals must include:
  - (a) assessing the state of economic, social, environmental and cultural well-being in their areas;
  - (b) setting local objectives that are designed to maximise their contribution within their areas to achieving those goals;
  - (c) the taking of all reasonable steps by statutory members of boards (in exercising their functions) to meet those objectives.

8. Public services boards' planning cycle:



## Chapter 1 - Operating a public services board

9. The Act establishes a statutory board, known as a public services board, in each local authority area in Wales.
10. The four statutory members of each board are listed in section 29 of the Act: they are the Local Authority, the Local Health Board, the fire and rescue authority for the area and Natural Resources Wales. References in this guidance to statutory members are to the bodies listed in that section.
11. A reference to a public services board is a reference to the statutory members of that board acting jointly, and any function of a public services board is a function of each member that can only be exercised jointly with the other statutory members.
12. 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 these duties (e.g. to publish assessments of local well-being, local well-being plans and annual progress reports).
13. However, statutory members will not and cannot work in isolation. Other bodies and organisations in the area have a significant contribution to make.
14. Public services boards are *required* to invite certain other persons or organisation to participate, and can invite others as they consider appropriate provided they exercise functions of a public nature (see paragraph 18). Where the boards have invited people to participate as invited participants we would expect them to have full participation in the work of the board (subject to paragraph 12).
15. Representatives of all the statutory members must be in attendance at a meeting of a public services board. See the table at para 34 for details about representation at board meetings.

### Participation and Roles

#### Invited Participants

16. Public services boards must invite specified statutory invitees to participate in the board's activity. These invitees are not required to accept the invitation. If they accept the invitation they do not become statutory members of the board but become "invited participants". However, as indicated there should be nothing preventing these bodies participating fully in the activities of the board (subject to paragraph 12).
17. Invited participants, having accepted an invitation, will work jointly with the board on anything the board does under its well-being duty, including

Shared Purpose: Shared Future 3 - Collective role (public services boards)

assessing the state of well-being in its area, setting objectives to maximise its contribution to the achievement of the goals, and taking reasonable steps to meet those objectives. This means they will be entitled to make representations to the board about the assessments of local well-being and local well-being plan, take part in its meetings and provide other advice and assistance. A local well-being plan can only include objectives which are to be met by steps taken by an invited participant (or other partner) if the board has obtained the agreement of that invited participant (or other partner).

18. The Board will also have powers to invite other individuals or bodies to participate in its activity as it deems appropriate, so long as they exercise functions of a public nature. Whether or not a body exercises functions of a public nature is an issue on which boards may need to seek legal advice but the factors taken into account include, in particular, the extent to which in carrying out a function the body is publicly funded, is exercising statutory powers, is taking the place of central government or local authorities or is providing a public service.
19. An invited participant may participate in the activity of a board from the day on which the board receives its acceptance of the invitation.
20. An invitation must be issued as soon as is reasonably practicable following the first meeting of a board and each meeting held after the date of each ordinary local authority election.
21. An invitation can take any form the board decides but has to specify the person to whom a response is to be sent.
22. A board must invite the following to participate in the activity of the board:



Shared Purpose: Shared Future 3 - Collective role (public services boards)

23. The board could work with the County Voluntary Council to determine who the most appropriate representative(s) of relevant voluntary organisations would be.

Involving other partners

24. The public services board will be required to engage with key partners in the area who have a material interest in the well-being of the area, or who deliver important public services, in the preparation, implementation and delivery of the work of the board.

25. They are named in the Act as 'other partners' and are:

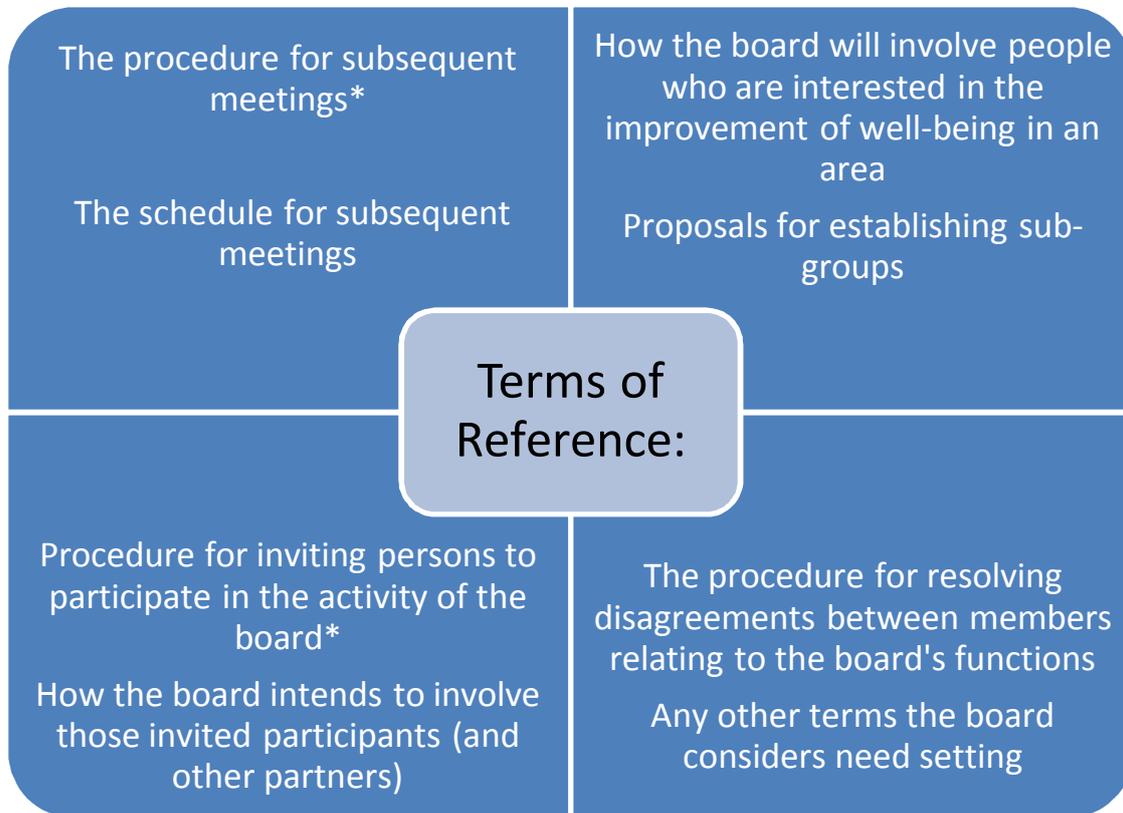


26. The public services board could invite any of these partners to participate more fully in its activity as an invited participant.
27. It is for each board to consider what other bodies, if any, it wishes to invite to participate in its work as invited participants and the manner in which it intends to involve them. The only condition is that invited participants must exercise functions of a public nature.

**Establishing the board**

28. A public services board must hold a meeting, chaired by the Local Authority, no later than 60 days after the date on which the board is established. The board must also hold a "mandatory meeting", 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.
29. Subsequently the board can determine when and how often it meets.

30. The Local Authority must chair the first meeting of a public services board but members can then appoint another statutory member or an invited participant to chair.
31. At the first meeting, a board must agree its Terms of Reference, which must include:



*\* in so far as not specified by the Act*

A public services board must review its terms of reference at each meeting held after the date of each ordinary local government election. However the board may review, and agree to amend it at any time.

### **Subgroups**

32. The board is able to establish sub-groups to support it in undertaking its functions and the board can authorise sub-groups to exercise a limited number of functions.
33. A sub-group of a public services board must include at least one statutory member of the board, who can choose an appropriate representative to attend to contribute to the work of the sub-group. The sub-group can also include any invited participant or other partner.
34. The sub-group's functions will be guided by the board's terms of reference.
35. Those terms of reference **can not** authorise a sub-group—

Shared Purpose: Shared Future 3 - Collective role (public services boards)

- (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 wellbeing 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.

36. The matters above require all statutory members to act jointly and so must be taken by the public services board itself.

37. 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.

### Representation

38. The Act specifies the individuals who represent each statutory member of the board:

<b>Member</b>	<b>Representative</b>
Local Authority	The directly elected mayor of the authority or the councillor elected as executive leader of the authority, and the head of the authority's paid service designated under section 4 of the Local Government and Housing Act 1989 (c.42).
Local Health Board	Whichever of the following the board Designates: (a) the chair; (b) the chief officer; (c) both.
Welsh fire and rescue authority	Whichever of the following the authority designates; (a) the chair; (b) the chief officer; (c) both.
The Natural Resources Body for Wales	The chief executive

39. However a statutory member, and invited participant of a 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 the authority's executive.
40. The person designated should have the authority to make decisions on behalf of the organisation.
41. The board can also invite any of its "other partners", or anyone else it wishes, to attend a meeting or any part of a meeting.

### **Resourcing the work of the Public Services Board**

42. The Local Authority must make administrative support available to the public services board. The Welsh Ministers consider administrative support would include ensuring the public services board is established and meets regularly; preparing the agenda and commissioning papers for meetings; inviting participants and managing attendance; work on the annual report and preparation of evidence for scrutiny.
43. However 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.

### **Wider Participation**

44. The public services board should seek to 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. 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.
45. For example it is recognised that activities of major local private sector employers can have a big impact on an area's well-being. There is nothing to stop a board from inviting such employers to attend a board's meetings to raise concerns and make suggestions about what boards should do and what employers and the private sector could contribute to achievement of the board's objectives. The board would, however, have to be clear about the capacity in which the employer was attending (not to participate in the board's activity as an invited participant but to make

Shared Purpose: Shared Future 3 - Collective role (public services boards)

representations and express views). Similarly there is nothing to stop a board from inviting groups representing other interests, such as trade unions or campaign groups active in the board's area, from attending meetings of the board for similar purposes.

