

**Caerphilly Public Services Board
Notes of Meeting**

Held at 9.30 a.m on Tuesday, 4th June 2019
Sirhowy Room, Ty Penallta

Present:-	
Cllr David Poole (Cllr DP)	Caerphilly County Borough Council (Chair)
Christina Harrhy (CH)	Caerphilly County Borough Council
Sian Curley(SC)	Office of the Gwent Police and Crime Commissioner
Shelley Bosson (SB)	Aneurin Bevan University Health Board
Cllr Tudor Davies (TD)	South Wales Fire Authority
Diana Binding (DBi)	Wales Community Rehabilitation Company
David Bents (DBe)	South Wales Fire & Rescue Service
Rod Grindley (RG)	Gwent Police
Steve Morgan (SM)	Natural Resources Wales
James Owen (JO)	Welsh Government
Martin Featherstone (MF)	Gwent Association of Voluntary Organisations
Heather Nicholls (HN)	National Probation Service
Ali Gough (AG)	Aneurin Bevan University Health Board
In attendance:-	
Imogen Jones (IJ)	Vice Chair – Caerphilly Youth Forum
Kathryn Peters (KP)	Corporate Policy Manager, CCBC
Alison Palmer (AP)	Community planning Coordinator, GAVO / CCBC
Ian Evans (IE)	CCBC – Procurement Lead
Tina McMahon (TMC)	CCBC – Apprenticeships Lead
Hayley Lancaster (HL)	CCBC - Communications
Vicki Doyle (VMD)	Policy Officer, CCBC
Clare Jones (CJ)	Youth Forum Officer, CCBC
Apologies:-	
CC Julian Williams / Chief Supt. Mark Warrender	Gwent Police
Jeff Cuthbert	Gwent Police and Crime Commissioner
Mererid Bowley	Public Health Wales
Huw Jakeway	South Wales Fire & Rescue Service
Nick Wood	Aneurin Bevan University Health Board

Point	Agenda item	Action
	<p><u>Welcome:</u></p> <p>The Chair welcomed all present to the meeting noting that filming would be taking place during the meeting for the PSB Annual Report and members would be stepping out from time to time.</p>	
1.	<p><u>Previous Notes and Matters Arising:</u></p> <p>Pg 1 – It was noted that Mark Williams had discussed the Asset Management Action Area with Kieran McHugh but the Head of Service in Gwent Police had declined the invitation to Lead on the Action Area. (Pg 1.1)</p> <p>Pg 2 - Further to the discussion on the role of Local Partnerships, it was reported that they had been re-commissioned by WG and were working with the local authority on the</p>	

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	<p>regeneration panel looking at solar farms and with housing colleagues.</p> <p>Pg 4/5 – It was noted that as a result of taking the issue of regional asset management to the G10, the CEO and CEO of Newport had been tasked with scoping the proposal to be taken back to the next G10 for further discussion. SM noted that NRW would make their best efforts to attend Asset Management meetings where possible but could not guarantee a representative. (Pg4.4.ii) Cllr DP reported that a letter to the Minister was being drafted by planning.</p> <p>Pg 6 – It was noted that Health and Well-being would report at the September PSB and would include an update on the development of the Health and Social Care Hub in the north of the borough. To amend report on Cwmcarn Forest Drive to read “reopening by Easter 2020”.</p> <p>Pg 7 – Making Every Contact Count would be on the Agenda for September, KP to meet with Matt Jones, DBe noting that MJ may have changed roles but would check.</p> <p>Pg 8 – The invitation for representatives to attend the September PSB meeting was read out at the March Liaison meeting, representatives to be agreed. KP noted that the evaluation process for the Annual conference was being developed.</p> <p>There being no further amendments the notes of the previous meeting were approved.</p>	
2.	<p><u>PSB Annual Report 2018/19:</u> Kathryn Peters, Corporate Policy Manager</p> <p>KP circulated a paper outlining the structure of the Annual Report, explaining that the advice from the FGC and WG had been to take an innovative approach to the report. The report would take the form of a digital format using Microsoft SWAY allowing people to access different levels of detail with hyperlinks to documents and reports on the PSB and partner websites. It would be populated with pictures and video clips, some of which were being filmed with PSB members that day. VMD demonstrated the draft content explaining that there would be a section on each of the action areas with a short section of text outlining progress, video and/or photographs. KP explained that it would include video of the FG Commissioner filmed at Lansbury Park and the final version would be launched at the Annual Conference. KP noted that whilst it would not be audited by the Commissioner it was likely that she would express an opinion. KP asked members to ensure that once published there were links to the report from their own websites.</p> <p>In response to questions KP confirmed that the report was not yet live and a link to the final version would be circulated to PSB members as soon as it was ready. It would also be translated and would be available as a pdf hard copy. In response to a question from the Chair on whether it could be kept up to date KP explained that whilst it was not a published document and could be amended it was still required to fulfil the function of an Annual Report but could be supplemented by PSB newsletters or updates in a similar style, and it was suggested that a SWAY could be created for each reporting period. SM suggested that as this report covered 2018/19 that the PSB should consider building the 19/20 report throughout the year as projects develop.</p> <p>PSB Members APPROVED the draft report.</p>	
3.	<p><u>Caerphilly Junior and Youth Forum Priorities 2018/19</u></p> <p>Imogen Jones, Vice Chair, Caerphilly Youth Forum and Clare Jones, Youth Forum Coordinator</p> <p>The Chair welcomed Imogen Jones to the meeting to give the presentation on behalf of the Junior and Youth Forums. IJ introduced a film produced by the Junior Forum explaining their previous year’s priorities and the activities they had undertaken to address them. The forum had voted on their top five priorities which were:</p>	

