

**Caerphilly Public Services Board  
Notes of Meeting**

Held at 9.30 a.m on Tuesday, 11<sup>th</sup> September 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
James Owen (JO)	Welsh Government
Jeff Cuthbert (JC)	Gwent Police and Crime Commissioner
Shelley Bosson (SB)	Aneurin Bevan University Health Board
Bronagh Scott (BS)	Aneurin Bevan University Health Board
Bleddyn Jones (BJ)	South Wales Fire & Rescue Service
Nick McLain (NM)	Gwent Police
Jon Goldsworthy (JG)	Natural Resources Wales
Mererid Bowley (MB)	Public Health Wales
Martin Featherstone (MF)	Gwent Association of Voluntary Organisations
Leeanne Plechowicz (LP)	National Probation Service Wales

**In attendance:-**

Kathryn Peters (KP)	Corporate Policy Manager, CCBC
Rebecca Heycock	VAWDASV
Kieran McHugh	Gwent Police
Hillary Maggs	Welsh Government
Stephen Harris	CCBC
Tina McMahon	CCBC
Ian Evans	CCBC
Robert Hartshorn	CCBC
Jeff Reynolds	CCBC
Paul Cooke	CCBC
Alison Palmer	GAVO / CCBC

**Apologies:-**

CC Julian Williams	Gwent Police
Nic Davies & Heather Nicholls	National Probation Service
Ceri Davies	Natural Resources Wales
Cllr Tudor Davies (Cllr TD)	South Wales Fire Authority

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	<b>Welcome:</b> The Chair welcomed all present to the meeting welcoming	
1.	<b>Previous Notes and Matters Arising:</b> With a change from GDA to GVA in the reference to City Deal (page 7, item 5) the notes of the previous meeting were agreed as a correct record.  Pg 1 - Welsh Language Strategies – A number of strategies had been received, with	

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	<p>Probation service outstanding. The presentation of the CCBC Welsh Language Strategy and discussion had been deferred to the December PSB meeting.</p> <p>Pg 2 – Asset Management – JO reported that the WG Asset Management Strategy had been in operation for some time as a collaborative approach across estates. He highlighted the pilot in Cwm Tâf which had enabled the release of surplus public sector land and AGREED to circulate the published report. He noted that the Cabinet Secretary Mark Drakeford was keen to build on the study and that they were in the process of rebranding as Estates Cymru. They would be working on the basis of the health board boundaries. JO highlighted the opportunity for the Caerphilly PSB Asset group to apply for funding available to support joint asset management on a regional or local collaborative approach, noting that there had been no bids from this area to date. Paul Bryant was the WG lead for the area and would be attending the next Asset Management Action Area meeting.</p> <p>Pg 3 – Procurement and Commissioning – JG noted the difficulty with an NRW response as they were covering 19 PSB areas and BJ AGREED to follow up the lack of response to date from SWF&amp;R.</p> <p>It was noted that there was now a representative from NRW on the Asset Management Group.</p> <p>Pg 7 – G9 - SB highlighted the role of the Regional Partnership Board in relation to PSBs and the G9 and the importance of knowing what regional structures were doing. CH noted that Caerphilly would be hosting G9 later in the month and there was some concern regarding the governance of regional structures.</p>	<p>JO</p> <p>BJ</p>
2.	<p><b><u>Well-being of Future Generations:</u></b></p> <p>a. <b>“Caerphilly We Want” Well-being Plan 2018-23</b> The Chair noted that an hour had been allocated for the PSB to receive a brief update on the Action Area delivery plans. He noted that the final drafts would be going to Partnership Scrutiny Committee that week and asked members to send any further comments to Kathryn Peters. As a number of officers were attending to present the action plans the Chair also noted a change in the running order for the reports.</p> <p>b. <b>Progress Update – Action Plans</b> Before receiving individual reports, the Chair requested that all Action Plans be amended to define the short, medium and long term as 1-2 years, 2-3 years and 3-5 years respectively. PSB members AGREED to the amendment.</p> <p><b><u>Enablers/Action Areas</u></b></p> <p>i. <b>Communications and Engagement.</b> Kathryn Peters, as Lead Officer for this enabler, reported that the action plan was in place. She noted that this was a long standing group, having been part of the LSB structure previously. The group had expanded its work to encompass the citizen engagement needs emerging from the well-being assessment process and now included communications and engagement staff from all PSB partners. KP highlighted the need to ensure engagement with national and regional strategies such as City Deal and Valleys Task Force. KP noted the review of the Standing Conference structure and membership to become a PSB annual conference.</p> <p>ii. <b>Procurement and Commissioning.</b> Ian Evans presented the draft action plan noting that the purpose was to enable the effective application of collective third party expenditure and bring transformational change through a collaborative approach to procurement and commissioning. The action area aimed to achieve a</p>	<p>ALL</p> <p>ALL</p>

