



City and County of Swansea

**Minutes of the Swansea Public Services Board -
Core Group**

Cabinet Conference Room - Guildhall, Swansea

Thursday, 10 May 2018 at 3.00 pm

Present: R C Stewart (Chair) Presided

Amanda Carr, Swansea Council for Voluntary Service
Jan Curtice, Mid & West Wales Fire & Rescue Service
Craig Flannery, Mid & West Wales Fire & Rescue Service
Sandra Husbands, Abertawe Bro Morgannwg Public Health Team
Martin Jones, South Wales Police
Peter Jordan, Natural Resources Wales
Bonnie Navarra, South Wales Police & Crime Commissioners Office
Phil Roberts, Chief Executive, City & County of Swansea
Chris Sivers, City & County of Swansea

Also Present:

Polly Gordon, City & County of Swansea – For Item 6
Simon Hoffman, Swansea University – For Item 8
Nina Williams, Public Health Wales – For Item 7

Apologies for Absence

Karen Cornish, Welsh Government
Andrew Davies, ABMU LHB
Martyn Evans, Natural Resources Wales
Sian Harrop-Griffiths, ABMU LHB
Alun Michael, Police and Crime Commissioner
Roger Thomas, Mid & West Wales Fire & Rescue Service

21 Disclosures of Personal & Prejudicial Interest.

No interests were declared.

22 Minutes:

Resolved that the Minutes of the Swansea Public Services Board Core Group meeting held on 9 March 2018 be signed and approved as a correct record.

23 Next Steps.

Chris Sivers, CCS presented a report to update the Group on the progress regarding the development of an Action Plan for the implementation of the Local Well-being Plan.

She outlined the progress to date and detailed issues relating to the development of an Action Plan to implement the steps set out in the Local Well-being Plan.

Agreed that a further paper be brought to the next meeting to clarify how governance links groups delivering the Action Plans.

24 Risk Tracker.

Chris Sivers, CCS presented the Risk Tracker document. The majority of the actions had been completed and closed, however there were 2 items that required finalising:

- Item 10 – Objective Leads – An objective Lead had not been identified for the Joint Procurement workstream.

The PSB Group were unclear about the exact requirements of the Joint Procurement Workstream, but noted possible issues that could arise in relation to each individual organisation's procurement rules. There needed to be an understanding of each other's processes in order to align them around the workstreams. It was important to avoid missed opportunities.

It was agreed that this item would be re-considered once the first procurement case arose.

- Item 12 – Primary Version of Plan Confusion

The former youth version of the Local Well-being Plan rather than the statutory version had been adopted as the primary version of the plan in use by the Swansea PSB, however clarity was sought as to which version should be utilised in order to hold people to account?

Agreed to continue to use the former youth version, however if it causes an issue for any of the partners, then they could build this into the Action Plan in order to identify the prospective issue.

25 Making Every Contact Count Consensus Statement.

Polly Gordon, Lifestages Partnership Manager presented a report to outline the delivery model for the pilot of Making Every Contact Count (MECC) – Healthy, Safe and Connected. The scheme sought support from all PSB partners in moving forward with the model and pilot proposal.

Each organisation was required to agree to a 'consensus statement', which was outlined in Appendix A at a senior PSB level, committing to:

- Providing the long-term leadership, environment, training and information staff need to deliver this approach;
- Nominate an active lead at both strategic and operational level from the development stage. A steering group would be set up to guide the development and embedding of MECC;

- Internal and external promotion of the approach on webpages, social media, etc;
- The promotion of better integrated working across the workforce.

There were also specific staffing resources required:

- Input from officers with the knowledge and expertise to develop a training package that is suitable for delivery in all PSB organisations;
- Commitment from all PSB workforce development teams to promoting the rollout of this initiative;
- An operational lead and point of contact for all staff within that organisation and to report into the steering group;
- A strategic lead to ensure corporate and political buy-in, adequate resource provision and to oversee the impact and evaluation;
- Skilled training staff to delivery sessions.

