

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
Tuesday 27th April 2021 at 10.00am (Skype meeting)

Present:

Tegryn Jones	Chief Executive, PCNPA (Chair)
Sue Leonard	Chief Officer, PAVS (Vice-Chair) (left 12.00pm)
Dr Steven Jones (SPJ)	Director of Community Services, PCC
Jonathan Griffiths	Director of Social Care & Housing, PCC (from 10.40am)
Iwan Thomas	Chief Executive Officer, PLANED (left 12.00pm)
Dr Barry Walters	Principal, Pembrokeshire College (left 11.15am)
Supt. Anthony Evans	Dyfed Powys Police (left 10.30am)
Alyson Phillips	Pembrokeshire Partnership Manager, DWP
Cllr. David Simpson	Leader, Pembrokeshire County Council
Kevin Jones	Assistant Chief Fire Officer, M&WW FRS
Andrea Winterton	Marine Service Manager, Operations, NRW
Martyn Palfreman	Head of Regional Collaboration, WWCP (left 12.30pm)
Philip Kloer	Executive Medical Director, Hywel Dda UHB (left 12.05pm)
Elaine Lorton	County Director, Pembrokeshire, Hywel Dda UHB (left 11.20am)
Anna Malloy	Port of Milford Haven
Jessica Williams	External Funding Manager, OPCC
Abi Marriot	PLANED
Mydrian Harries	Corporate Head for Prevention & Protection, MAWW FRS
Claire George	Locality Manager Hywel Dda UHB
Gareth Edwards	Prevention & Early Years Manager, PCC

Support/Secretariat

Lynne Richards	Corporate Partnerships Officer, PCC
Amy Richmond-Jones	M&WW Fire & Rescue Service
Jemma Rees	Corporate Partnerships Support Officer, PCC

Apologies

Richard Brown	Interim Chief Executive, Pembrokeshire County Council
Anna Bird	Head of Strategic Partnership Development, Hywel Dda UHB
Ros Jervis	Director of Public Health, HDUHB
Cllr. Cris Tomos	Pembrokeshire County Council
Alison Perry	Director of Commissioning, Dyfed Powys OPCC
Cllr. Elwyn Williams	Vice-Chair MAWW Fire Authority
Maria Battle	Chair, Hywel Dda UHB
Christine Harley	Head of Dyfed Powys Local Delivery Unit, HMPPS
Nick Evans	Corporate Policy and Partnerships Manager, PCC

The meeting commenced at 10.05am

1. Welcome and Apologies

Introductions were made and apologies received from those listed above.

TJ noted that Ann Owen of the Welsh Government had resigned her position as a member of the PSB. No details regarding a replacement representative had been received as yet.

2. Minutes of last meeting/Action Log

The minutes of the last meeting held on 23rd February 2021 were confirmed as an accurate record.

Action Log

Updates on actions agreed at the last meeting were as follows;

Point 1 – SL would circulate a reminder to partners who had not forwarded copies of their Volunteering Strategies to her

SL

Points 2 & 3 – To be carried forward to the next meeting

TJ/AW

Points 4 & 5 – On agenda

EL gave an update on the Graduate Trainee Programme. A combined bid between Pembrokeshire College, PCC and Hywel Dda for the Academi Wales Graduate Trainee programme had been submitted to WG. Bids would be considered around June with plans for graduates to be in place from January 2022.

EL requested that partners return information by the next PSB meeting regarding the project to map partner estates for collaborative use. She noted that spaces may have to be used differently in the circumstances with an increase in the use of technology and social media and that opportunities to work more collaboratively may have to be expressed in a different way. KJ noted that a similar project was underway in Carmarthenshire. EL would provide a brief update as part of the Minutes/Action Log item at the next meeting.

EL

3. Well-being Assessment Planning 2021-22

LR updated on items around planning for the well-being assessment.

The first item was a joint letter from Sophie Howe and Julie James setting out their expectations around what PSBs should be taking account of and including in our next Well-being Assessment.

The second item was a summary of the Senedd Public Account Committee Report published in March which looked at barriers to implementing the WBFG Act and offered a number of recommendations for improvement. SL/TJ had been involved and invited to participate in the review in their roles as Chair and vice-Chair of the PSB. LR noted that the majority of the recommendations are for WG or the FG Office and that she was not aware of any expectations that the PSB should respond to the report although a response could be provided if partners thought it appropriate.