46. Boards should 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.

## **Chapter 2 - Assessing the state of well-being in the area**

47. A public services board must prepare and publish an assessment of the state of economic, social, environmental and cultural well-being in its area no later than a year before it publishes its local well-being plan (see para 54).
48. It is vital that this assessment provides an accurate analysis of the state of well-being in each community and in the area as a whole. There is significant weight placed on the validity of this assessment due to the impact the findings and analysis will have in choosing the objectives to be set out in the local well-being plan.
49. The board must explain in their local well-being plan how their local objectives and any steps they propose to take have been set with regard to any matters mentioned in the assessment, and should be reassured that those objectives are sufficiently robust to stand up to local scrutiny. Therefore it will be expected that the board uses an extensive range of sources from which to assess the state of well-being, for example census and statistical data; academic research; and qualitative evidence which captures people's opinions and perceptions as well as giving context to quantitative data (the story behind the data). These comparisons could take place at a national, regional or local level.
50. There is a broad spectrum of economic, social, environmental and cultural expertise available for them to draw on, such as youth forums, community groups, older people's forums, Welsh language organisations (such as Mentrau Iaith), environmental bodies and public health experts.
51. In preparing its assessment of local well-being, a board will have the opportunity to capture the strengths and assets of the people and their communities. Boards should recognise and build on these strengths to help improve the social, economic, environmental and cultural well-being of the area.
52. Acting in accordance with the sustainable development principle is integral to the assessment process and doing a deeper examination of the information and data from sources like these will help the board prepare a more rigorous product. They will have to look at the long term, consider what the evidence tells them about how to prevent problems from happening or getting worse, and involve other people with an interest in the well-being of the area.
53. Boards should expect to be scrutinised on the process of how they agreed their priorities. To ensure objectivity and robustness of their decisions, it will be essential to collect and analyse good evidence in the preparation of

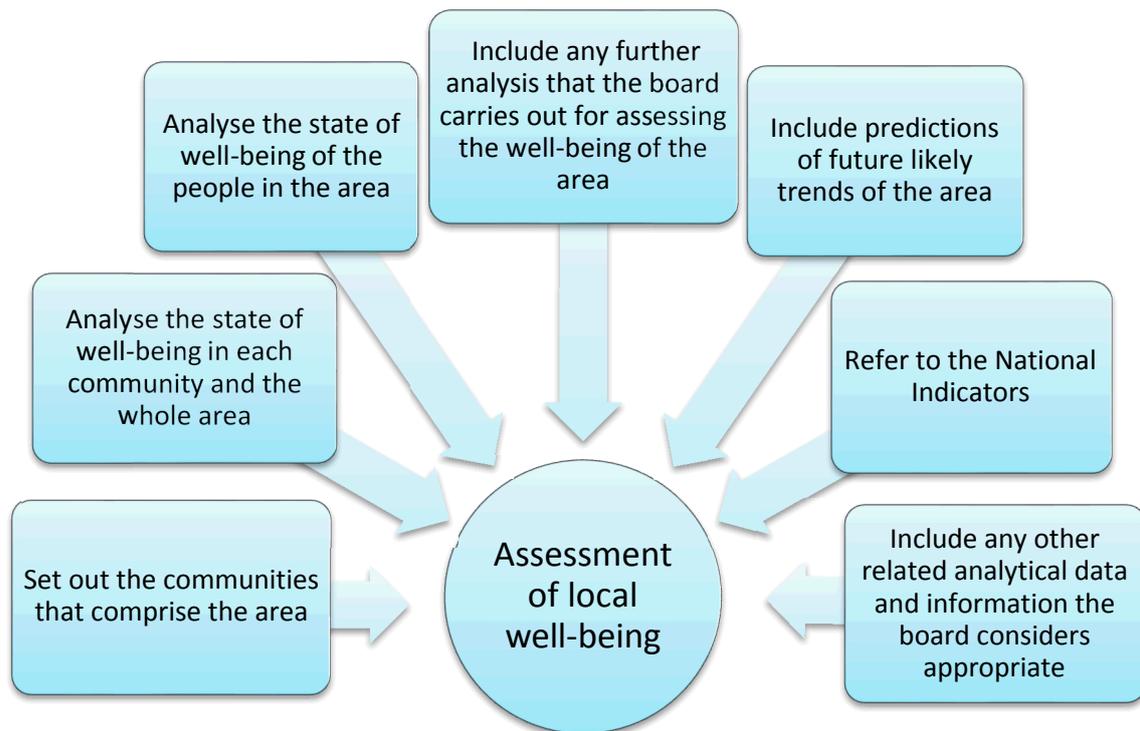
assessments to feel satisfied that their priorities accurately reflect the diversity and variety of issues in the area.

54. Each board must publish its assessment no later than a year before it publishes its local well-being plan. Since the Act provides that the local well-being plan must be published no later than one year after an ordinary election, as defined in section 26 of the Local Government Act 1972, in practice this means the assessment of local wellbeing would be published within the 12 months preceding each ordinary local government election.

55. In light of this, it will be important to consider that, in line with the Code of Recommended Practice on Local Authority Publicity in Wales, publicity in the pre-election period should not deal with controversial issues or report views, proposals or recommendations in such a way which identifies them with individual members or groups of members.

### What the assessment must cover

56. In preparing and publishing an assessment of the state of economic, social, environmental and cultural well-being in its area, a board must:



57. Provided the assessment complies with the requirements described above, it will be for the board to determine what it includes in its assessment of local well-being and how it is structured.

#### Community areas

58. The assessment must identify the geographic community areas which comprise the board's entire area. It is intended that these 'communities' are localities within the board's area which are large enough to show differences between them and have a sense of identity but not as small as electoral wards.

59. Since official statistics are generally resolved down to the recognised ONS LSOA (Lower Layer Super Output) areas it would make sense for the community areas identified to correspond with multiple LSOAs rather than cut across them.

60. Assessing the well-being of each community is intended to ensure that the differences between the various communities within a board's area are analysed. The board will have the principles of sustainable development (see SPSF 1) in mind when analysing these differences.

61. Whilst the board may consider aligning these community areas with existing community networks such as a local authority's 'neighbourhoods', primary care clusters or clusters of community councils, the community areas identified for the purpose of the assessment will not necessarily correspond with the community councils within the board's area.

#### Analysing the state of well-being in each community area and in the area as a whole

62. The board will need to look at the state of well-being both at this community area level and for the area as a whole – drawing together this community level analysis with other evidence and analysis to form a view on the overall well-being of the local authority area.

63. For example, the board may consider the well-being of sustainable communities. In doing so the extent to which a community is in poverty, or the position of the Welsh language in these communities, would need to be a consideration.

64. The extent of health inequalities in the area, including households and communities which are living in poverty would also be a consideration, as would considerations such as flood risk and the resilience of ecosystems.

#### Analysing the state of well-being of the people in the area

65. In addition to looking at the general economic, social, environmental and cultural well-being of the area the assessment will need to look specifically at the well-being of the *people* in the area.

66. The Act provides that a board may include in its analysis of well-being analysis of the well-being of particular categories of persons, including:
- (a) People who are considered **vulnerable or disadvantaged**, for example those who are regarded as financially excluded or experiencing domestic abuse; or who experience income inequality and environmental problems.
  - (b) **People possessing a protected characteristic**. The nine protected characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
  - (c) **Children**, meaning people under the age of 18, including those living in poverty and the impact this is having on their lives and overall well-being; children who are homeless, asylum seekers, Gypsies and Travellers or children experiencing or witnessing domestic abuse. Boards might also benefit from taking into account children's rights impact assessments (and consider the extent to which poverty is a barrier to the realisation of children's rights), when assessing needs.<sup>1</sup>
  - (d) Young people who have been **looked after, accommodated or fostered** and are entitled to support under sections 105 to 115 of the Social Services and Well-being Act.
  - (e) People who may have need for **care and support** as described in Part 3 of the Social Services and Well-being (Wales) Act 2014; or people who provide or intend to provide care and support.
67. There may be categories of person **other than those listed above** which the board may wish to analyse in assessing the well-being of the area.
68. Undertaking analyses will assist in understanding better the needs and barriers to participation of these groups referred to in para 66, many of whom will be marginalised.
69. Relevant Welsh Government policy frameworks such as the revised Child Poverty Strategy<sup>2</sup> and the Tackling Poverty Action Plan<sup>3</sup> can help Boards assess the needs of children in poverty. Similarly, the Welsh Language Strategy<sup>4</sup> may help boards assess the needs of Welsh-speakers and

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<sup>1</sup> <http://www.assembly.wales/Laid%20Documents/GEN-LD9732%20-%20Children's%20Rights%20Scheme%202014-22042014-255569/gen-ld9732-e-English.pdf>

<sup>2</sup> <http://gov.wales/topics/people-and-communities/people/children-and-young-people/child-poverty/?lang=en>

<sup>3</sup> <http://gov.wales/topics/people-and-communities/tackling-poverty/taking-forward-tackling-poverty-action-plan/?lang=en>

<sup>4</sup> <http://gov.wales/statistics-and-research/welsh-language-strategy/?lang=en>

Shared Purpose: Shared Future 3 - Collective role (public services boards)

Welsh-speaking communities, and well-being indicators for older people<sup>5</sup> can assist the boards in identifying the needs of older people in the community.

#### Predictions of likely future trends

70. The assessment must include predictions of likely future trends in the economic, social, environmental and cultural well-being of the area.
71. The analysis must refer to a future trends report published by the Welsh Ministers under section 11 (once one has been published) to the extent that it is relevant to the assessment of well-being in the area.
72. This will enable the board to ensure it is taking account of the long term needs of the area as well as the short term.

#### National Indicators

73. The assessment of local well-being must refer to any national indicators published under section 10 of the Act. The national indicators will measure progress towards the achievement of the goals. They will be published by the Welsh Ministers.
74. The national indicators are population level measures that will help judge progress against the goals set out in the Act. They are not performance indicators and do not fall to any single public body or public services board.

