

SCRUTINY COMMITTEE REPORT

Date Written	7 th November 2018
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Service Area	Merthyr Tydfil CBC Performance and Scrutiny
Committee Date	22 nd November 2018

To: Chair, Ladies and Gentlemen

Cwm Taf Joint Overview and Scrutiny Committee – Future Venues, Communication and Engagement

1.0 SUMMARY OF THE REPORT

- 1.1 This report has been produced in response to a request from the Cwm Taf JOSC on 6th September 2018; where Support Officers were tasked with identifying appropriate venues for future JOSC meetings and preparing a report for consideration and debate.
- 1.2 The review has now been undertaken and a proposal drafted that takes into account the requirements of the Committee and its Terms of Reference.
- 1.3 The proposal has been summarised in 'Section 6' and set out in greater detail in 'Appendix 1 and 2'.

2.0 RECOMMENDATION(S)

- 2.1 The Committee is requested to:
 - Consider and discuss the proposal;
 - Agree any amendments or further work required that will ensure the Committee's preferred approach to venue selection, communication and engagement is met.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 In order to ensure democratic accountability of the PSB, there is a requirement set out in the 'Wellbeing of Future Generations (Wales) Act 2015' together with

associated statutory guidance, for a designated Local Government Scrutiny Committee of the relevant authority to scrutinise the work of the PSB.

3.2 During the first year of the Cwm Taf Public Service Board, a 'Joint Overview and Scrutiny Committee' (JOSC) was established and a 'Terms of Reference' produced. The JOSC 'Terms of Reference' is based on the requirements of:

- The Wellbeing of Future Generations (Wales) Act 2015;
- Local Government (Wales) Measure 2011;
- The Local Authorities Joint Overview and Scrutiny Committee (Wales) Regulations 2013

3.3 Point 31 in the 'Terms of Reference' sets out the requirements in relation to 'Public Engagement'. This includes the following:

- Meetings of the JOSC and sub-committees are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session.
- The JOSC will seek to gather evidence from the public as an ongoing aspect of its work.
- Meetings of the JOSC will be open to the public to observe and an item for public questions will be included on each agenda.
- Letters and agenda packs will be published via the two Authorities agenda publication pages.

3.4 At the JOSC meeting held on 6th September 2018, the existing venue was raised as an issue. Although in a central location, the venue was deemed by the Committee to be unsuitable. It was therefore agreed that the appropriate Support Officers would undertake a piece of work to identify potential location(s) for future meetings and present proposals to the next JOSC meeting in the form of a report.

3.5 The following report details proposals for future meetings that will meet the needs of the Committee and are in line with the requirements set out the JOSC 'Terms of Reference'.

4.0 WHERE WE WERE

4.1 The Cwm Taf JOSC was set up during year one (2017 / 2018) of the 'Well-being of Future Generations (Wales) Act 2015'; with a 'Terms of Reference' being developed. Once set up, the main focus of the JOSC in year one was to scrutinise the development of the 'Cwm Taf Wellbeing Plan'.

4.2 The inaugural meeting of the JOSC took place on 20th February 2017 and was held in a central location (Valleys Innovation Centre, Navigation Park, Abercynon). The Valleys Innovation Centre was used as the venue for all future meetings unless otherwise agreed by the JOSC.

4.3 The JOSC was both chaired and supported by Rhondda Cynon Taf CBC and Merthyr Tydfil CBC on an annual rotation basis. During the first year, the JOSC was supported by RCTCBC and chaired by Councillor J. Bonetto (Vice Chair – Councillor T. Skinner, MTCBC).

5.0 WHERE WE ARE NOW

- 5.1 The JOSC is now in its second year of operation. It was agreed in the last JOSC meeting (6th September 2018) that future meetings will take place on a bi-monthly basis to reduce the number of items on the agenda; therefore allowing sufficient time for debate.
- 5.2 As the Committee currently works on a rotational basis – support arrangements have therefore changed and will be provided throughout year two by MTCBC. Meetings are currently chaired by Councillor T. Skinner (Vice Chair – Councillor J. Bonetto).
- 5.3 In addition to the above; there has also been a change in venue. The previous meeting of the JOSC (6th September 2018) was held in ‘Venture Wales’, Abercynon. As referenced in 3.4 above; this venue was deemed to be unsuitable and Support Officers were therefore tasked to identify alternative options.