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	<p>standardised, collaborative approach to</p> <ul style="list-style-type: none"> <li>• Community benefit and or social clauses in contracts</li> <li>• Development of sustainable solutions</li> <li>• Support for local jobs and infrastructure, and</li> <li>• Support local supply chains</li> </ul> <p>IE noted that the draft had gone to the group for the task leads to be agreed and for further comment and would then be updated. CH suggested quantifying what the PSB spends, to look at what could be achieved collectively and IE acknowledged that would be one of the actions on a Gwent footprint. MF, noting the current delivery partners, requested the inclusion of a third sector representative, particularly in light of the discussions later on the agenda for the renewed third sector partnership agreement and funding code of practice. He offered to represent the sector until further discussions as to the most appropriate representative. It was AGREED that IE would liaise with MF and IE acknowledged that one of the key areas of commissioning was the social sector. JC referred to the WG Ethical Employment in Supply Chains Code of Practice and suggested that the references to human trafficking/modern day slavery needed to be spelled out for people to understand it better.</p> <p>iii. <b>Asset Management:</b> Kieran McHugh from Gwent Police, joint lead on this Action Area with Mark Williams from CCBC presented the action plan. He reported on the first, joint meeting with the WG National Asset Working Group held in Caerphilly. The group would be calling for estate strategies and forward capital plans from partners and would be meeting again shortly. A key task would be to establish the base line information and mapping of assets had begun. The collaborative work in Blaenau Gwent in the joint use of Abertillery Fire Station was noted.</p> <p>iv. <b>Apprenticeships:</b> Tina McMahon presented the action plan focussing on the establishment of an all age apprenticeship programme across all partners. She confirmed that since drafting the action plan the gaps in delivery partners had been filled and the first meeting of the group would take place in October. TM noted there was considerably more scoping work to do to maximise the links between this action are, the City Deal regional offer and the apprenticeships levy. She noted the amount CCBC pays in levy and the opportunity to receive some of this back to support apprentices and explained that WG was revamping its apprenticeship website and had contracted with three organisations to provide support services. In response to a question from the Chair regarding duplication of the training and upskilling element of City Deal, TM explained that she had met with the lead body and whilst there were still some questions at board level it would appear their focus would be the private sector, leaving the opportunity for the PSB to focus on the offer in the public sector. CH acknowledged the key role for the PSB to run an apprenticeship programme across organisations through this work stream.</p> <p>v. <b>Resilient Communities:</b> Paul Cooke, presented the action plan which focussed on the most deprived communities, developing the Lansbury Coalition for change model to roll out to other areas. The Deep Place study had provided an understanding of the issues and the challenge would be to find solutions and resource them. PC noted that the first key task would be to identify task leads to look at what we are spending our money on and if it can be better spent. The Coalition for Change Board, which had not met in some time, would reconvene on 24<sup>th</sup> October and it was important to ensure there was the right representation and to identify a task group from that meeting.</p>	

