

**Pembrokeshire Public Services Board**  
**Bwrdd Gwasanaethau Cyhoeddus Sir Benfro**



**MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD**  
**TUESDAY 24<sup>th</sup> MAY 2016 at 2.00pm**  
**ROOM 1DM2 COUNTY HALL**

**Present:**

|                       |   |
|-----------------------|---|
| Cllr Jamie Adams      | Leader, Pembrokeshire County Council (Chair)  |
| Ian Westley           | Chief Executive, Pembrokeshire County Council (left 4.05pm)                                 |
| Steve Moore           | Chief Executive, Hywel Dda University Health Board  |
| Dafydd Llewellyn      | Police & Crime Commissioner, Dyfed Powys (left 4.05pm)                                      |
| Alec Don              | Chief Executive, Port of Milford Haven (left 4.10pm)  |
| Sue Leonard           | Chief Officer, Pembrokeshire Association of Voluntary Services                              |
| Andrea Winterton      | South West Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales |
| Tegryn Jones          | Chief Executive, Pembrokeshire Coast National Park Authority                                |
| Wynne Evans           | Chair, Mid & West Wales Fire & Rescue Service   |
| Rob Quin              | Assistant Chief Fire Officer, Mid & West Wales Fire & Rescue Service                        |
| Teresa Owen           | Director of Public Health, Hywel Dda University Health Board                                |
| Dr Steven Jones (SPJ) | Director of Development, Pembrokeshire County Council (left 4.00pm)                         |
| Supt. Ian John        | Dyfed Powys Police  |
| Helen Murray          | Chief Executive, PLANED   |
| Sarah Jennings (SJe)  | Director of Governance, Communications and Engagement Hywel Dda University Health Board     |
| Kate Chamberlain      | Chief Executive of Healthcare Inspectorate Wales, Welsh Government                          |
| Jocelyn Llewellyn     | Senior External Relations Manager, Job Centre Plus (left 4.20pm)                            |

*In attendance*

|               |   |
|---------------|---|
| Ted Sangster  | Chair of Pembrokeshire Business Panel         |
| Claire George | Partnership and Scrutiny Support Co-ordinator |

*Support/Secretariat*

|                |   |
|----------------|---|
| Nick Evans     | Partnership & Scrutiny Support Manager (Temp.), Pembrokeshire County Council        |
| Lynne Richards | Partnership and Scrutiny Support Co-ordinator (Temp.), Pembrokeshire County Council |

**Apologies**

|                  |   |
|------------------|---|
| Bernadine Rees   | Chair, Hywel Dda University Health Board (Vice-Chair) |
| Christine Harley | National Probation Service                            |

The meeting commenced at 2.05pm.

## **1. Welcome and Apologies**

Introductions were made and apologies received from those listed above.

## **2. Minutes of last meeting**

The minutes of the meeting held on 29<sup>th</sup> March 2016 were agreed as an accurate record.

## **3. Action Log**

Item 11 – Undertake a survey across PSB partners to quantify recruitment and retention issues in order to identify areas for collaboration – SPJ confirmed that a recruitment and retention survey would be undertaken. The Pembrokeshire Business Panel was currently looking at other linked issues in order to inform the work.

All other items on the action log had been completed or were included on the agenda.

## **4. Appointment of Chair and Vice-Chair for Public Services Board**

It was proposed and agreed that JA should continue his LSB role as Chair for the new Public Services Board and that BR should continue as Vice-Chair

## **5. Invited Participants: formal acceptance of invitation**

NE explained that invited participants as listed in the Well-being of Future Generations Act Guidance had already been invited to sit on the LSB some time ago as part of LSB-PSB transition arrangements. Therefore, representatives at the meeting today had only to formally indicate their acceptance of the invitation to attend future PSB meetings.

Representatives who were present of those organisations designated as invited participants accepted their invitations. CH of NPS was not present at the meeting and would therefore be contacted separately and asked to formally accept her place on the Board.

LR

The Chair suggested that Pembrokeshire College should be invited to attend future meetings in view of their status within the community and contribution to further education within the County. Partners were in agreement with this proposal and an official invitation to attend future meetings would be extended. It was also noted that there may be a need to review membership of the Board in the future based on the Well-being Assessment and Plan.

LR

## **6. Terms of Reference**

NE noted that the Board were required to agree terms of reference at their first meeting and partners would recall that draft terms of reference had been presented at

the last LSB meeting on 29<sup>th</sup> March. Comments on the draft terms of reference had been incorporated where necessary into a final draft version for agreement.

With regard to issues of quoracy as discussed at the last meeting, NE noted that the Act was clear in that each of the four statutory members must be in attendance in order for a meeting to be legitimately held. However, in order to be as flexible as possible within the requirements of the Act, an additional section had been added to the terms of reference to attempt to ensure that all partners would have an equal voice. A further issue to be resolved related to whether the public should be invited to observe or participate in future meetings.

