



2.00pm, Thursday, 16 November 2017
Caer Suite, Mid and West Wales Fire and Rescue Service HQ, Carmarthen

MINUTES

Present

Name	Organisation
Cllr. Emlyn Dole (Vice-chair)	Carmarthenshire County Council
Ruth Mullen	Carmarthenshire County Council
Chief Inspector Steve Thomas	Dyfed Powys Police
Anna Bird	Hywel Dda University Health Board
Ros Jervis	Public Health Wales
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 Authority
Prof Jean White	Welsh Government
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Huwel Manley	Natural Resources Wales
Carys Morgans	Office of the Police and Crime Commissioner
Jonathan Feild	Department for Work and Pensions

In attendance

Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Thomas	Carmarthenshire County Council
Anthony Maynard	Carmarthenshire County Council
Chris Dawkins	Carmarthenshire County Council
Amy Richmond	Mid and West Fire and Rescue Service
Craig Jones	Public Health Wales

1. Welcome & Apologies

Apologies

Name	Organisation
Barry Liles (Chair)	Coleg Sir Gâr
Mark James	Carmarthenshire County Council
Wendy Walters	Carmarthenshire County Council
Carys Wynne Morgan	Arts Council for Wales
Christine Harley	National Probation Service
John Cook	Brecon Beacons National Park Authority
Jane Davidson	University of Wales Trinity Saint David
Bernardine Rees	Hywel Dda University Health Board
Sarah Jennings	Hywel Dda University Health Board

- Cllr. Emlyn Dole welcomed everyone to the meeting and said that he was chairing on behalf of Barry Liles. Round table introductions were completed. A warm welcome was extended to Ruth Mullen, attending on behalf of Mark James and also to Anthony Maynard and Chris Dawkins.

2. Minutes and Matters arising: 14 September 2017

- It was noted that Cllr. Jan Curtice had sent her apologies to the last meeting.
- With this amendment, the minutes were accepted as a true and accurate record.
- Actions discussed and updates provided where appropriate.
- It was confirmed that Barry Liles sits on the Brechfa Forest Stakeholder Forum and ensures PSB matters are raised.

ACTION:	Gwyneth Ayers to undertake further work with partners on issues relating to information sharing prior to discussion at PSB meeting in January.
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- Anna Bird, Barry Liles and Polly Sills-Jones were thanked for their further work on the draft Well-being Plan, currently out to consultation until 3 January 2018. To date, 51 responses had been received. Final draft to be considered at January PSB meeting, alongside the outcome of the session on 7 December 2017 with Operational Delivery Group members which will consider how to achieve progress against the short-term actions.
- It had been noted by a Council task and finish group on Poverty, focussing on the Tyisha area, that a number of projects are planned in the Station Road/Tyisha area. These are in addition to the Neighbourhood Management approach previously discussed. These include Children First, town centre regeneration, housing and redevelopment of the train station, and it is important to ensure that any community engagement is undertaken in a co-ordinated way.

ACTION:	All to inform of any other current projects taking place in Station Road/Tyisha area.
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- It had been confirmed that no funding for the costs of Domestic Homicide Reviews had been identified from a discussion with the PCC. As previously agreed, a summary report would be sent to the statutory community safety partners for discussion relating to contributions to such costs.

ACTION:	Kate Thomas to circulate summary report regarding Domestic Homicide Review costs to statutory community safety partners.
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- Current partnership arrangements to be considered as part of the Well-being Plan development. A Partnership Governance document used by the UHB, provided by Anna Bird, will be used to assist in this process.
- Prof Jean White informed the PSB that a new Dementia Strategy was to be launched shortly by Welsh Government. It was agreed that it would be discussed by members.

ACTION:	Gwyneth Ayers to consider Welsh Government's Dementia Strategy at a future PSB meeting.
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3. Correspondence

- A letter from the Chair of Pembrokeshire PSB to both Carmarthenshire PSB and Ceredigion's was considered. It was proposed by Pembrokeshire PSB that there was merit in aligning elements of PSB work on a regional basis, following the success of the regional approach to development of the Well-being Assessments and draft Plans. Certain PSB partners attend others in the area and this was an opportunity to reduce duplication and promote greater collaborative working. Pembrokeshire PSB proposed, as a starting point, that a seminar or informal meeting of members be held on a bi-annual or annual basis.