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	<p>It was noted that the ABUHB representative would in future be Alison Gough. In response to a question from SB regarding widening the housing sector representation TM confirmed that Sean Couzens, Head of Housing sat on the Board but other housing partners could be included. TM also noted the link to Apprenticeships, as an apprentice would be undertaking key tasks for this project to map services including social service, housing and health, linking two themes together.</p> <p><b>vi. Best Start in Life:</b> Mererid Bowley, Public Health Wales, presented the action plan noting the group had met, and thanking those involved and the PSB for making early years a priority. Priorities for early action included mapping the first 1000 days to age 7 looking at all the services provided and how they are funded, using a system from Public Health. MB hoped to finish the mapping with an event in November to look at collaboration and improvement, and to ensure there was no duplication. ACE's: the aim was to raise awareness and develop a trauma informed workforce. Training would take place across all schools in Gwent, in youth work settings and social services. Training for police and staff in criminal justice would be done in partnership with the police. The third area was the Children's First pilot in Lansbury and Fochriw. A task and finish group had been established linked to the coalition for change. In response to the chair's question regarding gaps in the task leads, MB explained that the systems event in November will identify areas for targeting and leads. JC noted that the ACEs work had received just under £7 million from the Police Transformation Fund for Wales working with Public Health. He requested that Rachel Allen from the OPCC be included in the work.</p> <p><b>vii. Volunteering:</b> The action plan was presented by Martin Featherstone, GAVO, who reported on the volunteering action are workshop which had taken place the previous week bringing together 25 PSB partners and third sector organisations, thanking PSB members for their support. Notable gaps identified were housing and education. MF noted that GAVO was leading on a similar strand of the Monmouthshire Well-being Plan. He reminded members of the discussions at the previous meeting on the new Volunteering Wales, digital volunteering platform, Helpforce working with the NHS and the role of time-banking as a volunteering opportunity. The workshop had included a practical session on intelligence gathering and a critical look at the draft action plan to identify the priority for activities, engagement of the wider audience and involvement of other organisations with expertise in volunteering. The workshop had also looked at the practicalities of bringing together a core group to progress the work and making the links with other action areas such as apprenticeships as mentioned earlier. In response to a question from the Chair MF confirmed the workshop notes were currently being written up, which would also populate the action plan more fully including timescales and task leads. CH noted that CCBC was starting to scope a corporate volunteering strategy with Dave Street, Director of Social Services as lead and suggested there was a need to make contact with him. JC also requested the involvement of Gwent Police and the OPCC and MF acknowledged that Neil Taylor had represented both at the workshop.</p> <p><b>viii. Health and Well-being:</b> Bronagh Scott from ABUHB presented the action plan and explained there had been significant changes since the last meeting. She noted the significant structural changes in ABUHB and explained that Alison Gough would now be the lead for this action area. Work had already been done to map existing services and greater links with partners, NCNs etc., were being made. A key area was building resilience i.e. coping well during the Winter, working with GPs and GP based pharmacists. The need to work with other action areas such as natural environment was recognised. The next focus was the need</p>	<p>MB</p> <p>MF</p>

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	<p>for a multi-agency partnership approach to tackling obesity. Integrating services across the borough was a big area for staff to have the right people in the right place to direct people to the right services. She agreed that there was a need to be much more outcomes focussed and they will be able to populate time scales much more after the forthcoming meeting. A workshop bringing wider partners together and other action areas would take place in January.</p> <p>ix. <b>Safer Communities:</b> The action plan was presented by Nick McLain who noted the working group was in place already. There was a need for consistency with other plans in West Gwent / Gwent-wide. Internal conversations were taking place to decide key measures but work was already under way through existing measures. In response to the chair's question regarding task lead NM responded there was a need to add these from existing groups and KP added the Safer Caerphilly Group were responsible for adding these but were waiting for a governance paper on Safer Gwent to discuss the wider delivery issues.</p> <p>x. <b>Natural Environment:</b> Jon Goldsworthy presented the action plan on behalf of NRW noting that Helen Fletcher was the lead officer for this action area. This priority had come through very strongly in the Well-being Assessment and there were significant opportunities to deliver against all well-being goals and substantial overlap with other action areas and opportunities for joint actions. A workshop had taken place at Cwmcarn in July with partners including PHW, third sector and others. Three priorities had been identified and four outcomes but not all measures had been identified to date. A number of key tasks from the development of a strategy for the green infrastructure to identifying funding opportunities were highlighted. It was mainly lead by NRW and the local authority but will have the involvement of the third sector in future. Will be looking across all other action plans to identify ways of working together and not duplicating work.</p> <p>CH thanked members for their reports and commented that it would now be the challenge for the PSB to take these forward together and not in a silo manner, ensuring that they all make the links with each other and work together collectively. KP commented in relation to coordinated actions that the policy support offers sit together and can share development, there will also be the PSB Annual Conference to bring the wider partnership together and there will be regular meetings of delivery leads to discuss links and make people aware of how they can add value to each of the other areas.</p> <p>CH noted that having gone through the themes the Council was leading on four of them. Noting that the Assets Management action area was currently being jointly led by CCBC and Gwent Police CH proposed that Gwent Police should take the lead. It was AGREED that JC and NM take the suggestion back for discussion and they would come back with a decision.</p>	<p></p> <p>MF</p> <p>NM</p>

