

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
TUESDAY 21st November 2017 at 10.00am
Stackpole Outdoor Learning Centre, Stackpole Estate

Present:

Tegryn Jones	Chief Executive, PCNPA (Chair)
Sue Leonard	Chief Officer, PAVS (Vice-Chair)
Ian Westley	Chief Executive, Pembrokeshire County Council
Alec Don	Chief Executive, Port of Milford Haven (left 12.15pm)
Natalie Pearson	Head of Engagement, Welsh Government
Supt. Ian John	Dyfed Powys Police
Jessica Morgan	PLANED
Anna Bird	Head of Strategic Partnership Development, Hywel Dda UHB
Dr Steven Jones (SPJ)	Director of Development, Pembrokeshire County Council
Rowland Rees-Evans	Chair, MAWW Fire Authority
Rob Quin	Assistant Chief Fire Officer, M&WW Fire & Rescue Service
Dai Swan	M&WW Fire & Rescue Service
Ian Scale	Consultant in Public Health, Public Health Wales
Cllr. David Simpson	Leader, Pembrokeshire County Council
Debbie Osowicz	National Probation Service (left 12.00pm)

In attendance

Claire George	Partnership and Scrutiny Support Co-ordinator, PCC
Amy Richmond	Engagement, Planning and Performance Manager, Mid & West Wales Fire and Rescue Service
Dr Polly Sills-Jones	Regional Well-being Plan Co-ordinator
Sara Morris	Development Plans and Conservation Manager, PCC (part of meeting)

Support/Secretariat

Nick Evans	Partnership & Scrutiny Support Manager, PCC
Lynne Richards	Partnership and Scrutiny Support Co-ordinator, PCC

Apologies

Bernadine Rees	Chair, Hywel Dda University Health Board
Steve Moore	Chief Executive, Hywel Dda University Health Board
Sarah Jennings	Director of Governance, Communication and Engagement, Hywel Dda University Health Board
Ros Jervis	Director of Public Health, Hywel Dda University Health Board
Christine Harley	Head of Dyfed Powys Local Delivery Unit, National Probation Service
Sharron Lusher	Principal, Pembrokeshire College
Andrea Winterton	SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales
Jonathan Feild	Employer and Partnership Manager, DWP

The meeting commenced at 10.05am.

1. Welcome and Apologies

Introductions were made and apologies received from those listed above.

The Chair noted that there was no NRW representative in attendance and as a statutory partner this had implications as to whether the meeting was quorate. With the agreement of all partners, the Chair determined that as there was no business on the agenda which would require a significant decision to be made regarding the PSB's core statutory functions, it was appropriate for the meeting to go ahead with the caveat that if an item required a substantive decision or if a topic proved contentious then it would be deferred to the next meeting.

2. Minutes of last meeting

The minutes of the last meeting held on Tuesday 26th September 2017 were agreed as an accurate record.

3. Action Log

Defibrillator Project – RQ gave an update on progress since the last meeting. There was now an accurate picture of the number of defibrillators in the County (175). Pembrokeshire College had submitted a bid for LEADER funding to support safety in communities which would involve training to raise confidence in the use of defibrillators and details of where they can be accessed. He and AR would now be looking at working with charities to support fundraising and purchase of equipment at a reduced price and would also be looking into training providers and locations where training could be held.

AB noted that SJ had contacted the Charitable Funds Manager in Hywel Dda UHB and confirmed that it would be possible to bid into the fund to provide some support for the project. She would be meeting with the manager later in the week to discuss this in further detail.

Financial contributions to PSB work – NE noted that work on this was still in progress.

Poverty in Pembrokeshire event – SPJ said that the event due to take place in October had been cancelled due to an issue with one of the guest speakers and would be re-arranged in the new year. PSB partners would be notified of the date in due course.

National Assembly call for evidence – AB asked whether Pembrokeshire PSB would be submitting a response to the call for evidence on PSB contributions to combatting poverty. NE would co-ordinate a Pembrokeshire PSB response.

NE

4. Well-being Plan

4a Executive Summary: Future Generations Commissioner written advice

NE stated that the advice was designed to help PSBs move forward with development of Well-being Plans and the FGC's office had noted that the intention was not for the advice to be interpreted as an exercise in compliance. There were several hyperlinks in the full

advice letter which gave examples of good practice which would be useful when it came to informing the development of the detailed activity to deliver the PSB's work streams.

Several areas of the advice were highlighted by PSB members. AB noted that there was an emphasis on how plans should be place-based and SL noted the strong focus on the importance of lived experiences. A number of PSB members stated that in parts of the letter there was a lack of understanding as to some of the good work already happening in the county and that more Pembrokeshire-specific comments would have been helpful.

PSB members discussed the issue of data sharing and the possible development of an agreement or protocol to better enable this between partners. This would provide the opportunity to demonstrate the trust within the PSB as a group and it was noted that this initiative should be clear on its purpose and objectives rather than simply collecting data for the sake of it. RQ agreed to bring a project proposal to the next meeting setting out key principles for PSB partners to sign up to in order to move forward with this work.