6.0 WHERE WE WANT TO BE

- 6.1 The selection of an appropriate venue is key to the success of the JOSC. Any venue selected:
- Must meet all the practical needs of the Committee to support its delivery. Criteria includes: appropriate space for attendees to be comfortable; access to appropriate technology including Welsh translation facilities and Wi-fi; parking facilities and refreshments.
 - Is important to the community and can be easily accessed in order to facilitate engagement.
- 6.2 Taking the above into account; proposals have been made which are summarised below. To ensure a smooth transition, the proposed change has been broken down into key phases.

6.2.1 **Phase 1 (Short-Term):** This phase focuses on:

- The inclusion of young people on the JOSC membership;
- Ensuring the venue selected has clear links to the PSB Well-being Objective being discussed;
- Improved communication and publicity both prior to and following the meeting;
- Encouraging participation.

A review will be undertaken at the end of this phase in order to determine success. Phase 2 approach will be considered and amended accordingly at this stage.

6.2.2 **Phase 2 (Medium-Term):** Following a review and building on the short-term developments; phase 2 objectives will include:

- The introduction of a short practical site visit for committee members ahead of the meeting. This is likely to act as a catalyst for improving questioning by scrutineers;

- Encourage public / community attendance at meetings to observe discussions.

6.2.3 Phase 3 (Long-Term): This phase will:

- Seek to further improve the public / community ability to participate by factoring a short period of time after the meeting closes to enable them to ask pertinent questions and share experiences.
- Explore additional methods of communication and engagement; in particular with individuals and groups who are unable to participate via existing methods.

6.3 Detailed information relating to proposals and venues can be found in 'Appendix 1 and 2'. Whilst the above approach would take a little more organising, it would provide regular opportunities to involve the public in the work of the PSB and the JOSOC. It would also fulfil the Committees requirements and actively demonstrate how the JOSOC is applying the 5 ways of working. Please see 'Appendix 3' for a copy of the 'Wellbeing Goals' and '5 ways of working'.

7.0 WHAT WE NEED TO DO NEXT

- 7.1 Following consideration and debate by Committee Members; further work will be undertaken as deemed necessary and the agreed approach for selecting future venues implemented.
- 7.2 If the approach is approved; Committee will need to discuss and agree the definition of short, medium and long-term timescales.
- 7.3 An action plan will need to be put in place to take this forward which will be overseen by Support Officers and progress updates prepared for Committee as and when deemed necessary.

8.0 LINKS TO PSB's WELL-BEING OBJECTIVES

- 8.1 The recommended approach set out in 'Section 6' and 'Appendix 1 and 2' of this report supports all PSB Well-being Objectives by ensuring progress, decisions and future plans are robustly scrutinised by Committee Members, the public and others with a vested interest.
- 8.2 The proposed approach will also support the requirements set out in the 'Statutory guidance on the Well-being of Future Generations (Wales) Act 2015' which states:
- A public body must take account of the importance of **involving other persons** with an interest in achieving the **well-being goals** and ensure those persons reflect the **diversity of the population**. Detailed information on the '7 Well-being goals' can be found in 'Appendix 3'.
 - **Effective involvement** of people and communities in decisions that affect them is **at the heart** of improving well-being currently and in the future.

- It is **vital** to factor people's needs; ensuring **engagement is meaningful** and **effective**.

ELLIS COOPER
DEPUTY CHIEF EXECUTIVE





BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Cwm Taf Public Service Board Joint Overview and Scrutiny Committee Minutes	6 th September 2018	http://democracy.merthyr.gov.uk
Does the report contain any issue that may impact the Council's Constitution?		No

Proposed Approach - Phase 1: Short-Term

The following diagram details the proposed short-term arrangements and may be subject to change following discussion or declined. This phase focuses on:

- The inclusion of young people on the JOSC membership;
- Ensuring the venue selected has clear links to the PSB Well-being Objective being discussed at the meeting;
- Improved communication and publicity both prior to and following the meeting;
- Encouraging participation.

