

**Caerphilly Public Services Board
Notes of Meeting**

Held at 9.30a.m on Tuesday, 5th March 2019
Sirhowy Room, Ty Penallta

Present:-	
Cllr David Poole (Cllr DP)	Caerphilly County Borough Council (Chair)
Christina Harrhy (CHy)	Caerphilly County Borough Council
Jeff Cuthbert (JC)	Gwent Police and Crime Commissioner
Shelley Bosson (SB)	Aneurin Bevan University Health Board
Cllr Tudor Davies (TD)	South Wales Fire Authority
Nick Wood (NW)	Aneurin Bevan University Health Board
Christian Hadfield (CHd)	South Wales Fire & Rescue Service
Chief Supt. Mark Warrender (MWr)	Gwent Police
Steve Morgan (SM)	Natural Resources Wales
Mererid Bowley (MB)	Public Health Wales
Martin Featherstone (MF)	Gwent Association of Voluntary Organisations
Heather Nicholls (HN)	National Probation Service
Richard Baker (RB)	Welsh Government
In attendance:-	
Kathryn Peters (KP)	Corporate Policy Manager, CCBC
Stephen Harris (SH)	CCBC
Alison Palmer (AP)	GAVO / CCBC
Ali Gough (AG)	Aneurin Bevan University Health Board
Ian Martin (IM)	CCBC
Mark Williams (MWs)	CCBC
Matt Jones (MJ)	South Wales Fire & Rescue Service
Apologies:-	
CC Julian Williams	Gwent Police
Diana Binding	Wales Community Rehabilitation Company
James Owen	Welsh Government
Huw Jakeway/Dai Bents	South Wales Fire & Rescue Service

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	<p><u>Welcome:</u></p> <p>The Chair welcomed all present to the meeting welcoming Nick Wood to his first meeting as the ABUHB representative and Mark Warrender from Gwent Police. Members were asked to introduce themselves.</p>	
1	<p><u>Previous Notes and Matters Arising:</u></p> <p>Pg 1 – CH noted that CCBC were currently leading/championing five of the nine action areas/enablers and was looking for PSB partners to take on more of the Champion roles. Recognising that it was MW's first meeting, she referred members to the previous minute where Gwent Police had been asked to consider Championing the Asset Management Enabler, noting that Kieran McHugh currently shared the lead with Mark Williams in</p>	

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	<p>CCBC. MWr agreed to discuss the issue internally.</p> <p>The Chair queried what progress had been made by Jane Foreshaw and Local Partnerships following her presentation some months previously. KP reported that they had been going through WG commissioning at the time and RB agreed to check for the next meeting as he had not had any contact with them.</p> <p>Pg 2 – KP referred to the letter from Partnership Scrutiny regarding the non-attendance of partners at working groups, updating members that the last meeting of the Procurement Group had been well attended, and noted that MWs was in attendance to provide an update on Assets. She noted that they had been unhappy that not all the lead officers had attended the meeting to answer questions and requested that all lead officers attend scrutiny meetings. The PSB questioned if it was the best use of officer time to attend in case a question arose. The Chair expressed concern at the potential waste of senior officer time and agreed to discuss the issue with CHy and the Chair of the scrutiny panel and report back to the next meeting.</p> <p>Pg 5 – It was noted that Alison Gough would now represent ABUHB on the Safer Caerphilly group.</p> <p>There being no amendments the notes of the previous meeting were approved.</p>	<p>MWr</p> <p>RB</p> <p>Cllr DP/ CHy</p>
2	<p><u>Presentation – Brexit Preparedness</u></p> <p>Ian Martin, Emergency Planning & Resilience Officer, CCBC</p> <p>Ian Martin thanked the PSB for the opportunity to provide an overview of the work that has been ongoing in assessing the potential impacts of a ‘No Deal’ Exit from the European Union on Civil Contingencies in the Gwent Local Resilience Forum Area.</p> <p>IM commenced the presentation by referring to the statement made to the Senedd by the Welsh Government Minister for Housing and Local Government in January 2019. The Minister recognised that “with the prospect of a ‘No Deal’ Brexit still firmly on the table that we have a responsibility to take precautionary measures as part of our Brexit preparations, and this includes our planning for Civil Contingencies”. The Minister continued by stating that “Good Civil Contingency planning will help us prepare for the reasonable worst-case scenarios, and will help to ensure that our public and emergency services are best placed to continue providing the services that we and the most vulnerable in our communities rely on every day”.</p> <p>With the Ministers statement in mind, IM outlined the work that has been undertaken not only in the Gwent Local Resilience Forum area but across Wales looking at the potential of a no deal scenario across a number of Civil Contingency risk categories. IM continued by referring to the work that is progressing to assess the impacts of these risks and to where possible put in place mitigation which is critical in minimising the need for a Civil Contingency response.</p> <p>IM informed the Board that appropriate command, control and coordination arrangements have been put in place to ensure that there is a common understanding of local, regional and national concerns. These arrangements will provide a strong infrastructure to help identify the emerging issues to support quick and effective decision making by all involved. IM concluded by stating that the work being undertaken as mentioned in the presentation is in no way indicating that we expect any emergency, but offers reassurance that work is taking place across the public sector to ensure that where possible they are prepared for the potential of a ‘no deal’ scenario.</p> <p>PSB members discussed the issues raised noting the significant impact on the work of</p>	

