

**SUBJECT: Terms of Reference and Scheduling of Areas of Focus Updates**

*Report written and submitted by: Kathryn Peters, Service Manager- Service Improvement and Partnerships*

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| **1** | **Areas Affected** |
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| 1.1 | All locations |
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| **2** | **Purpose of Report** |
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| 2.1 | This report proposes updates to the PSB’s Terms of Reference to reflect the agreed Areas of Focus, and the formation of a leadership group, as requested at the September PSB meeting. |
| 2.2 | This report also proposes a schedule for the Gwent PSB to receive updates on the development and progress of work to deliver the four agreed Areas of Focus. |
| 2.3 | This approach will allow the PSB to have oversight of the work being undertaken by each of these areas, as well unblock challenges and ensure links are being made across organisations and programmes. |
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| **3** | **Background** |
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| 3.1 | The Gwent PSB has agreed its four Areas of Focus and an approach to delivering these. |
| 3.2 | The Terms of Reference have been updated, in sections 44 – 47, to reflect the Areas of Focus groups and new leadership group. |
| 3.3 | Tracy Daszkiewicz and Steve Morgan have agreed to lead the work on *That every child has the best start in life* and *That everyone lives in a climate-ready community where their environment is valued and protected,* and regularly update the PSB. Leads for the remaining Areas of Focus are still to be agreed. |
| 3.4 | In order to ensure that each Area of Focus is delivering on the PSB’s ambitions, and that there is a regular rhythm of reporting to the PSB and scrutiny, the following schedule is proposed. Each PSB meeting will receive an update on the work of two of the Areas of Focus in rotation. Initially, this will be to agree the outline proposal and then a more detailed work programme. |
| 3.5 | Once work in each of the Areas of Focus are agreed, the lead will provide a quarterly written update for circulation with the meeting papers. These will be for noting only. |
| 3.6 | In exceptional circumstances, an Area of Focus lead may ask the PSB to intervene or make suggestions for how to unblock an issue. Any request would need to be made to the Chair in advance of the meeting. |
| 3.7 | A more in-depth update on two of the Areas of Focus will be given at each PSB meeting. This will allow PSB members to ask questions and provide feedback from their organisation. |
| 3.8 | Once all the Areas of Focus have been established and their work programmes agreed, which it is anticipated will have taken place by summer 2025 at the latest, the reporting schedule will be as follows.  March and September meetings:   * *That every child has the best start in life* * *That everyone has the same economic chances*   June and December meetings:   * *That everyone lives in a climate-ready community where their environment is valued and protected* * *That everyone lives in a place they feel safe* |
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| **4** | **Funding** |
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| 4.1 | There are no direct funding implications. |
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| **5** | **Recommendations to the PSB** |
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| 5.1 | The PSB agree the proposed changes to their Terms of Reference as detailed in Appendix 1. |
| 5.2 | The PSB agreed the proposed schedule for receiving updates on the delivery of the Areas of Focus. |

*Draft date 2nd December 2024*

Appendix

Appendix 1 Terms of Reference December 2024