

**Caerphilly Public Services Board
Notes of Meeting**

Held at 9.30 a.m on Tuesday, 5th June 2018
Sirhowy Room, Ty Penallta

Present:-	
Cllr David Poole (Cllr DP)	Caerphilly County Borough Council (Chair)
Christina Harrhy (CH)	Caerphilly County Borough Council
Diana Binding (DB)	Wales Community Rehabilitation Company
Neil Taylor (NT)	Office of the Gwent Police and Crime Commissioner
Jeff Cuthbert (JC)	Gwent Police and Crime Commissioner
Shelley Bosson (SB)	Aneurin Bevan University Health Board
Judith Paget (JP)	Aneurin Bevan University Health Board
Huw Jakeway (HJ)	South Wales Fire & Rescue Service
Nick Mclain (NM)	Gwent Police
Ceri Davies (CD)	Natural Resources Wales
Mererid Bowley (MB)	Public Health Wales
Martin Featherstone (MF)	Gwent Association of Voluntary Organisations
Cllr Tudor Davies (Cllr TD)	South Wales Fire Authority
In attendance:-	
Kathryn Peters (KP)	Corporate Policy Manager, CCBC
Paul Cooke (PC)	Senior Policy Officer, CCBC
Alison Palmer	GAVO / CCBC
Apologies:-	
CC Julian Williams	Gwent Police
Nic Davies & Heather Nicholls	National Probation Service

Point	Agenda item	Action
	<p><u>Welcome:</u> The Chair welcomed all present to the meeting welcoming Judith Paget and Huw Jakeway who had not been in attendance recently.</p>	
1.	<p><u>Previous Notes and Matters Arising:</u></p> <p>Pg 2 Final Draft – JP amended the ABUHB statement to read “ABUHB confirmed that the plan would be signed off through a Chair’s Action.”</p> <p>Pg 2 – It was noted that the Home Office Action Plan for ACE’s that PK had promised to share was still in draft.</p> <p>Pg 3 - KP confirmed that information on Brexit had been included in the Plan. Comments had also been received from the Welsh Language Commissioner regarding the collaborative support for the language. The CCBC Welsh Language Strategy would be presented to the September PSB and members agreed to forward their own Welsh Language Strategies to KP for sharing across the PSB.</p>	ALL

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	<p>Pg 5 – Youth Forum – A meeting had taken place with the forum recently to discuss their priorities. Their involvement in School Beat was noted and NT noted that their priorities would be incorporated in the Safer Gwent Strategy. It was agreed that they had given a mature, quality presentation and that they should be part of the decision making process going forward. The Youth Forum will continue to present their annual priorities to the PSB so that support may be given by board members.</p> <p>Pg 6 – Asset Management – It was noted that this would be discussed later on the agenda and it was suggested that James Owen be asked to update the September meeting on the Welsh Government Asset Strategy.</p> <p>Pg 7 – CCBC Regeneration Strategy – It was confirmed that links to the consultation had been circulated and members had been asked to provide contacts for Kelly Collins.</p> <p>Pg 7 – Standing Conference – KP reported that this would now be an Annual PSB Conference, the first of which would take place on 9th July 2019, and mailing lists would be refreshed later in the year.</p> <p>The notes of the previous meeting were agreed as a correct record.</p>	ALL
2.	<p><u>Well-being of Future Generations:</u></p> <p>a. “Caerphilly We Want” Well-being Plan 2018-23 KP reported that the Well-being Plan had been published by the deadline of 3rd May 2018. Staff of all the partner organisations were thanked for their support throughout the development of the plan. KP noted that the plan would be available on the PSB website and there would be a short print run of hard copies. An easy read version in English and Welsh was also available. KP requested members to remain for a publicity photograph at the end of the meeting. DB noted that the Easy Read version would be useful for probation offices.</p> <p>b. Progress Update – Action Plans KP presented an overview report on the development of the Action Area Action Plans, noting that some of the Champions would be presenting the updates for their action areas as part of this. She noted that the four enablers and five action areas, nine in all, were in varying stages of maturity and it was the intention to bring a full set of action plans to the September meeting. Explaining that some groups have been working together for some time, Policy Officers have been working with designated leads since March. A drop-in session with Welsh Government had confirmed that they would be expecting realistic delivery timescales. The first Leads and Policy support meeting had taken place on the 9th May to go through the Performance Framework and explain the process, including the responsibility to report to Partnership Scrutiny Committee. Policy Officers are assisting with drafting the action plans and providing the information packs including background research material and responses from wider partnership work and the public through the consultation processes.</p> <p>As previously agreed, performance reporting to the PSB would take place at the December and June PSB meetings, with Partnership Scrutiny taking place in January and July to enable them to see the most up-to-date information. Leads will come together quarterly in the initial stages supplemented by the PSB Annual Conference in July and the Future Scenarios event in the Autumn for all delivery partners.</p> <p>KP noted that the action plans were being developed using the FG Commissioner’s Framework for Projects. A brief update on each then followed</p>	