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	<p>1. Healthier – campaign to raise awareness of the dangers of drugs and alcohol 2. Education – more support in school for children with special needs 3. Prosperous – highlighting homelessness and the need for more shelters and support for homeless people 4. Safer – speeding awareness 5. Environment – an anti-litter campaign</p> <p>The PSB were asked to ensure that the issues raised by the Junior Forum were included in PSB plans.</p> <p>IJ then gave a presentation on the priorities identified by the Youth Forum which were:</p> <ul style="list-style-type: none"> • The provision of outdoor space for young people for adventurous outdoor play and work to encourage young people to use the outdoors (4%) • Put an end to Period Poverty by providing free sanitary products in schools and youth settings (9%) • Tackling homelessness, the need for more affordable housing (21%) • Actions to stop knife crime (27%) <p>Their highest priority was</p> <ul style="list-style-type: none"> • Improved mental health services for young people, working with them to design services including the provision of mental health first aid education for young people (39%) <p>IJ then illustrated how the youth forum members planned to tackle their highest priority through</p> <ul style="list-style-type: none"> • Supporting the development of a youth service wellbeing project • To work with State Of Mind to receive training. • Peer led workshops • Making a calendar for wellbeing for everyday around the academic year. • Wellbeing boxes to be created and issued. • Work with graphics to create a wellbeing poster. <p>The PSB was asked to support the Youth Forum actions by:</p> <ul style="list-style-type: none"> • Tell other decision makers about their Priority issue. • Make sure children and young people’s issues are included in PSB plans. • Encourage the provision of mental health 1st aid education. • Encourage CAMHS & School Based Counselling Services to inform clients of waiting times via text messaging. <p>The Chair and members thanked Imogen for her presentation. RG acknowledged that Gwent Police were very aware of knife crime as a national issue and was interested to understand how much of the concern was influenced by external news or whether it was a local issue of young people carrying knives. IJ responded that some members of the youth forum had reported young people locally carrying knives. CH acknowledged that some of the issues raised were the responsibility of the authority and agreed that they needed officers to share their activities with the forum e.g. work around homelessness and housing. DP suggested forum meetings were themed in order to provide officers to attend to answer questions as appropriate and enable the PSB to offer other partners to attend. SM commented that he had hoped the environment would have been a priority issue but noted that the natural environment had a role to play in other areas such as healthier. He expressed a willingness to work with the forum. SC also expressed the Police & Crime Commissioners willingness to work with the Forum on the issue of knife crime, although data showed Gwent as one of the safer parts of East Wales. CJ noted the Gwent Regional Youth Forum was already working with the OPCC through Jessica Tipping. SB suggested that the Dr Dr system had potential to be used to inform those on waiting lists for CAMHS.</p>	

