

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
TUESDAY 23rd MAY 2017 at 10.00am
PEMBROKESHIRE COAST NATIONAL PARK OFFICES, PEMBROKE DOCK

Present:

Cllr Jamie Adams	Leader, Pembrokeshire County Council (Chair)
Bernadine Rees	Chair, Hywel Dda University Health Board (Vice-Chair)
Ian Westley	Chief Executive, Pembrokeshire County Council
Alec Don	Chief Executive, Port of Milford Haven
Sarah Jennings	Director of Governance, Communication and Engagement, Hywel Dda University Health Board
Caroline James	Director of Finance and Community Services, Pembrokeshire College
Stephen Bradley	Partnerships Manager, PLANED
Sue Leonard	Chief Officer, Pembrokeshire Association of Voluntary Services
Tegryn Jones	Chief Executive, Pembrokeshire Coast National Park Authority
Anna Bird	Head of Partnership Development, Hywel Dda UHB
Ian Scale	Consultant in Public Health, Public Health Wales
Dr Steven Jones (SPJ)	Director of Development, Pembrokeshire County Council
Andrea Winterton	SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales
Rob Quin	Assistant Chief Fire Officer, Mid & West Wales Fire & Rescue Service
Supt. Ian John	Dyfed Powys Police
Jonathan Feild	Employer and Partnership Manager, DWP
Christine Harley	National Probation Service

In attendance

Claire George	Partnership and Scrutiny Support Co-ordinator, PCC
Dr Polly Sills-Jones	Regional Well-being Plan Co-ordinator
Amy Richmond	Engagement, Planning and Performance Manager, Mid & West Wales Fire and Rescue Service

Support/Secretariat

Nick Evans	Partnership & Scrutiny Support Manager, Pembrokeshire County Council
Lynne Richards	Partnership and Scrutiny Support Co-ordinator, Pembrokeshire County Council

Apologies

Dafydd Llywelyn	Police & Crime Commissioner, Dyfed Powys
Steve Moore	Chief Executive, Hywel Dda University Health Board
Sharron Lusher	Principal, Pembrokeshire College
Helen Matthews	Senior External Relations Manager, Job Centre Plus

The meeting commenced at 10.10am.

1. Welcome and Apologies

A moment of silence was held as a mark of respect for those killed and injured in the attack on the Manchester City Arena the previous evening.

The Chair welcomed members to this mandatory meeting of the PSB, and introductions were made and apologies received from those listed above.

Following the photograph of PSB Members taken before the meeting for the Pride in Pembrokeshire launch, NE gave a brief overview of how the award would work and an outline of the media plan. The awards would most likely be launched towards the end of June.

2. Minutes of last meeting

The minutes of the meeting held on Monday 3rd April 2017 were agreed as an accurate record.

3. Action Log

1 – PSB pooled fund

NE explained that this was currently on hold pending further development

2 – Well-being Assessment

An additional paragraph had been added to the assessment as discussed

3 – Well-being Objectives

The Well-being Objectives of Statutory Partners had been circulated to all Board members at the beginning of May

4 – Future Trends Report

The link to the report would be circulated to partners

NE

5 – Response to FG Commissioner’s Draft Strategic Plan

A response had been drafted and sent to the FG Commissioner in April.

6/7 – Front Line Staff event

LR had contacted front line staff to ask some additional evaluation questions following the event held in January and had also circulated the directory of staff to those that had attended the event. She would arrange to meet IJ/SJ to look into planning a further event in the south of the County

LR/IJ/
SJ

8 – Kate Chamberlain

A letter had been sent to Kate Chamberlain from WG thanking her for her contribution to the work of the PSB

9 – Terms of Reference

A link to the Terms of Reference had been circulated prior to the meeting and a copy was also included in the agenda pack

10 – CAB presentation

A presentation from the Citizens Advice Bureau would be arranged as appropriate

4. Appointment of Chair and vice-Chair of the PSB for 2017-18

JA informed members of the outcome of recent local council elections and explained that a new Leader of the Council would be elected later in the week. He suggested that partners have a discussion around whether it was appropriate to take forward the appointment of a new Chair and vice Chair at this meeting or to defer it until the next meeting in July.

Partners decided that they would like to go forward with appointing a Chair and vice-Chair and not defer this until the next meeting. After a brief break to reflect on who partners would like to nominate, and following a vote, TJ was appointed as Chair and SL as vice-Chair for the next 12 months. TJ gave his thanks to JA and BR for acting as Chair and vice-Chair of the PSB for the last 12 months.

5. Review of Terms of Reference

NE outlined requirements to review terms of reference for the Board at a mandatory meeting of the PSB. Several amendments had been suggested in the cover report circulated to Board members prior to the meeting and additional suggestions were made as follows;

- Add Public Health Wales to Section 9
- Change The Probation Board to National Probation Service in Section 9

NE would amend the document where necessary and re-circulate to partners.

NE

NE noted that the sub-partnerships currently listed in the Terms of Reference would most likely change to reflect the new priorities of the Well-being Plan once developed, and these would therefore be amended when the Terms of Reference was reviewed again in 12 months' time.

The meeting ended at 10.40am.