#### Further analysis by the board

75. The assessment can include any other evidence relating to the well-being of the area that the board considers appropriate.
76. The assessment must include any further analysis that the board carries out by reference to criteria set and applied for the purpose of assessing economic, social, environmental and cultural well-being in the area or in any community situated in the area. It is for the board to determine what criteria it wishes to set for this analysis.
77. This analysis could include any study or information bearing on the well-being of the area; for example case studies of where organisations have shared data or worked together successfully.

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<sup>5</sup> [http://www.olderpeoplewales.com/en/news/news/15-03-19/Wellbeing\\_Indicators\\_for\\_Older\\_People.aspx#.VYgVr9JFDcs](http://www.olderpeoplewales.com/en/news/news/15-03-19/Wellbeing_Indicators_for_Older_People.aspx#.VYgVr9JFDcs) – Published by the Older People’s Commissioner for Wales

## Use of evidence and analysis

78. To aid the board in the process of producing an assessment of local well-being, and the use of evidence and analysis more generally, non statutory guidance “*Guidance on the use of evidence and analysis*” is provided.<sup>6</sup>
79. The guidance offers advice to boards on how to use evidence and analysis in critical but constructive ways, in order to:
- better understand the outcomes services are working towards and the factors that influence them;
  - set out logically the links between the activities which services perform and the well-being of people in the area;
  - deliver a rounded assessment of well-being by including a wide range of sources and using qualitative evidence to supplement data and develop explanations;
  - ensure more consistent use of data;
  - be clear on the roles citizens will play in the assessment and when and how to engage them effectively.
80. The Guidance also describes how the use of evidence and analysis could usefully be divided into two main components, namely the “situation analysis” – the painting of a broad picture of well-being within the board’s area so that potential priorities for the area can be identified (the assessment of local well-being); and the “response analysis” – the detailed analysis of individual issues and themes to inform the development of the local well-being plan.

## Other assessments and reviews which inform the assessment of local well-being

81. The Act specifies a number of statutory reviews and assessments which the board must take into account when preparing their assessment.
82. These are the most recent:
- a) assessment of the risks for the United Kingdom of the current and predicted impact of climate change sent to the Welsh Ministers under section 56(6) of the Climate Change Act 2008 (c.27);
  - b) review of the sufficiency of nursery education provision for the local authority area carried out under section 119(5)(a) of the School Standards and Frameworks Act 1998 (c.31);
  - c) assessment of the sufficiency of the provision of childcare in the local authority area carried out in accordance with regulations made under section 26(1) of the Childcare Act 2006 (c.21);
  - d) assessment of the sufficiency of play opportunities in the local authority area carried out under section 11(1) of the Children and Families (Wales) Measure 2010;

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<sup>6</sup> <http://gov.wales/topics/improvingservices/public-services-boards/?lang=en>

Shared Purpose: Shared Future 3 - Collective role (public services boards)

- e) assessment carried out by the local authority in conjunction with a Local Health Board under section 14 of the Social Services and Well-being (Wales) Act 2014 (the “population assessment” of needs for care and support, support for carers and preventative services);
- f) strategic assessment prepared in accordance with regulations under section 6 of the Crime and Disorder Act 1998 (c.37) relating to reducing crime and disorder in the local authority area;
- g) strategic assessment prepared in accordance with regulations under that section relating to combating substance misuse in the local authority area;
- h) each area statement under section 11 of the Environment (Wales) Bill 2016, once enacted, which relates to any part of the local authority’s area;
- i) strategic assessment prepared in accordance with regulations under that section relating to the reduction of reoffending in the local authority area;

83. Under (a) above, it would be in the board’s interest to refer to the Climate Change Risk Assessment for Wales<sup>7</sup> which provides a national assessment of potential risks and opportunities from climate change facing Wales. The findings are presented for different possible future scenarios and include an indication of confidence in the results and areas where there are evidence gaps.

84. The Welsh Ministers will be able to update this list of statutory reviews and assessments by regulations but there is nothing to prevent boards taking account of other national, regional or local assessments and reviews if they feel they will contribute to its assessment of local well-being. This could include any assessments of the economic, social, environmental and cultural well-being of the area which exist but do not have a statutory basis.

85. The board must carry out its own assessment of the well-being of its area and the people in it, and can draw on the reviews and assessments listed and also consider a wider body of information.

86. It is recognised that a number of these statutory assessments will be prepared within a similar timescale to the assessment of local well-being. It is expected that work can be undertaken on them in parallel, with evidence gathered, analysed and fed into multiple assessments at the same time (rather than waiting for an assessment to be formally published before taking its findings into account for the assessment of local well-being).

87. There is no reason why there would be any duplication of evidence gathered/analysis done – these specific assessments form part of the wider picture of the area the assessment of local well-being will capture.

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<sup>7</sup> <http://gov.wales/topics/environmentcountryside/climatechange/publications/riskassess/?lang=en>

## Chapter 3 - Preparing a Local Well-being Plan

88. Each public services board must prepare and publish a local well-being plan setting out its local objectives and the steps it proposes to take to meet them.
89. A board's first local well-being plan must be published no later than 12 months following the first local government ordinary election following commencement of Part 4 of the Act. The board must then publish a local well-being plan no later than 12 months after each subsequent ordinary election.
90. The local well-being plan will set out how the board intends to improve the economic, social, environmental and cultural well-being of its area by setting local objectives which will maximise the contribution made by the board to achieving the well-being goals in its area.
91. There are two main elements of a local well-being plan:
- a) the local objectives; and
  - b) the steps the board proposes to take to meet the objectives

### Local objectives

92. In line with the sustainable development principle the local objectives should seek to adopt an integrated approach to delivering against the well-being goals – considering how the objectives may impact on each of the goals (and on the other local objectives). One objective could deliver against multiple goals.
93. The objectives included in the local well-being plan must accord with the sustainable development principle, namely the need to ensure that action taken by public bodies to improve the well-being of people now doesn't detrimentally affect the ability of future generations to meet their own needs. The right balance should be struck between delivering for the short term and doing so in the context of priorities for the long term. It is worth noting that there are different understandings of long term in relation to different issues.
94. In choosing local objectives and any proposed steps the board must have regard to any matters mentioned in the assessment of local well-being. The assessment should provide the robust evidence base for a board to determine (and justify) the local objectives it sets. The local objectives set should reflect where the board has decided that collective action can be taken that will have a positive impact on the state of well-being in the area.
95. The statutory members of the board are also individually subject to the well-being duty on public bodies and are required to set their own well-being objectives. It may be that well-being objectives set out in local well-

being plans are the same objectives that public bodies which are subject to the individual duty have individually decided to adopt – there may be instances where well-being objectives set by these public bodies are also shared priorities for the area.

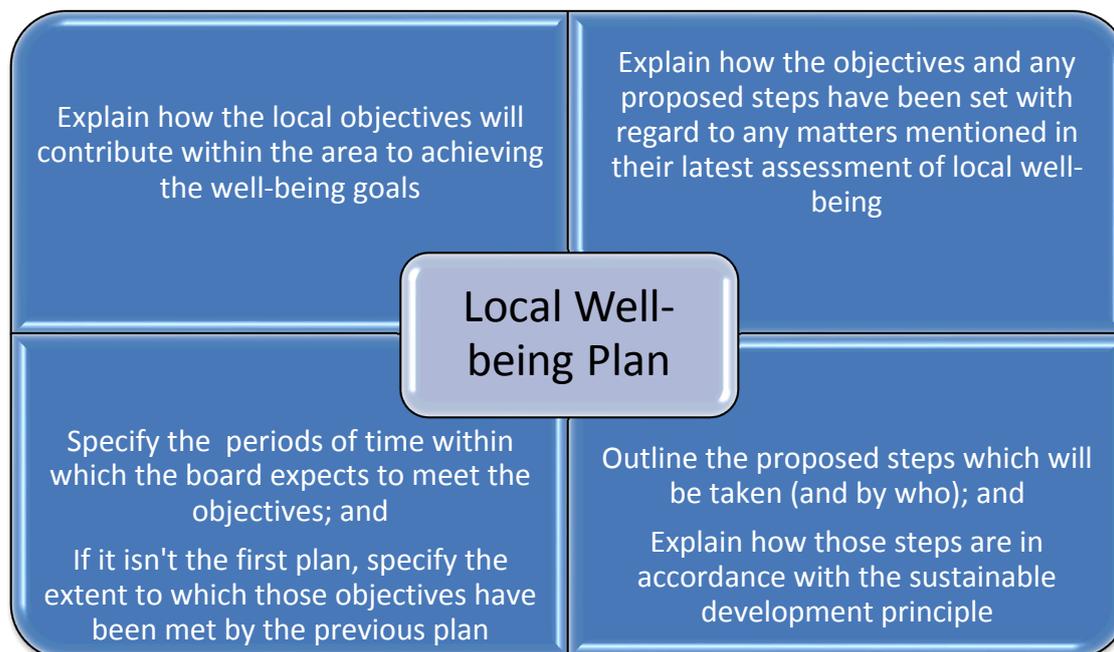
96. Statutory members may choose to include their individual well-being objectives in the local well-being plan, if other statutory members of the board agree.

### **Steps which the board proposes to take**

97. The board must take all **reasonable** steps to meet the local objectives they have set, to deliver on collectively. It is for the board to form its own judgement of what steps it would be reasonable to take, on the basis of its own knowledge and consideration of the circumstances and characteristics of its area.
98. In addition to the objectives to be met by a statutory member or members of the board, the plan can include steps to be taken by invited participants or other partners acting individually or jointly. However a plan can only include such objectives or steps if the board has the agreement of the relevant invited participants or other partners.
99. The steps must be taken in accordance with the sustainable development principle (see SPSF 1). For example steps can be taken by individual statutory members, but can also be taken jointly, in collaboration with other statutory members and partners. Boards should consider whether there are others in the area with an interest in well-being who could contribute to improving it.
100. In preparing its local well-being plan (and before consulting) a board can require any person it has invited to participate in its activities (except the Welsh Ministers) and other partners to provide information about any action they take that may contribute within the board's area 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 would have an adverse effect on the exercise of their functions, or
  - (c) they were prohibited from providing it by law.