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	<p>PSB members AGREED to the request for support from the Junior and Youth Forums for their priorities.</p> <p>ACTIONS: That a meeting be arranged with SM/ CJ to discuss opportunities further. AG to relay the comments regarding the CAMHS back to the service.</p>	<p>PSB</p> <p>SM/ CJ</p> <p>AG</p>
4.	<p><u>Well-being of Future Generations</u></p> <p><u>Enablers/Acton Area Updates by Board Champions:</u></p> <p><u>E2 Communication and Engagement – Kathryn Peters</u> KP noted that there was a further item from Communications and Engagement later on the agenda. She highlighted the arrangements for the PSB Annual Conference on 5th July and confirmed the attendance of Sophie Howe and Claire Germain. She noted that the Annual Report would be presented to the wider partnership, the on-line version of the Well-being Assessment being developed with Data Cymru would be launched and the revised Third Sector Partnership Agreement would be signed.</p> <p><u>E3 Procurement – Ian Evans</u> IE reported on the work being undertaken on procurement across the region, with the WLGA and referred to the new approach being taken by Welsh Government. The February meeting of the group there had been discussion regarding the inclusion of commissioning in the action plan due to other forums being in place including the National Commissioning Board and the Gwent Regional Partnership Board under the Social Services and Well-being Act. To avoid duplication, and after discussions with Dave Street, Director of Social Services, the group had agreed to propose a focus on procurement. The group had not succeeded in arranging another meeting but had worked via email phone and individual meetings. It was noted the links provided by the Lead Officer being Vice Chair of the WLGA Procurement Group and the work being undertaken at a National and S E Wales level in relation to the Future of Local Government Procurement in Wales. They had produced a principles paper supporting the initiatives within the PSB Action Plan which would be disseminated after consultation. IE highlighted the work to coordinate information and establish links across the PSB in relation to the foundation Economy, specifically in relation to the recently launched Challenge Fund, closing on 12th July. The Lead Officer was also working closely with the Apprenticeships Action Area and with Asset Management on the work around electric vehicles and infrastructure.</p> <p>CH noted this was a top down approach on an all Wales basis, and asked for assurance that PSB partners were all working to the same goals and how were they working locally to ensure maximum buying power? IE responded that they were looking at this through the WLGA workstream and were also working to capture I.a. spend across Wales which will identify supply voids and will enable the development of joint working. CH requested that the group look at what they can achieve locally in the next six months and IE responded that they had already started work on electric vehicles across Gwent.</p> <p>MF noted the need to discuss third sector representation on the group and how that could best be facilitated, IE noting that he had already had discussions with Sue Maddax from GAVO on the action plan and bidding process for the foundation economy funding and would look at how they could take a bottom up approach.</p> <p><u>AA2a Volunteering – Martin Featherstone</u></p> <p>MF reported on the work being undertaken to develop links to organisations and other action areas with the intention of developing a Volunteering Strategy for Caerphilly and PSB Partners, including a volunteering charter with principles and shared values to enable the group to developed a joined up approach to volunteering, including an integration of volunteering systems. It would include the development of training</p>	

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	<p>opportunities for volunteers and shared volunteer recognition systems and would support pathways to employment. The group was focussing on corporate social responsibility and how that can be developed jointly. In developing an understanding of the different roles of volunteering across the PSB, MF had met with Dr Sarah Aitken and Tanya Strange from ABUHB, Dave Street, CCBC, Steve Morgan, NRW, Police and Crime Commissioner's Office and received information from SWF&R on their volunteering offer. He noted the meetings with statutory partners had been helpful in gaining support for the core group.</p> <p>In response to a question from AG regarding links to ABUHB MF responded that he had an initial meeting with Judith Paget followed by meetings with Tanya and Claire from Ffrind I Mi who had been invited to be part of the core group.</p> <p>CH commented that being mindful of the pace of activity when would we be able to see a launch of the PSB Volunteering Strategy in Caerphilly? MF responded that the group would need to come back to the PSB with a more populated action plan and then link a coordinated approach with the work of the other action areas where there were strong links to volunteering.</p> <p>MF also noted that the revised Third Sector Partnership Agreement would be signed at the PSB conference on 5th July, strengthening the well-developed relationship in Caerphilly county borough between the sector and statutory partners. A key part of the revision of the agreement was aligning it to the Well-being Plan and welcoming the whole PSB as signatories.</p> <p><u>Apprenticeships – Tina McMahon</u></p> <p>TMc presented the report from the Apprenticeships group noting that the delivery group was relatively new, meeting over the last seven months with wide representation from training and WG apprenticeship programme providers. The group had established its action plan and leads for each task, setting up separate sub groups as required. They were undertaking a sectoral analysis of local business to identify workforce planning needs and skills gaps and were working with Coleg y Cymoedd to develop construction and trade apprenticeships with the 21st Century Schools programme. They were linking to the Volunteering group to look at linking volunteering opportunities into apprenticeships. TMc noted that in mapping the apprenticeships programmes of partners it had highlighted how different the approaches to workforce planning were.</p> <p>WG had attended their last meeting to discuss the on-line replacement for the last apprenticeship mapping service – there was a need to link to the new system to avoid duplication. The WG apprenticeship framework was currently under review and it was not sure if they would keep the current providers, so waiting to see what was in the new structure and what would be funded through the levy scheme.</p> <p>As a separate report, TMc had been asked to look at the possibility of developing a shared apprenticeships programme for the PSB. TMc reported that she had met with WG and providers and there were no current models except for single trades, although there were good examples of private company agreements, outlined in the report circulated. TMc suggested there was potential to look at a partnership programme in specific skills such as IT, data, business administration, accounting/finance but these may not be in the new funding framework from September. There was also a need to look at practical employment issues.</p> <p>Cllr DP reported on the previous day's meeting of the City Deal regional cabinet and Ken Skates AM, Minister for Economy and Transport where they had highlighted increasing Cardiff population, and emerging skills gaps across the ten authority areas.</p>	