The third item on the agenda was an update on work undertaken regionally towards developing the Well-being Assessment. An update had been provided at the last PSB meeting in February and the regional group had met a couple of times since then. The main points to note in terms of progress were;

- The regional group had developed a joint methodology framework which laid out the process and timescales that will be followed
- The Situation Analysis, a review of the current available data, including what is held by partners, will be circulated to all PSB members prior to commencing engagement with the public, to seek views and comments on the appropriateness of the information provided
- An Engagement Plan is being developed which will outline the detailed approach to conducting engagement and consultation on the assessment
- A letter had recently been received from the Co-production Network for Wales inviting PSBs to apply for support in relation to engagement activity for the Well-being Assessments. Co-pro Wales have secured 5 years of funding from the National Lottery Community Fund to work with 3 PSBs or a cluster of PSBs on the implementation of co-production in their assessments. Regionally partners are keen to pursue this offer and recommend submitting an application as a cluster of three PSBs, which Ceredigion have offered to draft.

LR then gave an overview of the recommendations for approval by PSB members:

1. That the PSB endorses the Joint Methodology Framework for producing the Well-being Assessments.
2. That each PSB member organisation nominates a 'Data Lead' to assist in the data gathering and analysis for the assessment.
3. That the PSB endorses the submission of a regional application to Co-production Network for Wales to support engagement activity during this round of assessments.

MP noted that he was also involved as the RPB representative in the regional group and would be working with the three PSBs to consider any areas of crossover with the development of their Population Needs Assessment. SL said that the engagement process was an important step in production of the next Well-being Assessment and should be a collective effort. She queried whether the engagement process would need to be strictly adhered to or whether each county could follow their own process and whether the engagement period could be extended. LR said that the regional timeline and engagement process would have to be followed but that the activity would need to meet Pembrokeshire's requirements. SL also noted that there was the potential to cause confusion with PLANED also having developed a community survey as part of the CWBR project. LR said that this would be considered as part of development of the regional survey.

Several partners noted the importance of linking with all PSB partners to identify relevant information held by them and that it was important to take account of lessons learnt and areas that should have had more focus in the last Assessment. PK also noted that many partners would be undertaking a range of engagement work after the elections had taken place and that it would be important to link in with this work.

LR noted that a review of data held by partners would take place as part of the situation analysis phase which is why it would be important for partners to identify their data leads to assist with this process.

PSB partners endorsed both the joint methodology framework and submission of a regional application, to include the PSBs from Pembrokeshire, Carmarthenshire, Ceredigion, Powys and the Regional Partnership Board, to the Co- production Network for Wales to support engagement activity in developing the Well-being Assessment. Contact would be made with PSB partner in the next few days to ask them to provide information on data leads for their organisations.

4. Action Plan progress updates

TJ noted that PSB partners had provided brief written updates on action plans that had been endorsed by the Board in November 2020.

Build links with relevant groups to support delivery of the Communities themed workstreams (Leads - Sue Leonard/Iwan Thomas)

There was no additional update in addition to the written update circulated.

Build stronger links with Town and Community Councils (Lead - Iwan Thomas)

IT introduced AM who provided a brief presentation on the CWBR project and key findings.

The project had focused on 12 community areas and the development of action Well-being Plans for each. AM provided an overview of the bespoke support offered to town and community councils and the focus on engaging young people aged 20-25 in the work of councils. The project had used an asset based strengths approach and had received support from One Voice Wales and worked with PAVS around methods of engagement. A pack of resources developed as part of the project would be available online alongside a youth engagement toolkit.

CG noted that following on from the project and successful engagement with the town and community council sector One Voice Wales were supporting a funded engagement officer post.

TJ thanked AM for the presentation.

Pembrokeshire Sustainable Natural Capital Forum (Lead - Sue Leonard) and Review of activity helping to make Pembrokeshire carbon neutral (Lead - Tegryn Jones)

TJ noted that these projects would form part of the combined high-level discussion around climate and environmentally focused activity to be undertaken by PSB partner organisations with the aim of introducing a more joined up approach.

Develop a shared approach to staff well-being across PSB partner organisations (Leads - David Evans/Alyson Phillips)

There was no additional update in addition to the written update circulated. PK noted that there was an opportunity to reflect on lessons learnt around staff well-being with EL suggesting a one-off 'debrief' sessions for partners to these lessons and what could be used in planning for a similar situation. BW/AP/EL agreed to take a lead on setting up a one off de-briefing session for partner organisations and provide an update at the next meeting.

