**Blaenau Gwent Public Service Board**

# Held at: Wednesday 13th July 2016

# Venue: Executive Room, Civic Centre, Ebbw Vale, NP23 6XB

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|  | 1. **Welcome, introductions and Apologies**   **Attendees**  Alan Brace Aneurin Bevan University Health Board  David Jenkins Aneurin Bevan University Health Board  Dewi Jones South Wales Fire and Rescue Service  Diana Binding Wales Community Rehabilitation Company  Dr.Gill Richardson Public Health Wales  Chief Supt. Rhiannon Kirk Gwent Police Representing Jeff Farrar  Martin Featherstone Chief Executive Officer GAVO  Michael Evans Head of Evidence, Knowledge and Advice  Neil Taylor Office of Police and Crime Commissioner  Stephen Gillingham Blaenau Gwent County Borough Council  Stephen Thomas Leader of Blaenau Gwent Council (Chair)  Andrew Parker Blaenau Gwent County Borough Council  Paul Symes Blaenau Gwent County Borough Council  **Apologies**  Nicola Davies National Probation Service Wales  Guy Lacey Coleg Gwent  Jeff Farrar Gwent Police  Rhodri Asby Welsh Government  Jeff Cuthbert Office of the Police and Crime Commissioner  Bernadette Ellias Blaenau Gwent County Borough Council  The Chair opened the meeting and members introduced themselves.  New members were welcomed to the group.PS explained that due to capacity issues the DWP would not be able to accept the invitation to sit on the PSB at this time. However this will be regularly reviewed.   1. **Creating a purposeful Public Service Board**   Group work- thoughts, challenges and observations  ST gave an introduction to the Creating a purposeful Public Service Board session.  The group considered how the Board would need to operate to be effective and maximise the opportunities presented by the WBFGA.  Group were asked to send through any other information that they feel is prevalent to PS    **Action:** Feedback from session to be drafted and presented at future meeting   1. **Natural Resources Wales** Presentation – Michael Evans -Head of Evidence,   Knowledge and Advice.    ME gave a brief presentation on the work of Natural Resources Wales.  **Action:** Slides of NRW presentation to be emailed to the Board.  **Action:** NRW to be invited to Healthy Workshop on 9th September.   1. **Minutes of meeting 25 April 2016 (including action sheet)**   **Action:** PSB to send invitation to Chair of SWFRS  Chairing of the PSB meetings was discussed it was suggested that this be placed in the agenda for the October PSB.  Notes of the previous meeting and action summary sheet were agreed.  **Action :** PSB Chairing options to be considered at October 2016 meeting   1. **Review / final Draft Terms of Reference**   PS discussed the changes that were made to the Draft Terms of Reference  The ToR had been circulated after the last PSB meeting for additional comments or amendments to be made and these have now been completed,  **Action:** Amendment to PSB ToR - Pg.5 addition under invitees -‘or nominated representative’  PSBON has suggested to PSB that a voting element be added to the ToR .The PSB decided that his would not be necessary as they felt that with mature dialogue the consensus approach is appropriate.  Terms of Reference were then agreed and signed off by the Board.  The Board discussed language preference and requirements of the Board. They expressed a wish to ensure that they fulfil the requirements of the guidance and the needs of the Board.  Two members had expressed a language preference one bilingual, one Welsh. Both however stated that they were happy to conduct PSB business in the medium of English.  A cost analysis had been undertaken for the Board to be aware of translation costs for future meetings and documentation. This was acknowledged with BGCBC meeting the costs at this time.  It was highlighted that all key and publically available documents will be produced  Bilingually and be subject to the Welsh Language Standards.     1. **Well-being Future Generations Act**      1. Outline project plan (presentation for information) 2. Progress updates Well-being assessment.   AP gave an overall outline of the wellbeing assessment plan programme, timeline and key tasks.  **Action :** Presentation to be circulated to the Board, including outline project plan  **Action:** PSB Meeting Schedule 2016-2018 to be finalised.  Draft wellbeing plans assessments need to be completed by March 2017  **Action:** Information around situational analysis outside local intelligence can be sent to Partnerships Team.     1. **Proposed Engagement Plan**   AP gave overview of proposed engagement plan. This proposed local engagement plan will use principles from the National ‘Wales we want ‘approach and will be branded ‘The Blaenau Gwent we want’. The approach was agreed by the Board.  A discussion then took place involving the desire to develop the engagement plan with partners collectively. This was acknowledged and the Board requested an update on progress at its next meeting.  **Action:** Engagement Sub-group to provide progress update at the October PSB meeting   1. Report on proposals for PSB Scrutiny   BE gave an overview of the proposed scrutiny arrangements for the PSB. A report will be presented to Democratic Services in October and further updates will be considered at the PSB in October.  **Action:** Any further comments to be provided to Partnerships Team regarding the proposed Draft Scrutiny Arrangements   1. **Communication**      1. Statement of intent (linked to item 2).   **Action:** Draft PSB Communications Plan to be developed   1. **Branding logo. For discussion/ decision**   Five logo templates for PSB branding were presented to the group. The group agreed on one logo but asked that it is designed in black and white also to check the quality of the print. It was also agreed that strapline would be “The Blaenau Gwent We Want.”  Action : Logo to be refined as per PSB discussion     1. **Syrian refugee Programme**   SG gave a brief update of the Syrian refugee programme informing the Board that the family had moved in to Blaenau Gwent on the 21st June 2016. The family are settling in well and have good support networks. This has been a good example of Partnership and multi-agency working.     1. **Any other Business**   Nothing raised under AOB    10. **Date of next meetings**: 31st October 2016 2pm - 4pm Executive Room, Civic Centre  30th January 2017 2pm - 4pm Executive Room, Civic Centre    Additional PSB date(If required) 12 December 2016 2pm-4pm Executive Room, Civic Centre |