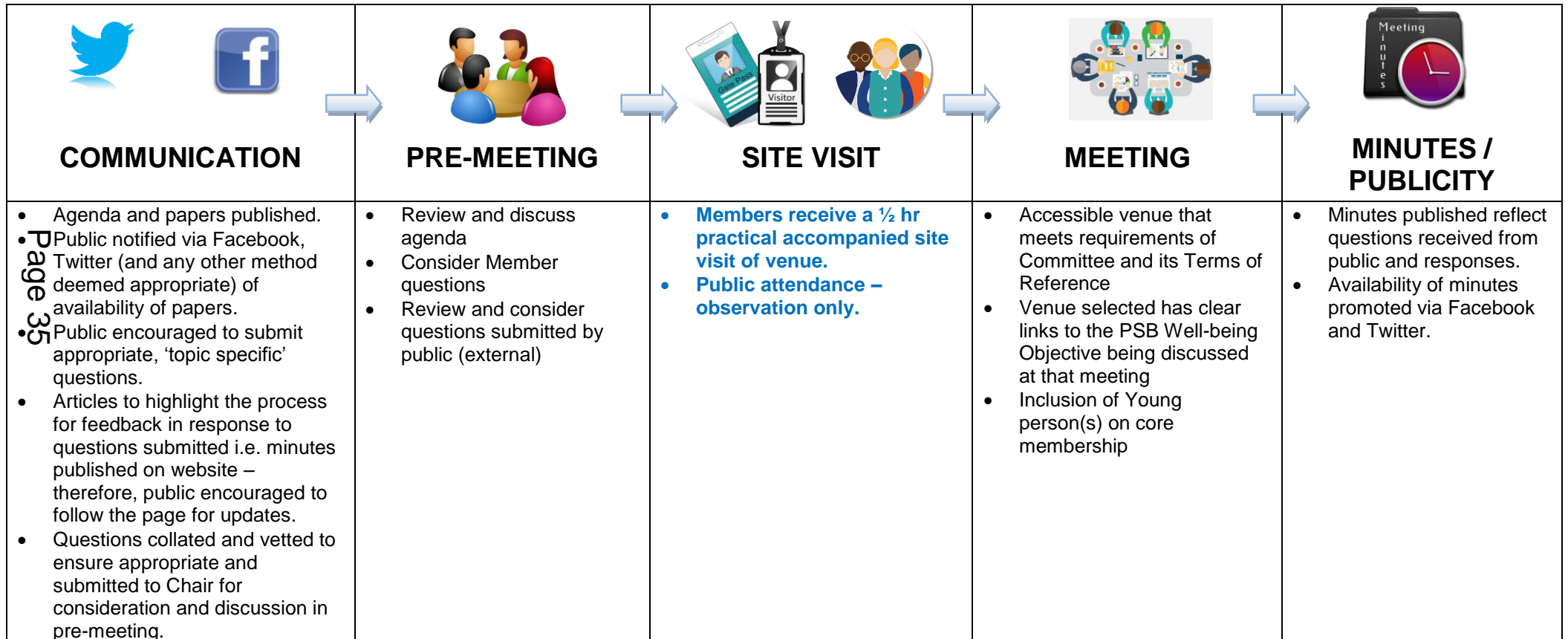
A review will be undertaken at the end of this phase in order to determine success. Phase 2 approach will be considered and amended accordingly at this stage.

