

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
Tuesday 25th September 2018 at 10.00am
Withybush Conference Centre, Haverfordwest

Present:

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| Tegryn Jones | Chief Executive, PCNPA (Chair) |
| Sue Leonard | Chief Officer, PAVS (Vice-Chair) |
| Andrea Winterton | SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales |
| Anna Bird | Head of Strategic Partnership Development, Hywel Dda University Health Board |
| Barry Walters | Interim Principal, Pembrokeshire College |
| Natalie Pearson | Head of Engagement, Welsh Government |
| Jonathan Feild | Employer and Partnership Manager, DWP |
| Dr Steven Jones | Director of Development, Pembrokeshire County Council |
| Supt. Ross Evans | Dyfed Powys Police |
| Bernadine Rees | Chair, Hywel Dda University Health Board |
| Jessica Morgan | PLANED |
| Ros Jervis | Director of Public Health, Hywel Dda University Health Board |
| Simon Jenkins | Area Manager, MAWW Fire & Rescue Service |
| Alec Don | Chief Executive, Port of Milford Haven |
| Dave Evans | Assistant Principal, Pembrokeshire College (left 10.40am) |
| Diane Lockley | Chair Local One Voice Wales Area Committee |
| Cris Tomos | Cabinet Member for Environment and Welsh Language |

In attendance

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| Claire George | Partnership and Scrutiny Support Co-ordinator, PCC |
| Jo Creasey | Regional Well-being Plan Co-ordinator |

Support/Secretariat

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

Apologies

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| Ian Westley | Chief Executive, Pembrokeshire County Council |
| Rob Quin | Assistant Chief Fire Officer, M&WW Fire & Rescue Service |
| Sarah Jennings | Director of Partnerships & Corporate Services, Hywel Dda University Health Board |
| Christine Harley | Head of Dyfed Powys Local Delivery Unit, National Probation Service |
| Rowland Rees-Evans | Chair, MAWW Fire Authority |
| Cllr. David Simpson | Leader, Pembrokeshire County Council |

The meeting commenced at 10.05am.

1. Welcome and Apologies

Introductions were made and the Chair welcomed DL to her first meeting. Apologies were received from those listed above.

2. Minutes of last meeting

CT asked to be added to the list of attendees and with this amendment the minutes of the last meeting held on Tuesday 17th July 2018 were agreed as an accurate record.

3. Action Log

4 – Property Group update

SPJ noted that a meeting had been held in August to further discuss the concept of a Community Hub building in Fishguard. Health Board colleagues would be sending through information regarding space requirements by the end of September. BR noted that discussions about the Fishguard site were part of a wider discussion around developing a broader vision for delivering services differently and building greater resilience across north Pembrokeshire. SPJ reassured colleagues that the property discussion was part of the wider requirements of a hub concept. Partners agreed that a sub-group be set up to discuss this in further detail. BR agreed to lead on this and set up an initial meeting to scope and plan the project.

**BR –
ref
item 7**

4. Well-being Plan Project update – Project 1 Recruitment and Employment Transformation Framework

DE gave an update on initial discussions following a meeting held at the end of July to discuss development of a project plan. Following this meeting, data on employee numbers had been collated from the majority of PSB partners and an estimate of protected roles within organisations applied (e.g. teachers, nurses). From this figures for demand for work experience placements in Pembrokeshire had been identified, divided into age groups and employment status. Using this information a further estimate of the demand for the total number of working days required had been developed, showing that 2% of the available working time of PSB member organisations was needed to fulfil requirements for work placements / trials or experience. The importance of work experience to young people especially was highlighted, in terms of giving them a 'leg up' and providing them with skills and experience for the workplace.

DE also outlined to partners the format of Pembrokeshire College's annual Careers Day held in January. The next Careers Day would be held on 22nd January 2019 and he asked for support from PSB partners who were not already regular attendees.

The proposal was briefly discussed. AD noted the importance of making the process of gaining work experience as un-bureaucratic as possible and considering use of differing levels of work experience, from 3 days to six months, for example, with payment for longer term schemes. CT also suggested that time-banking could be considered as part of the scheme. PSB partners gave support to the project in principle, but asked for further work to be undertaken as follows;

- A definition of ‘placement’ – what is meant by this, variation in how long they might last etc.
- Engagement with young people to determine what they need from placements
- An analysis of how placements impact on both young people and the wider organisations they are placed with should be built into the project

JF agreed to lead on contacting HR staff within PSB organisations to determine their existing processes for work experience, DBS checks etc. A further update would be provided at the next meeting.

DE/JF

5. Letter from the Future Generations and Children’s Commissioners

NE explained that a letter had been received from the Future Generations Commissioner and Children’s Commissioner who are interested in learning about the arrangements the PSB has in place to align its work with the Regional Partnership Board (RPB), and how effective we believe these arrangements are for meeting statutory requirements under the Well-being of Future Generations Act and the Social Services and Well-being Act.

NE noted that he had discussed the letter with Martyn Palfreman, Head of Regional Collaboration and with PSB colleagues in Ceredigion and Carmarthen, and the option of setting up a regional PSB/RPB officers group was under consideration.

RJ noted that there is need to be smarter about recognising the requirement to improve the dialogue between the RPB and PSBs and that there was added value to ensuring an ongoing dialogue when discussing the same area and population. SL also noted that there was an obvious overlap with citizen engagement and working with communities and that the well-being plans of the region all included the same community focus. Some of the good work which had resulted from alignment between the PSB and RPB during the Well-being Assessment/Population Assessment and Well-being Planning phases was noted.