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	<p>PSB members and recognising that much of the planning was being done in the dark as the impacts were unknown. The Chair noted that CCBC had set aside funding to deal with the impact of Brexit as had other local authorities. CHy noted that much of the concern had been focussed on jobs and whilst the business sector in the borough was vibrant, significant amounts of the manufacturing industry was foreign owned and Brexit could have a big impact. IM was thanked for his presentation.</p>	
3.	<p><u>Ystadau Cymru (formerly the National Assets Working Group)</u></p> <p>Richard Baker, Head of Estates & Professional Services, Welsh Government</p> <p>RB explained that the relaunch of the former National Assets Working Group has been supported by Mark Drakeford AM as he wanted to see land and buildings in public ownership come under the same scrutiny as finances. Whilst now rebranded as Ystadau Cymru, and chaired externally by Umar Hussein of South Wales Police, the aims remained the same</p> <ul style="list-style-type: none"> • to enable and influence organisations to adopt a collaborative approach in asset management • share best practice guidance and case studies • to put in place tools to support and encourage the realisation of the efficiencies and benefits that can be derived from proactive, strategic estate management • provide high quality support for the delivery of public services. <p>The group had representation from across sectors with a management board and six regional groups based on health board boundaries. He noted that there was no enforcement mandate.</p> <p>RB explained the significant pressure on Welsh budgets and the need to make the best use of existing resources. The Asset Collaboration Programme included a collaboration toolkit being developed to support bodies to work together scheduled for publication in May 2019, included the development of a land transfer protocol between public bodies, joint valuations and Space Cymru - the public sector portal for marketing surplus assets, as well as an updated Community Asset Transfer guide. He noted that 23,000 properties had been added to the ePIMS database to date.</p> <p>RB presented the Cwm Taf Pilot Study initiated by Mark Drakeford involving two local authorities and a number of statutory and third sector partners, noting it had taken a year to complete and they had struggled to obtain basic data in some cases. He noted some of the findings included the number of strategic land sites that could be developed, the backlog maintenance figure and the number of sites that had a potential for collaborative use. RB reported that the second phase of the project was launched in October and was heavily oversubscribed. 15 projects had been funded and RB gave details of the Assets Cymru website for more information.</p> <p>The Chair thanked RB for the presentation and asked how he saw the local PSB Asset Management group working with the S. E Wales area or National groups, and whether this was duplication. RB responded that the groups were working at different levels noting that the Caerphilly group was the most active in the Aneurin Bevan region and offered support for the work. MF noted the work GAVO undertook a few years previously on Community Asset Transfer(CAT) on behalf of WG. GAVO was still supporting groups wanting to protect community assets and there was a need for statutory bodies to work with communities to ensure they were more sustainable and not focussed on a grants culture. There was also a need for them to understand succession planning to ensure CATs do not fail. He also saw the need for local level information to be fed into the national picture. RB informed members that the first Ystadau Cymru Conference would take place in the Autumn and CAT would be one of the workshop areas. Members suggested there needed to be a strategic approach to shared assets by the PSB and a commitment to local action and acknowledged there were potential opportunities for</p>	