Pt. 27 – ‘Meetings of the Board are open to members of the public to observe and to ask questions on any substantive agenda item with the prior consent of the Chair’

After a lengthy discussion, and in the spirit of embracing the opportunity as a new PSB to promote a more outward facing and transparent relationship with citizens, it was agreed that members of the public should be allowed to attend meetings of the PSB and to put forward their views and thoughts in relation to the work of the Board, as well as being allowed to ask questions relating to the operation of the Board and its functions. Questions relating to the work of individual organisations would be forwarded to individual organisations to deal with through existing procedures.

It was noted that minutes and papers of PSB meetings would need to be published in advance in order for this approach to work effectively and that there would also be a ‘gatekeeping’ role for the Partnership and Scrutiny Support team to ensure that only relevant questions and observations were allowed to be put forward. It was also noted that resourcing this role within the current team could be an issue.

LR

Questions in relation to the work and decisions of the Board in connection with the Well-being Assessment and/or Plan would be dealt with using existing mechanisms by the Economy Overview and Scrutiny Committee, which had been designated as the Committee responsible for PSB Scrutiny until the new Partnerships Committee was established in December (pt. 23 of the terms of reference).

Pt. 19 – ‘Board decisions (for example the agreement of the assessment of local well-being and the local well-being plan) are only valid when made jointly and unanimously by the Board and with all Statutory Members present’

NE said that this clause had been added following conversations with colleagues across Wales and was an attempt to be inclusive and ensure that all partners had a voice in the decision making process. The clause was intended to ensure that the Board complied with the Act whilst ensuring inclusivity and with the aim of reaching a consensus.

SJe noted that this issue had been raised at other PSB meetings she had attended and that she had been asked by two other areas to draw up a detailed brief on the issue. KC asked that SJe forward this brief to her so that she could obtain a response from Welsh Government, which she would then aim to circulate within a period of four weeks.

SJe/KC

SJe report  
to be  
circulated  
to PSB

The Board agreed to proceed on the basis of consent with regard to the terms of reference pending any response from Welsh Government. KC confirmed that in her

view this approach complied with the requirements of the Well-being of Future Generations Act.

The Board agreed to the principle that there will be one vote per organisation regardless of the number of representatives from an organisation present at the meeting.

There was a brief discussion with regard to the Partnerships Overview and Scrutiny Committee, its membership and how often the Committee would meet. SPJ explained that the new Committee would focus not just on the work of the PSB but would also look at other partnership arrangements within the authority and that meetings would be aligned with PSB meetings. SL questioned whether there would be an opportunity to move towards a model of scrutiny using citizen/service scrutineers, however, JA noted that this would make the membership of the Committee too large due to the requirements of the Local Government Act 1989 in relation to the political balance of committees. NE noted that the authority was working with the Centre for Public Scrutiny in relation to the new scrutiny models being introduced from September and advice would be sought from them on a way forward with regard to possible citizen co-option opportunities.

NE

## **7. Well-being Assessment update**

NE presented an update to partners on arrangements and progress to produce a Well-being Assessment, including discussions held at both the Regional Lead Officers group meeting and the Regional PSB Officers Network. He also noted that interviews had recently taken place for the post of Regional Well-being Co-ordinator (Welsh Government funded post) and it was hoped that the successful candidate would start in post on 1<sup>st</sup> June.

NE then asked the Board to consider the recommendation on page 18 of the agenda pack as to how partners could provide support to the citizen engagement work that would be taking place over the next six months. TO offered the assistance of the Public Health team on the PSB Officers Network and noted that it was worth considering a more joined up approach as to how engagement with the public could be taken forward on a multi rather than single agency basis. With regard to stakeholder engagement, HM offered assistance to the engagement team by offering an 'open door' to fora and associations already in existence, linked with work that PLANED was undertaking. SL suggested using the Community Engagement Framework and re-establishing the Pembrokeshire Engagement Network and also using resources already in existence, such as the Community Voice programme. She said that PAVS would be happy to look at re-establishing the Engagement Network. IJ also offered use of the Neighbourhood Policing Network which he noted was a well established public engagement forum.

SL

## **8. Development of a Pembrokeshire PSB website and brand**

JA presented a paper providing options for development of a new website and brand for the PSB.

The challenge of discussing matters requiring resources in the current financial climate was noted. IW said that the Finance Task & Finish group paper that was the next item on the agenda requested that the PSB provide a way forward for the group.