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3.	<p><b><u>Sport &amp; Active Recreation Strategy</u></b>  Robert Hartshorn, Head of Public Protection, Community &amp; Leisure Services and Jeff Reynolds, Sports &amp; Leisure Facilities Manager</p> <p>RH introduced the Sport &amp; Active Recreation Strategy (SARS) which was currently out for consultation through an on-line survey and a series of drop in sessions for the public. There would be a special Scrutiny Committee in November before presentation to Cabinet. RH explained that this was a 10 year strategic plan to encourage people to become more active, whilst recognising the financial pressure on a non-statutory service. JR continued the presentation with the short video explaining the strategy noting that Caerphilly had never had a SARS He referred to previous reviews of facilities and outdoor facilities in 2014 and 2015 and the Wales Audit Office recommendations for broadening the scope of the review. JR noted the need to take a strategic approach to the provision, to maximise the wide array of opportunities available across the county borough and to work with partners and a wide range of stakeholders. The 10 year strategic vision set out was to get 'more people, more active, more often' and he noted the strong linkages to the Wellbeing Plan.</p> <p>JR continued by outlining some of the issues of outdated leisure facility stock with buildings no longer fit for purpose and the need to understand the role of the authority in direct delivery, delivery with support from partners or through supporting partners to deliver services. He noted the inequalities of provision across the county borough and the changing way people were accessing leisure. JR outlined the vision to consolidate existing leisure centre provision to four, high quality strategically located centres managed by CCBC but was keen to articulate to the public that it was not just about leisure centre provision and that there were a number of levels from local community centres and church halls, shared use of school sites as well as the large impact centres. There was also the need to encompass the opportunities provided by the outdoor space in the borough, 80% of which was green space. RH added that most sport and active recreation is not conducted in CCBC facilities, and tired stock was compromising the use of the facilities. The strategy proposed a fairer distribution to provide more equitable access. These facilities would be modern and contemporary and more attractive for family use and would be seen as destination venues in their own right.</p> <p>CH thanked RH and JR noting this was a substantial consultation being undertaken. CH felt this was the right approach and there were substantial implications for the prevention agenda. CH noted that some partners had already commented as part of the consultation but asked members for further comments as the PSB which would be fed into the consultation process. Members discussed and commented on the Sport and Active Recreation Strategy under consultation and the following comments were recorded and submitted into the consultation process.</p> <p><u>Mererid Bowley, Public Health Wales, Aneurin Bevan Public Health Team</u>  MB noted that it was good that reference to "active" recreation was made. She referred to the health inequalities and the 19 year difference in life expectancy across the borough. She noted it was important to get young people active but possibly equally as important for those in their 40s and 50s to delay the onset of ill health to enable people to enjoy the benefits of a healthy life in old age.  There was a 20 year history of partnership working to provide active leisure prescription schemes through exercise referral. The greatest health gain comes from people moving on the activity scale from 0-1, not from the most active becoming more active.</p> <p><u>Martin Featherstone, Gwent Association of Voluntary Organisations</u>  He noted the recognition of the contribution of partners and recommended there</p>	

