



## Vale of Glamorgan Public Services Board

### 29<sup>th</sup> January 2018

### Minutes

<b>In attendance:</b>		
<b>Name</b>	<b>Title</b>	<b>Organisation</b>
Clr John Thomas (JT)	Leader	Vale of Glamorgan Council
Rob Thomas (RT)	Managing Director	Vale of Glamorgan Council
Vaughan Jenkins (VJ)	GM – Operations Department (Vale of Glamorgan and Bridgend)	South Wales Fire & Rescue Service
Gareth O’Shea (GOS)	Executive Director of Operations - South Wales	Natural Resources Wales
Fiona Kinghorn (FK)	Deputy Director of Public Health	Cardiff and Vale UHB
Rachel Connor (RC)	Executive Director	Glamorgan Voluntary Services
Stuart Parfitt (SP)	Chief Superintendent	South Wales Police
Clr Mike Cuddy (MC)	Nominated Town and Community Council Representative	Penarth Town Council
Judith Cole (JC)	Deputy Director Workforce and Social Partnerships (Local Government)	Welsh Government
Emil Evans (EE)	Vice Principal	Cardiff and Vale College
Abigail Harris (AH)	Executive Director of Strategy and Planning	Cardiff and Vale University Health Board
Hannah Williams (HW)	Head of South Wales One	National Probation Service
<b>Also in Attendance</b>		
Anne Wei (AW)	Strategic Partnership and Planning Manager	Cardiff and Vale UHB
Huw Isaac (HI)	Head of Performance and Development	Vale of Glamorgan Council
Helen Moses (HM)	Strategy and Partnership Manager	Vale of Glamorgan Council
Lloyd Fisher (LF)	Policy Officer	Vale of Glamorgan Council
<b>In attendance for Agenda Item 5:</b>		
Rhianon Urquhart (RU)	Principal Health Promotion Specialist	Cardiff and Vale Public Health Team
<b>Apologies:</b>		
Mark Brace (MB)	Assistant Commissioner	South Wales Police and Crime Commissioner
Victoria Harris (VH)	Head of South Wales	Community Rehabilitation Company
Robert Tooby	Assistant Director of Operations	South Wales Ambulance Trust

	Actions
<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 30<sup>th</sup> November 2017</b></p> <p>The minutes of the previous meeting were agreed.</p>	
<p><b>4. Academi Wales Graduate Programme</b></p> <p>JT gave a brief overview of the Academi Wales Graduate Programme and took the PSB through the Council's response to a letter received on the 5<sup>th</sup> January from Jo Hicks the Director of Academi Wales. In her letter Ms Hicks had expressed disappointment at the low take up of the All Wales Public Sector Graduate Programme.</p> <p>HI advised that Academi Wales have asked for proposals to be referred to the PSB for consideration. HI advised that the Council are not currently considering submitting a proposal; however, it may consider the programme in its second year. The PSB were invited to consider the programme and whether partners wished to submit a proposal on behalf of the PSB.</p> <p>JC suggested that it may be worth considering the programme as a means of helping to resource the work of the PSB. It was explained there is an expectation that the programme would be supported by the PSB for around 50% funding in partnership with Academi Wales; graduates on the programme will work towards a Masters in Leadership and Governance which is 50% funded by the Welsh Government. The programme has already received over a thousand applications for eighteen places.</p> <p>RC noted that it is likely to be a challenge for organisations in finding the resource to support the programme, even if it is a partnership proposal. JC advised that only one PSB has so far submitted a proposal to support the programme and this proposal equates to about a 10% funding contribution per organisation. GOS commented that although Natural Resources Wales can see the benefits of the programme, it is not in a position to support the scheme in its first year.</p>	
<p><b>5. Food Vale Presentation</b></p> <p>FK gave a brief overview of the Food Vale partnership which has been established to improve the affordability and availability of good food in the Vale of Glamorgan, and to encourage people to eat well.</p> <p>It was explained that the priorities of the partnership align with the ethos of the Sustainable Development principle and the seven national well-being goals for Wales and also, with the PSB's Well-being Objectives. FK highlighted that the work being progressed through Food Vale forms part of a wider arena of work being undertaken by the health</p>	

board around behaviour change and healthy choices.

RU gave a brief presentation to the board and explained that the Vale of Glamorgan could reap a number of benefits through this work as there remain a number of people across the Vale who are not eating as healthily as they could be, with a strong link between these people and experiences of deprivation.

