



2.00pm Thursday 22 June 2017
Boardroom, Graig Campus, Coleg Sir Gâr, Llanelli

MINUTES	
Present	
Name	Organisation
Barry Liles (Chair)	Coleg Sir Gâr
Cllr. Emlyn Dole	Carmarthenshire County Council
Helen Morgan	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
Anna Bird	Hywel Dda University Health Board
Rob Quin	Mid & West Wales Fire and Rescue Service
Adrian Nicholas	Mid & West Wales Fire and Rescue Service
Cllr. Jan Curtice	Mid & West Wales Fire and Rescue Service
Carys Wynne Morgan	Arts Council for Wales
Marie Mitchell	Carmarthenshire Association of Voluntary Services
John Cook	Brecon Beacons
Superintendent Gary Mills	Dyfed Powys Police
Helen Matthews	Department Work & Pensions
Professor Jean White	Welsh Government

In attendance	
Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Thomas	Carmarthenshire County Council
Jonathan Hancock	Carmarthenshire County Council
Joanna Jones	Carmarthenshire County Council & Hywel Dda University Health Board
Polly Sills-Jones	Regional Well-being Plan Co-ordinator
Amy Richmond	Mid & West Wales Fire and Rescue Service

1. Welcome & Apologies

Apologies	
Name	Organisation
Steve Moore	Hywel Dda University Health Board
Bernardine Rees	Hywel Dda University Health Board
Mark James	Carmarthenshire County Council
Wendy Walters	Carmarthenshire County Council
DCC Leanne James	Dyfed Powys Police
Dr Michael Thomas	Public Health Wales
Jane Davidson	University of Wales Trinity Saint David
Christine Harley	National Probation Service

Barry Liles welcomes Prof. Jean White, Superintendent Gary Mills, Helen Matthews and Cllr Jan Curtice to their first PSB meeting having taken over membership from Frances Duffy, Superintendent Claire Parmenter, Jocelyn Llewellyn and Cllr Janice Dudley respectively. The PSB wished to note their thanks to the departing members for their contribution to the work of the Board.

ACTION:	To note thanks to departing PSB members – Gwyneth Ayers
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2. Minutes and Matters arising: January 2017

- The minutes were accepted as a true and accurate record.
- Actions discussed and updates provided where appropriate.
- Discussion took place in relation to the Apprenticeship levy and the benefit noted of lead officers in organisations having joint discussions. Opportunities for joint working between NRW and the Fire Service were recognised and Huwel Manley and Rob Quin will follow up.
- It was noted that a few actions included under the Workstream update were outstanding and members were encouraged to ensure progress. It was agreed that Kate Thomas would re-circulate workstream membership to PSB members.
- It was noted that an article on water quality was to appear in the Carmarthenshire News.

ACTION:	C/F All Members to notify who nominated representative is to deputise for PSB Member – by 30/06/17. When sending apologies, confirm who will be attending.
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ACTION:	C/F All members to notify Helen Morgan of representatives for a funding group meeting to explore opportunities for accessing grant funding for potential collaborative initiatives. HLMorgan@carmarthenshire.gov.uk
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ACTION:	Circulate list of workstream members – Kate Thomas
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ACTION:	C/F All members to ensure transport workstream representatives return completed template
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ACTION:	C/F All members to confirm organisation's approval for Estates principles by 10/07/17: <ol style="list-style-type: none"> PSB partners to be offered first refusal prior to open marketing of surplus property for sale or rent PSB partners to exhaust their availability of PSB partner properties before acquiring / renting privately-owned property The use of external consultants for property related work should only be considered if there is no capacity/capability amongst PSB partners All future frameworks and service contracts to involve and specifically name PSB partners where appropriate and beneficial to do so.
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3. Swansea Bay City Deal – Helen Morgan

Presentation provided giving an overview of the City Deal which had been signed off by the Prime Minister, Secretary of State for Wales and First Minister, attended by the four Council Leaders on 20th March.

