



**Vale of Glamorgan Public Services Board**  
**16<sup>th</sup> August 2017**  
**Minutes**

<b>In attendance:</b>		
<b>Name</b>	<b>Title</b>	<b>Organisation</b>
Cllr John Thomas (JT)	Leader	Vale of Glamorgan Council
Rob Thomas (RT)	Managing Director	Vale of Glamorgan Council
Vaughan Jenkins (VJ)	Group Manager	South Wales Fire & Rescue Service
Mark Brace (MB)	Assistant Commissioner	South Wales Police and Crime Commissioner
Gareth O'Shea (GOS)	Director of Operations (South)	Natural Resources Wales
Fiona Kinghorn (FK)	Deputy Director of Public Health	Cardiff and Vale University Health Board
Rachel Connor (RC)	Executive Director	Glamorgan Voluntary Services
Claire Evans (CE)	Superintendent	South Wales Police
Judith Cole (JC)	Deputy Director Workforce and Social Partnerships (Local Government)	Welsh Government
<b>In attendance:</b>		
Anne Wei (AW)	Strategic Partnership and Planning Manager	Cardiff and Vale University Health Board
Huw Isaac (HI)	Head of Performance and Development	Vale Of Glamorgan Council
Helen Moses (HM)	Strategy and Partnership Manager	Vale Of Glamorgan Council
Francesca Howorth (FH)	Business Support Officer	Vale Of Glamorgan Council
Lloyd Fisher (LF)	Policy Officer	Vale Of Glamorgan Council
<b>Apologies:</b>		
Abigail Harris (AH)	Executive Director of Strategy and Planning	Cardiff and Vale University Health Board
Darren Panniers (DP)	(Interim) Head of Operations (Cardiff and Vale)	Welsh Ambulance Trust
Cllr Mike Cuddy (MC)	Nominated Town and Community Council Representative	Penarth Town Council
Peter Greenhill (PG)	Head of Local Delivery Unit	National Probation Service
Emil Evans (EE)	Vice Principal	Cardiff and Vale College
Stuart Parfitt (SP)	Divisional Commander Central BCU	South Wales Police
Huw Jakeway (HJ)	Chief Fire Officer	South Wales Fire & Rescue Service

	<b>Actions</b>
<p><b>1. Welcome and Introductions</b></p> <p>JT welcomed everyone to the meeting and introductions were made.</p>	
<p><b>2. Apologies</b></p> <p>See above.</p>	
<p><b>3. Minutes of the Public Services Board 13<sup>th</sup> June 2017</b></p> <p>The minutes of the previous meeting were agreed.</p>	
<p><b>4. Revised Terms of Reference</b></p> <p>The PSB terms of reference were reviewed by the Board. CE noted that where section 2.11 makes reference to 'South Wales Police'; it should be amended to read 'Chief Constable of South Wales Police'. The reviewed Terms of Reference were signed off by the Board subject to that amendment.</p>	<b>HM</b>
<p><b>5. Collaboration between Fire and Rescue Services and Health and Social Services in Wales</b></p> <p>VJ introduced a letter from the Cabinet Secretary for Communities &amp; Children and the Cabinet Secretary for Health, Well-being &amp; Sport to Chief Executives of Local Authorities regarding closer working between Fire Services and the Health and Social Care sector. VJ stated that there is support for many of the proposals detailed in the Cabinet Secretaries' letter and that many of the suggestions outlined are currently undertaken by the Fire Service, such as targeting specific demographics, providing one-to-one advice to people in their own homes and emergency medical responses.</p> <p>VJ noted that there has been successful collaboration on a number of the priorities outlined; however, there have been difficulties with information sharing in relation to patient discharge from hospital.</p> <p>FK welcomed the letter and its proposals for closer collaboration between the Health Board and the Fire Service. FK asked what could be done to effect further collaboration between the Health Board and the Fire Service, in particular to address the difficulties in information sharing around hospital discharge. It was noted that further discussions between partners would be undertaken to address this issue.</p> <p>GOS also welcomed the letter and enquired whether there was potential to promote shared messages when the Fire Service are undertaking safe-and-well visits, particularly raising the awareness of properties at risk of flooding.</p>	<b>VJ/FK</b>