Various contact names were provided to the Lifestages Partnership Manager in order to progress this initiative. Peter Jordon, Natural Resources Wales stated that they would not be able to sign up at present, but was happy to provide a name in order to give support to the scheme.

Agreed that the Public Services Board support the proposal to pilot Making Every Contact Count and agree to the consensus statement.

26 Healthy Cities Board Development.

Nina Williams provided the PSB with a presentation of achievements through the Healthy City programme and suggest revised arrangements for Phase VII of the World Health Organisation (WHO) programme. The presentation had been devised in conjunction with Sharon Miller, ABMUHB and Councillor Mark Child, Cabinet Member for Health & Wellbeing.

Agreed that the Public Services Board note the progress made through the WHO Healthy City programme and endorses the new approach to seek continued WHO designation of Healthy City status for Phase VII.

27 Human Rights City.

Dr Simon Hoffman, Swansea University provided a Human Rights City Workshop report. It related to a workshop held on 14 March 2018 to discuss the proposal to become a Human Rights City (HRC) with participants from the public sector, the EHRC, Swansea University and NGOs.

The report outlined 7 key messages:

- Aspiration;
- Knowledge and awareness;
- Participation;
- Equality;
- Challenges;

- Resources;
- Leadership

It was suggested that a steering group of interested parties should be established to develop a statement of intent and make recommendations for action. Co-ordination of the steering group should be external to the CCS. The University could be approached, through existing networks, to act as the coordinating organisation.

Agreed that the Swansea Public Services Board write to Swansea University to formally invite them to engage with the PSB in order to progress this matter.

28 Understanding Others Priorities. (Verbal)

This item had already been discussed as part of Minute No. 24.

29 Responses to Correspondence.

Request from Swansea and Neath Port Talbot Strategic Language Forum re Promoting the Welsh Language Across the Two Counties

A request had been received Swansea and Neath Port Talbot Strategic Language Forum extending an invitation to join them in their efforts to promote the Welsh language across the two counties.

The Terms of Reference were attached in order to understand what the Forum aimed to achieve. The representative would have to be able to converse in Welsh.

The Group noted that most of the organisations represented on the PSB were already listed individually on the "Membership under consideration" of the Strategic Language Forum.

Agreed that Swansea PSB contact Menter Iaith Abertawe / Menter Iaith Castell Nedd Port Talbot to clarify the exact requirements in order to avoid duplication.

NRW response to approval stage of Final Well-being Plan

NRW had delegated a sub group to consider the Final Well-being Plan, which had been approved on the understanding that this was a first step in the culture shift required in the public services in Wales and not the final step. Whilst recognising the significant work that had been undertaken and the relationship building and culture change that had started, the ambition set by the Well-being of Future Generations Act would require more work from all and they looked forward to working through the PSB to achieve that.

Agreed that a response be sent to NRW acknowledging their comments and providing an appropriate response to the concerns raised.

30 For Information Reports.

National Principles for Public Engagement in Wales – Endorsement

Noted.

Minutes of previous Partnership Group held on 20 March 2018.

Noted.

31 Any Other Business.

- Inviting 4 Housing Associations to sit on the Partnership Group

A request had been received via Councillor Andrea Lewis, Cabinet Member for Housing, Energy & Building Services that a representative from the Housing Associations be invited to participate in the Swansea PSB Partnership Group.

Agreed that Phil Roberts, Chief Executive would liaise with Councillor Lewis on this matter to clarify which Associations were to be included. Any additions to the membership would follow the forthcoming governance review of the PSB.

- Format of Agenda Papers

Peter Jordon asked whether the format of the PSB agenda papers could be enhanced to provide a link to the relevant objective in the Wellbeing Plan.

Agreed that consideration be given to the PSB agenda papers being enhanced to provide a link to the relevant objective in the Wellbeing Plan.

The meeting ended at 4.55 pm

Chair