 <p>COMMUNICATION</p>	 <p>PRE-MEETING</p>	 <p>MEETING</p>	 <p>MINUTES / PUBLICITY</p>
<p>Page 34</p> <ul style="list-style-type: none"> • Agenda and papers published. • Public notified via Facebook, Twitter (and any other method deemed appropriate) of availability of papers. • Public encouraged to submit appropriate, 'topic specific' questions. • Articles to highlight the process for feedback in response to questions submitted i.e. minutes published on website – therefore, public encouraged to follow the page for updates. • Questions collated and vetted to ensure appropriate and submitted to Chair for consideration and discussion in pre-meeting. 	<ul style="list-style-type: none"> • Review and discuss agenda • Consider Member questions • Review and consider questions submitted by public (external) 	<ul style="list-style-type: none"> • Accessible venue that meets requirements of Committee and its Terms of Reference • Venue selected has clear links to the PSB Well-being Objective being discussed at that meeting • Inclusion of Young person(s) on core membership 	<ul style="list-style-type: none"> • Minutes published reflect questions received from public and responses. • Availability of minutes promoted via Facebook and Twitter.

Proposed Approach - Phase 2: Medium-Term

The following diagram details the proposed medium-term arrangements and may be subject to change following discussion or declined. Following a phase one review and building on the short-term developments; phase 2 objectives will include:

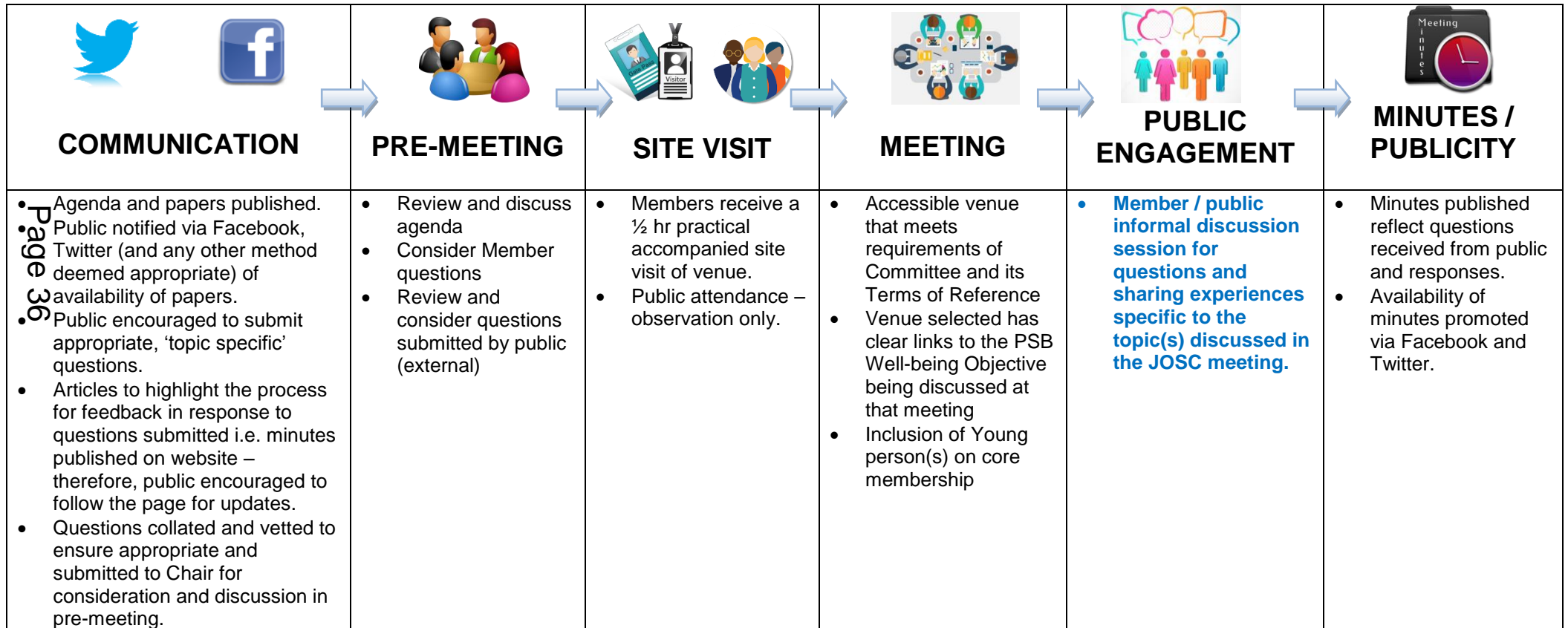
- The introduction of a short practical site visit for committee members ahead of the meeting. This is likely to act as a catalyst for improving questioning by scrutineers;
- Encourage public / community attendance at meetings to observe discussions.