<p>VJ said that while there is support for the proposals detailed within the Cabinet Secretaries' letter, there would need to be further discussions with the Fire Brigades Unions. Partners noted that the proposals outlined within the letter, and the work that is already being undertaken in partnership, are further examples of the collaborative working detailed in the Well-being of Future Generations Act.</p>	
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## 6. Vale of Glamorgan Council Strong Communities Fund

RT introduced a report on the Vale of Glamorgan Council Strong Communities Fund. The Fund has brought together a number of pre-existing grant fund schemes to provide a more co-ordinated approach to funding allocation. In addition to the amalgamation of grant funds, the Strong Communities Fund will utilise Section 106 community facilities funding, and where appropriate other locality based Section 106 funding. The Council has also gained funding from an independent grant making foundation for a total of £20,000 per annum for the next three years. It has been proposed that any underspend in each of the three years will be carried forward into the next year, thereby increasing the size of funding available. The Council is committed to bringing forward the underspend from related grant schemes in 2016/17. The total funding available through the Fund for 2017/18 will be £286,645.

The Fund will be available to community led organisations, Third Sector organisations, Town and Community Councils and any collaboration between these organisations and social enterprises.

RT outlined that an Evaluation Panel will be responsible for evaluating bids to the Fund, with funding being awarded three times a year. Grant bids will be evaluated by the panel using a scoring matrix and recommendations will then be made to the Council's Cabinet for the decision on the allocation of funding. The PSB were asked to nominate one representative to join the Evaluation Panel for a term of one year, to review funding applications and make recommendations for grant allocations.

GOS welcomed the establishment of the Strong Communities Fund and advised that Natural Resources Wales (NRW) would like to be the PSB's representative on the Evaluation Panel. NRW have experience of operating their own grant fund schemes and would be able to bring this experience to the Evaluation Panel. CE also expressed support for the Fund and offered that a local Police representative from the Community Safety team could join the panel if needed.

FK enquired whether there would be scope to develop criteria for evaluation of funding bids in line with the Well-being Goals areas. RT clarified that applications into the fund must evidence how the project will align to the Council's Well-being Objectives, the Council's Reshaping Services Programme, the Well-being of Future Generations Act and the seven National Well-being Goals for Wales. Contributions to the PSB's Well-being Objectives will therefore form part of the considerations.

The PSB welcomed the fund and agreed that NRW would provide the PSB representative on the Evaluation Panel for the first year of the fund.

## 7. Business Intelligence Group – Revised terms of reference

HM provided an overview of the work of the Business Intelligence Group (BIG), including its role in supporting the 2013 Unified Needs Assessment and the PSB's

Well-being Assessment. She explained that recently concern has grown that agenda items have not been forthcoming from the group and participation in the group, particularly from partners, has been varied.

A discussion was held at the June BIG meeting on whether the group should continue. Members of the group were supportive of its continuation and suggested that there was still value in the group meeting; however, it was agreed that more involvement from partners was needed, in particular with sharing updates, research and awareness of upcoming engagement events. In light of discussions it was agreed that the membership of the group should continue to be a mix of data, policy and engagement officers with a review of attendees to be undertaken. The Group's Terms of Reference have been amended and the PSB were asked to endorse the revised terms of reference and identify a representative from their organisation to attend meetings.

GOS said that there is a key role for the group in managing and working towards the transition from the Well-being Assessment to the publication of the Well-being Plan. The importance of having an evidence-based approach to decision making has been made especially clear in the feedback given from the Office of the Future Generations Commissioner.