RQ

4b Partnerships Overview and Scrutiny Committee 31-10-2017

NE outlined discussions from the last Partnerships O&S Committee meeting following presentation to the Committee of Pembrokeshire's Draft Well-being Plan and noted their comments to PSB as follows;

- That the PSB needed to support our communities by doing things differently
- That the use of community assets and community buildings should be maximised
- That the Committee supported ideas such as job swaps to encourage grassroots change
- That there was a need to involve the workforce whenever significant change was being considered
- That the Committee supported the development and growth of social enterprises for maximum economic benefit
- That the PSB should improve its methods of engagement and ensure people can join in the bits of the conversation they are interested in

Partners noted the comments of the Committee and agreed that these would be considered as part of its consultation response and as the PSB moved forward into the detailed activity planning stage.

4c Delivery arrangements for the Well-being Plan

NE summarised the paper outlining the steps that would need to be taken over the next couple of months to prepare for delivery of the Plan and in particular establishing co-ordinating groups under each workstream to scope and plan work. He stated that delivery mechanisms required strong and direct links to the PSB to ensure proper accountability and it was proposed that named PSB member leads would be responsible for the leading the co-ordinating groups. TJ noted that this was a process that was required to move forward with the preparation of the Plan and it was not a matter requiring a substantive decision, therefore there was no reason why this necessary work could not be progressed.

NE noted that support officers from PSB partners would be required to be part of the co-ordinating group in addition to the PSB members listed in the proposal. Names of an

additional two/three officers to create a sufficient pool of support would therefore be required and NE would contact prospective staff over the next week. A meeting of support officers would be held before Christmas to start planning the work of the co-ordinating groups, in particular to ensure there was a shared understanding and consistency of method in how each group undertook the task before it. Co-ordinating groups would meet in the New Year and begin the task of scoping the detailed activity and delivery ideas to sit under each work stream, with each reporting back to the next meeting of PSB in February on progress.

4d Carmarthen and Ceredigion Well-being Plans

As requested at the last meeting, the Well-being Plans for Carmarthenshire and Ceredigion were noted.

AB said that it would also be important to take the West Wales Area Plan into consideration in production of Pembrokeshire's Well-being Plan, although it was noted that this would be difficult to mismatched timescales. The document would be circulated to the PSB for information when available and kept in mind for a future presentation at a PSB Regional event.

4e Pembrokeshire Co-production Network

SL presented an update on the work of the Pembrokeshire Co-production Network. She noted that there had been some issues in taking the work of the group forward since it was discussed by the PSB in April due to staff not having time to commit to attending meetings. In order to support the PSB to engage with citizens and communities the following would be required;

- work of the network needed to be co-ordinated and the framework document (previously approved by the LSB) needed to be reviewed and brought up to date
- Dedicated officer time to work on PSB engagement priorities and funding bids where necessary

PSB members discussed the request made on behalf of the network together with resourcing issues and the role of Town and Community Councils in obtaining the views of citizens. JM noted that PLANED might be able to assist with a member of staff to draw the group together dependent on grant funding.

5 Membership of the PSB: Town and Community Councils

SL presented a paper proposing to extend the membership of the PSB to include representation from town and community councils.

The membership of the PSB was briefly discussed and SPJ noted that the Town and Community Council Liaison Group were due to meet next on 4th December. TJ noted that there was a general agreement by the PSB to review membership once the Plan was published to take into account the priorities expressed in the Plan and its delivery requirements, and potential opportunities to involve other partners. It was also noted that town and community councils would need to decide as to who would represent them on the PSB and the mechanism through which the views of all town and community councils would be represented. Partners agreed that it would be useful to engage with the sector via the Town and Community Council liaison group and seek their views on how it would

address this issue. It was suggested that the review of PSB membership, in addition to a review of the terms of reference (to strengthen the detail around how members should participate in the work of the PSB), should be deferred until after publication of the Well-being Plan.

NE for agenda (post-May 18)

6 Communities First Review update

NE stated that this was an update report setting out the progress being made in relation to the review of Communities First and use of the legacy fund. IW asked that PSB members consider the content of the report circulated and forward any comments to NE for inclusion in the report to be presented to Cabinet in the New Year as appropriate.

ALL

7 PCC Local Development Plan – Plan Review

SM gave an overview of the process for reviewing the Local Development Plan. The two documents which would form part of the consultation would be the delivery agreement, detailing a timetable of who would be involved, and the review report which would list the areas which would be focused on as part of the review. SM asked for engagement and involvement from the PSB going forward and noted that regular updates would be provided.

8 Pembrokeshire Cultural Heritage Strategy stakeholder workshop

SPJ said that the paper circulated to PSB members provided details of a workshop due to be held on Monday 4th December which would seek to explore whether there were opportunities for different regional and national agencies to contribute to taking forward a cultural heritage strategy across Pembrokeshire. PSB members with a contribution to make towards this area of work were asked to forward details of representative to attend the workshop to NE.

Relevant PSB members

9 AOB

There was no other business.

It was noted that the next meeting would take place at Haverfordwest Fire Station and that details of the location and parking instructions would be circulated prior to the meeting.

The meeting ended at 12.20pm.