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	<p>There was a need for the PSB to work closely with City Deal and he asked members to consider how this area of work should be taken forward.</p> <p>TMc responded to a question from SB regarding house building noting that there had been discussions with Coleg y Cymoedd that week about developing their skills programmes. DB noted these discussions were also taking place in Monmouthshire and questioned whether there was an opportunity for regional discussions with house building companies. TMc noted the role of procurement in ensuring contracts contained appropriate clauses for apprenticeships and local workforce recruitment. DP noted that there were no modular building companies currently based in Wales.</p> <p>There was general agreement across PSB members that a shared apprenticeship programme to enable partners to “grow their own” should be considered but it was also acknowledged there were some challenges to be overcome. JO expressed his support for the work and offered the expertise from Academi Wales and the WG apprenticeship programme, hoping that the areas identified previously would be in the framework from September.</p> <p>It was AGREED that the outlined issues be investigated further and TMc was asked to bring a further report back to the September PSB meeting.</p> <p><u>Safer Communities – Superintendent Rod Grindley</u></p> <p>RG presented the report highlighting the work the group was taking forward and noted that in the last six months there had been a number of challenging high priority crimes.</p> <p>He noted it was a very positive partnership and the development of the Community Safety Hub had been highly successful. They were sharing information on a daily basis with fortnightly partnership tasking meetings focussing on victims, offenders and location from the perspective of all partners. More organisations want to become involved as they can see the benefits. The Caerphilly Serious Organised Crime partnership group was also working well and the PSB would be included in briefings where necessary. RG noted that a digital Your Voice campaign asking people for their community safety priorities had recently concluded and they would begin the review of the results shortly.</p> <p><u>Resilient Communities – Rhian Kyte</u></p> <p>RK presented the progress report, focussing on three areas of work being undertaken in Lansbury Park. RK noted that the Academi Wales graduate who had been working with Caerphilly Homes had been mapping services being provided to residents of Lansbury. She had now completed that placement and had moved to work with ABUHB. She noted that not all PSB partners had completed their survey and asked members to do so. The next stage of the work was to look at the identified gaps or overprovision to inform service delivery i.e. lack of provision for teenagers and the role of sport and leisure services.</p> <p>Key to the area was the ongoing WHQS work and the link to training, skills and procurement, with more work to be done in that area. The third area of work was the development of the Environmental Enhancement Plan to address the wider environmental issues of the estate. It would look at opportunities for new development, the provision of bungalows, a possible hub and re use of buildings on The Stretch and the issues of car parking. RK would circulate the document when ready for consultation with partners and they would be working with the community at events over the summer. RK agreed to provide an engagement plan for partners to enable them to work collectively and utilise each other’s events for best effect. KP agreed to re-circulate the survey and the Environmental action plan when appropriate.</p>	<p>TMc</p> <p>RK / KP</p>