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	<p>noting that a fuller assessment will be made at the September meeting</p> <p><u>Enablers/Acton Areas</u></p> <p>i. Working Together: KP noted that this was a stated intention rather than an action area requiring an action plan.</p> <p>ii. Communications and Engagement. KP noted that she chaired this group which had met in April. It currently had no member champion. The group currently comprised PSB organisations' communications and engagement leads. The group will be reviewing its membership. KP drew member's attention to the detailed action plan which would focus on developing the PSB identity and how making more use of social media and the website could support continuous engagement with residents.</p> <p>CH observed that the focus needed to be on the difference that the actions being proposed were going to make to enable the PSB to be able to communicate the difference the Well-being Plan would make. She noted that the PSB would need to approve the proposed actions and would need to be happy with the outcomes before focussing on the tasks. KP noted that more detail would be provided for the PSB meeting in September, incorporating the feedback from members of the public on greater citizen engagement. The Communications group was currently working on that for all action plans and the PSB itself.</p> <p>iii. Procurement and Commissioning: The update report from Liz Lucas identified that a network of partner contacts was being put together and a meeting would take place shortly to identify firm actions. LL noted that there was an existing Heads of Procurement for Gwent local authorities group and it was proposed to build on that group.</p> <p>Cllr DP noted this was a large area of work, members noting the complexity with partners covering wider areas and both JP and HJ identified the issue of national procurement arrangements. It was also agreed that working together could provide real opportunities to learn from each other and benefit our communities. NT identified the work of the OPCC with the Third Sector and MF noted the need to ensure there was space for local commissioning including the Third Sector. MF offered to champion the involvement of the Third Sector with the opportunity to add someone else at a later date. Cllr DP asked if any other partner was missing and it was agreed that MF be added, HJ would provide a contact for South Wales Fire & Rescue and CD would contact Welsh Government to request the involvement of a Procurement Manager.</p> <p>iv. Asset Management: Being led jointly by Gwent Police and CCBC, this was a new group. No PSB Champion has yet been appointed. PC reported that the first meeting had been combined with the Welsh Government National Asset Working Group for SE Wales which had met in Ty Penallta. An asset mapping exercise was currently being undertaken, including community owned assets, and it had been agreed to run a workshop session to identify work already being undertaken. An invitation list was being compiled and it was noted that the CCBC Community Hubs work could tie into this. Cllr DP questioned how the work of Jane Foreshaw / Local Partnerships fitted and PC explained that they were awaiting a decision on future funding from Green Growth Wales for that work but assured the PSB that the work would be brought together into one group and he would contact JF for an update.</p> <p>PSB members noted that this action area touched the work of many other partners including Fire & Rescue and the Health Board and it was agreed that there was much to be gained by working together. JP noted the work of the Health, Social Care and Well-being Partnership to develop community wellbeing hubs across Gwent and</p>	<p>CD/HJ</p> <p>PC</p>