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

101. The local well-being plan must:



102. The plan should include any other information the board considers appropriate.

### Seeking the advice of the Future Generations Commissioner

103. It is recognised that seeking to meet the local objectives contained within the local well-being plan in accordance with the sustainable development principle will not be an easy task. The role of the Commissioner is to provide advice on how to do this, drawing on the understanding of good practice. The Commissioner's role is therefore supportive and constructive..
104. In drafting their local well-being plans, the public services board must seek the advice of the statutory Future Generations Commissioner for Wales, on how to take steps to meet their local objectives in a manner which is consistent with the sustainable development principle.
105. In setting its local objectives a board must also take into account the latest Future Generations Report as prepared by the Commissioner which will provide an assessment of the improvements public bodies should make in order to set and meet well-being objectives in accordance with the sustainable development principle.
106. The Commissioner will have up to 14 weeks in which to provide this advice and boards should factor this into their timescales for preparing the local well-being plan (see para 157 for more detail).

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107. The board must publish the Commissioner's advice at the same time as it publishes its local well-being plan.
108. The board may also wish to seek the advice of other Commissioners in choosing local objectives to deepen their understanding of the diverse needs of the area.
109. A public services board must send a copy of its local well-being plan to the Welsh Ministers, the Commissioner, the Auditor General for Wales and the local authority's overview and scrutiny committee.

### **Assessing the impact**

110. A public services board is not under a duty to carry out formal impact assessments. However, they might consider it a useful way of reflecting on matters that statutory members of the board would need to consider, or expect to be considering in any case if they are to meaningfully assess the well-being of their area. The Commissioners for Older People, Children, Welsh Language, and Equalities may also be able to provide support and advice to the boards in this regard.
111. In addition, individual statutory members of the board may be required to carry out Equality Impact Assessments in relation to particular decisions, and it may be helpful to draw on these to consider the impact of decisions on different people within the community from a board level. It is important to remember that some of those people may be impacted in a number of different ways.
112. Areas for consideration include:

### *Equality and Human Rights*

113. The Equality Act 2010 requires all public authorities to have due regard to the need to:
  - a) eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by that Act;
  - b) advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
  - c) foster good relations between people who share a protected characteristic and those who do not.
114. The Equality Act 2010 lists age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation as the protected characteristics.
115. Most public authorities in Wales are required to set outcome-focused equality objectives, to engage widely on these and other aspects of their work, and to collect and analyse equality data which informs their

equality impact assessment, and objective setting. The Equality Objectives set out in the Welsh Government's Strategic Equality Plan<sup>8</sup> may help boards to identify actions and objectives that will help them safeguard the rights of those with protected characteristics.

*United Nations Convention on the Rights of the Child (UNCRC)*

116. The Welsh Government has legislated to adopt the UNCRC as the basis for all its work for children and young people. The Seven Core Aims<sup>9</sup> are effectively a summary of the UNCRC which should underpin the working practice of any service or organisation working with children and young people in Wales.
117. A great deal of important work has been undertaken over the past decade in ensuring that the rights of children and young people are recognised and respected and their voice is heard and valued, resulting in appropriate and effective services and support. A local well-being plan should build on this work with purpose, maintaining a strong focus on positive outcomes for all children and young people, with the UNCRC and Seven Core Aims as the underpinning statement of principles upon which these outcomes are based.
118. Article 12 of the UNCRC promotes the right of children and young people to participate and have a say in decisions that affect them. This is an enabling right for children and young people to access all the other rights in the UNCRC. Promoting and facilitating children and young people's participation is a duty on Local Authorities as set out in the Children and Families (Wales) Measure 2010 (see Annex A and Annex B). This duty should be taken forward through the process for producing the local well-being plan.

*Poverty*

119. Poverty is a major barrier to people achieving better life outcomes.
120. The preparation of a local well-being plan provides boards with an opportunity to strengthen their collaborative approach to tackling poverty. The Welsh Ministers consider that the board should contemplate the different aspects of poverty, such as child poverty, and how these aspects link to the well-being goals when identifying its local objectives. Tackling poverty is not just about income, it relates to a number of different outcomes including health, education, employment, skills and equality of opportunity.

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<sup>8</sup> <http://gov.wales/topics/people-and-communities/equality-diversity/?lang=en>

<sup>9</sup> <http://gov.wales/topics/people-and-communities/people/children-and-young-people/rights/sevencoreaims/?lang=en>

121. Where local objectives and local actions are intended to make a contribution to addressing the needs of children and families living in low income households, it would be helpful if these could be made explicit.

*Welsh Language*

122. In preparing and delivering their local well-being plans statutory members must ensure that they act in accordance with any duties placed upon them under the Welsh Language (Wales) Measure 2011 and any subordinate legislation (i.e. Welsh Language Standards) or, until such time as they become liable to comply with such duties, with their Welsh language schemes prepared under the Welsh Language Act 1993. In practice, Standards will be imposed on Local Authorities before the other statutory members.
123. The Welsh language should be given due consideration as part of preparing the local well-being plan reflecting its official status in Wales and the national well-being goal of 'a thriving Welsh language'. Where specific outcomes are identified as priorities e.g. promoting or protecting the language, or ensuring the adequate bilingual provision of services that meet local need, these should be included in the local well-being plan.

*Resilience of ecosystems duty (Biodiversity)*

124. As part of the Welsh Government's commitment to reversing the decline in biodiversity in Wales and increasing the resilience of our ecosystems so that we achieve the well-being goals for Wales, the Environment (Wales) Bill, once enacted, will introduce a new biodiversity duty.
125. This new duty requires that when exercising their functions, public authorities will be under a new duty to seek to maintain and enhance biodiversity and in so doing promote the resilience of ecosystems. This highlights that biodiversity is an essential component of ecosystem resilience and the intention is that by doing so a public authority can contribute to the long-term provision of the services received from ecosystems, which contribute to economic, social, environmental and cultural well-being.
126. Public service boards must have regard to area statements in preparing their assessments of well-being and can also draw upon the evidence provided in the State of Natural Resources Report. Area statements provide evidence which public services boards must have regard to in developing local well-being plans and boards can also draw upon the State of Natural Resources Report as part of that process.

### **Reviewing a local well-being plan**

127. A public services board may review and revise its local objectives and/or its local well-being plan (e.g. the steps it proposes to take to meet the objectives) at any point it wishes.
128. It must also review its local objectives or local well-being plan if directed to do by the Welsh Ministers. Before giving such a direction, the Welsh Ministers must publish a statement containing their reasons for doing so.
129. Before making an amendment to either the local objectives or the wider local well-being plan the board must consult the same people as it has to when preparing a new local well-being plan.
130. An amended plan must be published as soon as is reasonably practicable.
131. The board must send a copy of any amended plan to Welsh Ministers; the Commissioner; the Auditor General for Wales; and the relevant local authority overview and scrutiny committee.

### **Meeting other statutory duties**

132. Integrated community planning will cover the full scope of economic, social, environmental and cultural well-being. As such, local well-being plans are one of the main ways for the bodies involved to evidence that they have secured long-term improvements to the well-being in their area, and to evidence how they have met their sustainable development duty (see SPSF 1).
133. Local well-being plans are intended to provide a more holistic, citizen focused approach to the planning and delivery of public services in Wales.
134. As part of simplifying partnership and planning arrangements the Well-being of Future Generations (Wales) Act has repealed a number of previous statutory duties to produce separate plans and strategies:
  - a) The requirement for local authorities to produce a Community Strategy under the Local Government (Wales) Measure 2009;
  - b) The requirement for local authorities to produce a Children and Young People's Plan under the Children Act 2004;
  - c) The requirement for local authorities and local health boards to produce a health and social care strategy under the National Health Service (Wales) Act 2006;

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135. The Act does not remove the substantive duties on public bodies to take into account the needs of groups which these plans covered; it merely simplifies how these functions are discharged.
136. The local well-being plan can be used as a vehicle to fulfil other statutory duties or requirements which can now be discharged on the publication of a local well-being plan:
- The community planning process envisaged by the Local Government (Wales) Measure 2009 is now delivered through the public service boards;
  - Local authorities are still required to make arrangements to promote co-operation with a view to improving the well-being of children but now information about these arrangements can be included in the local well-being plan rather than through separate plans;
  - Local authorities and other 'Welsh authorities' are still required to prepare strategies that meet the requirements set out in the Children and Families (Wales) Measure 2010 for contributing to the eradication of child poverty, but they can now discharge them through the local well-being plan;
  - Similarly the scheme for the provision of local primary mental health support can be recorded by including it in the local well-being plan;
  - The local well-being plan can be used to publish the new plans which will be produced in response to the assessment of needs under the Social Services and Well-being Act (2014);
  - Similarly, a local strategy or revised strategy as required under Section 5 of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 can be published by including it within a local well-being plan;
137. Local authorities will also be subject to a duty, under the Welsh Language Standards (No.1) Regulations 2015, to prepare strategies to promote the Welsh language and facilitate the use of the Welsh language.
138. Bodies captured by these duties will be considered to have fulfilled their statutory duties in relation to making those plans and strategies as long as inclusion of those plans and strategies in the local well-being plan meets the requirements set out in the respective pieces of legislation.
139. **If the inclusion of a plan or strategy in the local well-being plan does not fully meet the statutory duty to make that plan or strategy, then that duty will need to be discharged separately.**

140. Annex A sets out in more detail the statutory duties and planning requirements which can be delivered through a local well-being plan.
141. In addition to the statutory duties for which there is explicit provision to discharge via the local well-being plan, boards will be able to include community safety strategies in their well-being plan. As with the other statutory duties, boards will need to satisfy themselves that they have fully met the requirements, which are detailed at Annex A. Although not required by the Act, boards are encouraged to consider how local objectives align with the priorities in Police and Crime Commissioners' Crime Reduction Plans and other plans such as the youth justice plans in the area.
142. In preparing a Local Development Plan the Local Planning Authority must have regard to the Local Well-being Plan; for example by addressing how local objectives that relate to land-use and development will be delivered in the area.