Proposed Approach - Phase 3: Long-Term

The following diagram details the proposed long-term arrangements and may be subject to change following discussion or declined. Following a review at the end of phase two; phase 3 objectives will:

- Seek to further improve the public / community ability to participate by factoring a short period of time after the meeting closes to enable them to ask pertinent questions and share experiences.
- Explore additional methods of communication and engagement; in particular with individuals and groups who are unable to participate via existing methods.



Venues

The following table intends to provide a sample of potential venues, links to PSB theme and rationale. It is important to note that these are examples and would require consideration and discussion in order to determine a complete list of appropriate venues per theme. Appropriate venues can be selected on an annual basis at the same time as the Forward Work Programme is being developed.

	Date/Time of Meeting	Meeting Content (Items of Work Programme)	Possible venues (rationale as why the venue would be appropriate)
Page 37	MEETING 1 22 nd November 2018 10.00am-12 noon (Pre-meeting: 9.30am-10.00am)	<ul style="list-style-type: none"> • Update from Chair of PSB/SPB • Healthy Places update • Performance Management Framework • Options regarding venues for forthcoming JOSC meetings 	<p>The PSB'S well-being objective reviewed at this meeting is Healthy Places. With this in mind, the venue suggestions below can be seen to link clearly to the work being to respond to items laid down in the delivery plan for this objective.</p> <p>Abercynon Sports Centre: Holding the meeting in a Sports Centre will enable JOSC Members to view first-hand some of the options open to community members that would support the sustainment and/improvement of physical and mental wellbeing.</p> <p>Kier Hardie Health Park: Holding the meeting at the Health Park offices would enable members to view the venue, the services this site houses (including GP clinics and other support services sited at the Health Park etc.) which might further develop Members understanding of Health practitioners and their links within a community surgery environment.</p> <p>Integrated Children's Centre - ICC (either in RCT or Merthyr Tydfil): Holding the meeting at an ICC will offer members an opportunity see community-based services and provision for children and families and show how these link to the PSB's Healthy Places wellbeing objective.</p>
	MEETING 2 24 th January 2019 10.00am-12 noon (Pre-meeting: 9.30am-10.00am)	<ul style="list-style-type: none"> • Update from Chairs of PSB/SPB • Thriving Communities • Cwm Taf PSB DRAFT Annual Report 	<p>The PSB'S well-being objective reviewed at this meeting is Thriving Communities. With this in mind, the venue suggestions below can be seen to link clearly to the work being to respond to items laid down in the delivery plan for this objective.</p> <p>Community Zone: Holding the meeting at one of the 2 PSB Community Zone sites (i.e. Upper Rhondda Fach or Gurnos) will enable JOSC Members to view firsthand some of the options open to community members at the Zone (e.g.) the services which</p>