Raise awareness of schemes and initiatives to support employment and training (Leads - David Evans/Alyson Phillips)

BW gave an update on opportunities available through Pembrokeshire College. SPJ noted that there had been a lot of interest in the Kickstart Scheme opportunities being offered by PCC but that the Council were experiencing a broader issue around recruitment of staff across the board. He noted that discussions had been held some time ago in PSB meetings around advertising employment opportunities in Pembrokeshire more widely in other areas of the UK and that a discussion around collaborative recruitment could be something that the PSB might wish to consider at a later date. Partners from Health and MAWW FRS agreed that they had experienced similar issues in recruiting to a number of roles. JG noted that discussions had been held within PCC around a critical skills programme some years ago which would have benefits for all partners.

Mapping of current climate and environmentally focused activity (Lead - Andrea Winterton)

AW updated on two regional meetings – one around environmental project mapping and a workshop on WG's carbon calculator – that had been postponed and would be re-scheduled.

Building Climate Resilient Communities (Lead - Andrea Winterton)

This project would also form part of the combined high-level discussion around climate and environmentally focused activity noted above.

5. Volunteering for Pembrokeshire programme

SL provided an update on the Volunteering for Pembrokeshire programme and the development of the Volunteering for Pembrokeshire Strategy and Pembrokeshire Community Fund.

SL outlined the main points in development of the strategy and noted that PCC would be providing funding for a part time officer to work on implementing the local authority volunteering policy and to work with the PAVS volunteering team. It was possible that PAVS might be able to top up the funding to make it a full time post.

PSB partners agreed to support consultation around the strategy when it is launched later in the year. With regard to whether the Volunteering Strategy Implementation Group should sit within the PSB governance framework, it was agreed that the PSB would receive regular updates as a link to the Communities theme within the Well-being Plan.

SL then provided an update on the proposal to develop a Pembrokeshire Community Fund, suggesting that the PSB should have oversight of such a fund. How communities would be involved in how the fund is invested was still to be determined and SL noted that Angela Stoddart is continuing to work on the project to provide suggestions for this and other questions. SL said that she hoped that a community led partnership could be built into the PSB governance structure, utilising the experience gained by DPP and the participatory budgeting approach that had been used to fund community led projects last year.

SPJ noted that there would be significant potential in such a fund but that careful consideration would need to be given to governance. JG suggested that the fund should

not be managed by a public body and that there would be more advantages to something that was managed directly by the community.

6. Integrated Locality Networks

CG gave an update on work to establish six integrated locality networks across Pembrokeshire, embedding an asset based community development approach to integrating public sector assets to support the sustainable development of communities. The approach was being re-visited after being paused due to the pandemic, although CG noted that some progress had been made.

The advantages of the networks approach was discussed in terms of engagement and networking possibilities, but it was also noted that it would be important to clarify their exact role. Following brief discussion around the scope of the networks and the various elements that they should extend to include, including town and community councils and issues of an environmental context, it was agreed that CG would look to contact the members of the Pembrokeshire Co-production and Engagement Network to act as PSB member leads in each of the network areas.

7. Operation Dawns Glow

MH provided partners with a presentation on Operations Dawns Glow, the MAWW Fire Service's annual programme to tackle deliberate grass fires, asking that partners raise awareness of the programme within their own organisations.

TJ thanked MH for his presentation.

8. Integration of Early Years Transformation Programme update

GE provided partners with an update on the Integration of Early Years Transformation Programme, including the aims and core values of the project and next steps in development. The potential benefits of the programme were outlined along with issues around sustainability and the frustrations of short term funding.

TJ thanked GE for his presentation. Further updates will be provided as appropriate.

9. Pride in Pembrokeshire

As part of the work around volunteering carried out by PAVS the opportunity was taken to evaluate the Pride in Pembrokeshire award. The report provided presented an overview of the winners since 2017, where the winning groups were located and how the work of the winning groups aligned to the national well-being goals and previous winners had also been asked to comment on how the award had helped them. Alongside this and discussions with PAVS, who administer the award on behalf of the PSB, a number of options for improvement and recommendations were developed to both streamline the process and align the award more closely with the Well-being Plan.

After a brief discussion the recommendations as outlined in the report were agreed and a further update would be provided following a review of their implementation in around 12 months' time.

10. AOB

There was no other business.

The meeting ended at 12.45pm.

DRAFT