- A number of members spoke in support of the proposal, stating that it would prevent duplication and a combined meeting could consider issues of interest to all local PSBs, such as the Dementia Strategy. It was noted that it would be important to find the right location for such meetings.
- It was agreed to support the proposal.

ACTION:	Response from the Chair to be sent to the letter from Pembrokeshire PSB.
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4. Violence against Women, Domestic Abuse and Sexual Violence – update on joint regional strategy

- Anthony Maynard outlined the new regional arrangements for addressing Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV). The Regional Safeguarding Board, attended by Director-level members, has taken on the role of Executive Board for VAWDASV and will be responsible for Welsh Government funding across Mid and West Wales covering the Dyfed Powys area. A Strategy Board, with Head of Service level representation, has been established and includes public service and third sector representation. Carmarthenshire County Council is the lead body and banker for the regional funding. The Executive Board has three key tasks:
 1. Commissioning a single Independent Domestic Violence Adviser service across Dyfed Powys, funded by the PCC and local authorities.
 2. A regional VAWDASV Strategy to be in place by May 2018. This is a joint strategy between the Health Boards and Councils.
 3. Commissioning and Governance arrangements to be established. Regional safeguarding training group leading on the National Training Framework which includes requirement for all public staff to complete Group 1 training and leaders to undertake Group 6 training.

ACTION:	Anthony Maynard to circulate draft regional VAWDASV strategy to PSB in January.
ACTION:	Anthony Maynard to circulate link to Group 6 training for public service leaders.

- A number of questions were asked by members. It was confirmed that there are three refuges in the county and a review is currently taking place. All services are being mapped to inform the Strategy and future provision. The IDVA service is currently delivered across the area but with different providers and arrangements in each county, but this will be a regional service from next year, managed by one service provider. Referrals can be made by partner organisations and, with awareness being raised and the new 'Ask and Act' training to be rolled out to certain staff, referrals are likely to increase. Consent of the individual needed to share information between agencies unless they are vulnerable. Referral pathways to be reviewed as part of the Strategy to ensure survivors and organisations know how to get support.
- Marie Mitchell confirmed CAVS can assist in supporting third sector providers to work together.

5. Universal Credit Full Service Roll-out March 2018

- Jonathan Field outlined the full service going live in Carmarthenshire on 28/3/18. The new service helps people work as much as they reasonably can. Service delivery at job centres has been changed to provide personalised support. A 'Claimant Contract' is agreed between the claimant and work coach to meet individual needs. This could require a maximum of 35 hours a week looking for work if the claimant was single with no disability. From February 2018, the full service will be available bilingually. Work coaches also offer in-work support. Applications must be made online although it is unknown how many applicants have had support to apply in this way. It was noted that good digital support provided in the county will assist with rurality issues faced.
- A networking event had been held in the county with landlords and third sector groups and awareness raising sessions could be arranged for other partners.
- There is a six week wait to receive UC although a 50% advance entitlement can be obtained which is a loan to be paid within six months. Repayment can be extended for a further three months.
- Phased roll-out will be undertaken, with full service in all areas for all new claims by September 2018.

- In response to questions, it was confirmed that the service was working closely with Probation, the claimant contract can include volunteering and a broad range of job search activities and that the 35-hour contract was aspirational.

ACTION:	All to contact Jonathan Feild if wish to attend sessions to learn more about the service.
ACTION:	Gwyneth Ayers to circulate copy of Universal Credit presentation to PSB members.

- Concern about the quality of some job applications was raised where it was clear that, in some cases, little effort had been made by applicants. Jonathan Field stated that such feedback would be valuable to Employer Advisers at DWP.

ACTION:	Jonathan Feild to share details of Employer Advisers with partners.
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Carys Morgans was welcomed to the meeting.