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	<p>needed to be follow up to the consultation i.e. the need to ensure local sports groups were sustainable, and there was access to funding to support them. He also suggested that there was a need to layer the strategy with the well-being plan to ensure that the contribution/connection to each was clear.</p> <p><u>Cllr David Poole, Chair of the PSB, Leader CCBC</u> Cllr DP noted the quantity of emails received regarding the proposed reduction in leisure centres quoting the question raised “How can you get more people active if you are reducing facilities?”</p> <p>RH responded by explaining that most sport and active recreation was not conducted in CCBC facilities. Tired stock and old buildings with poorer offer were compromising the use of the facilities and the strategy proposed a fairer distribution as access was currently inequitable.</p> <p>There was a need for something more attractive that families and children will want to use; modern, contemporary facilities in growing communities; facilities that people will see as destination venues in their own right. E.g. Caerphilly Leisure Centre was right next door to the most deprived community in Wales. This was a 10 year strategy and a long term programme. The fourth site was currently Heolddu and new facilities would be needed for that part of the county. There were hundreds of other sites such as parks and open spaces that the strategy aimed to encourage people to use.</p> <p>JR added that there were currently 11 leisure centres, 38 local authority community centres plus those additional facilities managed by other groups. He commented that physical facilities do play a key and essential role but they are not the whole solution as there was a need to educate residents more broadly about physical activity and the range of opportunities that exist within the county borough.</p> <p><u>Jon Goldsworthy, Natural Resources Wales</u> JG commented that it was good to see the wider remit of the Strategy and that it was not just about leisure centres. He noted the strong overlap with the Well-being Plan and was pleased to see the inclusion of green space and parks. NRW also had extensive green space in the county borough e.g. Cwmcarn. Currently they are mapping the green space in the county borough, which could help with the development of the Strategy as accessible green spaces have an important part to play in increasing activity levels.</p> <p><u>Bleddyn Jones, South Wales Fire &amp; Rescue</u> BJ asked if, as part of the process of developing the strategy, would they be reconsidering previous decisions made, i.e. the previous closure of the running track in Bargoed, as runners were having to travel outside of the county borough for facilities? Would they be replacing/reopening a running track?</p> <p>JR responded by explaining there were active running clubs in some centres and it would be about the changing landscape of need. Discussions were taking place re the Britannia Fields in Cefn Fforest but whilst grass tracks work in the summer there was a need for an all-weather track to meet the demand throughout the year. CH added that there was an opportunity through the strategy for a new facility serving the north of the borough which could link to the 21st<sup>th</sup> Century Schools programme and could include a track in these discussions.</p>	
4.	<p><b><u>Gwent Violence Against Women, Domestic Abuse and Sexual Violence Annual Report</u></b> Rebecca Heywood, Regional Adviser for Gwent RH explained her role in leading the VAWDASV team across the five areas of Gwent and, following the agreed governance and report processes in 2017, the discharge of statutory duties for VAWDASV through the Gwent VAWDASV Partnership Board. RH</p>	

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	<p>noted that the VAWDASV Strategy 2018-2023 had been published in May 2018 after a significant amount of work, which had been signed off by the five local authorities and health board as required under the Act. She was now presenting the annual report providing an update on the work undertaken. She noted that the Gwent area was considered a pathfinder region and unique in Wales in developing strategic regional coordination for VAWDASV.</p> <p>RH referred members to the report and the Appendix which highlighted the work that had been undertaken against each of the strategic priorities. All documents were available on the Gwent Safeguarding website. RH highlighted the following:</p> <p>Framework for Survivor Engagement – Through consultation with specialist services a gap had been identified in service provision for male victims, noting that they were harder to reach and services would need to be gender responsive.</p> <p>Domestic Homicide Reviews – The independent evaluation was being carried out by Cardiff University and key findings would be shared with PSBs. There was a need to understand the implications for changing the model.</p> <p>Funding – there was still no confirmation on the VAWDASV funding for 2019/20.</p> <p>SB expressed concern that there might be a funding gap. In answer to questions from PSB members RH confirmed that she had been requested to attend PSBs in Gwent the previous year to discuss governance and would look to report on the ongoing work annually. KP noted that the Strategic Delivery Group, which she chaired, was delivering the strategic response to for the local authorities, health, fire and rescue and ambulance services, and suggested that it could be reported to the G9 group. JC noted that Eleri Thomas was leading on this work for the OPCC. It was AGREED that as the work covered the whole of Gwent it should be an item for the G9.</p>	Cllr DP
5.	<p><b><u>Partnership Scrutiny Committee</u></b></p> <p>Kathryn Peters, Corporate Policy Manager.</p> <p>KP noted that this further report originated from recommendations by Partnership Scrutiny and reminded members that it had been previously agreed by the PSB to;</p> <p style="padding-left: 40px;">Invite the Chair of the Partnership Scrutiny to attend PSB meetings as an observer</p> <p style="padding-left: 40px;">To continue to hold meeting in Ty Penallta to facilitate wider engagement</p> <p>KP drew members' attention to point 4 of the report where current public access to the PSB had been identified through the website, publication of meeting papers in advance of the meeting and the use of a generic email address for enquiries from the public. KP noted that some PSBs invite written questions but only three PSBs currently hold their meetings in public. KP explained that webcasting facilities existed in the Council Chamber which could enable recording for later broadcast via social media, or broadcast to the Rhymney Room, but acknowledged it was not an ideal arrangement for round table discussions.</p> <p>Following discussion the PSB AGREED:</p> <ul style="list-style-type: none"> <li>• That the work of the PSB, and the availability of PSB papers be promoted through social media, via the PSB website and partner's social media.</li> <li>• That members could tweet appropriate comments but that there would be no added value in live tweeting by communication officers.</li> <li>• That the PSB invites written questions and a standard item be added to the agenda, to be answered in written format, with organisation specific questions being forwarded as required at the discretion of the Chair.</li> <li>• It was proposed and AGREED that as the PSB was still a fairly young organisation the question on meetings being held in public, and the recording</li> </ul>	