It was also noted that the Vale is in a unique position to build on its natural environment, agricultural industry and heritage to address these issues. Through the Food Vale partnership it is hoped that an understanding of the complex relationship people have with food can be developed and through partnership working start to influence healthy and good food choices across the Vale.

To begin to develop this understanding, RU explained that the partnership has undertaken a Sensemaker survey to collect people's food experiences across the Vale. The survey highlighted that those most in need of accessing healthy and sustainable food are those who are often least able to do so. In response, the partnership has been working towards the submission of an application for Sustainable Food Cities status; this will enable the partnership to work to identify any physical barriers to affordable, sustainable, nutritious food in the area. It was explained that Sustainable Food Cities status identifies 6 key food issues through which the partnership can work through to address food issues in the Vale, most notably to tackle food poverty.

RU gave a brief overview of some of the achievements achieved by the Food Vale partnership so far including:

- The establishment of a Steering Group with representation from a number of different organisations including Social Landlords, Glamorgan Voluntary Services and a number of Council departments.
- An engagement event was held in November, the event brought together both food producers and partners from public, third and charity sectors to raise awareness of the partnership and discuss the potential for developing and promoting the Vale of Glamorgan as a Sustainable Food Region.
- Securing funding for a pilot project in the rural Vale to develop a multifunctional food hub which will be a space for people to find out about and access healthy food.
- Progressing a procurement pilot involving Education Catering and Creative Rural Communities, focused on shortening supply chains and supporting local businesses and producers.

RU explained that the inclusion of two actions specific to the partnership within the PSB's Well-being Plan will provide a focal point through which work can be developed further. In addition to working towards delivering these actions, the partnership will continue to work towards its identified key steps, including the progression of an application for membership of the UK Sustainable Food Cities network and the development and launch of a Food Charter for the Vale. In order to promote the work of the partnership a Food Vale website will be established, which will build on the messages currently being promoted through the twitter page.

MC enquired whether the partnership would be looking to work with partners such as Town and Community Councils, as there are a number of projects being progressed by Town Councils which would align to the agenda. RU clarified that the partnership will be organising meetings with Town and Community Councils in the coming weeks. GOS advised that much of the partnership's work resonates with the priorities of NRW, most

<p>notably the sustainable management of land. It was explained that NRW would be supportive of the project, and in particular could look to work with the partnership on a project linked to waste, and supermarket waste management.</p> <p>RU was thanked for her presentation and the Board offered their support to the Food Vale partnership.</p>	
<p><b>6. Approving the Well-being Plan</b></p> <p>HI gave a brief overview of the four documents presented to the PSB for discussion.</p> <ul style="list-style-type: none"> <li>• draft Well-being Plan</li> <li>• draft Well-being Plan Summary</li> <li>• Log of Changes to Actions</li> <li>• Consultation and Engagement Feedback Log</li> </ul> <p>The PSB were asked to endorse the documents and to arrange for the draft Plan to be taken through the formal decision making mechanisms within their individual organisations as appropriate.</p> <p>JT asked the PSB if they were happy to endorse the Well-being Plan and whether members were happy to organise for the draft Plan to be taken through formal decision making mechanisms.</p> <p>AH commented that it will be necessary to undertake work to ensure that the Well-being Plan remains a live and real piece of work in individual organisations. The UHB is currently undertaking a refresh of its Integrated Medium Term Plan, and within this will be looking to signpost to the Cardiff and the Vale of Glamorgan Well-being Plans and the Cardiff and Vale Area Plan.</p> <p>HI noted that the Council would be undertaking a similar activity through its 2018-2019 Service Plans. HM advised that within the draft Well-being Plan there is an appendix which highlights the links between the PSB’s four Well-being Objectives and the Well-being Objectives of the Statutory Partners and Welsh Government.</p> <p>MC enquired whether the Welsh Government’s Prosperity for All Strategy and its priority areas had been considered. HI clarified that the PSB will have to have an on-going awareness of a range of other plans and strategies; however, the draft Well-being Plan has been developed directly from the data and information captured through the local Well-being Assessment. HM confirmed that within the Plan there is a section detailing the linkages to other plans and strategies at both a national and local level.</p> <p>The draft Well-being Plan was endorsed by the PSB and JT noted his thanks to all those who have been involved.</p> <p>HM asked partners to advise her when the plan has been approved by their board or committee.</p>	<p><b>All</b></p>

**7. Delivering the Public Services Board’s Vision: Leading, delivering and making a difference**

HI and HM gave a presentation on how the PSB can start to deliver and implement its objectives and actions as set out within the Well-being Plan. The presentation built on a report discussed at the previous PSB meeting regarding the future development of the PSB and how it might implement the Plan. HI advised that the presentation would provide a framework for a discussion about how the PSB moves forward in delivering the Plan and included a number of questions for consideration.