An outline was given of the aims of the City Deal, the £1.3 billion investment, including £241 million from the Welsh Government over 15-years and the projects to meet the three strands – 'Internet of Economic Acceleration', 'Internet of Energy' and 'Internet of Life Science and Well-being'. The 11 projects will need to be delivered in the first 5-years and 10,000 jobs will be developed over 15-years.

The Governance structure arrangements, to be confirmed by the UK and Welsh Governments, was explained. The programme will be run by a Joint Committee (four Local Authority (LA) Leaders, two University Health Boards and two Universities). There will be a Programme Board of the four LA Chief Executives, Regional Office and Accountable Body (led by Carmarthenshire County Council), an Economic Strategy Advisory Board (mainly private sector) and five task groups to oversee the projects.

A discussion followed and it was confirmed that the energy related project for homes would also consider use of smart technology to keep people well.

4. Review of Terms of Reference – Gwyneth Ayers

It was confirmed that the Welsh Government guidance states that a mandatory meeting has to be held after a local government election and the PSB Terms of Reference should be reviewed at that mandatory meeting. The Carmarthenshire PSB Terms of Reference also note that the election of the Chair and Vice-Chair would be undertaken at the mandatory meeting.

Clarification was sought as to whether the existing PSB structure still fits, now that the Well-being Assessment has been completed. It was agreed that the structure would be reviewed when the Well-being Plan had been drafted.

The Terms of Reference were approved without amendment.

Barry Liles and Cllr Emlyn Dole were re-elected as Chair and Vice-Chair respectively.

The Chair's contribution to the work of the PSB to date was noted.

5. Well-being Plan development approach – Gwyneth Ayers

An outline of the approach to be taken up to the production of the Well-being Plan had previously been circulated to members by email and supportive comments received. There had been an initial discussion at the three Thematic Groups on the draft Well-being Objectives to test them and consider short, medium and long term actions. Those discussions would feed into the engagement.

The statutory 14-week consultation period with the Future Generations Commissioner had started with her being sent the draft Well-being Objectives. The Commissioner was aware that the objectives are draft prior to the PSB's consideration at today's meeting. This process had to begin in order to ensure her formal feedback could be received prior to the PSB meeting in September when the draft Plan would be considered.

The planned engagement phase was summarised with reference to three events open to public service staff and the public, and a session with the seven town and community councils subject to the Act. Details of these events had been circulated to partners for dissemination to staff. It was confirmed that additional arrangements were being made to ensure wider engagement included a specific session for children and young people, an online survey will be publicised and visits to family group centres.

The draft Plan will be considered at the 14 September PSB meeting and a 12-week consultation period will follow approval of the Plan. A consistent consultation survey across the Hywel Dda region will benefit partners covering a wider area. In January 2018, the final Plan needs to be approved by the PSB and will be taken through Boards of the statutory partners for ratification.

In response to the importance of recognising the loneliness and isolation felt by the older population, it was stated that this issue had featured in the well-being assessment and aspects of this issue could be considered under the draft Well-being Objectives.

Concerns that the engagement by survey on the assessment had reached less than 2% of the whole population were discussed. It was recognised that the survey had been complemented by a range of engagement events and the assessment was based on all feedback received and professional judgement. While recognising that it is always possible to do more, positive comments were made about the innovative nature and extent of the engagement with the public.

The significance of linking in with the Area Plan required through the Social Services and Well-being Act was raised.

Barry Liles asked all members to ensure information about the engagement events were disseminated through their internal networks.

ACTION:	All PSB members to disseminate information about the engagement events through their internal and external networks.
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6. Draft Carmarthenshire Well-being Objectives – Polly Sills-Jones

A synopsis was given of how the draft Well-being Objectives had been developed from the 21 potential priorities which had arisen from the Assessment. The workshop held in March 2017 with key stakeholders had highlighted the top priorities and these had been further discussed at a meeting of officer representatives and the facilitators from the workshop to develop the objectives. The focus was on where the PSB could enhance services and add value.

Members noted the significant investment in and commitment to the engagement process which had been methodical and resulted in a joint consensus. It was felt that communities would benefit by focussing on these objectives and partners could see how they could contribute.

The draft Well-being Objectives were agreed.