6. Making Every Contact Count

- Ros Jervis gave a brief introduction and Craig Jones outlined the Making Every Contact Count (MECC) project to be piloted across the county. This gives public service staff the skills and confidence to use their daily interactions with other people to support them in making a positive change to their well-being. Key messages have been identified by the organisations and training of the 5-6 people from each organisation taking part in the pilot will take place in January 2018. An evaluation will take place when the pilot ends in March 2018 to see how often the skills were used and the number of referrals made.
- A contribution of £1,000 was requested to pay for training venues, refreshments and aide-memoires and it was confirmed that the 'Fair and Safe Communities' group would fund.
- Jonathan Feild stated that the DWP had specialist officers who visited the most vulnerable and involvement of these staff could add value to the project.

ACTION:	Craig Jones to liaise with Jonathan Feild to include DWP in MECC
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7. PSB Scrutiny Guidance

- Gwyneth Ayers confirmed that the document had been circulated for information. Members were aware that the Well-being of Future Generations Act required a local authority scrutiny committee to undertake a scrutiny role of the PSB and that the Council's Policy and Resources scrutiny committee had been identified for this purpose. The approved minutes of the September meeting would go to the scrutiny committee meeting in December 2017. Gwyneth Ayers will attend all future committee meetings and would call on partners to support if required. Members of the scrutiny committee had asked to attend some PSB meetings as observers to assist in undertaking their role. This request was supported by PSB members. Huwel Manley stated that in Swansea, PSB members were part of the scrutiny process. It was agreed that this may be considered as time progresses.

ACTION:	Minutes of PSB meetings to be considered at future meetings of the Council's Policy and Resources Scrutiny Committee
ACTION:	Gwyneth Ayers to arrange for members of the Council's Policy and Resources Scrutiny Committee to attend future PSB meetings.

8. Workstream Update

- Kate Thomas outlined the report giving an update on the PSB's workstreams. It was noted that two of the workstreams (Estates Collaboration and Cyber Crime) had identified two-three key priorities and made progress against these as requested by the PSB at its July 2017 meeting. However, the remaining three other workstreams (Transport, Procurement and Strategic Approach to Collaborative People Development) had not met since the PSB's meeting in July.

- The good work completed to date was acknowledged but, with the Well-being Plan in development, it was important to reflect on what subgroups would be needed by the PSB going forward to assist with the delivery of the Plan. The PSB would need to decide what it was able to resource in the future and ensure other partnership groups were taken into account when deciding the appropriate structure to be put in place. It was agreed that the partnership structure needed to be reviewed.

ACTION:	Review of PSB partnership structure to be considered at January 2018 meeting.
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9. PSB Forward Work Programme

- Following the previous discussion, it was agreed that the next PSB meeting would focus on agreeing the Well-being Plan and reviewing the partnership structure.

ACTION:	Next meeting on 18 January 2018 to be dedicated to agreeing the final Well-being Plan and a workshop on future partnership structure.
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10. Any Other Business

- Gwyneth Ayers referred to the invitation from Prof Jean White for a PSB team to attend First 1,000 Days Collaborative National Network event in Cardiff 13th December. Up to eight could represent the PSB, confirmed attendees were Jenny Israel (Health Board) and Helen Matthews (DWP). It was agreed the third sector and Council's Children's Services division should attend.

ACTION:	Partners to confirm to Gwyneth Ayers additional attendees at the First 1,000 Days Collaborative National Network event on 13 th December, including representatives from the third sector and Council's Children's Services division.
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- Gwyneth Ayers circulated information on the Welsh Assembly Inquiry on Local Approaches to poverty reduction: The Well-being of Future Generations Act and PSBs and asked if a response should be sent from the PSB or individual organisations. It was agreed a PSB response should be prepared and could be useful in developing the other organisational responses.

ACTION:	Gwyneth Ayers to circulate draft PSB response to Welsh Assembly Inquiry on Local Approaches to poverty reduction: The Well-being of Future Generations Act and PSBs, for partners to utilise as appropriate in organisational responses.
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- Anna Bird raised a concern, on behalf of Sarah Jennings, relating to an invoice received for a contribution to the Carms News. It had been understood from discussions at the PSB meetings in June and July 2017 that a group was looking at developing a communications update and costings for the Carms News but no proposals had been seen relating to partner funding of the newspaper.

