

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
Tuesday 17th July 2018 at 10.00am
Pembrokeshire College, Haverfordwest

Present:

Tegryn Jones	Chief Executive, PCNPA (Chair)
Sue Leonard	Chief Officer, PAVS (Vice-Chair)
Christine Harley	Head of Dyfed Powys Local Delivery Unit, National Probation Service
Anna Bird	Head of Strategic Partnership Development, Hywel Dda University Health Board
Natalie Pearson	Head of Engagement, Welsh Government
Jonathan Feild	Employer and Partnership Manager, DWP
Dr Steven Jones (SPJ)	Director of Development, Pembrokeshire County Council
Huwel Manley	Operations Manager West, Natural Resources Wales
Bernadine Rees	Chair, Hywel Dda University Health Board (left 12.20pm)
Rob Quin	Assistant Chief Fire Officer, M&WW Fire & Rescue Service
Supt. Ian John	Dyfed Powys Police
Dave Evans	Assistant Principal, Pembrokeshire College
Jessica Morgan	PLANED
Alec Don	Chief Executive, Port of Milford Haven (left 11.10am)
Cris Tomos	Cabinet Member with responsibility for Environment and Welsh Language

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

Ian Westley	Chief Executive, Pembrokeshire County Council
David Simpson	Leader, Pembrokeshire County Council
Andrea Winterton	SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales
Sarah Jennings	Director of Partnerships & Corporate Services, Hywel Dda University Health Board
Ros Jervis	Director of Public Health, Hywel Dda University Health Board
Barry Walters	Interim Principal, Pembrokeshire College
Rowland Rees-Evans	Chair, MAWW Fire Authority
Ian Scale	Consultant in Public Health, Public Health Wales

The meeting commenced at 10.00am.

1. Welcome and Apologies

Introductions were made and apologies received from those listed above.

The Chair noted that the meeting would be IJ's last as he would soon be retiring from the Police Force. He thanked him on behalf of PSB members for his contribution to the work of the PSB over the last few years.

The Chair also noted that it would be PS-J's last meeting as she was leaving her post and moving abroad. He thanked her on behalf of the PSB for her assistance in developing the Well-being Assessment and Plan. Joanne Creasey would be replacing PS-J in her post as Regional Well-being Co-ordinator.

2. Minutes of last meeting

The minutes of the last meeting held on Tuesday 17th April 2018 were agreed as an accurate record.

3. Action Log

1 – Communications Staff details

These were still to be received from NRW. HM would follow this up.

HM

2 – PSB Website

LR said that a separate domain name for Pembrokeshire's PSB would be set up (www.pembrokeshirepsb.co.uk), however, the site would continue to be hosted by PCC but would be amended to look 'non-corporate' and would use the PSB logo across the top of the page. Partners were shown briefly what this would look like and confirmed that they were happy with the changes being made. LR would circulate the example for information.

LR

5 – First 1000 days initiative

Contact had been made with Sarah Morrison, Programme Manager, who would get in contact with RJ to discuss the project further.

6 – Response to Older People's Commissioner

NE confirmed that a response had been sent to the Older People's Commissioner, following receipt of the letter discussed at the last meeting.

8 – Defibrillator Project

There were no further updates at this time.

9 – Community Well-being Resilience Project

Project brief had been circulated on 18th April 2018.

Items 3, 4, 7 and 10 on the action log would be discussed as per the Agenda.

4. Appointment of Chair and Vice-Chair

Partners agreed that the current Chair and Vice-Chair should remain in place.

5. Review of Terms of Reference

NE gave an overview of proposed amendments to the Terms of Reference, suggested in view of the recent publication of the Well-being Plan. Partners discussed the proposals and the following was agreed;

- *To clarify the term of office of Chair/Vice-Chair*

That the term of office of the Chair/Vice-Chair should last for three years and for a maximum of two terms.

- *Whether a representative of One Voice Wales should be invited to attend PSB meetings*

The Chair of Pembrokeshire One Voice Wales should be invited and added to the PSB's list of invited participants in the Terms of Reference.

- *Removal of paragraphs 26 and 27*

It was agreed that paragraphs 26 and 27 should be removed in view of the recent publication of the Well-being Plan and revised delivery arrangements.

It was further proposed and agreed that with regard to meetings of the PSB (paragraph 16) the wording should be changed to state that 'there will be **at least** five meetings of the Board each calendar year...'

NE would make the necessary amendments and the link to the amended ToR on the PSB website would be circulated to partners.

NE

6. Question to the PSB

The Chair noted that a question to the PSB had been received from Cllr. Pat Davies in relation to integrated services in Fishguard. He welcomed Cllr. Davies to the meeting and invited her to put her question to PSB members.

Cllr. Davies outlined the background to her proposal, namely to take advantage of the opportunity that the current Chimneys Link development had raised to provide integrated services for the community of Fishguard and the surrounding area, and establish a shared use facility in the centre of the town to include public services, possibly supported by an element of social housing and commercial opportunities.

SPJ gave an overview of the development in the Chimneys Link road area and it was noted that the current phase of development was due to be completed in November 2018 for site development to commence in early 2019. BR noted that there were possible opportunities for use of the site in the care agenda following on from the recent Hywel

Dda consultation on transforming clinical services and IJ said that the Police were already in discussion with PCC regarding relocation as their current premises in Fishguard were no longer fit for purpose.