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	<p>acknowledged the opportunity to take an integrated approach. KP noted that only Newport had included an assets strand in their Well-being Plan but there had been work with other areas. CD agreed to ensure there was appropriate input from NRW.</p> <p>v. Best Start in Life: Being led jointly by Public Health/CCBC Early Years, MB reported that work had started in three specific areas:</p> <ul style="list-style-type: none"> • First 1000 days • ACEs • Children First, specifically Lansbury and Fochriw <p>Engagement work on all three strands will take place before the PSB meeting in September. MB highlighted an event on 26th June to look at the work in schools.</p> <p>JC noted that ACEs work was being undertaken across the four Welsh policing areas and Rachel Allen from the OPCC had been seconded to this work. He requested that she be included in the action area work. It was confirmed that Wayne Warner, Policy Officer in Welsh Government was involved and current work was being undertaken through the ACE Wales hub, a working group had not yet been set up.</p> <p>vi. Volunteering: Being led by GAVO. MF noted that volunteering support had been a key role for CVCs for many years and GAVO was already working with many third sector groups in the borough. He would be writing to PSB members shortly to request contacts to be part of the working group. The draft action plan provided an opportunity to:</p> <ul style="list-style-type: none"> • Reflect on good practice locally and wider in volunteer management and support • Expand recognition schemes and celebrate volunteering • Link to apprenticeships and work experience • Develop a more coordinated approach to volunteering and corporate volunteering across PSB partners • Develop opportunities for all ages and abilities, using the new digital platform <p>MF noted the intention to bring together a working group in August to develop the draft action plan and define the outcomes for this action area. He welcomed involvement from all PSB partners. CD noted that NRW were keen to be involved as there were opportunities to improve staff wellbeing by offering opportunities for them to volunteer. She noted their performance focus on wellbeing including volunteering and their work to increase corporate volunteering which she was happy to share. JP noted that ABUHB recognised the value of volunteering and reported the work being done nationally with Help Force. MF thanked members for their comments noting that as chair of the Wales Volunteering Network he would investigate Wales-wide initiatives further.</p> <p>vii. Apprenticeships: CCBC led. The update report from Tina McMahon acknowledged strong links to volunteering. The focus would be to</p> <ul style="list-style-type: none"> • Make the most of opportunities presented through City Deal to support the disadvantaged and grow the local labour market • Look at a seamless apprenticeship programme through a one stop shop model • Link to the Regeneration Strategy <p>Current actions included mapping current employment programmes across the PSB partners and wider including ESF funded programmes to develop a more integrated approach. A network was being built and any identification of gaps was welcomed.</p>	<p>CD</p> <p>MF</p>

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	<p>CH noted that the public sector was the biggest employer in the area and there was an opportunity to develop a single apprenticeship programme which would allow for people to gain work experience across the sector. Cllr DP noted that one of the objectives of City Deal was to upskill people and there was some consideration at an early stage of regional training hubs. It was agreed the PSB would need greater involvement in the programme in the future. Members acknowledged the need to prepare people with the new skills that would be required by the future job market and also the need to engage with the private sector.</p> <p>viii. Health and Well-being: Being led by ABUHB. JP noted the action plan was a work in progress, with Alison Gough as lead was only four weeks into her new role. She noted there were a few areas not reflected in the action plan as yet e.g. a collective approach to smoking cessation, obesity, mental health and well-being. A more robust plan would be presented in September, but JP also noted the considerable work already being undertaken.</p> <p>HJ noted the success of the SWF&R “Safe and Well” assessments and fire safety checks and their link to smoking cessation, good results which needed to be linked to this action area.</p> <p>ix. Safer Communities: Being led by Gwent Police. KP reported the work was being undertaken with the lead Chief Inspector and reminded members of the statutory duties of the Safer Caerphilly Partnership. They would like to set up a working group and it was noted that the SWF&R “Safe and Well” would also be picked up in this action area. KP noted that this was a more mature working group than some but there was still need to do some work to develop the action plan by September. She noted the work included youth offending, ACEs and domestic and sexual violence and the strong links to other action areas. NT noted that further comments on the draft included the need to widen the scope of the group considerably including greater community involvement and the involvement of schools.</p> <p>CD, in looking at the widest aspect of community safety, asked where issues such as safety from flooding or impact of industrial development might fit where it might be about the confidence of people in communities in managing around flooding events as there was no specific action area for it.</p> <p>KP responded that the plan could not encompass everything and had to focus on agreed priorities, but there could be opportunities to reflect these concerns at a later stage and to work together on them outside this governance arrangement. NT expressed concern that the definition of safer could be widened to become a catch all and there was a need to develop a greater understanding of residents’ concerns first. DP suggested that the focus needed to be maintained on the agreed areas of work but acknowledged the comments that priorities will change, including issues emerging from climate change. HJ also commented that flooding would be taken into account in the Local Resilience Forum. JC also suggested there was a need to keep in mind that this was not a silo approach and that all the action plans should be seen not individually but as part of the whole. MB welcomed the broadening of action areas to enable Public Health involvement in them.</p> <p>x. Resilient Communities: Led by CCBC. CH explained that this action area had agreed originally to focus on a multi-faceted approach to Lansbury Park, supported by the Deep Place Study conducted by Dr Mark Lang but had since been widened to encompass other communities. His report containing 22 recommendations for action and work was already taking place including expenditure on the housing stock and work with the Police. It was noted that</p>	