RJ said that there might be an opportunity to draw in some transformation resource from the RPB to support delivery of the community element of well-being plans. She also noted that she had developed a diagram showing the wider determinants of health and links between the work to support well-being being undertaken across various organisations. This would be circulated to partners for information.

RJ

NE would speak to colleagues about co-ordinating a regional response to the Commissioner’s. It was also suggested that RPB minutes be added to future PSB agendas as a standing item for information, and that Martyn Palfreman be invited to the next meeting to provide an update on the RPB agenda and transformation fund.

NE

6. Digital Information System

NE noted that the report circulated was an update on work to date to develop a regional digital information system and outlined a number of options where more detailed work was required.

Partners discussed the report and RJ noted that there were plans to develop a similar system under ARCH, the regional collaboration for health in South West Wales. The project was looking into developing a system to transform data to intelligence to improve working practices and improve outcomes for citizens. There was the possibility that

broader involvement from Swansea University was possible under the banner of the ARCH project. NP also suggested contacting Karen Fullerton, the Digital lead within Welsh Government. AD also offered support from within the Port of Milford Haven.

The PSB supported the recommendation that further developmental work on the digital information system be carried out to enable more detailed investigation of potential funding opportunities and potential for greater regional collaboration. The PSB agreed to receive a further update in due course.

7. Project Scoping and Planning

Project 4 – Doing things differently

Following earlier discussions under item 3, it was agreed that this proposal was a good fit with the high level outcome for Project 4 around Doing Things Differently. It was confirmed that BR and Health colleagues would lead on this work and provide a briefing note to the next meeting setting out the scope of the project and proposals for taking the work forward for the PSB's consideration.

BR

Project 5 – Celebrating the Great Outdoors

NE gave an over of what had been agreed for this project in the Well-being Plan.

RJ noted that both Ceredigion and Carmarthenshire had set up sub-groups looking at social and green solutions for health and proposed setting up one group across all three PSB areas which she would Chair, starting in January 2019. This proposal would be discussed further with PSBs in Ceredigion and Carmarthenshire. Subject to these discussions appropriate PSB contacts will be invited to join the sub group as appropriate.

RJ

AW noted that she had been working with the Health Board around this and there was the possibility of attracting funding to support a regional project. Concern was raised that the project was aimed at more than Health issues but RJ reassured partners that work in Ceredigion was already exploring areas wider than health. It was noted that there were a number of assets that could be utilised to support this work, including the Pembrokeshire Green Infrastructure project (link to the action plan to be circulated) and work being undertaken by the Pembrokeshire Outdoor Schools Network.

LR

NE informed partners that he had been contacted by Liz Western from Public Health Wales on behalf of the Network as members were keen to work with the PSB to deliver some of the activity within this project. NE stated he would meet with LW to discuss this opportunity further.

NE

8. Well-being Plan Project updates

Project 2 – Environmental and Climate Change Risk Assessment

AW gave an update on discussions that had taken place around scoping the delivery of the project and proposals to establish a project group and utilise the methodology set out by NRW to undertake a Climate Risk Assessment.

Following a brief discussion, the terms of reference and methodology for undertaking a climate risk assessment were agreed. AW was nominated as Chair of the project group

**ALL /
CG**

and CT would be Vice-Chair. PSB members would identify the most appropriate representatives from their organisations to sit on the project group and forward this information to CG.

Projects 6, 7 and 8 – Community themed projects

JM gave an update on her role as part of the Welsh Government Independent Review Panel looking into the role and function of Town and Community Councils. SL also updated partners on the volunteering element of the projects. Policy documents relating to this would be circulated for information (Volunteering and Public Services in Wales and Welsh Government's Volunteering Policy).

SL

Presentations were then given by Karen Scott of PLANED on the role of the Community Resilience and Well-being Co-ordinators and also by Matt Townsend, Community Resilience and Well-being Co-ordinator on his work with Hook School and with secondary schools in the county. The presentation given by KS would be circulated to partners for information.

LR

Following a brief discussion, the project plan was approved by PSB partners. Support for a meeting consider the recommendations of the Independent Review Panel, desktop research and PCC Charter was also agreed. CG would arrange this meeting which would include representatives from Pembrokeshire Voices for Equality, Pembrokeshire Youth and Pembrokeshire Coastal Forum along with Cllr. Ken Rowlands. An additional recommendation for SL to meet with those responsible for volunteering programmes within PSB organisations was also approved.

CG

SL

9. AOB

SL asked that partners make an effort to better promote the Pride in Pembrokeshire award through their own organisations and networks as nominations were currently quite low.

NP cited the Oregon Kitchen Table as an example of working with communities that partners may wish to look at and she agreed to share this research with partners.

NP /
LR

JF noted that an event entitled Putting Ability First, which was a disability employment scheme aimed at employers, would be held at Pembrokeshire Archives on 9th November.

TJ informed partners that the National Park Authority had a requirement to produce a National Park Management Plan every five years and that public bodies were required to take note of this in their work, although there was no defined list of which public bodies were covered under this requirement. Engagement with public bodies had been sporadic in the past which he hoped to improve and would therefore be setting up a stakeholder reference group which partners would be invited to join.

JM noted that an event on the circular economy would be taking place on 17th October at the Green Shed, Haverfordwest.

The meeting ended at 12.10pm.