### **Role of Community and town councils in meeting the local objectives**

143. Those community and town councils which meet the criteria set out in the Act will be required to take all reasonable steps towards meeting the local objectives in the local objectives included in the local well-being plan which has effect in its area. All community councils would be able, and are encouraged to consider how they can contribute to meeting the local objectives, regardless of whether they are under a duty to do so.
144. In light of this a public services board would be expected to be aware of the community councils which will be captured by the duty and ensure that these councils are fully engaged in the process of identifying the local objectives.
145. Steps taken by a community council could be included in the local well-being plan itself as a step taken by a partner.
146. The community councils which are under the duty will be required to publish an annual report of the progress it has made.

## Chapter 4 - Involvement (engagement and consultation)

147. In preparing both its assessment of local well-being and its local well-being plan, each public services board is required to consult fully with:

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<b>Statutory</b>	The Commissioner;
<b>Consultees</b>	The Board's invited participants; its other partners; such of the persons who received but did not accept an invitation from the board under Section 30 as the board considers appropriate;

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the local authority's overview and scrutiny committee;  
relevant voluntary organisations as the board considers appropriate;  
representatives of persons resident in the area;  
representatives of persons carrying on business in the area;  
trade unions representing workers in the area;

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such persons with an interest in the maintenance and enhancement of natural resources in the board's area, as the board considers appropriate;  
any other persons who in the opinion of the board, are interested in the improvement of the area's economic, social, environmental and cultural well-being.

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### Consultation on the assessment

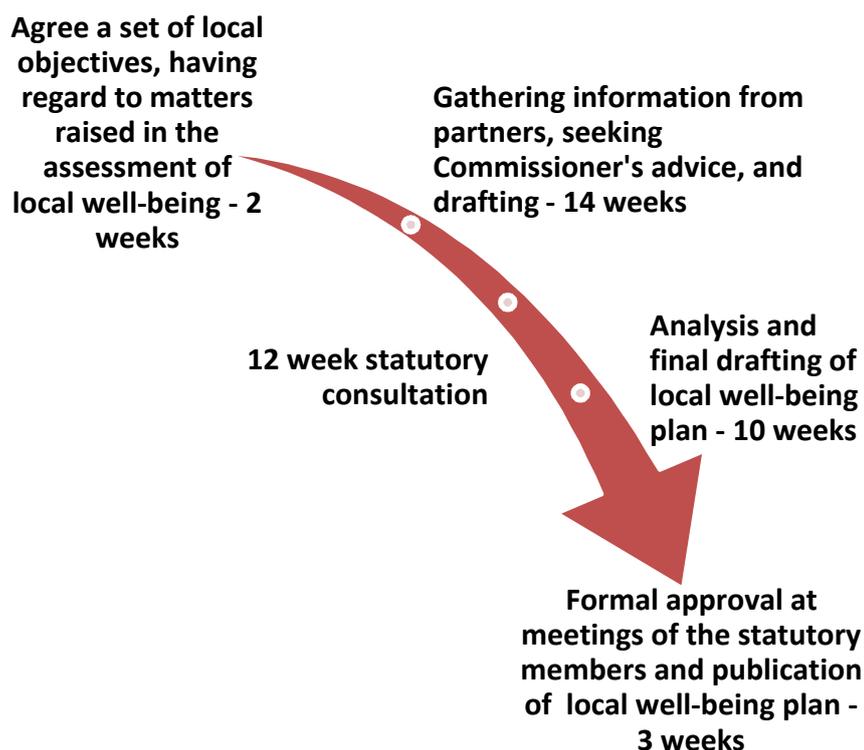
148. Prior to publishing their assessment of local well-being, a public services board must consult with the persons outlined above. The board must provide each of the people listed with a copy of their draft assessment.
149. Unlike the consultation for the draft local well-being plan, there is no timescale specified for this, however it is a legal requirement that sufficient time is allowed for meaningful consideration of the draft assessment by the people listed above so that they can give informed feedback on it.
150. The board must send a copy of its published assessment to the Welsh Ministers, the Commissioner, the Auditor General for Wales and the local authority's overview and scrutiny committee.

151. There is further non-statutory guidance on the role of citizens in assessments in “*Guidance on the use of evidence and analysis.*”

### **Consultation and approval of the Local Well-being Plan**

152. Before consulting on the plan, the board may require any person invited to participate in the board’s activity (other than the Welsh Ministers) or its other partners to provide information about any of their activities that may contribute within the board’s area to achieving the well-being goals.
153. The board must also seek the advice of the Commissioner. This advice will relate to how the public services board can meet their proposed objectives in a manner that is consistent with the sustainable development principle.
154. Prior to publishing their local well-being plan the board must consult, for a minimum of 12 weeks, with those people listed in the table above. The board must provide each of the people listed with a copy of their draft local well-being plan as part of the consultation.
155. Before the plan can be published it has to be approved by the statutory members of the board. If the local authority is operating executive arrangements the local well-being plan must be approved by the full Council. In respect of a Local Health Board, Welsh fire and rescue authority and the National Resources Body for Wales, the local well-being plan may only be approved for publication at a meeting of the body in question.
156. The process of preparing and publishing a local well-being plan is likely to take approximately 41 weeks (as set out in the estimated projections at para 157). However, that estimate does not allow for slippage and the process may in fact take longer.

157. Estimated well-being plan stages:



### **Engaging others**

158. A board's terms of reference must include, among other things, proposals for involving people who the board think are interested in the area's economic, social, environmental and cultural well-being. In addition to this, the sustainable development principle obliges public bodies subject to it to have regard to the importance of engagement and ensuring those persons reflect the diversity of the people of Wales, and specific areas of Wales where the body is functioning.
159. Citizen engagement should go beyond participation in community planning. Citizen voice can be a powerful tool for understanding where system failings are occurring, where lack of coordination between service providers is wasting resources without improving outcomes, for redesigning services around people, and for scrutinizing service effectiveness.
160. It is important to note that a large number of the population, particularly those who are under-represented and hard to reach, do not naturally belong to groups and feel their voices are not heard.
161. Great care should be taken to ensure that no perception could reasonably be formed that a board gave a disproportionate amount of weight in considering the responses of any one of the consultees, or that a community of interest's views were given too much emphasis. Any perception that the board's impartiality had been compromised

would undermine public confidence in the board and may result in the consultation process being challenged in the courts. If a court challenge were successful that could mean a board's assessment of local well-being or local well-being plan would have to be set aside.

162. The National Principles for Public Engagement in Wales, the Principles for Working with Communities and the Practitioners' Manual for Public Engagement have also been endorsed by the Welsh Government and joint public and third sector groups such as the new National Partnership for Participation and Engagement in Wales.
163. The National Standards for Children and Young People's Participation<sup>10</sup> have also been endorsed by the Welsh Government. These standards should be adopted as part of the engagement process that the boards undertake when consulting with children and young people on the assessment, plan and outcomes. Promoting and facilitating children and young people's participation is a duty on Local Authorities as set out in the Children and Families (Wales) Measure 2010 (see Annex A and Annex B).

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<sup>10</sup> <http://www.participationworkerswales.org.uk/wp-content/uploads/2014/07/National-Participation-Standards.pdf>

## **Chapter 5 - Reporting on progress**

164. A public services board must prepare and publish a report no later than 14 months after the publication of its first local well-being plan. This is intended to enable the board to report on the full year's activity.
165. Subsequently, an annual report must be published no later than one year after the publication of each previous report.
166. 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. If the local well-being plan is not the first plan published by the board, the plan itself must specify the steps taken to meet the objectives set out in the board's previous plan and the extent to which those objectives have been met.
167. This report must 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.
168. The report can also include any other information the board thinks would be appropriate.
169. For example it would be expected that progress will be measured with reference to the national indicators and, where they have been set, the performance indicators and standards for public services boards. The national indicators will show change in population outcomes, for example, more young people of a given age have reached a standard of literacy. Any performance indicators or standards adopted by the boards or set by the Welsh Ministers would show how well the public services board have implemented their plan, for example, to provide additional support to young people with poor literacy rates.
170. A board must send a copy of each annual progress report published by the public services board to the Welsh Ministers, the Commissioner, the Auditor General for Wales and the local authority's overview and scrutiny committee.

### **Performance Indicators and Standards**

171. Section 50 of the Act enables the Welsh Ministers to set, in regulations, indicators and standards by which the performance of each public services board can be measured.
172. Prior to making these regulations, the Welsh Ministers must consult the statutory members of the public services board(s), or persons the Welsh Ministers consider represent those members, and any other people the Welsh Ministers consider appropriate.

## Chapter 6 - Local accountability

173. Local integrated planning will only be effective if statutory members of the public services board take joint responsibility themselves for securing improvement, with local democratic processes providing appropriate challenge and support. For this reason, the Act gives the Welsh Ministers relatively few powers and relies predominantly on the role of local government scrutiny to secure continuous improvement.
174. 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. It will be for each local authority to determine its own scrutiny arrangements for the public services board of which it is a member. For example, existing legislative powers can be used to put in place joint arrangements, such as 'co-opting' persons who are not members of the authority to sit on the committee, and where appropriate to appoint joint committees across more than one local authority area.
175. While it will continue to be entirely legitimate for a subject scrutiny committee (such as a children and young people's scrutiny committee) to scrutinise the public services board's work in relation to a specific issue, it is important that one committee takes an overview of the overall effectiveness of the board. This is the reason one committee must be designated to undertake this work.

176. Overview and scrutiny functions:

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**Overview  
and  
Scrutiny  
Functions**

Each Local Authority must ensure its overview and scrutiny committee has the power to;

- 
- a) review or 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;

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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.