ACTION:	Gwyneth Ayers to arrange a meeting of the PSB Communications Group to consider future approach for Carms News.
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- Huwel Manley referred to a small grant funding stream for the third sector to be launched later in the month. The funding was for 3 years and one of the four areas supported was to help people live healthier, more fulfilled lives and included use of green spaces. Approximately £60-70k was available, details to be circulated.

ACTION:	Details of NRW grant funding stream to be circulated.
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- Jonathan Feild provided an update on the staffing situation at Llanelli Benefits Centre; of the 79 affected and offered voluntary redundancy, 40 were likely to accept, leaving 39 staff

needing to be redeployed before the end of January 2018. Both the Police and Fire and Rescue Service had assisted by informing DWP of vacancies.

ACTION:	All to provide details of any recruitment vacancies to Jonathan Feild.
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- Prof Jean White asked when the PSB was meeting in 2018. It was confirmed that the next meetings were on 18 January and 8 March and that all 2018 dates would be re-circulated.

ACTION:	Reminder of 2018 PSB meeting dates to be sent with action notes.
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Summary of Actions – Public Services Board Meeting:

	Summary of Action Points	Who	Update
Actions from 16 November 2017 meeting			
1	Undertake further work with partners on issues relating to information sharing prior to discussion at PSB meeting in January.	Gwyneth Ayers	Focus of January meeting changed to Well-being Plan and workshop. Deferred to March 2018 meeting.
2	All to inform of any other current projects taking place in Station Road/Tyisha area.	All	No further information received.
3	Circulate summary report regarding Domestic Homicide Review costs to statutory community safety partners.	Kate Thomas	Completed.
4	Consider Welsh Government’s Dementia Strategy at a future PSB meeting.	Gwyneth Ayers	Date to be confirmed.
5	Response from the Chair to be sent to the letter from Pembrokeshire PSB.	Barry Liles and Gwyneth Ayers	Completed.
6	Circulate draft regional VAWDASV strategy to PSB in January.	Anthony Maynard	To be circulated once available.
7	Circulate link to Group 6 training for public service leaders.	Anthony Maynard	Completed. Sent with action notes on 23/11/17.
8	Contact Jonathan Feild if wish to attend sessions to learn more about the service.	All	
9	Circulate copy of Universal Credit presentation to PSB members.	Gwyneth Ayers	Completed. Sent with action notes on 23/11/17.
10	Share details of Employer Advisors with partners.	Jonathan Feild	
11	Liaise with Jonathan Feild to include DWP in MECC	Craig Jones	
12	Minutes of PSB meetings to be considered at future meetings of the Council’s Policy and Resources Scrutiny Committee	Gwyneth Ayers	On-going
13	Arrange for members of the Council’s Policy and Resources Scrutiny Committee to attend future PSB meetings.	Gwyneth Ayers	Rota of attendance in place.
14	Review of PSB partnership structure to be considered at January 2018 meeting.	Gwyneth Ayers	Completed - on agenda for 18 th January 2018.
15	Next meeting on 18 January 2018 to be dedicated to agreeing the final Well-being Plan and a workshop on future partnership structure.	Gwyneth Ayers	Completed – on agenda for 18 th January 2018.
16	Partners to confirm to Gwyneth Ayers additional attendees at the First 1,000 Days Collaborative National Network event on 13 th December,	All	No further nominations received.

	Summary of Action Points	Who	Update
	including representatives from the third sector and Council's Children's Services division.		
17	Circulate draft PSB response to Welsh Assembly Inquiry on Local Approaches to poverty reduction: The Well-being of Future Generations Act and PSBs, for partners to utilise as appropriate in organisational responses.	Gwyneth Ayers	Completed and PSB response sent to Welsh Assembly.
18	Arrange a meeting of the PSB Communications Group to consider future approach for Carms News.	Gwyneth Ayers	Meeting held on 19 December 2017 and discussion paper presented to January 2018 PSB meeting.
19	Details of NRW grant funding stream to be circulated.	Huwel Manley	
20	Provide details of any recruitment vacancies to Jonathan Feild.	All	
21	Reminder of 2018 PSB meeting dates to be sent with action notes.	Gwyneth Ayers	Completed. Sent with action notes on 23/11/17.