The engagement events will follow and it was noted that short (1-3 years), medium (3-7 years) and long (7-20 years) term actions will be developed for the Plan. The life of the Plan is 5-years.

The well-being objectives for the statutory organisations were considered and these were cross-referenced in an overview document. It was identified that the Health Board objective relating to a sustainable, skilled workforce should be moved to another position in the overview.

ACTION:	Amend overview of statutory partner and Welsh Government's Well-being Objectives to move Health Board's objective relating to workforce from point 2 to point 4.
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It was suggested that some partners had examples of international links, which could contribute to the Welsh Government's objective regarding internationality.

ACTION:	Consider amending overview of objectives – point 11 – to incorporate examples of international links that partners have.
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7. Wales Audit Office Local Government Studies 2017-18 – Gwyneth Ayers

The local government studies programme for 2017-18 was shared with partners as there are a number of subject areas which will be of interest to PSB members. It was suggested that the PSB write to Wales Audit Office to suggest that they undertake the 'services to rural communities' study as a PSB study rather than as a separate study for each individual body.

ACTION:	Write to Wales Audit Office re PSB approach to 'services to rural communities study'.
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The planned 'Year One Commentary' on how the 44 bodies are responding to the Act was referred to. A 'call for evidence' has not yet been received but will be shared with the PSB.

A discussion was held around how the public service partners can be brought into the Overview and Scrutiny Committee for the PSB – the Council's Policy and Resources Committee. It was acknowledged that the scrutiny function has not yet started in depth but this will happen once the Well-being Plan is in place. It will be important to ensure other partners can input into the Committee and to see how this can be accommodated by the Council's internal processes. Huwel Manley referred to how, by doing this in Swansea, a better understanding had been gained of the role of partners and of the PSB.

8. CAVS Rural Volunteering Project – Marie Mitchell

Approval was sought from the PSB for this project, which had been approved for Leader funding, subject to the PSB's agreement. The project would maximise volunteering opportunities in rural areas and would include training for volunteers to be 'volunteer ready' to fill vacancies.

In response to a question, it was confirmed that the training will be accredited.

Jean White referred to current work to explore opportunities to accredit carers which, although different to volunteering, it would recognise the skills of carers. There could be some shared learning.

The project was supported.

9. PSB Forward Work Programme (FWP) & Communications Update – Gwyneth Ayers

The current items to be scheduled on the FWP were considered and were confirmed:

- Volunteering opportunities. A letter had been received from Carl Sargeant and Mark Drakeford, AMs, about third sector engagement and this would be sent to partners.
- Proactive Care and Community Resilience.
- Community Benefit clauses in Procurement.
- Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) – legislation, shared learning and approaches.
- ACEs – Feedback to be given by Healthy Families and Communities Group and Fair and Safe Communities Group.

Additional items to be added to the FWP were as follows:

- Children First – WG have confirmed that Carmarthenshire is a Pioneer area.
- 'Transforming Clinical Services' and 'Transforming Mental Health Services' – two significant Health Board engagement exercises being undertaken
- Overview of the natural environment, including link with health and well-being agenda – NRW/BBNPA.

ACTION:	Circulate letter from Carl Sargeant and Mark Drakeford regarding engagement with third sector.
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ACTION:	Develop FWP as agreed
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Communications update – Carms News, which goes to all households, is currently two hard copies and two electronic editions a year. The electronic version has not worked the way it was intended and the communications group is considering a way forward. It was confirmed that the cost and sponsorship of the Carms News was to be considered by the communications group.

The undertaking of joint communication campaigns is also being looked at. Better use is to be made of digital methods of communication which can be used as an engagement tool also. It was agreed that it was more appropriate to use existing social media mechanisms rather than having a dedicated PSB platform for engagement.

ACTION:	Utilise partners' social media mechanisms to promote PSB activity and to encourage engagement.
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10. Any Other Business

Future Generations Commissioner event for PSBs

The Commissioner is holding an event 'Well-being in Wales: Planning Today for a Better Tomorrow' on 17th July in Cardiff. PSB Members are invited to attend from 8-10.30am and officers will attend a session in the afternoon. Important for the PSB to be well represented, details to be circulated.