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	<p>savings and efficiency. In response to concern that there were too many layers in the structure RB explained that the regional groups were undertaking stakeholder mapping and noted that some organisations did not have assets and others were persistently not engaging. WG needed to understand the barriers e.g. budgets, staff time, and also recognised that there could be winners and losers in any effort to collaborate. They were looking to unblock and accelerate the process. Cllr DP noted that there was a need for wider collaboration than just the Gwent area, and CCBC was already working collaboratively outside the Gwent region. CHy noted that MWs would be reporting on the work to date and suggested that a representative from Ystadau Cymru give a presentation to a future meeting of the G10 group, and agreed to put it forward for an agenda item.</p>	<p>CH/ Cllr DP</p>
<p>4.</p>	<p><u>Well-being of Future Generations</u></p> <p>a. <u>Performance Reporting:</u> Kathryn Peters, Corporate Policy Manager, introduced the Well-being Plan performance reports noting that they had been split into two groups for reporting purposes and that they had been grouped together into those areas most connected. KP noted that this was the first round of reports in this format from Set B and reminded members that they had requested a Communication and Engagement report at every meeting. This set would be provided for Partnerships Scrutiny on 11th July where they would also be looking at the Good Health and Well-being Action area in more depth.</p> <p>b. <u>Enablers/Acton Area Updates by Board Champions:</u></p> <p>i. Communications and Engagement – Kathryn Peters, CCBC KP noted that she chaired this group. KP highlighted the following progress:</p> <ul style="list-style-type: none"> • The Youth Forum had started using the #CaerphillyWeWant more but whilst @CaerphillyPSB was now available it had not been used to date. Member guidance would need to be developed for members for highlighting collaborative work. • Gwent Police and SWF&R will give guidance to their local teams for their use. • The public promotion of the opportunity to ask questions of the PSB had reached over 6,000 residents on social media. • The public baseline survey to gauge the public understanding of the PSB was currently live and would be reported to the next meeting. • KP highlighted that the group were keen to publicise collaborative good news stories <p>ii. E4 Assets – Mark Williams, CCBC The group was jointly lead by Kieran McHugh (Gwent Police) and Mark Williams (CCBC). MWs explained that they were struggling to get partnership engagement in the group and two meetings had seen poor attendance. NW noted the recent appointment of a Primary Care Estate Manager and agreed to ensure he attended the meetings for ABUHB. SM explained that NRW have one Assets team for Wales and were unable to attend local meetings. MWs highlighted progress on the following:</p> <ul style="list-style-type: none"> • The development and population of an asset map for all partners' built assets • Tracy Evans, Policy Support had made good progress with the Gwent Electric Vehicle Charging Point Feasibility Study and a contract was in place for the work. Consideration had been given to the Procurement Enabler including this work to facilitate a regional approach. • £75,000 had been secured in grant funding from WG for a Gwent Regional Fleet review. <p>The development of a community hub initiative in Caerphilly county borough was noted and it was suggested that this might be a focus for the group alongside the</p>	

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	<p>electric vehicle work. CHy noted a number of conversations around community hubs but organisations were looking at them in different ways. She noted that the Director of Social Services and Housing, Dave Street, was leading on community hubs for Caerphilly and suggested there was an opportunity to work in a more coordinated way.</p> <p>PSB members discussed the opportunity to promote the inclusion of electric charging points on new housing developments. NW queried whether this project intended to promote private or public transport options and was concerned it would not deal with congestion and air quality in internal combustion vehicles. CHy noting this was being discussed by planning officers with City Deal. DP asked whether the PSB should be asking WG to add this as a condition of planning in future and members agreed it would be a positive move. CHy suggested and it was AGREED that the Chair write to the Minister suggested this be included in planning policy in future. It was also AGREED that the Enabler should include a focus on Electric Vehicles and Community Hubs.</p> <p>iii. AA1 Best Start in Life – Mezz Bowley, PHW MB reminded members that the PSB had agreed to sign up to be a Pathfinder at the previous meeting, one of four or five across Wales. She noted the progress with:</p> <ul style="list-style-type: none"> • Mapping the system across Caerphilly for support from birth, and the identification of strengths, risks and gaps. This element of the work would be completed in the next quarter and would be fed back to WG to help with redesign of systems. She noted they had dedicated some project support and funding. • On line resource being designed for youth workers being extended to wider staff base. MB AGREED to circulate the link. • ACE Awareness – partnership work taking place including 3 year programme in education and schools in Caerphilly which will have completed phase 1 this year. • Training looking at a coordinated approach and linked to Making Every Contact Count. <p>MW noted the value of an informed workforce when attending households to help prevent ACEs and JC affirmed the importance of the preventative role to stop young people drifting into crime and highlighted the Mini Police scheme to create good citizens of the future. MB confirmed it was too early to evaluate the effect of changes in services and they were currently looking at the outcome measures.</p> <p>iv. AA3 Good Health & Wellbeing – Nick Wood, ABUHB NW noted the outputs had been reported and drew members attention to the following points:</p> <ul style="list-style-type: none"> • A Good Health and Wellbeing workshop was planned for the beginning of April • The delivery of this Action Area had been integrated into the work of the three Neighbourhood Care Networks, the GP clusters in the borough. They have all now developed their integrated plans aligned to the 5 ways of working and 7 goals which have been presented to the ABUHB Board and signed off by WG. • Now need to look at how the delivery of integrated care is approached. Funding had been secured for the new model of delivery at Bryntirion, Bargoed which was a first step and included a model for social prescribing and social care. The onus was now on the health board and local authority to look at how this might be delivered over the next few months. They would also need to look at how all partners are included in delivering a Gwent wide model for primary care. 	<p>Cllr DP CHy</p> <p>MB</p>