PSB partners identified several opportunities that could be explored in relation to the site. It was noted that there was currently a group in discussions about the site and it was suggested that membership of this group could be strengthened to include additional interested PSB partners. The opportunity to take services to communities was highlighted alongside the role of the Board in supporting this. It was agreed that an update on progress would be provided to the next PSB meeting.

SPJ

7. Well-being Plan Projects – scoping and updates

Partners then undertook a brief exercise to scope and plan activity relating to projects in the Well-being plan, namely Project 1 – Recruitment and Employment Transformation Framework and Project 3 – Becoming a Carbon Neutral County.

PS-J explained that the Projects within the Well-being Plan would require different levels of support from PSB partners and projects 1 and 3 would require partners to look into their own organisation's practices in order to take the projects forward. She then outlined what the PSB had agreed to undertake within the Plan in relation to these projects and suggested that partners choose one element from each to take forward in the first instance;

Project 1 – Recruitment and Employment Transformation Framework

- Support people, particularly young people and those with protected characteristics, to get into employment through PSB partners offering a range of placements to promote opportunities to gain experience in the workplace e.g. paid internships, graduate schemes, work experience, traineeships and apprenticeships
- Collaborate to improve recruitment and retention in key sectors through the development of a shared approach across the public and private sectors to market the county to potential employees
- Develop a shared approach to staff wellbeing across PSB partners; identify and promote an environment which supports good mental health and job satisfaction in the workplace

Project 3 – Becoming a Carbon Neutral County

- Linked to our value of leading by example, PSB partners will commit to adopting a fundamentally different approach to working practices that supports environmental sustainability, resource efficiency and carbon emissions reduction to take our place as part of a globally responsible Wales
- Develop the networks and infrastructure that will further support integrated green transport systems for Pembrokeshire e.g. electric charging points, active travel, community transport
- Support organisations and communities to seek green solutions to improving the quality of our public realm and to increase the resilience of ecosystems and resilience to climate change

The Board then discussed Project 1 – Recruitment and Employment Transformation Framework. DE from Pembrokeshire College outlined details of the Employment Bureau project which had been started as a pilot project in Pembrokeshire and had now been rolled out through Welsh Government to all colleges in Wales.

Following discussion it was agreed to move forward with point 1, to support people, particularly young people and those with protected characteristics, to get into employment through PSB partners offering a range of placements to promote opportunities to gain experience in the workplace, and that a meeting of PSB partners' HR professionals would be set up with Pembrokeshire College to look at;

- Mapping current provision
- Destination programmes
- Better quality work experience
- Professional qualifications
- Shared apprenticeships (specifically in relation to identifying growth sectors and those sectors struggling to recruit)

It was noted that this would require the leadership of PSB members in terms of focusing their HR representatives on what they would need to do. JF of DWP and DE from Pembrokeshire College would lead on setting up an initial meeting and an update would be provided at the next PSB meeting in September.

JF/
DE

PSB members then briefly discussed Project 3 – Becoming a Carbon Neutral County. HM noted that there was currently a national methodology which could be used to determine carbon neutrality, enabling organisations to determine their own carbon footprint from infrastructure and transport to estates and usage of items such as plastic cups. PSB partners agreed to move towards addressing point 1, to commit to adopting a fundamentally different approach to working practices that supports environmental sustainability, resource efficiency and carbon emissions reduction to take our place as part of a globally responsible Wales, by undertaking the following in the first instance;

- Each PSB to commit to undertaking the process described above
- Partners to implement their existing green infrastructure plans

Updates would be provided at future meetings.

ALL

PS-J then updated Board members on a further two projects in the Well-being Plan;

Project 2 – Environment and Climate Change Risk Assessment

This would need to be broken down into two different assessments. The Environment element would be covered under area statements being developed by NRW. However, there was the possibility that the Climate Change element could be undertaken on a regional basis. A meeting had been arranged for 20th July in Aberystwyth to include academics and professionals/specialists in the field as well as PSB representatives. An update would be provided at the next meeting.

CG

Projects 6, 7 and 8 – Community themed projects

SL noted that two meetings had been held to date and feedback from initial scoping activity for the projects was included in the agenda pack. The activity suggested included

work to be undertaken within PSB partners' own organisations as well as directly with communities and some of the themes suggested around understanding our communities and strengthening engagement would be longer term projects. An update would be provided at a future meeting.

8. Regional Event – Feedback and next steps

A synopsis of the various presentations given at the event had been circulated to partners in the agenda pack. The event had been held on 25th June and was designed as an opportunity to share information across the region which would have been shared on an individual PSB basis and also for partners to support some of the projects showcased should they wish to.

Partners who had attended the event said that they had found it useful, although PSB representation had been lacking in some areas. AB noted that Carmarthenshire had offered to host the next regional event and partners briefly discussed that this could include a focus on work which could potentially be taken forward at a regional level. It was noted, however, that it was important that the PSB's primary focus remained on Pembrokeshire and meeting the objectives laid out in the Well-being Plan. PSB partners were in support of further regional events and TJ asked AB to pass on Pembrokeshire's thanks in offering to host the next event.

9. AOB

NP noted that there a Welsh Government consultation would start in the Autumn around the National Milestones.

NE noted that Academi Wales had provided a date for Healthy Boards training, which would take place on the afternoon of Wednesday 5th December. Partners were asked to save the date in their diaries and further information would be circulated when available.

TJ noted that Ian Scale would soon be retiring and asked that the best wishes of the Board be passed on to him.

The meeting ended at 12.45pm.