CE queried whether the role of the group was to be an operational one for the delivery of the work of the PSB set out in the Well-being Plan. HM clarified that the group would not be responsible for the delivery of the Well-being Plan, but would be a forum to discuss and make linkages between data sources and engagement activity in order to inform decisions. CE stated that it was difficult to identify the correct person from within the Police to sit on the group as the outlined role is quite broad. GOS also echoed the difficulty in identifying the correct individual to attend the group, but said it is clear that it is essential to develop the correct evidence base from which the PSB can make decisions.

HM proposed that it will be necessary that the individual attending the group should be able to communicate with other officers within their organisation and to be able to make the linkages between the relationship between data and engagement information. FK said that it is tricky to identify the correct individual as it is a mix of knowledge bases and skills, not just one individual but a whole mixture of people. FK proposed that rather than a group it could be more a case of developing a mechanism in order to share information. HM clarified that the biggest challenge for the group moving forward will be keeping the Well-being Assessment alive and ensuring that the right information is shared between partners and used to inform the work of the PSB.

GOS supported the proposal of a mechanism for sharing data and the need for the PSB to put in place arrangements to ensure there is a robust evidence base.

HM advised that partners will need to participate in a discussion around what work needs to be undertaken as well as how best to resource it to ensure that the Well-being Assessment is dynamic and that for example performance management arrangements can be put in place.

<p>It was decided that the Strategy and Partnership team would re-evaluate the Business Intelligence Group's Terms of Reference following discussions and bring a re-drafted proposal to the September meeting of the PSB highlighting some of the tasks that need to be undertaken to support the work of the PSB.</p>	<p><b>HM</b></p>
<p><b>8. Annual Report</b></p> <p>HI introduced the PSB Annual Report 2016/17. He explained that there is not a legislative requirement for the PSB to produce an Annual Report this year, but as in previous years a report has been produced to bring together the range of activities being undertaken in partnership.</p> <p>HI reminded the Board that following publication of the Well-being Plan they will have a responsibility to produce an Annual Report no later than 14 months after publication of the plan and each year following.</p> <p>The PSB is currently still delivering against the Community Strategy and Delivery Plan agreed by the Local Service Board, and the Annual Report gives an overview of the key achievements of the PSB over the last year. In addition, the report details progress against the PSB Core Indicators and sets the scene for the work being undertaken by the PSB in moving from the Well-being Assessment to the publication of the Well-being Plan.</p> <p>The Annual Report was welcomed and endorsed by the PSB.</p>	
<p><b>9. Draft Well-being Plan Discussion</b></p> <p>HI introduced the draft Well-being Plan and outlined questions for the PSB to consider. The draft Plan is still a working draft with the intention that it will be amended and brought back to the PSB in September to be approved for consultation.</p> <p>The PSB has received detailed feedback from the Office of the Future Generations Commissioner on the process the PSB has taken in developing the Well-being Plan and advice about delivering the draft well-being objectives. HI advised that the Commissioner's feedback is already being taken into consideration, but due to the strict and demanding timetable attached to the Plan it is likely that many of the recommendations and suggestions will inform further work during the consultation period and as part of the delivery of the Plan.</p> <p>HI explained that endorsement is sought at this meeting for how the draft Plan is taking shape in terms of structure and design and also the wording for the objectives and actions. HM said that the draft Plan will continue to be refined following the meeting and throughout the consultation process. However, due to the timescales associated with the Plan, consultation needs to start at the end of September so the PSB can sign off the Well-being Plan in January prior to each of</p>	