HM highlighted a number of challenges currently faced by the PSB, gave a brief overview of the advice of the Future Generations Commissioner (FGC) and noted some of the key milestones reached by the PSB. Six key discussion areas were presented to the PSB, with a number of questions to prompt discussions on the implementation of the Plan.

The six discussion areas were:

1. The Secretariat
2. Communication and Engagement
3. Monitoring and Evaluating Performance
4. Maintaining our Evidence Base
5. The Role of Objective Leads
6. Delivering the Plan

**Secretariat**

The PSB were asked to consider the nature of the Secretariat role which the Council has a duty to undertake and also how PSB meetings could be made more interactive. It was agreed that the Council would continue to undertake the following as part of the Secretariat role: agendas and minutes, liaison with Welsh Government and the FGC, governance and scrutiny.

**Communication and Engagement**

HI explained that the Council has currently led on the engagement work of the PSB and has started to develop a stand-alone website for the PSB through which the PSB can begin to develop an independent brand. It is proposed that the Council will develop the website and partners will contribute to its content.

AH noted that where communication and engagement activities knit together, that corporate communications teams should be involved to ensure a joined up approach. HM advised that the team is taking an innovative approach to developing the website and to aid development it would be useful if partners could share the contact details for corporate communication leads to ensure correct content is developed for the PSB website.

FK said that it would be worthwhile for content to be developed with theme leads in order to drive participation. GOS stated that PSB partners have a responsibility to work together to move the focus of the PSB away from the Local Authority, and to undertake communications in a more joined-up way.

AW noted that there remains an issue in that corporate communications teams are often small and have little extra capacity. It was advised that the University Health Board communications team handle a vast range of issues, and while they may have some knowledge of the Well-being Plan and its priorities, this is not in-depth. It will be

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necessary to raise awareness with communications teams to the wider implications of the Well-being Plan and to make the links between teams when undertaking work which links to the priorities set out in the Plan. AH said that in undertaking this work it will be necessary to link to the work undertaken to progress towards Well-being Objective One, and ensuring that a wider set of partners are involved beyond the PSB.

HI explained that currently the translation of PSB documents has been completed by the Council. It was suggested that translation costs could be shared across the four statutory partners. FK proposed that a rotational model could be adopted; weaving PSB documents into existing translation schedules. VJ said that a rotational model as proposed would be the best approach to the Fire Service, as this would enable the organisation to make an offer of officer time rather than a financial support. HI enquired whether the Fire Service retained an internal translation service, VJ confirmed that the Fire Service retain an internal translation service.

It was agreed that rather than treating communication and engagement as an issue only to be taken forward through Objective 1, that due to the linkages to all Objective areas, communication and engagement will be embedded through the implementation of the Well-being Plan.

#### **Monitoring and Evaluating Performance**

HI advised that the Council is prepared to take the lead for the first 12 months of the Plan to work with leads to develop performance measures for each Objective. HI enquired whether the PSB would be happy to take forward this proposal. FK advised that the Public Health Wales team have been working with Cardiff PSB to identify correct performance measures, some work could be undertaken to identify the cross overs between the two plans and where the same measures could be used.

HM highlighted that the Strategy and Partnership team have begun a piece of work to aid the identification of measures and the implementation of the Plan by looking at the alignment between PSB Well-being Plans and the RPB Area Plan. This work combined with the work of Public Health Wales would be a good example of work to be progressed through Welsh Government funding offered to the PSB. AH advised that partners individually already collect and report on a number of performance indicators, this work should involve selecting the best pre-existing indicators as bell-weather indicators.

It was resolved that the Council will take the lead to develop performance indicators in partnership with relevant partners.

#### **Maintaining our Evidence base**

HI outlined that as part of the implementation of the Well-being Plan it will be necessary to work to further develop the PSB's Well-being Assessment. The Council is prepared to take the lead in co-ordinating this work; however, it will be necessary where specific work is to be undertaken that partners contribute and take a lead.

