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**Blaenau Gwent Public Service Board**

**Notes of meeting**

Held on 31st October 2016 (2pm - 4pm)

At the Executive Room, Civic Centre, Ebbw Vale, NP23 6XB

1. **Welcome, introductions and Apologies** (Chair)

 **In attendance**

Stephen Gillingham – Blaenau Gwent County Borough Council

Michael Evans – Natural Resources Wales

Joe Logan – Tai Calon

John Sexton – Coleg Gwent

Diana Binding – Wales CRC

Neil Taylor – Office of the Police and Crime Commissioner

Jeff Cuthbert – Office of the Police and Crime Commissioner

Dewi Jones – South Wales Fire and Resue Service

Eryl Powell – Public Health Wales

Martyn Featherstone – Gwent Association of Voluntary Organisations

David Jenkins – Aneurin Bevan University Health Board

Emma Scherptong – Blaenau Gwent County Borough Council

Bernadette Ellias – Blaenau Gwent County Borough Council

Paul Symes – Wellbeing Assessment Coordinator

**Apologies**

Nicola Davies - Wales Probation Service

Heather Nicholls - Wales Probation Service

Guy Lacey – Coleg Gwent

Neil Taylor – Office of the Police and Crime Commissioner

Glynn Jones – Aneurin Bevan University Health Board

Jeff Farrar – Gwent Police

Gill Richardson – Public Health Wales

Stephen Thomas – Blaenau Gwent County Borough Council

1. **Welcome, introductions and Apologies**

SG apologised for the absence of the Chair ST and informed the group that he would act as Deputy Chair for the meeting. SG welcomed the Board and new members present.

1. **Notes of July 2016 meeting & Summary Action Sheet**

Minutes and actions of the Meeting of the July PSB were agreed.

1. **Well-being of Future Generations Act**
2. **Blaenau Gwent Public Services Board Arrangements**
3. **Confirmation of PSB Chairing & proposal to nominate Vice Chair**

SG discussed the Chairing of the PSB with the Board. Board were in agreement that ST should remain as Chair until regional arrangements were agreed and with regular review.

The Board were asked if they would like to undertake the role of, or give nominations for the position of Vice Chair. There were no nominations on the day. Board were asked to send recommendation through to the Partnership Team.

**Action:** Reminder to be sent out to PSB Board members to provide nominations for a PSB Vice Chair

1. **PSB Membership – involving other partners**

PS discussed with the Board, a paper developed in line with the Statutory Guidance to finalise details of PSB membership. The Board were asked to give an opinion on other partner’s representation on the Board. PS explained that several organisations had shown an interest in working with the PSB.

SG outlined the need to appropriately manage the number of members that sit on the Board and suggested the Board holds on expanding its membership.

SG proposed that a letter of thanks is written to organisations who have already expressed an interest, and ‘other partners’ identified within the statutory guidance are written to asking them how they would like to be involved.

 **Action**: Formal procedure on how organisations can engage with PSB to be

 developed by Partnership Team.

 **Action:** Contact to be made with Aneurin Bevan Trust for discussions around

 Membership of PSB SSG

1. **PSB Strategic Support Group (PSB SSG) –**

**PSB to consider appropriate Membership**

BE gave an overview of the draft PSB SSG Terms of Reference (ToR) and informed the Board it had been developed in line with the PSBs ToR. BE informed members that the ToR is currently under review by the group, but made a request for the Board to consider the membership of its strategic support group.

**Action:** PSB Board members to consider the existing membership of the PSB Strategic Support Group is fit for purpose

1. **Future Generations Commissions invitation to attend BG PSB (21st March 2017)**

BE informed the group that the Partnership Team had extended an invitation on behalf of the PSB to the Future Generations Commissioner to attend a future Blaenau Gwent PSB meeting. The Commissioner’s Office confirmed a schedule for attending regional PSB meetings is currently being developed and that confirmation of dates will be sent early 2017.

1. **Creating a Purposeful PSB**
2. **Initial findings & Welsh Government guidance**

PS gave an overview of the report outlining findings, including critical elements of the PSBs potential future work programme, obtained from the workshop held on 13th July 2016.

PS recommended that Board members will consider their own organisations governance arrangements and timeframes in terms of providing formal sign off of the Wellbeing Assessment.