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	<ul style="list-style-type: none"> A joint meeting on integrated mental health support would take place on 12th April with the OPCC. JC noted that far more collaborative work was taking place i.e. a mental health expert in the control room resulting in far fewer people with mental health difficulties being taken into custody. NW noted that efforts needed to be made to secure more of the transformation funding for similar projects. <p>NW noted that good progress had been made with the outline delivery plan and they now needed to operationalise it and bring back some key deliverables to the next meeting. It was noted that Health and Wellbeing would report next at the September PSB meeting and CHy and NW agreed to discuss joint work outside the meeting.</p> <p>A number of questions were raised regarding the role of the Regional Partnership Board and the £13.5m budget. Members felt it was important to understand what the funding was being used for and how the work of the PSB could link to ensure money is spent on priorities in Caerphilly county borough. CHy explained that Dave Street was on the RPB for Caerphilly CBC and it was agreed he should be invited to the PSB meeting in June to give a presentation on the work of the RPB. MF noted that he also attended the RPB and agreed that it was important to keep track of its work and, reflecting on the Academi Wales workshop session, understand what differences were being made. The Chair agreed that it was important to evaluate the impact to ensure it was delivering visible benefits and economic efficiency and informed the work of the PSB.</p> <p>v. AA5 Natural Environment – Steve Morgan</p> <p>SM noted his discussions with Helen Fletcher, Lead Officer, and highlighted the following points:</p> <ul style="list-style-type: none"> A strong Green Spaces core group had been established with good representation, the next meeting taking place the following day chaired by Helen Fletcher. Draft Green Infrastructure Plan for the county borough completed and would like to present it to the PSB. Collaborative bids for funding to WG ENRaW(Enabling Natural Resources and Wellbeing Fund) that should be known shortly. The core group had found it challenging to identify data sources for performance measures for this action area. The core group were looking for support to identify the data that could be gathered e.g. accessing green sites, rates of volunteering etc. A number of projects have begun including Active Travel based in Tiryberth and mapping green space use in Ystrad Mynach. Meeting scheduled with MF to discuss links between Natural Environment and Volunteering Action Areas. Working with Caerphilly CBC to reopen Cwmcarn Forest Drive by Easter 2020, now designated as a gateway site through the Valleys Regional Park initiative. <p>CHy noted that the transportation team should have some information to support measures around active travel, walking and cycling.</p> <p>The Chair thanked members for their reports.</p>	<p>CHy/ NW</p> <p>CHy</p>
5.	<p><u>Making Every Contact Count – Update</u></p> <p>Matt Jones, Group Manager, South Wales Fire and Rescue Service MJ reported that, following discussions at the previous PSB meeting, a working group</p>	