<p>the partners taking it through their own approval processes. With these time pressures in mind it was important to obtain views and comments from the PSB at this stage. HM advised that the objectives reflect discussions regarding the well-being assessment findings and that the actions reflect the outcomes of the various workshops and discussions with partners since March.</p> <p>The PSB were asked to consider whether an overarching vision for the Plan should be developed. CE said that an overarching vision for the Plan would be preferable to a brief statement, and that a paragraph could better summarise what will be seen throughout the Plan. GOS supported an overarching vision for the Plan as this could clearly set out what the PSB is looking to achieve. HM asked whether the PSB supported the 2050 statements that have been developed under each of the four Objectives. FK and AW both expressed support for the 2050 statements and for the developed format set out in Objective 3. It was agreed that HM would draft an overarching vision and circulate for comment.</p> <p>JC enquired whether Objective 1 (public participation and involvement) could be more specifically linked into the behaviours set out in the Well-being of Future Generations Act and given a wider rationale. FK also suggested that some of the actions under this Objective are more operational when compared to the more strategic actions which sit under the other Objectives. HM advised that throughout the draft Plan there is a mix of strategic and operational activities which reflects the starting point for some of our work and what needs to be taken forward in response to the findings of the Well-being Assessment. Behind each of the actions detailed in the draft Plan there will be a range of supporting actions, but the wording of the actions will be refined through the consultation process. HI requested that if partners would like an action or objective to be reworded that they forward suggestions to HM.</p> <p>CE said that some of the wording through the Plan may need to be amended to ensure that it is easier for the public to read. HM explained that a “plan on a page” will be developed as a means of making it easier for people to get engaged and that this would use a different sort of language to that of the formal Plan. There was a discussion about the need to ensure the Plan reflects the guidance and expectations from Welsh Government and the FGC e.g. in terms of demonstrating the five ways of working and how we are contributing to the national goals and how the plan has been informed by the WBA as well as being an accessible and easy to read document. Work will be undertaken through the consultation period to identify which aspects need to be simplified and the best approach.</p> <p>In discussing Objective 3, “giving children the best start in life”, AW suggested that it was important that the PSB ensure there is appropriate alignment between the Well-being Plan and the Area Plan required by the Social Services and Well-being Act. AW explained that there have been a number of discussions with the Regional Partnership Board team to ensure that isolated conversations are not being had about the two Plans as there is a danger that they are developing in separate ways. HI emphasised the need for the plans to complement each other and to neither duplicate nor contradict each other. A meeting is being organised between the lead officers from both the Cardiff and Vale of Glamorgan PSBs and</p>	<p><b>HM</b></p> <p><b>All</b></p>
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<p>the Cardiff and Vale Regional Partnership Board to ensure that there is a shared narrative between the plans and that planned consultation and engagement activities will be joined up where possible.</p> <p>HM introduced proposals for consultation and engagement activities to be undertaken on the draft Well-being Plan. The Well-being of Future Generations Act sets out that the PSB must undertake a 12 week period of formal consultation and engagement on the draft Well-being Plan. HM explained that it is hoped that this 12 week period will run from the end of September up to Christmas, and that throughout this period there will be a number of different consultation and engagement activities undertaken to inform the Well-being Plan for publication. FK proposed that the University Health Board's communications team can help in promoting consultation activities on the draft Plan. AW said that colleagues from the University Health Board and Cardiff and Vale Public Health teams who were involved in engagement activities for the Well-being Assessment will be able to help with engagement events and will provide a link to the activities of the Regional Partnership Board.</p> <p>HI emphasised the need for all partners to be actively involved in the consultation process.</p> <p>HM to email partners requesting comments on the draft plan by the 30<sup>th</sup> August.</p>	<p><b>All HM</b></p>
<p><b>10. Forward Work Programme</b></p> <p>JT introduced the Forward Work Programme and asked partners to consider any items to be included for future meetings.</p>	
<p><b>11. Any Other Business</b></p> <p>HM notified the PSB that the Cardiff and Vale Draft Dementia Strategy has been circulated to the Board for comment; the closing date for consultation responses on the strategy is Friday 15<sup>th</sup> September. FK explained that a Public Health Wales consultant is leading on the strategy and proposed that a presentation on the strategy be brought to the next meeting of the PSB. This was agreed.</p>	<p><b>HM/FK</b></p>
<p><b>12. Date of next meeting</b></p> <p>19th September 2017, Board Room, Dock Offices, Barry</p>	