ACTION:	Circulate details of Future Generations Commissioner's invite to PSB Members to 'Well-being in Wales: Planning Today for a Better Tomorrow' event on 17 th July.
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Use of translation

The continued use of translation facilities was discussed as, to date, little use has been made of its availability. It was agreed that it was important for the PSB to facilitate a bilingual discussion and it was agreed to continue to ensure translation services were available at meetings.

Carmarthenshire as a filming location

John Cook said that, in the City Deal project, creative arts are important. The National Park can be advertised as a filming location and this brings significant sums of money into the local economy. Carmarthenshire is rich in diverse landscapes and it is important to consider how best to utilise its natural environment for this purpose.

All Wales Public Services Graduate Programme 2018

Many local PSB partners have already confirmed an interest in this programme and the deadline for receipt of expressions of interest has been extended to 7th July 2017.

ACTION:	Circulate details of All Wales Public Services Graduate Programme 2018
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Dates of future meetings

These had been agreed and circulated - 13th July, 14th September and 16th November 2017.

Summary of Actions – Public Services Board Meeting:

	Summary of Action Points	Who	Update
	Actions from 22 June 2017 meeting		
1	To note thanks to departing PSB members	Gwyneth Ayers	Completed. Message sent to all individuals.
2	C/F To notify who nominated representative is to deputise for PSB Member – by 30/06/17. When sending apologies, confirm who will be attending.	All	Received for those able to name a deputy. Other organisations will ensure representation as appropriate.
3	C/F To notify Helen Morgan of representatives for a funding group meeting to explore opportunities for accessing grant funding for potential collaborative initiatives. HLMorgan@carmarthenshire.gov.uk	All	Names received for some organisations. Suggested approach to speak directly with those organisations to identify any opportunities and revisit funding opportunities when the Well-being Plan is developed.
4	Circulate list of workstream members	Kate Thomas	Completed. Circulated with June meeting action notes.
5	C/F To ensure transport workstream representatives return completed template	All	On-going. Template to be circulated shortly and PSB members will be notified if information is outstanding.
6	C/F To confirm organisation's approval for Estates principles by 10/07/17: e) PSB partners to be offered first refusal prior to open marketing of surplus property for sale or rent f) PSB partners to exhaust their availability of PSB partner properties before acquiring / renting privately-owned property g) The use of external consultants for property related work should only be considered if there is no capacity/capability amongst PSB partners All future frameworks and service contracts to involve and specifically name PSB partners where appropriate and beneficial to do so.	All	Hywel Dda University Health Board and Mid & West Wales Fire & Rescue Service have confirmed support. Not applicable to Arts Council as they do not have any estates.
7	To disseminate information about the engagement events through their internal and external networks.	All	Completed.
8	Amend overview of statutory partner and Welsh Government's Well-being Objectives to move Health Board's objective relating to workforce from point 2 to point 4.	Helen Morgan	On going.
9	Consider amending overview of objectives – point 11 – to incorporate examples of international links that partners have.	Helen Morgan	On-going.

	Summary of Action Points	Who	Update
10	Write to Wales Audit Office re PSB approach to 'services to rural communities study'.	Gwyneth Ayers	Completed.
11	Circulate letter from Carl Sargeant and Mark Drakeford regarding engagement with third sector.	Gwyneth Ayers	Completed. Circulated with June meeting action notes. Further discussion to be taken forward at future PSB meeting.
12	Develop FWP as agreed	Gwyneth Ayers	To be updated on an on-going basis
13	Utilise partners' social media mechanisms to promote PSB activity and to encourage engagement.	Gwyneth Ayers	To be taken forward as part of PSB Communications approach
14	Circulate details of Future Generations Commissioner's invite to PSB Members to 'Well-being in Wales: Planning Today for a Better Tomorrow' event on 17 th July.	Gwyneth Ayers	Completed. Circulated with June meeting action notes.
15	Circulate details of All Wales Public Services Graduate Programme 2018	Gwyneth Ayers	Completed. Circulated with June meeting action notes.