He suggested that partners could work together on areas such as procurement, aiming for cash savings that partners could then contribute to a joint budget for PSB priorities. He asked for suggestions from partners about what additional work was needed to drive the process forward. AW and SL said that they were not in a position to assist with the work of the Finance Task & Finish group. RQ noted that any efficiency targets met by the Fire Service would be put towards meeting the demands of reduced budgets.

It was agreed that partners should put forward suggestions/proposals for where joint savings could be made, which would then be put forward for discussion at a future meeting of the Finance Task & Finish group.

**ALL**

With regard to setting up a new website, it was agreed to explore the option of utilising students from Pembrokeshire College, as a representative from the college would be invited to future meetings. If this was not feasible then it was agreed to proceed with Option 3 and an internal Pembrokeshire County Council hosted site would be set up.

**LR**

With regard to a brand for the PSB to replace the banner previously used by the LSB, there was no consensus on the examples circulated. It was therefore suggested by JA and agreed by partners to consult with Secondary School pupils, as the future generation, and ask them to contribute to the development and design of a new logo and brand for the PSB. LR/NE would liaise with colleagues from Education to determine which age group/s should be approached and how this could be taken forward.

**NE/LR**

## **9. Finance Task & Finish Group update**

It was suggested that a brief be circulated to the Finance Task & Finish group representatives to outline discussions and agreements on the suggested way forward.

**LR**

## **10. Property Task & Finish Group update**

CG gave an update on progress. She noted that the short term actions outlined in the brief were relatively simple to take forward, however, the medium term actions were more problematic and the group had therefore asked for guidance from the PSB on what the priorities for the group should be.

JA noted that in terms of Pembrokeshire County Council's estate, there were too many bespoke buildings many of which were underutilised, including schools and it was in areas such as this that savings could possibly be made. DL said that he was less optimistic about the possibility of savings, as in terms of Police Force estates a lot of investment in infrastructure was required. Savings would therefore be long term rather than short term. The Board discussed the idea of introducing multifunctional rather than single use buildings to deliver savings, such as including Police offices or GP surgeries within school estates. IW noted that further savings could then be made in areas such as facilities management.

At the last meeting it had been suggested that the group map the buildings available in the Haverfordwest area along with individual organisations' requirements for agile working, front and back office working etc. It was agreed that this should be taken forward, but should look at a smaller area initially (e.g. St Davids).

**CG**

## **11. SIP update – Economy: Report of Pembrokeshire Business Panel**

TS, Chair of the Pembrokeshire Business Panel, gave an update on key achievements over the last 12 months, as well as issues that have arisen and potential areas of development for the panel to consider over the next 12 months.

The success and potential for further development of events such as Ironman and the Red Bull Cliff Diving competition were noted together with the issues around recruitment and retention of staff mentioned earlier in the meeting. Potential recruitment blockages that had been mentioned at PBP meetings included questions around the quality of education in the area as well as health service provision.

IJ suggested further engagement with the business community around advertising the safety of the area. SM also noted that 131 new staff had been employed at Worthybush Hospital over the past year, which included 56 new doctors. He said that the hospital was a vibrant one at the centre of the community and that good news was not generally celebrated enough.

With regard to SIP updates in general, TO said that the responsibility to monitor the SIP still remained and that it was pivotal until the new Well-being Plan was in place.

## **12. Issues escalating from sub-partnerships**

SL outlined a request from the Pembrokeshire Environment Forum, which was supported by a number of volunteers within third sector organisations, that the PSB consider providing expenses for attending partnership meetings.

It was suggested that this issue be added to the work of the Finance Task & Finish group to come up with proposals for taking this forward.

**LR**

## **13. Forward Work Programme**

NE noted that SPJ had suggested this item and asked for suggestions for topics to be added to a work programme for the next 12 months, bearing in mind the transition period between the SIP and the Well-being Plan.

Both IJ and AW suggested a future workshop be held to discuss work programme topics and ensure PSB ownership. NE also asked partners to forward suggestions for any future PSB agendas.

**ALL**

## **14. AOB**

### Feedback from WCFG Act Seminar

NE provided brief feedback on the Well-being of Future Generations Act Seminar that had been held on 26<sup>th</sup> April. Members, PCC Directors and Heads of Service and PSB partners had been invited to attend. Attendance at the Seminar had been good however NE noted that there was still a lot of work to do in terms of awareness-raising. The level of corporate change required within individual organisations was one of the key messages.

AW asked whether any decision had been made with regard to choosing community areas. NE said that a paper would be brought to the next meeting. Initial discussions had been held in PSB Officers Network meetings and given the regional approach it was important to have consistency across the three counties. The preferred option at the moment appeared to be to work on a footprint of Upper Super Output Areas (USOA); however, there would be flexibility for individual PSBs to undertake bespoke work to look at specific places or areas should there be capacity to do so.

The meeting ended at 4.30pm.