FK noted that the development of the Well-being Assessment will be one of the areas where the PSB must be proportionate in how it undertakes this work. HM explained that there have been on-going discussions with the Office of the Future Generations Commissioner and with Welsh Government about how the PSB moves forward in developing its evidence base further as such work will ensure the PSB is best placed to undertake its next assessment of well-being. FK said that as we now know the needs

identified through the Assessment it is a case of challenging the push from national colleagues about additional development to the Assessment.

GOS noted that this work is more about maintaining the existing resource that has been developed than undertaking further work to develop the Assessment. NRW will be developing Area Statements and will be happy to feed this work into the existing evidence that has been gathered through the Well-being Assessment.

FK said that how the PSB uses evidence and data is a part of its on-going work and making the linkages, looking at this data holistically, will be more important than working to develop the assessment further.

It was agreed that the Council would take the lead on ensuring the evidence base is maintained and developed into a more engaging resource but that further development of the evidence base is not the priority.

#### **Role of Objective Leads and Delivering the Plan**

HI outlined initial proposals for how the Well-being Plan could be implemented by the PSB. It was suggested that the four statutory partners should each lead on an Objective, With responsibilities to develop ideas for the way forward, making connections with other leads and allocating tasks to the right people and organisations. AH asked whether work should be undertaken to highlight whether elements of the Plan are already being progressed by partners. HM clarified that work is being undertaken to look through information that has been gathered through workshops and engagement events held on the draft Well-being Plan to identify where linkages can be made and where opportunities exist to build on work already being undertaken.

FK questioned whether due to the linkages between certain actions, that the identification of thematic leads is the correct approach and whether an approach based on action arenas may be preferable. RT clarified that there are a number of actions across the Objectives which would fit in differing arenas; however, to progress the plan, the identification of Objective leads would be useful.

GOS raised concerns with the description of the role of Objective Leads, he suggested that the role of Objective leads should be more strategic, facilitating connections between what is happening below and to join up these activities. HM explained that Objective leads have been chosen on the basis of their organisational expertise rather than as individual leads and that there would be a combination of strategic and operational tasks that would need to be undertaken.

RT clarified that leads would not be left alone to take forward Objectives individually but would be supported by partners to progress the actions aligned to the Well-being Objectives. It was decided that the description of the Objective Lead role will be reviewed to ensure it is reflective of discussions.

Following discussions, the following leads were identified for each objective

- Objective 1, Enable People to get involved, participate in their local communities and shape local services – South Wales Fire and Rescue Service.
- Objective 2, Reduce poverty and tackle inequalities linked to deprivation – Cardiff and Vale University Health Board.
- Objective 3, Give Children the best start in life – Vale of Glamorgan Council

<ul style="list-style-type: none"> <li>Objective 4, Protect, enhance and value the environment – Natural Resources Wales</li> </ul> <p>It was agreed that HM would continue to develop the documents for each objective which include suggestions for how certain actions should be progressed, who could be involved and where there are linkages between actions in the plan and with actions in other plans. HM to then organise a meeting with the respective leads.</p>	<p><b>HM</b></p>
<p><b>8. Welsh Government PSB Support 2018-19</b></p> <p>HI informed the PSB that a letter from Welsh Government has been received which offers funding to the PSB on a regional footprint for 2018-19. Funding has been offered to PSBs to assist with the delivery of the local well-being plans and to assist with the continuation of work on well-being assessments. A maximum of £46,753 has been offered for the Cardiff and Vale region over a one year period. It is anticipated, as with the funding received last year, that funding will be split equally between Cardiff and Vale PSBs. A meeting with colleagues from Cardiff will be held to discuss proposals and finalise grant arrangements.</p> <p>Further information regarding proposals for use of the grant to be circulated to partners for comment and approval.</p>	
<p><b>9. Forward Work Programme</b></p> <p>AH suggested that the University Health Board Integrated Medium Term Plan, which is currently in development, could be brought to a future meeting of the PSB as the Plan is likely to have significant impacts upon the Vale.</p> <p>The Board were asked to email any items for the forward work programme to HM.</p>	<p><b>AH</b></p> <p><b>All</b></p>
<p><b>10. Any Other Business</b></p> <p>HI advised that the PSB has received an invitation to attend a Public Services Board Seminar and consultation event on the 27<sup>th</sup> February hosted by the Wales Centre for Public Policy. There are five places for each PSB and the event will focus on enabling PSBs to meet their evidence needs. Further details on the event will be circulated to the PSB via email.</p>	<p><b>HM</b></p>
<p><b>11. Date of Next Meeting</b></p> <p>18<sup>th</sup> April 2018 2-4pm, Committee Room 2 Civic Offices</p>	