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	<p>the Lansbury multi agency group had last met in January 2018 but members were reminded that collaborative action could still take place outside the Well-being Plan work. The actions would be developed in the standard form for the September meeting.</p> <p>JP noted the questions regarding Health Board commitment to the work at the previous meeting and confirmed their commitment to support the work in any way they could, expressing the need to look at how this work is aligned across Gwent including work being done by the Health Board in areas such as Lansbury Park. JP requested members contact her if there were any further concerns about health board involvement.</p> <p>CH noted that she would like to bring forward a discussion on community hubs to the next PSB meeting.</p> <p>xi. Natural Environment: NRW lead. CD noted that there were additional delivery partners looking to make further connections and get involved in this aspect of the Well-being Plan work including Public Health Wales, Sports Wales and they would also need to look to include other partners such as Welsh Water. A workshop session was being planned for the next few weeks which would enable the delivery plan to be developed further. There was a recognised need to be well connected to the other action areas, particularly asset mapping. A programme of work had been identified from now until September and CD was keen to know if members thought there was anyone missing to ensure people are targeted for the workshop.</p> <p>MB noted that during the assessment and public consultation, some of the conversation had been very challenging and asked how those opportunities might be continued in the early stages of planning with communities. CD suggested that CH had set challenges for all action areas when discussing the communications agenda and offered to look at providing a statement that would enable and encourage action areas to work closely with communities.</p>	
3.	<p><u>Partnership Scrutiny Committee</u></p> <p>KP referred members to the minutes of the previous meeting noting that Partnership Scrutiny would be submitting formal recommendations to the PSB following their meeting on 20th February. Their letter was appended to the report and KP referred members to their comments regarding the openness of the PSB to the public and the recommendations Partnership Scrutiny requested the PSB to consider:</p> <ul style="list-style-type: none"> • To invite the chair of Scrutiny to the PSB as an observer • The appointment of an independent critical friend to the PSB <p>KP referred members to the report noting in particular that there was no legislative requirement for meetings to be open to the public, of the nineteen PSBs across Wales, three, namely Pembrokeshire, Swansea and Conwy were open to the public; others moved their meetings around their partners to remove the impression of the PSB being a council body. The Chair asked PSB members to consider the Scrutiny recommendations and asked for comment.</p> <p>In discussion a number of members questioned how a critical friend/independent member might be selected and what their role would be, noting that there were co-opted members on Partnership Scrutiny Committee including the Youth Forum and Menter Iaitth.</p> <p>Members also discussed the transparency of the PSB meetings and whether they should be made open to the public. The question was raised as to whether the PSB</p>	