			<p>communities can access via the site; the type of advice and support available to communities etc. This would directly link to the Thriving Communities update due to be presented at the meeting.</p> <p>School Premises (to be determined by Committee): By holding the meeting within a school, Members could experience firsthand the school environment, how technology is used to support children and young people to use and learn via the medium of digital technology etc.</p> <p>Integrated Children's Centre - ICC (either in RCT or Merthyr Tydfil): Holding the meeting at an ICC will offer members an opportunity see community-based services and provision for children and families offered via the ICC set-up; and show how these link to the PSB's Thriving Communities wellbeing objective.</p>
<p>MEETING 3</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 38</p>	<p>22nd March 2019 10.00am-12 noon</p> <p>(Pre-meeting: 9.30am-10.00am)</p>	<ul style="list-style-type: none"> • Update from Chairs of PSB/SPB • Strong Economy Theme • Tackling Loneliness and Isolation 	<p>The PSB'S well-being objective reviewed at this meeting is Strong Economy. Additionally, there will be a focus in this meeting on the Cross-Cutting theme of Tackling Loneliness and Isolation. With this in mind, the venue suggestions below can be seen to link clearly to the work being to respond to items laid down in the delivery plan for this objective.</p> <p>Secondary School Premises (to be determined by Committee): By holding the meeting within a school, Members could see first-hand the structure and services within this environment. This might also offer Members an opportunity to look at how young people are receiving support to move into the world of further/higher education and work.</p> <p>Orbit Centre: The Orbit Centre is a venue which is familiar to service providers and businesses across both Merthyr Tydfil and RCT. By holding the meeting at this venue, Members could see firsthand the facilities available to support businesses both starting-up and existing, and through discussions could identify how the Centre links to other aspects of the Strong Economy theme (e.g.) the PSB's step around the growth and promotion of tourism, Cwm Taf's natural and built environment and its' heritage and culture supporting the health and prosperity of the whole community.</p> <p>Red House, Merthyr Tydfil: By holding a meeting at the Red House (Merthyr's Old Town Hall); Members can view firsthand how a</p>

			<p>cultural asset can be used as a community hub, and the role such a site plays in the promotion of Cwm Taf's rich heritage and cultural assets and activities.</p> <p>Community Centre: By holding the session within a community centre, JOSC Members will be able to visit and establish the role the Centre plays within a community setting. Evidence suggests community venues offer opportunities for people to meet, access services, take part in group activities or simply spend time with other people.</p>
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Well-being of Future Generations (Wales) Act 2015

The 'Well-being of Future Generations (Wales) Act 2015' is about improving the **social, economic, environmental** and **cultural** well-being of Wales. It has **seven well-being goals** and tells organisations how to work more sustainably together to meet their duties under the Act by following **5 ways of working**.



GOAL	Description of the goal
A 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.
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.

5 Ways of Working

There are five things that public bodies need to think about to show that they can work together better, avoid repeating past mistakes and tackle some of the long-term challenges we are facing. The five things are:

Long term



The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.

Prevention



How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

Integration



Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.

Collaboration



Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

Involvement



The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

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Cwm Taf Public Services Board Joint Overview and Scrutiny Committee Work Programme Descriptors 2018/19

(The Work Programme is reviewed at each meeting and as such is subject to change)



Date / Timing	Overarching Item	Officer / PSB Member	Scrutiny Focus	Time allocated
6th September 2018 10am-12 noon	Progress Updates on Public Services Board (PSB) and Strategic Partnership Board (SPB)	Prof. Marcus Longley (Chair of Cwm Taf PSB) & Kelechi Nnoaham (Chair of Cwm Taf SPB)	Scrutiny and Challenge: The Chairs of Cwm Taf Public Services Board and Strategic Partnership Board will offer an update report on all progress made following publication of “Our Cwm Taf”, the PSB’s Well-being Plan. Members will review and discuss the content of the report and identify the next steps to be taken to support further progress	15 minutes
	Review of Thematic Delivery Plans relating to ‘Our Cwm Taf’	Paul Mee Chris Hole Angela Jones Ellis Cooper Alyn Owen Ian Davy	Scrutiny and Challenge: Committee Members will consider to the delivery plans for the 4 themed areas of the PSB’s Well-being Plan and discuss the proposed scrutiny arrangements to be put in place in respect of these. Members will consider whether they need to look at each theme individually and invite the respective lead officer to attend the JOSC meeting together with the PSB Chair (who would present the item)	60 minutes
	Development of Joint Overview and Scrutiny Work Programme	Committee Chair – Cllr Tanya Skinner	Scrutiny and Challenge: The Committee will review and discuss a draft work programme as prepared by a Task and Finish Group. Members will consider whether the draft work programme covers all areas which they are required to maintain an overview of and recommend amendments (if required).	20 minutes
	Confirmation of proposed schedule of dates for Cwm Taf JOSC meetings	Committee Chair – Cllr Tanya Skinner	Scrutiny and Challenge: Members will consider the dates of future JOSC meetings and confirm a schedule which will take them to the end of the current civic year.	10 mins

