

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



**MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD**  
**Tuesday 17<sup>th</sup> April 2018 at 2.00pm**  
**Bridge Innovation Centre, Pembroke Dock**

**Present:**

Tegryn Jones	Chief Executive, PCNPA (Chair)
Sue Leonard	Chief Officer, PAVS (Vice-Chair)
Ian Westley	Chief Executive, Pembrokeshire County Council
Andrea Winterton	SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales
Jonathan Feild	Employer and Partnership Manager, DWP
Dr Steven Jones (SPJ)	Director of Development, Pembrokeshire County Council
Bernadine Rees	Chair, Hywel Dda University Health Board
Rowland Rees-Evans	Chair, MAWW Fire Authority
Rob Quin	Assistant Chief Fire Officer, M&WW Fire & Rescue Service
Ian Scale	Consultant in Public Health, Public Health Wales
Supt. Ian John	Dyfed Powys Police
Dai Swan	M&WW Fire & Rescue Service
Jessica Morgan	PLANED
Dr Barry Walters	Pembrokeshire College
Alec Don	Chief Executive, Port of Milford Haven

*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

*Support/Secretariat*

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

**Apologies**

Natalie Pearson	Head of Engagement, Welsh Government
Sarah Jennings	Director of Partnerships & Corporate Services, Hywel Dda University Health Board
Ros Jervis	Director of Public Health, Hywel Dda University Health Board
Sharron Lusher	Principal, Pembrokeshire College
Christine Harley	Head of Dyfed Powys Local Delivery Unit, National Probation Service
Anna Bird	Head of Strategic Partnership Development, Hywel Dda University Health Board

The meeting commenced at 2.00pm.

## 1. Welcome and Apologies

Introductions were made and apologies received from those listed above.

## 2. Minutes of last meeting

The minutes of the last meeting held on Thursday 8<sup>th</sup> February 2018 were agreed as an accurate record.

## 3. Action Log

Poverty in Pembrokeshire event – SPJ gave a brief update of the event held on 28<sup>th</sup> February 2018. PCC's Corporate Overview and Scrutiny Committee had recommended setting up cross party working group to look at tackling poverty within the County and this had been agreed by Cabinet on 16<sup>th</sup> April. JF offered the expertise of DWP to the group should it be required.

Update on PSB training – NP had forwarded an update as she was unable to be at the meeting. The training will involve the whole PSB together and will be based on an already successful half day workshop which has been revised and updated, in collaboration with the Office of the Future Generations Commissioner, to take into account the unique position of PSBs. It will be led by a facilitator from Academi Wales, and will be an opportunity to explore in detail the challenges ahead for PSBs, an awareness of what healthy boards are, what they look like and what they do, together with an understanding of the steps to improving board performance. A letter will be sent to Chairs shortly outlining the complete package of board development.

PSB Communications Staff – LR noted that she had received details from nearly all PSB members apart from two and would contact these two organisations again following the meeting.

LR

PSB website – LR had spoken to PCC's web team regarding setting up a PSB website that was non-corporate in appearance but still hosted by PCC. They would be unable to look into this until June. A further update would be provided at the next meeting.

LR

SL asked how other PSB sites were hosted and it was noted that both Ceredigion and Carmarthen PSB's hosted their sites through the Local Authorities. PS-J explained what would be happening regionally with regard to a site to hold Well-being Assessments regionally and said that this was something that might provide an answer for hosting of PSB sites at a later date.

## 4. Well-being Plan for Pembrokeshire

### 4a Final approval

NE explained that the Plan had been approved through each of the Statutory Partners' governance structures and TJ noted that the Board had undertaken a lot of work at previous meetings on the Plan. There were no comments from non-Statutory partners and therefore the Well-being Plan for Pembrokeshire was approved by the PSB.

## 4b Delivery arrangements

NE outlined his thoughts as noted in the paper circulated to partners, including concerns about the limited impact previous strategic partnership plans had achieved. He stated that the PSB needed to take a fresh look at the mechanisms and structures for delivering the Plan if the outcomes set out in it were to be achieved. He also said that it was likely that there was no 'one size fits all' model or method, and that the PSB should be flexible and adaptable in its response.