JC said timeframes will be critical, particularly he will be looking to ensure priorities within the Police & Crime Plan are aligned with the intelligence within the Wellbeing Assessment.

**Action:** PSBBoard members to consider their individual organisation governance arrangements and timeframes for formally signing off the Wellbeing Assessment

1. **Proposal for Special PSB session to be held 12th December to consider next steps**

PS explained that he felt an extra PSB session would be beneficial to consider the findings and to develop a future work programme . The Board agreed a Special Meeting would be appropriate at this time .

 **Action:** Special meeting to be arranged for 12th December, availability of attendees to

 be assessed.

1. **Update on PSB Scrutiny arrangements**

BE tabled revised report and gave an overview of planned PSB Scrutiny arrangements. BE confirmed that Option 1 had been agreed to take forward.

Scrutiny agreements for the Board will be constantly reviewed in line with development of PSB and Wellbeing plans.

SG confirmed that Public Services Board would be scrutinised as a body as opposed to individual member organisations.

BE said Members are very supportive of PSB Scrutiny.

Board happy to note report.

1. **Letters to PSB**
2. **Older People’s Commissioner – New Guidance for Public Service Boards**

Letter received from the Older Peoples Commissioner was provided for information. PS confirmed that the team was overseeing items raised within the letter.

1. **Joint letter: Children’s Commissioner & Future Generations Commissioner – Embedding Children’s Rights for future generations**

Letter received from the Children’s Commissioner & Future Generations Commissioner

PS confirmed that the team was overseeing items raised in the letter.

1. **Wellbeing Assessment (WBA)**
2. **Verbal update GSWAG – Draft Regional WBA & Blaenau Gwent PSB Wellbeing Assessment.**

BE gave an overview of GSWAG group and their work to date .The group was established to ensure a consistency of approach and shared skill opportunities around the Well-being assessments.

BE explained GSWAG are working to align timeframes on a regional basis and looking at common threads across all Gwent areas. Also that Welsh Government fund has been secured to develop Gwent-wide Situational Analysis.

A report is to be submitted to G7 for consideration.

Further information to be reviewed and discussed at the previously agreed Special meeting of the PSB on 12th December 2016.

1. **Invite to Special PSB SSG (25th November) – developing the format of a local Wellbeing Assessment**

Board noted invitation.

**For information**

1. **Welsh Government Wellbeing Assessment Conference – Nant Garw, 14th November**

PS informed the group that BG PSB has taken 8 places on the Welsh Government Wellbeing Conference in November 16 . ES to attend on behalf of the Partnership Team

 **Action :** Briefing on Welsh Government Wellbeing

 Assessment Conference to be tabled at next PSB meeting

1. **Communications & Engagement**
2. **PSB Communications Plan**
3. PSB Communications Plan – Nominations of Communications contact from the Board for task & finish group to develop draft for PSB January

BE discussed the development of a Communication Plan for the PSB and proposed a PSB Communications Network is set up to oversee develop and overview delivery of the plan.

Board members agreed to share with the Partnership Team the name of their Communications Officers .

**Action** : PSB Board members to share contact details of their organisations Communications Officer to support the development of a PSB Communications Network

1. **Verbal update on PSB Website**

ES gave an update on the status of the PSB website .The group were informed that the architecture of the site had been developed and a draft would be ready to present to the Board in January 2017.

**Action:** Draft PSB Website demonstrated at January PSB and briefing report on regional PSB website common themes/opportunities to be provided

**Action:** Task & Finish Group to be held in December to further develop Blaenau Gwent’s PSB website

1. **BG We Want – progress update and next steps.**

BE gave the Board a short presentation on ‘The Blaenau Gwent We Want’ (BGWW) engagement programme .The Board were informed that information collated from all engagement activity is now being processed and analysed to assess patterns and common themes.

BE explained that the BGWW approach had been very successful and this would be the ongoing approach for engagement and participation.

DJ noted that engagement as part of the Wellbeing of Future Generations Act needs to be a rolling programme of ongoing involvement.

JC noted that the engagement approaches and techniques deployed by Blaenau Gwent should be noted as good practice with potential to roll out and share with other PSB regions.

BE confirmed that the Inspirational Pack can also be shared with members, with further opportunities to be considered by the PSB Communications Network.

SG informed members that he will share the information with the Local Authority through his Chief Officer Message.