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177. The Local Authority will do the above through the 'executive arrangements' it is required to make under Part 2 of the Local Government Act 2000. Executive arrangements are arrangements for the setting up and operation by a Local Authority of an executive, which has responsibility for certain functions of the authority.
178. The designated committee will be provided with evidence in the form of the draft assessment of local well-being and, the draft local well-being plan (both of which they will be formally consulted on) and copies of the final versions of both. It will also be provided with annual reports.
179. In addition, the committee will be able to draw on the published advice provided to the public services board by the Future Generations Commissioner for Wales.
180. The 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 this Act. This includes any person that has accepted an invitation to participate in the activity of the board.

Shared Purpose: Shared Future 3 - Collective role (public services boards)

181. The committee must send a copy of any report or recommendation it makes to the Welsh Ministers, the Commissioner and the Auditor General for Wales.
182. The public services board must send copies of its published assessments of local well-being, local well-being plans (including when it is revised) and each of its annual reports to the Welsh Ministers, Future Generations Commissioner for Wales and Auditor General for Wales in addition to the designated local authority scrutiny committee.
183. Neither the Welsh Ministers nor the Commissioner have any role in approving assessments of local well-being or local well-being plans. Local well-being plans are the plans of the public services board's statutory members, locally owned and subject to local scrutiny. The Welsh Ministers instead have a power to direct a board to review its local well-being plan; or to refer a plan to the relevant local authority scrutiny committee if it is not considered sufficient; for example, due to an adverse report by the Future Generations Commissioner for Wales or a Ministerial concern that statutory duties are not being met.
184. The Commissioner's advice must be sought on the preparation of the local well-being plan, and they will be formally consulted on the assessment of local well-being and well-being plan. They are also able to provide advice and support to public bodies in promoting the sustainable development principle. It will be for the Commissioner and the boards to determine how they work together; recognising that while the Commissioner will not be undertaking reviews of public services boards the statutory members and invited participants of the board will be engaging with the Commissioner as individual bodies carrying out the well-being duty.
185. Similarly the Auditor General for Wales has no role in examining public services boards, but may carry out examinations of public bodies to assess the extent to which a body has acted in accordance with the sustainable development principle when setting objectives and taking steps to meet them. It therefore makes sense for a copy of local well-being plans, annual reports and any scrutiny committee reports be provided, to enable them to pursue or raise concerns over issues raised in those reports if they feel it would be justified as part of their wider responsibilities.

## Chapter 7 - Merging and collaboration

186. The Act provides for two or more public services boards to be able to merge and to collaborate if it would assist them in contributing to the achievement of the well-being goals.
187. But boards may merge only if—
  - (a) the same Local Health Board is a member of each board seeking or being directed to merge, and
  - (b) no other Local Health Board is a member of any of those boards.
188. If two or more boards merge, then references in Part 4 of the Act to a public services board must be construed as references to the merged board, and references in Part 4 to a local authority area must be construed as references to the combined areas of the local authorities that are statutory members of the merged board.
189. A board collaborates if it—
  - (c) co-operates with another board,
  - (d) facilitates the activities of another board,
  - (e) co-ordinates its activities with another board,
  - (f) exercises another board's functions on its behalf, or
  - (g) provides staff, goods, services or accommodation to another board.
190. Where boards have decided to merge or collaborate, a clear rationale for reaching that determination should be formally documented and considered and any such decision should be formally recorded in the minutes along with the board's determination that they consider the merger or collaboration would assist them in contributing to the achievement of the well-being goals.
191. The Welsh Ministers have the power to direct two or more public services boards to merge; and the power to direct two or more public services to collaborate, if the Welsh Ministers consider it would assist the boards in contributing to the achievement of the well-being goals.
192. Before directing two or more boards to merge, or to collaborate the Welsh Ministers must consult each statutory member of the boards they intend to direct and publish a statement containing their reasons for giving it.

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SPSF 3 – ANNEX A

**WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015 LEGISLATIVE SUMMARY: STATUTORY DUTIES WHICH CAN BE DISCHARGED VIA A LOCAL WELL-BEING PLAN:**

LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
<b>Crime and Disorder, Reduction of Offending and Substance Misuse Partnership Plan</b>			
Crime and Disorder Act 1998	<p>Section 6 of the Act places a duty on specified responsible authorities to formulate and implement:</p> <ul style="list-style-type: none"> <li>• A strategy for the reduction of crime and disorder;</li> <li>• A strategy for combating the misuse of drugs, alcohol and other substances; and</li> <li>• A strategy for the reduction of reoffending</li> </ul>	<p>The strategic assessments must be prepared annually, and these must be considered when revising the partnership plan.</p> <p>The partnership plan should be revised before the start of each year.</p> <p>A partnership plan must set out:</p> <ol style="list-style-type: none"> <li>a strategy for the reduction of crime and disorder in the area; for the reduction of re-offending in the area and for the combating of substance misuse in the area;</li> <li>The priorities identified in the strategic assessments;</li> <li>The steps the strategy group considers necessary for the responsible officers to take to implement that strategy and meet those priorities;</li> <li>How the strategy group</li> </ol>	<p>The statutory groups shall consist of two or more persons appointed by one or more of the responsible authorities.</p> <p>The specified responsible authorities are:</p> <ol style="list-style-type: none"> <li>The Local Authority for the area;</li> <li>providers of probation services operating in the area (who are identified under section 3 Offender Management Act 2007 as responsible authorities);</li> <li>the chief officer of police, any part of whose police area lies in the area;</li> <li>Fire and rescue authorities; any part of whose area lies in the area;</li> <li>Local Health Boards, the whole or any part of whose area lies within the area.</li> </ol>
Crime and Disorder (Formulation and Implementation of Strategy) (Wales) Regulations 2007	<p>The 2007 regulations make further provision as to the formulation and implementation of these strategies.</p>		
Substance Misuse (Formulation and Implementation of Strategy) (Wales) Regulations 2007	<p>The regulations require a strategy group to be established who must:</p> <ul style="list-style-type: none"> <li>• Prepare strategic assessments; and</li> <li>• Prepare and implement a partnership plan.</li> </ul> <p>for the area on behalf of the responsible authorities.</p> <p>The regulations also require</p>		

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
	<p>arrangements to be made to enable information sharing between the responsible authorities.</p>	<p>considers the responsible authorities should allocate and deploy their resources to implement that strategy and meet those priorities;</p> <p>e) The steps each responsible authority shall take to measure its success in implementing the strategy and meeting those priorities; and</p> <p>f) The steps the strategy group proposes to take during the year to comply with its obligations</p>	<p>The Police and Crime Commissioners are not a responsible authority.</p> <p>When formulating and implementing their partnership plans the responsible authorities must act in co-operation with:</p> <p>a) The local probation board, any part of whose area lies within the local government area;</p> <p>b) The providers of probation services operating within the area (who are identified under section 3 Offender Management Act as co-operating bodies);</p> <p>c) Any other persons prescribed by the Secretary of State and Welsh Ministers</p> <p>The 2007 Regulations require the strategy groups to make arrangements to seek the views of the persons and bodies who live and work in the area when preparing the strategic assessments and preparing and implementing the partnership plans.</p>
<b>Children and Young People</b>			
Children Act 2004	Section 25 of the Act requires each local	Information about the arrangements	For the purposes of this section the

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
	<p>authority in Wales to make arrangements to promote co-operation between:</p> <ul style="list-style-type: none"> <li>a) The authority</li> <li>b) Each of the authority’s relevant partners</li> <li>c) Such other persons or bodies as the authority consider appropriate with a view to improving the well-being of children in the authority’s area.</li> </ul> <p>The relevant partners in turn have a duty to co-operate with the local authority.</p> <p>Section 27 of the Act requires local authorities to appoint a lead director and lead member for children and young people’s services. The LHB must also appoint a lead officer and Board member for children and young person’s services and the NHS Trust must appoint a lead executive director and a lead non-executive director for children and young people’s services. It is the responsibility of these persons to oversee their bodies’ functions in relation to the planning and making arrangements for improving the well-being of children in their area.</p>	<p>a local authority makes under this section may be included in the local well-being plan of the public services board of which the local authority is a member.</p>	<p>relevant partners are:</p> <ul style="list-style-type: none"> <li>a) The local policing body and the chief officer of police for a police area, any part of which falls within the area of the authority;</li> <li>b) The probation services operating in the area of the authority;</li> <li>c) The youth offending teams for an area, any part of which falls within the area of the authority;</li> <li>d) The Local Health Board for an area, any part of which falls within the area of the authority;</li> <li>e) The NHS Trusts providing services in the area of the authority;</li> <li>f) The Welsh Ministers in relation to further and sixth form education in Wales.</li> </ul>
<p>Children and Families (Wales) Measure 2010</p>	<p>Section 2 of the Measure requires a “Welsh authority” to prepare and publish</p>	<p>The duty to publish a strategy under section 2 of the Measure is</p>	<p>For the purposes of the Measure each of the following is a Welsh</p>