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	<p>MF noting Key Task A regarding support to other identified communities, asked if, along with the item on community hubs scheduled for the September meeting, information could be provided on where these were and how they had been defined and, consideration be given to how the work linked to the ABUHB development of Integrated Well-being Networks and Well-being Hubs. RK noted the development of an Aber Valley hub in addition and acknowledged to need to ensure they were all connected. DP commented that the sturdy carried out showed there was a need to break the poverty and deprivation cycles and acknowledged that it has taken a long time to see change. CH and RK highlighted the successful event, organised by TMc's Legacy Team the previous week, where the Future Generations Commissioner met a group of mums who were beginning to take control. TMc offered to provide some case studies for the PSB to see the changes starting to happen and DP asked that they be circulated by email.</p> <p>The Chair thanked members for their reports.</p>	TMc
5.	<p><u>Climate Ready Gwent – Greener Transport Solutions</u> Tracy Evans, Policy Officer (Sustainable Development), CCBC</p> <p>TE presented the report highlighting the collaborative work that had been undertaken on electric vehicles. The group had secured funding to undertake a feasibility study and a Gwent regional fleet review across with the aim of making recommendations for a cost-effective regional approach to developing an electric vehicle charging point infrastructure. The report highlighted the work undertaken and issues identified in the Caerphilly county borough where high percentages of residential areas had no off street parking. Gwent partners had also met with Cardiff Council who shared the findings of their work to install charging points on street to support residential neighbourhoods and in local car parks using Office for Low Emission Vehicles (OLEV) funding. TE also reported on the Gwent Electric Vehicle (EV) Fleet Review, funded through the WG Decarbonisation Team which had identified opportunities to reduce carbon emissions by introducing ultra-low emission vehicles and implementing the introduction of pool vehicles. The report also referred to the Hydrogen Fuel Cell study being undertaken by Monmouthshire through the Smart Living programme, which they had agreed to extend to the rest of Gwent.</p> <p>The Climate Ready group planned to submit a joint bid to OLEV to support the installation of on street charging points and had submitted a paper to Cardiff Capital Region for match funding to support the bid, to be discussed at the Regional Cabinet on 10th June. TE highlighted the lessons learnt stressing the importance of commitment to collaborative working.</p> <p>TE was thanked for the report and the PSB AGREED to support further collaborative work on Greener Transport Solutions.</p>	
6.	<p><u>Public Awareness of the PSB</u> Kathryn Peters, Corporate Policy Manager and Hayley Lancaster, Communications Officer, CCBC</p> <p>KP gave an overview of the baseline survey undertaken with stakeholders and the public during February and March to gauge the level of awareness of the role and activity of the PSB as part of the development of the Communications and Engagement Strategy. HL explained that the low numbers and responses were not unexpected as the PSB was still in its infancy. It was suggested that it might be possible to increase the take-up for the offer of presenting questions to the PSB if more direct questions were posed to the public i.e. around community hubs which were on the agenda for September. KP noted that branding guidelines had now been developed for all partners to use to promote work being done under the banner of the PSB. This would help raise</p>	

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	<p>the profile of the PSB in areas of activity that were taking place but were being seen as the work of individual organisations rather than the PSB collaboratively. The report also suggested this was an opportune point in time to re-consider opening the PSB meetings to the public to support increased awareness of the work of the PSB.</p> <p>Members suggested that ensuring the performance measures were right would enable people to see the difference being made. Following clarification of any legal requirements to make meetings open to the public, with a closed portion of the meeting for sensitive discussions if necessary, it was AGREED that from September the PSB meetings would be open to the public to observe and the process for inviting the public be put in place. It was also suggested and AGREED that Communications officers from PSB partners attend the PSB meetings in rotation to identify stories of interest to the public to be promoted using the PSB and partners' social media and other mechanisms.</p>	<p>KP / HL / AP</p>
7.	<p><u>Thriving Places Index</u> Vicki Doyle, Policy Officer CCBC VD reminded members that Gwent PSBs had commissioned Happy City to look at measuring well-being two years previously and had developed the “Thriving Places Index” for Gwent as a result. This had been followed by the development of a set of measures of well-being for Wales by Data Cymru. The Thriving Places Wales tool took a more positive, assets based approach than the WIMD and using the measures developed previously it was now able to provide comparison data for 2018 and 2019. VD demonstrated the Index and explained that it allowed for comparison across Gwent and for the rest of Wales. The Chair thanked VD for the presentation noting the comprehensive information available which would need to be interpreted. Members asked if it identified anything that the PSB should focus on, noting that it did not measure the amount of money being spent. They felt it would be useful for the action areas and it was agreed that there was a need for further analysis.</p>	<p>KP</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>	
	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the PSB will take place on Tuesday 3rd September 2019 commencing at 9.30 a.m. in the Sirhowy Room, Ty Penallta.</p> <p>Noting that Dai Bents from South Wales Fire and Rescue Service would be retiring shortly and this was his last meeting the chair and members thanked him for his support and input into the PSB meetings, wishing him a happy and healthy retirement. There being no further business the meeting was close with the Chair’s thanks to those who had attended.</p>	