**Action:** Engagement and Inspirational Pack to be shared with PSB Board members.

1. **Partnership Business**
2. **Update on Communities First Programme**

 MF discussed with the Board the current status of the Communities First programme and the proposed cuts to be made to current anti-poverty programmes by Welsh Government.

MF outlined the risk of major changes in delivery, gaps in service and potential redundancies.

The Welsh Government is currently undertaking a consultation process on the Anti-Poverty programme. It was agreed that the Board take a leadership role in terms of monitoring ongoing developments and local impacts.

JC proposed the Board write to the Minister requesting how Public Services Boards are to take leadership role forward, welcoming more engagement and requesting further information on how this will happen.

 **Action:** Welsh Government Anti-Poverty Programmes to be added as an agenda

 item at January PSB meeting

**Action:** Board to write a letter to the Minister Carl Sargeant regarding changes to the Communities First Programme.

1. **Update on Local Government Reform**

SG discussed with the Board a letter received from Local Government Secretary Mark Drakeford. SG outlined there was to be a review of voluntary merger options.

DJ noted that the formation of regional PSBs could be a good opportunity to demonstrate regional collaborative working.

PSB noted letter.

1. **Partner Organisation Business**

1. **Improving Our Oral Health Plan**

EP gave a brief presentation on the ‘Improving our Oral Health Plan’ report and asked that the PSB suggest the correct place for this to be considered and taken forward.

JC raised that schools have a critical role to play and said it would be key to explore some of the practical issues schools have had in running the Design to Smile programme. Best practice of where it has worked well needs to be shared across Blaenau Gwent.

 **Action:** Oral Health report to be referred to the Learning and Healthy Thematic Groups

for consideration, with a progress update from People & Places to be presented at the next PSB meeting

1. Annual Report of the Director of Public Health - Sustainable Health for Future Generations

EP gave a presentation on the report developed by Dr Richardson and outlined the main themes that were prevalent in the report.

 **Action :** Presentation slides and original documents to be sent to all PSB members

1. **Single Integrated Plan Delivery**
2. SIP Annual Report for PSB sign off prior to Welsh Government submission

PS asked the Board if they were happy to sign off the final draft of the Single Integrated Plan Annual report which is to be submitted to Welsh Government.

Board agreed sign off

**Action:** Blaenau Gwent SIP Annual Report to be submitted to Welsh Government.

1. **People & Places Highlight Report**

MF gave a verbal report on the Highlight reports submitted by the People and Places Thematic Leads and informed the Board that the People and Places are holding an additional meeting in December to look at cross-cutting opportunities . Thematic plans are currently being drafted and will be ready for consideration and sign off by the Board on 30th January 2017.

**Action:** MF to provide People & Places progress update at January PSB.

1. **Items for information (*papers attached*)**
2. PSB Bulletin – Autumn 2016
3. New OPCW Guidance for Public Service Boards
4. Welsh Government (Social Research Team) - Publication of research report: Exploring the use of evidence and measurement of impact in relation to childhood obesity specifically and using this to inform lessons for public services more generally <http://gov.wales/statistics-and-research/approaches-understanding-outcomes-impact-welsh-public-services/?lang=en>
5. Welsh Government: European Funds Team Audit of Blaenau Gwent Local Services Board Support Project.
6. **Any other Business**

ME asked that the PSB agenda a presentation from NRW at the January PSB meeting

1. **Date of next meetings:**
2. 30th January 2017 2pm - 4pm Executive Room, Civic Centre

1. Proposed 2017/18 Schedule

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| **Date** | **Venue** | **Time** |
| ***\*\*Special PSB\*\****12th December 2016 | General Offices , Ebbw Vale  | 2.00pm to 4.00pm |
| 30th January 2017 | Civic Centre, Executive Room | 2.00pm to 4.00pm |
| ***\*\*Special PSB for formal sign off of BG Well-being Assessment & Draft Well-being Objectives\*\****21st March 2017 | Civic Centre, Executive Room | 2.00pm to 4.00pm |
| 12th July 2017 | Civic Centre, Executive Room | 2.00pm to 4.00pm |
| 10th October 2017 | Civic Centre, Executive Room | 2.00pm to 4.00pm |
| 16th January 2018 | Civic Centre, Executive Room | 2.00pm to 4.00pm |
| 13th March 2018 | Civic Centre, Executive Room | 2.00pm to 4.00pm |