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	<p>meeting, led by Huw Jakeway, Chief Fire Officer, had taken place in January with PSB representatives, KP had circulated a report of the meeting. The main focus had been to identify what each organisation was doing and look at how they could help each other. It was clear there was plenty of collaboration but it needed to be made clearer and spread wider. This had been a significant pilot since 2017 and had expanded to four areas, it would also be looking at cold homes in the future. Over 6,500 safe and well visits had taken place, which were being evaluated. There was a major opportunity to maximise the use of contacts with the public, SWF&R undertaking 17,000 visits to homes not related to fires, that being 17,000 opportunities to engage. The aim was to identify greater opportunities for collaborative working, i.e. with Best Start in Life and other action areas where there were opportunities to work together. The Chair thanked MJ for his update and queried to use of shared data. MJ explained that they would already be on the SWF&R vulnerable people database and there were already Gwent Police and ABUHB team members in place. He also explained further that anyone could make a referral and the aim of the project was to develop a fluid pathway between partner agencies with the aim of changing lives, not just saving lives focussing on fire safety. PSB members felt that this was real opportunity for the PSB to work together and CHy noted there was also a link to the work around community hubs.</p> <p>It was AGREED to establish a short term working group, led by SWF&R and facilitated by CCBC Policy, to report back at the September PSB meeting.</p> <p>Cllr TD recorded his thanks for the support of CCBC on the White Paper consultation on the reform of fire and rescue services noting that 61 responses had been received.</p>	<p>MJ/ KP</p>
<p>6.</p>	<p><u>Election of Chair and Vice Chair</u></p> <p>Kathryn Peters, Corporate Policy Manager</p> <p>KP reported that under the terms of reference the term of office had come to an end and this was an opportunity to refresh the roles of Chair and Vice Chair. NW was invited to take on the role of Chair, as current Vice Chair, but explained that, in discussion with colleagues in ABUHB, they felt that the PSB should be chaired by the local authority and nominated Cllr DP to continue in that role. Cllr DP agreed to continue but suggested a review in twelve months' time.</p> <p>It was agreed that Cllr DP continue as Chair and NW be confirmed as Vice Chair for the next twelve months.</p>	
<p>7.</p>	<p><u>PSB Annual Conference</u></p> <p>Kathryn Peters, Corporate Policy Manager</p> <p>KP referred members to the report previously circulated in response to a request from CHy for consideration of the future of the conference. She noted that the PSB had already agreed to reduce the conference from two to a single Annual Conference timed to coincide with the publication of the PSB Annual Report. KP explained that the conference had run on a bi-annual basis since 1999 as the formal way of engaging with the wider partnership network across the county borough, organised by CCBC and GAVO and funded by the local authority. Noting that a provisional date had been set for 5th July 2019, KP reported that the Future Generations Commissioner and Head of Local Government and Partnerships in WG had agreed to speak. KP noted that some previous conferences had been used to showcase partnership work and asked members to consider the advantages and disadvantages of a conference and consider what alternative mechanisms might be utilised to reach the wider audience. CHy noted that in having attended a number of the conferences recently she was struggling to identify a clear purpose and, given the reduced resources, suggested that the Communication and Engagement Group could achieve more by developing the social media presence.</p>	

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	<p>SB suggested that there was an opportunity to undertake a robust evaluation on the day but also suggested it would provide an opportunity to present the work the PSB is planning such as Making Every Contact Count. MF commented that it was also about accountability and the duty to report together. The previous conference had been an opportunity to brief the wider partnership landscape on the ambitions and aspirations of the Well-being Plan. He felt it was a key opportunity for the PSB to engage with a wider audience, not involved directly in the action areas and enablers, and offered Leads the chance to identify challenges and ask the wider group for solutions.</p> <p>KP noted that the PSB had been criticised by Community Councils for their lack of direct engagement and that all Community Councils were standing members of the conference. She also noted that they asked for a representative from the Liaison Group to attend the PSB to discuss their involvement. It was AGREED that representatives from the Town and Community Council Liaison Group be invited to attend the September PSB meeting to discuss what the sector can add to well-being delivery.</p> <p>The Chair suggested that, given high profile speakers had already confirmed and that it that the Conference should go ahead on this occasion. Following further discussion it was AGREED that there was a need for a clear purpose and it should be evaluated effectively to inform a review at the next PSB meeting. SM enquired whether any support was needed from the PSB and KP noted that it was a key role for AP and that the speakers were booked, the annual report would be the key focus with lead officers already involved in producing more visual content. The feedback from Gwent Futures was noted recommending greater involvement of the younger generation in the Well-being Plan and DP noted that there was an active Youth Forum in the borough which would be reporting its priorities at the June PSB meeting.</p>	<p>KP</p> <p>KP/ AP</p>
8.	<p><u>Questions from the Public</u></p> <p>KP reported that the meeting and agenda had been publicised on the PSB website and through various media channels with the invitation to ask questions about the work of the PSB. There were no questions from the public on this occasion.</p>	
9.	<p><u>Information items</u></p> <p>KP noted that the revised Action Plans were all now available on the PSB website.</p>	
	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the PSB will take place on Tuesday 4th June 2019 commencing at 9.30 a.m. in the Sirhowy Room, Ty Penallta.</p> <p>There being no further business the meeting was close with the Chair's thanks to those who had attended.</p>	