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
	<p>a strategy for contributing to the eradication of child poverty in Wales.</p> <p>The strategy must contain objectives which relate to one or more of the broad aims set out in the Measure contributing to the eradication of child poverty and which may be pursued in the exercise of its functions; and the actions to be performed and functions to be exercised by the authority for the purpose of achieving the objectives. A Welsh authority must take all reasonable steps to perform these actions and exercise these functions.</p>	<p>discharged on publication by the authority of a local well-being plan by the public services board of which the local authority is a member, but only if the local authority’s Child Poverty Strategy is an integral part of that plan.</p> <p>The duty of other “Welsh authorities” to publish a strategy is discharged if the strategy is an integral part of a local well-being plan by each public services board for a local authority area in which the Welsh authority exercises functions.</p>	<p>authority:</p> <ul style="list-style-type: none"> <li>a) The Welsh Ministers</li> <li>b) A local authority</li> <li>c) A Local Health Board</li> <li>d) A Fire and Rescue authority</li> <li>e) A National Park authority in Wales</li> <li>f) The Natural Resources Body for Wales</li> <li>g) The Higher Education Funding Council for Wales</li> <li>h) The Public Health Wales NHS Trust</li> <li>i) The National Museum of Wales</li> <li>j) The Arts Council for Wales</li> <li>k) The National Library of Wales</li> <li>l) The Sports Council for Wales</li> </ul>
<b>Health, Social Care and Well-being</b>			
<p>Social Services and Well-being (Wales) Act 2014</p>	<p>Section 14 of the Act requires a local authority and each Local Health Board any part of whose area lies within the area of the local authority to jointly assess:</p> <ul style="list-style-type: none"> <li>a) The extent to which there are people in the local authority’s area who need care and support;</li> <li>b) The extent to which there are carers in the local authority’s area who need support;</li> </ul>	<p>Under Section 14A of the Act the ‘relevant body’ (a local authority or Local Health Board which has carried out a joint assessment under section 14(1)) must each prepare and publish a plan setting out:</p> <ul style="list-style-type: none"> <li>a) The range and level of services the body proposes to provide, or arrange to be provided, in response to the assessment of needs;</li> </ul>	<p>The local authority and the Local Health Board.</p>

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
	<ul style="list-style-type: none"> <li>c) The extent to which there are people in the local authority's area whose needs for care and support (or in the case of carers, support) are not being met;</li> <li>d) The range and level of services required to meet the care and support needs of people in the local authority's area (including the support needs of carers)</li> <li>e) The range and level of services required to achieve the purposes in section 15(2) of the Act (preventative services) in the local authority's area;</li> <li>f) The actions required to provide the range and level of services identified through the medium of Welsh.</li> </ul>	<ul style="list-style-type: none"> <li>b) In the case of the local authority, the range and level of services the authority proposes to provide, or arrange to be provided, in seeking to achieve the purposes in section 15(2) (preventative services);</li> <li>c) In the case of the Local Health Board, anything the Board proposes to do in connection with its duty under section 15(5) (Local Health Boards to have regard to the importance of preventative action when exercising its functions);</li> <li>d) How the services set out in the plan are to be provided, including the actions the body proposes to take to provide, or arrange to provide, the services through the medium of Welsh;</li> <li>e) Any other action the body proposes to take in response to the assessment;</li> <li>f) The details of anything the body proposes to do in response to the assessment jointly with another relevant body;</li> <li>g) The resources to be deployed in</li> </ul>	

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
		<p>doing the things set out in the plan.</p> <p>A relevant body’s plan may be published by including it within a local well-being plan by a public services board of which the body is a member.</p> <p>A local authority and Local Health Board who have carried out a joint assessment may jointly prepare and publish a plan.</p> <p>Two or more local authorities may jointly prepare and publish a plan, but such a joint plan may only be published by including it in a local well-being plan if each local authority us a member of the public services board.</p> <p>A relevant body must submit to the Welsh Ministers any part of the plan which relates to the health and well-being of carers.</p> <p>Public services boards must take account of the most recent</p>	

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
		assessment carried out under section 14 in preparing its assessment of local well-being.	
Mental Health (Wales) Measure 2010	<p>Section 2 of the Measure requires the local mental health partners for a local authority area must take all reasonable steps to agree a scheme:</p> <ul style="list-style-type: none"> <li>• Which identifies the treatment which is to be made available for that area for the purposes of local primary mental health treatment; and</li> <li>• For securing the provision for that area of the services, including local primary mental health treatment, described in section 5 of the Measure (local primary mental health support services).</li> </ul> <p>A scheme must identify the extent to which each of the partners is to be responsible for providing local primary mental health support services.</p> <p>Subject to limited exceptions, the local mental health partners for a local authority area must provide local primary mental health support services in accordance with–</p> <p>(a)a scheme for their area agreed under</p>	<p>If a scheme is agreed the partners must ensure it is recorded in writing.</p> <p>A scheme may be recorded by including it within a local well-being plan by a public services board of which each of the partners is a member.</p>	<p>For the purposes of this Measure, the local mental health partners for a local authority area are–</p> <p>(a)the Local Health Board for an area which includes the local authority area; and</p> <p>(b)the local authority for that area.</p>

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
	<p>section 2; or                      (b) a scheme for their area determined by the Welsh Ministers under section 4 (If the local mental health partners for an area cannot agree a scheme)</p>		
<b>Violence against Women, Domestic Abuse and Sexual Violence</b>			
<p>Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015</p>	<p>A local authority and a Local Health Board any part of whose area lies within the area of the local authority must jointly prepare a strategy (“a local strategy”) for the local authority’s area.</p> <p>A local strategy must—                      (a) specify objectives which the local authority and the Local Health Board consider will, if achieved, contribute to the pursuit of the purpose of this Act;                      (b) specify the periods of time within which the local authority and the Local Health Board propose to achieve the specified objectives;                      (c) identify the actions the local authority and the Local Health Board propose to take to achieve the specified objectives.                      (3) A local authority and a Local Health Board may specify objectives relating to the whole of the authority’s area or any part of it.</p>	<p>A local authority and a Local Health Board’s first local strategy must be published no later than one year after the date on which the first ordinary election is held following the date on which section 5(1) is commenced.</p> <p>No later than one year after the date of each subsequent ordinary election, a local authority and Local Health Board must review their local strategy.</p> <p>A local strategy or revised strategy may be published within a local well-being plan published by a public services board of which both the local authority and the Local Health Board is a member.</p>	<p>A local authority and Local Health Board must consult such persons as they consider appropriate before—                      (a) publishing their first local strategy;                      (b) revising their local strategy.</p>

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LEGISLATION	DUTY	PLANNING REQUIREMENTS	PARTNERS
	<p>(4) A local strategy may also include provision relating to specific action which the local authority and the Local Health Board expect to be taken in relation to the local authority’s area by—</p> <p>(a) any public authority with functions which are capable of contributing to the pursuit of the purpose of this Act, or</p> <p>(b) any voluntary organisation or other person whose activities are capable of contributing to the pursuit of that purpose.</p> <p>(5) But the inclusion in a local strategy of any provision relating to action mentioned in subsection (4) requires the approval of the body or person concerned.</p> <p>A local authority must, in exercising its functions, take all reasonable steps to achieve the objectives specified in the most recently published local strategy for its area.</p> <p>The Local Health Board with which the authority prepared that strategy must, in exercising its functions, take all reasonable steps to achieve the objectives specified in the strategy.</p>		

## SPSF 3 - ANNEX B

### STATUTORY GUIDANCE ON CHILDREN AND YOUNG PEOPLE'S PARTICIPATION

**This statutory guidance is issued in accordance with [Section 17\(3\) of the Children and Families \(Wales\) Measure 2010](#) and applies to local authorities both in respect of local well-being plans, and whenever they take decisions which might affect children and young people.**

Local Authorities have a duty to promote and facilitate participation by children and young people in decisions which might affect them. The legal basis for this duty is Section 12 of the Children and Families (Wales) Measure 2010. It requires Local Authorities to *make such arrangements as they consider suitable to promote and facilitate participation by children in decisions of the authority which might affect them, and to publish and keep up to date information about its arrangements*. These duties can be discharged via the local well-being plan.

The [United Nations Convention on the Rights of the Child \(UNCRC\)](#) is an international convention which sets out the civil, political, economic, social and cultural rights of children up to the age of 18. It recognises not only their basic human rights but gives them additional rights to protect them from harm as one of the most vulnerable groups in society. The UNCRC has 54 articles. Articles 1-41 set out how children and young people should be treated. The other 13 articles set out how governments and adults should work together to make sure children and young people can access their rights.

In Wales, the commitment to the UNCRC is enshrined in legislation with [the Rights of Children and Young Persons \(Wales\) Measure 2011](#). Section 1 of the Measure places a duty on the Welsh Ministers to have due regard to the UNCRC when exercising their functions. This means the Welsh Ministers must consider how what they are doing relates to the rights and obligations in the UNCRC and every opportunity has been taken to identify ways of realising the relevant rights before making decisions. Consequently, this filters down to the local level through legislation, regulation and statutory guidance.

This guidance relates to children and young people's right to participate which is a fundamental and enabling right as set out in Article 12 of the UNCRC:

Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.

#### **Article 12 (Respect for the view of the child)**

The articles of the UNCRC have been summarised into [Seven Core Aims](#) which should underpin the working practice of any service provision working with children and young people nationally and locally. Core Aim 5 in particular relates to children and young people's participation with the aim that:

All children and young people are listened to, treated with respect, and have their race and cultural identity recognised.

**Core Aim 5**

**Requirements**

In order to meet the requirements the legislation, Local Authorities are expected to work with relevant partners to:

- promote and facilitate children and young people's participation within the broad context of the UNCRC, as part of their policies, services and wider citizen engagement. Local Authorities are expected to make sure as many children and young people as possible are aware of their rights as set out in the UNCRC, including their right to participate and for their opinion to be heard, and to be involved in decision-making about policies and services which affect their lives.
- embed children and young people's participation into all aspects of planning, delivering and reviewing services. This should include the assessment of local well-being, the local well-being plan and relevant sub plans;
- adopt the [National Participation Standards](#). Support for the National Participation Standards reinforces the commitment to children's rights in Wales and there are many examples of good practice of organisations which have adopted the standards as a means of ensuring participation happens meaningfully and effectively. The expectation is all Local Authorities adopt the Standards when meeting their statutory duty regarding participation of children and young people.
- publish information about the benefits of and arrangements for promoting and facilitating participation in the authority, and disseminating examples of good practice, for instance through websites and newsletters as well as social media and linking in/working with '[Young Wales](#)'. Children and young people themselves can be actively involved in raising awareness of the importance of participation. The Welsh Government has many resources which could support this and could be adapted to suit local needs. As well as using resources and media which is accessible to children and young people information can be included in the public services board's annual progress report;

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- ensure information and materials aimed at children and young people are clear and easy to understand, answer their questions and identified needs as well as being accurate, up-to-date, relevant and accessible in terms of language and format;
- ensure a range of opportunities and the appropriate required support are provided for effective participation. The opportunities for children and young people as individuals to participate should be integrated into day to day services as well as specific participation structures such as forums for children, forums for young people, or groups/forums which represent children and young people who are marginalised, vulnerable or have a special interest in a particular issue. These forums and groups have a key role to play in supporting children and young people to have a voice and to access their rights as set out in the UNCRC;
- support a County Youth Forum/Council as a representative body of young people to act as a channel for young people's views across their local authority and represent those views to local and national decision-making bodies. They should aim to be as inclusive as possible in terms of geographical spread, age, gender and to represent specialist needs and more marginalised young people. For County Youth Forums/Councils to operate effectively, they will need to be adequately supported by Local Authorities who should consider what support is required to do this. They should be informed and linked to their local democratic structures. They will also need to be effectively linked into national participation structures such as Young Wales, the Children's Commissioner for Wales and the National Assembly for Wales.
- give due consideration to the Welsh language in the promotion and facilitation of participation and as part of preparing the local well-being plan, reflecting its official status in Wales and the national well-being goal of 'a thriving Welsh language'.