Members of the Board then discussed delivery of the Plan including the role of the Board in leadership and spreading the word about the work of the PSB within partner's organisations, use of a sub-group model, use of task and finish groups, determining outcomes and monitoring progress.

It was also noted that the Board would be held to account on its delivery of the Plan by the Partnerships Overview and Scrutiny Committee and SL said that the broader issues of Housing and Transport were still to be discussed in terms of how they might be addressed by the Plan.

As a way forward, the following was agreed;

- SL/JM would start the process of taking forward work around the three projects linked to Communities (*Community Participation, Understanding our Communities and Meaningful Community Engagement*) and develop an action plan, determine outcomes and decide who should be involved in the work, for further discussion at the next PSB meeting. SL/  
JM
- Part of the next meeting in July would be dedicated to a workshop for PSB partners to scope out the work within the *Recruitment and Employment Transformation Framework, Becoming a Carbon Neutral County* and *Doing Things Differently* projects, and to identify the most appropriate methods for delivering these and the outcomes sought. NE/  
PS-J

## 5 Cymru Well Wales First 100 Days Collaborative

After a brief discussion it was agreed that RJ would be nominated to act as the key contact and be asked to find out further information on the initiative and feed back to partners at the next meeting. IS agreed to liaise with RJ in this regard. RJ/  
IS

## 6 Letter from the Older People's Commissioner for Wales to PSBs

NE noted that the letter had been sent to Chairs of all PSBs and included a list of areas that the Commissioner expected to see within Well-being Plans as expressed in previous correspondence to the PSB. It was agreed that anything relating specifically to older people would be drawn out during delivery work. Partners agreed that a response should be sent to the Commissioner explaining that the objectives within Pembrokeshire's Plan were overarching and that the Plan was a community plan covering all age groups. In addition, it was noted that there were already forums in place dealing with issues specific to older people, for example, the West Wales Care Partnership. NE

## **7 Mid and West Wales Regional PSB Event**

NE informed PSB members that Ceredigion, Powys and Carmarthenshire had all welcomed the opportunity to attend a regional event, which would be held on Monday 25<sup>th</sup> June, 10.00am – 3.00pm, in Pembrokeshire Archives Haverfordwest.

It was agreed the content of the event should be relevant to all Counties attending, therefore it was agreed to focus the event around themes common to all four Well-being Plans and to sharing information of a mutual interest. PS-J in her role as Regional Co-ordinator would undertake further exploration of what these themes might be and an agenda for the event would be circulated in due course. PSB members were asked to hold the date of the event in their diaries.

**LR/  
PS-J**

## **8 Defibrillator Project update**

RQ updated partners on progress relating to the Defibrillator Project. He noted that there were currently 175 defibrillators in Pembrokeshire, which was a relatively low number, and there were some significant gaps in some areas of the County. The next step would be to write to Town and Community Councils to try and fill these gaps and promote fundraising in communities. SJe had identified some project funding from Hywel Dda which could contribute towards buying defibrillators and the Cariad Charity had offered to provide training on their use in communities, and were currently in discussion with the Fire Service about using Fire Stations for this purpose. RQ said that the key was to promote fundraising in communities. He also noted that he had negotiated a price of £900 for purchase of defibrillators with Cariad.

SL/SPJ noted that it may also be possible to utilise funding from the new Enhancing Pembrokeshire fund, which had been set up with income from Council Tax on 2<sup>nd</sup> homes in the County. A further update would be provided as appropriate.

**RQ**

## **9 AOB**

BR said that an Extraordinary meeting of the Health Board would take place on Thursday 19<sup>th</sup> April in the Council Chamber in County Hall. A number of clinical options would be presented and the Board would be asked whether they wished to go out to consultation on these or not.

JM noted that Planned LEADER funding had been granted for two Community Well-being and Resilience Officers to be employed, which would be an additional resource for PSB work. She would forward the project summary information to LR for circulation and asked for any interested partners to contact her if they wished to be involved in the interview process.

**JM/  
LR**

NE noted that a representative from the Town and Community Council sector had been put forward to join the PSB. This would be considered further at the next meeting when the Terms of Reference and membership of the group was reviewed.

**NE for  
agenda**

SL also requested that partners further promote the Pride in Pembrokeshire award as PAVS had noted a drop in interest.

The meeting ended at 3.55pm.