Cwm Taf Public Services Board Joint Overview and Scrutiny Committee Work Programme Descriptors 2018/19

(The Work Programme is reviewed at each meeting and as such is subject to change)

22 nd November 2018	Progress Updates on Public Services Board (PSB) and Strategic Partnership Board (SPB)	Prof. Marcus Longley (Chair of Cwm Taf PSB) & Kelechi Nnoaham (Chair of Cwm Taf SPB)	Scrutiny and Challenge: The Chairs of Cwm Taf Public Services Board and Strategic Partnership Board will offer an update report on all progress made following publication of "Our Cwm Taf", the PSB's Well-being Plan.	20 minutes
	Update on the 'Healthy People' objective	Angela Jones (Public Health Wales)	Scrutiny and Challenge: The Lead Officer for this objective will offer Members an update on the progress made to date in relation to this objective within the 'Our Cwm Taf' Wellbeing Plan. Members will have an opportunity to review and directly question the Lead on any issues identified.	60 minutes
	Performance Management Framework	Kelly Wells (PSB Support Team Manager)	Scrutiny and Challenge: Committee Members receive an update on the development of the Performance Management Framework which will be used to determine the impact of the work being undertaken in direct response to the PSB's wellbeing objectives	
	Cwm Taf JOSC – Venue Options Report	TBC	Scrutiny and Challenge: Arising from the Committee Meeting held on 06.09.2018; Members will receive a report outlining options for the siting of future meetings of Cwm Taf PSB JOSC and will be required to agree their preferred option.	15 minutes
24 th January 2019	Progress Updates on Public Services Board (PSB) and Strategic Partnership Board (SPB)	Prof. Marcus Longley (Chair of Cwm Taf PSB) & Kelechi Nnoaham (Chair of Cwm Taf SPB)	Scrutiny and Challenge: The Chairs of Cwm Taf Public Services Board and Strategic Partnership Board will offer an update report on all progress made following publication of "Our Cwm Taf", the PSB's Well-being Plan.	20 minutes
	Update on the 'Thriving Communities' objective	Paul Mee & Chris Hole	Scrutiny and Challenge: The Lead Officer(s) for this objective will offer Members an update on the progress made to date in relation to this objective within the 'Our Cwm Taf' Wellbeing Plan. Members will have an opportunity to review and directly question the Lead(s) on any issues identified.	45 minutes
	Cwm Taf PSB Draft Annual Report	TBC	Scrutiny and Challenge: Committee Members will review and scrutinise the draft Annual Report produced by Cwm Taf PSB.	45 minutes

Cwm Taf Public Services Board Joint Overview and Scrutiny Committee Work Programme Descriptors 2018/19

(The Work Programme is reviewed at each meeting and as such is subject to change)

22 nd March 2019	Progress Updates on Public Services Board (PSB) and Strategic Partnership Board (SPB)	Prof. Marcus Longley (Chair of Cwm Taf PSB) & Kelechi Nnoaham (Chair of Cwm Taf SPB)	Scrutiny and Challenge: The Chairs of Cwm Taf Public Services Board and Strategic Partnership Board will offer an update report on all progress made following publication of "Our Cwm Taf", the PSB's Well-being Plan.	15 minutes
	Update on the 'Strong Economy' objective	Alyn Owen	Scrutiny and Challenge: The Lead Officer for this objective will offer Members an update on the progress made to date in relation to this objective within the 'Our Cwm Taf' Wellbeing Plan. Members will have an opportunity to review and directly question the Lead on any issues identified.	45 minutes
	Update on the 'Tackling Loneliness and Isolation' cross cutting objective	Simon James	Scrutiny and Challenge: The Lead Officer for this objective will offer Members an update on the progress made to date in relation to this objective within the 'Our Cwm Taf' Wellbeing Plan. Members will have an opportunity to review and directly question the Lead on any issues identified.	45 minutes

Additional items to consider for Work Programme

Date to be confirmed		
Date to be confirmed		

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