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	and broadcast of meetings be reviewed in a year's time to enable the organisation to mature.	
6.	<p><b><u>Third Sector Partnership Agreement</u></b> Martin Featherstone, Chief Executive Officer, GAVO</p> <p>MF thanked members for the opportunity to update them on progress to revise the Partnership Agreement / Compact between the members of the PSB and the Third Sector. He reminded members that the previous Compact had come to an end in 2017 and the PSB had agreed to a delay in renewing the agreement until such time as the Well-being Plan had been published and its priorities agreed. MF explained that this was a key supporting document to the positive relationships between statutory partners and the third sector in the county borough, which defined good practice and supported the well-being of communities through voluntary action. He referred members to the draft document highlighting the focus on the Well-being Plan and noted the continued inclusion of the funding code of practice.</p> <p>MF noted that the former signatories to the Compact included the Local Service Board members, with the later addition of Natural Resources Wales and Public Health Wales. MF referred to the reporting processes and the representation of PSB members at the Third Sector Liaison Sub Committee. He asked members to consider the recommendations to support the revised Partnership Agreement.</p> <p>It was AGREED that the PSB would support the revised Partnership Agreement with the final version being brought back to the PSB for signature at a later date.</p>	ALL
7.	<p><b><u>Community Voices – Final Evaluation Report</u></b> Martin Featherstone, Chief Executive Officer, GAVO</p> <p>MF thanked members for the opportunity to present the final evaluation report for the BIG Lottery funded Community Voices programme which had come to an end in June after five years. He reminded members that the BL/WG initiative to develop third sector and community involvement in local decision making had arisen from the establishment of Local Service Boards and Single Integrated Plans. GAVO had established 19 partnership projects across Gwent in two portfolios, with 9 projects in Caerphilly/Blaenau Gwent, which had worked with under-engaged groups to develop their confidence and skills to participate in the design and delivery of local services. The projects had successfully engaged with hard to reach communities and had taken the opportunity provided through the Future Generations legislation to work with partners on the assessment of wellbeing and the development of the Wellbeing Plan. MF noted that the final evaluation captured good practice and the learning from the project on inclusive participation. MF circulated the reports and offered to provide members with a link to the Community Voices videos showcasing the achievements of the project.</p>	MF
6.	<p><b><u>Date of Next Meeting</u></b></p> <p>KP reminded members of the Academi Wales workshop session for the PSB commencing at 12.45.</p> <p>The next meeting of the PSB would take place on Tuesday 4<sup>th</sup> December 2018 in the Sirhowy Room, Ty Penallta, commencing at 9.00 a.m. <b>To be followed by a workshop session for PSB members and Action Area Leads with Gwent Futures.</b></p> <p>There being no further business the Chair closed the meeting with thanks for members' attendance.</p>	