

Bath & North East Somerset Public Services Board

Terms of Reference

1. Name

The Bath & North East Somerset **Public Services Board**

2. Statement of Purpose

The Board is the coming together of key local public sector agencies to provide leadership and set the strategic direction across Bath & North East Somerset partnership arrangements.

3. Roles and Responsibilities

The Bath & North East Somerset Public Services Board is a non-statutory partnership and is a voluntary partnership arrangement. By working together the Board will:

- Set the long-term vision and strategic direction for Bath & North East Somerset (B&NES)
- Lead and develop well-functioning local partnerships for the area
- Strategically performance manage against key priorities for our area
- Share resources and expertise where appropriate
- Avoid duplication
- Develop innovative joint responses

The Board will operate with:

- A clear outcomes driven work programme that focuses on a small number of priorities
- An innovative approach to delivery that also empowers communities to make things happen
- An evidence based approach
- Openness and transparency
- Influence across local partnerships and wider sub region

4. Membership Arrangements

The Public Services Board shall consist of the following:

- Chair: Leader of Bath & North East Somerset Council
- Chief Executive of Bath & North East Somerset Council
- Superintendent of Police
- Avon Fire & Rescue Service
- Chief Executive – Curo Housing Association

- Clinical Commissioning Group
- Voluntary and community sector (VCS) representative
- Business representative
- Education representative

Other organisations or sectors may be invited to attend at a later date.

b) Advisors

Attending the meeting in a support and advisory capacity shall be:

- Divisional Director, Strategy and Performance
- Strategy & Plan Manager, Strategy and Performance

c) Attendance

Each member of the Public Services Board has made a commitment to avoid sending a deputy to meetings on his/her behalf, recognising that it is important to have seniority and consistency of approach.

d) Quorum

The Public Services Board will be declared quorate when (a) three of its core members are in attendance as long as those members cover a minimum of two organisations.

5. Reporting & Operating Arrangements

a) Chairing

The Public Services Board shall be chaired by the Leader of the Council.

b) Meetings

Meetings of the Public Services Board shall take place on a two monthly basis. Meetings of the Board will not be held in public.

Secretariat support shall be provided by Bath & North East Somerset Council and co-ordinated by Strategy and Performance.

c) Agenda Management

Agendas shall be developed

- By discussion amongst the members of the Board
- By requests from individual members of the Board
- Following recommendations by our local Partnerships

d) Links with local partnerships

The work programme of the Public Services Board shall include reviewing the progress of local partnerships, to be undertaken by each Partnership Chair and / or

Lead Director / Lead Officer providing an update on progress to date at least once during the year.

In addition, the Public Services Board is able to influence the agenda of each partnership and also maintain an overview of their activity, ensuring that focus and strategic direction remain relevant to overall partnership arrangements.

e) Links with Policy Development & Scrutiny Panels¹

The Council has six Policy Development & Scrutiny Panels. The Panels can call a local partnership or any of the main public sector partners to account for their work. Officers will continue to work together to ensure join up between the current and future work plans of the Policy Development & Scrutiny Panels and Partnerships.

¹ Under Bath & North East Somerset Council's constitution, the role of Overview and Scrutiny (O&S) is to hold the Council's decision-makers to account, to review and develop policy and to scrutinise the work and impact of our partners on the local community.