### **Working with partners**

Whilst this statutory guidance, issued under the [Children and Families \(Wales\) Measure 2010](#), relates only to Local Authorities, we would encourage them to work closely with each of their relevant partners. Working in a multi-agency way is good practice and Section 25 of the [Children Act 2004](#) places a legal duty on local authorities to promote cooperation with a view to improving the wellbeing of children in the area. Furthermore, [Section 38 of the Well-being of Future Generations \(Wales\) Act 2015](#) also places a requirement for public

## Shared Purpose: Shared Future 3 - Collective role (public services boards)

services boards to consult in assessing the state of economic, social, environmental and cultural well-being in its area.

There are many examples of partners contributing to children and young people's participation and mainstreaming it into their areas of work and their arrangements for citizen engagement. Some of these can be found on [www.youngwales.wales](http://www.youngwales.wales) and [www.pupilvoicewales.org.uk](http://www.pupilvoicewales.org.uk).

### **What happens now?**

The scope of the duty to promote and facilitate children and young people's participation is wider than involvement in the local well-being plan. It is important participation becomes part of policy and practice of all local partners. Local Authorities should work with local partners, including children and young people, to ensure participation is promoted and facilitated.

However, the well-being plan could set out how children and young people's participation and engagement is embedded into all aspects of planning, delivering and reviewing services and their "arrangements for promoting and facilitating participation". The public services board's annual progress report could include a summary as to how these statutory duties have been met, and how they can be improved upon. The public services boards annual progress report could consider the protected characteristics in particular with reference to age, specifically reporting on outcomes for children and young people,

The Welsh Government will monitor local arrangements for children and young people's participation. In addition well-being plans provide evidence to Inspectorates and the Welsh Audit Office (WAO) when undertaking reviews of efficiency and effectiveness of local services. Inspectorates and the WAO may also review the outcomes achieved and procedures involved to demonstrate how effectively children and young people are being listened to, involved and engaged. Children and young people have a right to be listened to, have a voice and be able to access opportunities to play an active role in decision-making wherever they are – in school, out and about in the community or as users of services.

Our ambition is for every child and young person in Wales to realise their rights as set out in the UNCRC. There may sometimes be barriers to achieving this, however, working in a collaborative way, we all have a responsibility and a role in considering ways in which these barriers can be removed or overcome. Wales has been leading the way in children and young people's participation and momentum must be maintained.

Further information on good practice in relation to children and young people's participation can be found on [www.childrensrights.wales](http://www.childrensrights.wales) or [http://www.childrensrights.wales/images/PDF/Participation\\_En2.pdf](http://www.childrensrights.wales/images/PDF/Participation_En2.pdf)

Shared Purpose: Shared Future 3 - Collective role (public services boards)

Information, resources, materials and good practice which support participation in Wales are also available at [www.youngwales.wales](http://www.youngwales.wales).

## **Appendix B:**

### **Well-being Objectives Comparison**

#### **Welsh Government – Taking Wales Forward**

##### **Welsh Government's Well-being Objectives (2016)**

1. Create conditions to give every child the best start in life.
2. Improve education outcomes for all and reduce the gap in outcomes for different groups.
3. Help people live healthy and independent lives and support a healthy workforce.
4. Improve prosperity for all across Wales, helping people into employment and sustaining jobs.
5. Create the conditions for people to learn and use the Welsh language with their families, in their communities and in the workplace.
6. Support the transition to a low carbon and climate resilient society.
7. Connect communities through sustainable and resilient infrastructure.
8. Support safe, cohesive and resilient communities.
9. Improve access to secure, safe, efficient and affordable homes.
10. Foster conditions for sustainable economic development and employment, whilst stimulating innovation and growth for a modern low carbon economy.
11. Promote and enhance the culture and heritage of Wales.
12. Manage, use and enhance Wales' natural resources to support long-term well-being.
13. Facilitate high quality, responsive and better integrated public services, to those that need them most, enabling citizens to be an equal partner.
14. Position Wales as an internationally focused, ambitious country engaged and connected to the wider world.

## **Future Generations Commissioner for Wales -Talking Future Generations**

### **Potential Priority Areas**

- Early years, with a particular focus on Adverse Childhood experiences, and on childcare.
- Economic prosperity, including challenges around employment and skills.
- Future trends, including population trends such as an ageing population.
- Climate change, environmental resilience and energy generation.
- Poverty, deprivation and disengagement.
- Interconnectivity, including an integrated approach to city region deals, M4 relief road, metro system and community infrastructure.
- Rural infrastructure and the future of farming.
- Health inequalities with a particular focus on preventative healthcare.
- Community resilience, with a focus on language and identity, physical infrastructure and affordable housing.

## **Vale of Glamorgan Council – Corporate Plan**

### **Well-being Outcomes and Objectives**

#### **Well-being Outcome 1: An Inclusive and safe Vale:**

1. Objective 1: Reducing Poverty and social exclusion.
2. Objective 2: Providing decent homes and safe communities.

#### **Well-being Outcome 2: An environmentally responsible and prosperous Vale**

3. Objective 3: Promoting regeneration, economic growth and employment.
4. Objective 4: Promoting sustainable development and protecting our environment.

#### **Well-being Outcome 3: An Aspirational and Culturally Vibrant Vale**

5. Objective 5: Raising overall standards of achievement.
6. Objective 6: Valuing culture and diversity.

#### **Well-being Outcome 4: An Active and Healthy**

7. Objective 7: Encouraging and promoting active and healthy lifestyles.
8. Objective 8: Safeguarding those who are vulnerable and promoting independent living.



<b>Vale of Glamorgan Public Services Board Work Programme 2016/17</b>	
<b>Meeting Dates</b>	<b>Agenda Items</b>
19 <sup>th</sup> May 2016	<ul style="list-style-type: none"> <li>✓ PSB membership</li> <li>✓ Terms of Reference</li> <li>✓ Name and logo</li> <li>✓ Delivery Plan Progress Report</li> <li>✓ Well-being Assessment update</li> <li>✓ Social Services and Well-being Act update</li> <li>✓ South Wales Programme</li> <li>✓ Forward Work Programme</li> </ul>
7 <sup>th</sup> July 2016	<ul style="list-style-type: none"> <li>✓ Well-being Assessment update</li> <li>✓ Core indicators report</li> <li>✓ Community Safety Report</li> <li>✓ Forward Work Programme</li> <li>✓ Environment Bill</li> <li>✓ Vale of Glamorgan Council Corporate Plan</li> <li>✓ EU Referendum</li> </ul>
27 <sup>th</sup> September 2016	<ul style="list-style-type: none"> <li>✓ Well-being Assessment update(life expectancy)</li> <li>✓ Annual Report</li> <li>✓ Ageing Well Plan Progress Report</li> <li>✓ Social Services and Well-being Act update</li> <li>✓ Food Poverty and School Holiday Enrichment Programme</li> <li>✓ UHB Big Improvement Goals</li> <li>✓ 'Making a Difference: Investing in Sustainable Health and Well-being for the People of Wales' <a href="http://www.wales.nhs.uk/sitesplus/888/page/87106">http://www.wales.nhs.uk/sitesplus/888/page/87106</a></li> </ul>
15 <sup>th</sup> December 2016	<ul style="list-style-type: none"> <li>✓ Approve draft Well-being Assessment for consultation</li> <li>✓ Community Strategy Delivery Plan (Tackling Poverty) Progress Report</li> <li>✓ SoNaaR - Natural Resources Wales</li> <li>✓ Resilient Communities - Welsh Government</li> <li>✓ Calendar of meetings for 2017</li> </ul>
January 2017	<ul style="list-style-type: none"> <li>✓ Youth Employment in public services</li> <li>✓ Apprenticeship Levy</li> <li>✓ Development of the Wellbeing Plan and objectives</li> <li>✓ Cardiff Capital Region City Deal</li> </ul>



	✓ Well-being Assessment update
March 2017	Agree revised Well-being Assessment Social Services and Well-being Act update Poverty Alignment Group Report
June 2017	Well-being Objectives and Plan Ageing well Plan Delivery Plan Progress Report
July 2017	Well-being Objectives and Plan Annual Report/Core Indicators
September 2017	Well-being Objectives and Plan
November 2017	Well-being Objectives and Plan Delivery Plan Progress Report

### **Potential Items**

- South Wales Programme – Cardiff and Vale UHB
- Engagement on Major Trauma Services in South Wales - Cardiff and Vale UHB
- Community Safety Strategy – Safer Vale
- Independent Living – Vale of Glamorgan Council and Cardiff and Vale UHB
- Transformation Programme - Cardiff and Vale UHB
- Health and Well-being Network - Cardiff and Vale UHB
- Future Generations Commissioner