Point	Agenda item	Action
	<p>was likely to discuss anything that could not be made public and it was suggested that, should it be necessary, part of each meeting could be held as a closed session if sensitive. The role of the public at meetings, whether as observers only, or allowed to ask questions, was discussed and PSB members whose meetings were currently held in public were invited to comment. It was noted that in some instances questions needed to be submitted in advance and in others a question session was allowed at the end of the meeting.</p> <p>It was AGREED that the Chair of Partnership Scrutiny be invited to attend the PSB as an observer and that further consideration of the appointment of a critical friend be postponed for discussion with the Chair of Partnership Scrutiny.</p> <p>A number of members had previous experience of webcasting and it was AGREED that whilst there was no objection in principle, the PSB requested a further paper detailing what discussion might be appropriate for webcasting and how that might be managed. It was noted that this would also have implications for the suggestion to move meetings around partners as webcasting facilities or space for public access might not be available.</p> <p>The publication of all minutes and papers on the website was discussed and it was noted that some PSBs' across Wales did not have this level of transparency.</p> <p>A further report was requested for the September PSB to draw out these issues.</p>	<p>KP</p>
<p>4.</p>	<p><u>G9 Discussion</u></p> <p>It was reported that this group (previously G7) which now included local authorities, police, fire & rescue, OPCC and Health covering the wider Gwent area had met recently for the first time in some months. The group had discussed the potential for a Gwent wide PSB and the challenge of managing local issues within a framework that also dealt with regional and national issues. There had been general agreement to the possibility of a Gwent PSB with objection by Newport who had agreed to develop some proposals for discussion at the next meeting. In response to the report a number of members expressed support for a Gwent PSB, particularly those organisations that were pan-Gwent, but all agreed the need to ensure local issues remained a priority. JP suggested that NRW should also be included in the membership.</p>	
<p>5.</p>	<p><u>Cardiff City Region Update</u></p> <p>CH apologised for the lack of the planned visual presentation. She began by explaining that the Cardiff Capital City Region comprised ten authorities covering an area from Barry to Abergavenny and Bridgend to Chepstow. Put in place due to the region's economy lagging behind the national average, the area had 35,000 out of work, the aim was to work with businesses and communities to create opportunities for the future. The fund of £1.2 billion from HM Treasury, Welsh Government, and the 10 local authorities was aimed at growing the GVA for the area and a sum of £734 million was already allocated to the Metro development. It was not a huge amount of money but was expected to bring in private sector investment with a target of £4 billion.</p> <p>To date much of the activity had been around the challenge of the governance structure. There was a developing maturity around the table seeing all ten authorities starting to work collectively through a joint Cabinet making key decisions and a Programme Board of Directors for Regeneration/Economy. There would also be regional boards for transport, skills-employment, economic growth etc. A priority focus was transportation, recognising the different needs across the region and getting people to and from jobs was key. The Metro included rail, bus cycling and road networks and it will have significant impact on the Rhymer Valley Line.</p>	

Point	Agenda item	Action
	<p>Affordable homes was an issue for the county borough but there was an opportunity to pump prime smaller builders rather than the current reliance on large house building companies, and to unlock brownfield sites to meet demand. There would be a focus on big employment sites and the apprenticeships programme linked to industries of the future. CH highlighted to need to work with FE colleges to look at skills gaps now to plan for the future.</p> <p>CH explained the timeline for the development of the City Deal from signature of the joint working agreement in March 2017 to date including the approval of a five year strategic business plan. CH also explained that all prospective projects would be assessed and the Caerphilly Regeneration Strategy will also feed into the City Region to bring together local ambition with the City Deal. Cllr DP commented that this provided an opportunity to make a huge difference to the local economy, warning that the proposed local government reorganisation could lead to the need to renegotiate all agreements.</p> <p>JP thanked CH for the update, noting the need to align some of the Health Board strategic priorities with opportunities the City Deal could provide, including at a local Caerphilly level. Noting the inclusion of 5G high speed cabling included in the Metro infrastructure, JP suggested it could improve the ability of the Health Board staff to use IT more effectively in the care of patients. Also, a good 5G network could encourage business growth in the area, a “South Wales Silicon Valley”.</p> <p>It was AGREED that the presentation would be circulated.</p>	
6.	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the PSB would take place on Tuesday 11th September 2018 in the Sirhowy Room, Ty Penallta, commencing at 9.30 a.m.</p> <p>Agenda Items: Final draft Well-being Plan actions VAWDASV Annual Report Further report to address the recommendation of Scrutiny</p> <p>There being no further business the Chair closed the meeting with thanks for their attendance and a reminder to members that they were requested to stay to have a new PSB photograph taken to launch the Well-being Plan.</p>	