



**City and County of Swansea**

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

**Committee Room 3A - Guildhall, Swansea**

**Tuesday, 20 March 2018 at 12.30 pm**

**Present:** Councillor R C Stewart (Chair) presided

Kate Cassidy, Job Centre Plus  
Karen Cornish, Welsh Government  
Jan Curtice, Mid & West Wales Fire & Rescue Service  
Andrew Davies, ABMU LHB  
Eirian Evans, National Probation Service  
Hywel Evans, Regional Business Forum  
Sian Harrop-Griffiths, ABMU LHB  
Anna Jones, University of Wales Trinity St. David  
Daniel Jones, South Wales Police  
Martin Jones, South Wales Police  
Pete Jordan, Natural Resources Wales  
Erika Kirchner, Swansea Council  
Andrea Lewis, Swansea Council  
Clive Lloyd, Swansea Council  
Philip McDonnell, Swansea Environmental Forum  
Amy Richmond, Mid & West Wales Fire & Rescue Service  
Phil Roberts, Chief Executive, Swansea Council  
Mary Sherwood, Swansea Council  
Chris Sivers, Swansea Council  
Roger Thomas, Mid & West Wales Fire & Rescue Service

**Also Present:**

Kate Jones, Swansea Council  
Suzy Richards, Swansea Council

**Apologies for Absence**

June Burtonshaw, Swansea Council  
Amanda Carr, Swansea Council for Voluntary Service  
Mark Child, Swansea Council  
Raymond Ciborowski, Swansea University  
Jane Davidson, University of Wales Trinity St. David  
Hilary Dover, Planning Group  
Helen Matthews, Job Centre Plus  
Bonnie Navarra, South Wales Police

**35 Disclosures of Personal & Prejudicial Interest.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

**36 Minutes.**

**Agreed** that the Minutes of the Swansea Public Services Board Partnership Group meeting held on 16 January 2018 be approved and signed as a correct record.

**37 Public Questions.**

There were no public questions.

**38 Approval of the Local Well-being Plan.**

Suzy Richards, Swansea Council, presented the Swansea Public Services Board Local Well-being Plan "Working Together to Build a Better Future".

She explained that the Local Well-being Plan had been agreed at the Swansea Public Services Board Core Group Meeting on 9 March 2018. The Plan was currently with each of the Statutory Partners for their own organisational sign off.

It was noted by the Board that the timescales between the Consultation ending and agreeing the Plan had been very tight.

The Plan was required to be published by 4 May 2018.

**Agreed** that the Swansea Public Services Local Well-being Plan approved at the Swansea Public Services Board Core Group meeting on the 9 March 2018 be noted.

**39 Local Well-being Action Plan & Implementation.**

Suzy Richards, Swansea Council, noted that in addition to the Swansea Public Services Board Well-being Plan, which contained some high level actions, a more detailed action plan would be required.

She advised the Board of the proposed method for producing the action plans. Each of the Four Statutory Partners would lead on one of the four objectives set out in the Plan. Where there were Objectives where collaborative working already existed, namely Objectives 1-3, those existing groups would be utilised to develop an action plan for each of those objectives. In respect of Objective 4 – Strong Communities it was proposed that a Steering Group be set up to develop and agree an action plan.

The next stage would be to identify the Objective Leads and set up the Steering Group for Objective 4 - Strong Communities. It was noted that whilst there would be separate Objective Leads it was still critical that everyone contributed to all of the objectives.

A discussion ensued regarding the timescales for the production of action plans. There was to be a balance between allowing sufficient time to produce quality plans and maintaining momentum and progress.

The Board expressed concern regarding the duplication of work, particularly for those members who were involved in numerous Well-beings Plans. It was important for the Board link in with work already ongoing.

It was acknowledged that many people had engaged with the Consultation. To maintain their interest, it was important to continue engaging with the public and informing them of the progress of the Well-being Plan and its associated timelines.

A discussion ensued regarding Local Government – Regional Joint Working in Wales and what impact this would have on the Public Services Board.

The Board thanked Suzy Richards and Penny Gruffydd for their work and commitment.

**Agreed** that the comments on the Action Plan and Implementation be noted.

#### **40 Communication & Publication of the Local Well-being Plan.**

Suzy Richards, Swansea Council, stated that the Statutory Version of the Plan would be published on 4 May 2018 along with a short consultation response document. This would be followed by a more detailed consultation report at a later date. The Plan would be published on the Board's website and will be circulated to the Board in order for members to publish the Plan on their own websites.

It was noted that multiple versions of the Plan would be available: -

- The Statutory Version
- A Youth Version (to be renamed to a more inclusive name - e.g. easy to read / universal / accessible version)
- An Easy Read Version
- A Screen Scan version for the visually impaired

Not all versions would be available by the 4 May 2018. In the future there was also the possibility to explore working with students to develop a Short Video Version for use on Social Media.

There had been a lot of positive feedback on the 'Youth Version' which was the preferred version of many. A discussion ensued regarding the various versions, graphics and the most appropriate version to publish. It was agreed while the Statutory Version would remain the full technical document, users would be directed to the renamed 'Youth Version' as 'our front door'. In addition it was proposed that a 'summary sheet' of key messages, no longer than two pages, be put together to get across the key messages at a glance, especially on the front line.

There was a brief discussion on approaches to promoting the key messages on the front line.

**Agreed** that the comments be noted.

**41 Regional Funding Bid 2018/19 Update.**

Chris Sivers, Director of People, Swansea Council provided an update on the Regional Funding Bid 2018/19. Welsh Government funding had been approved for Public Service Boards for 2018/19 on a regional basis, following the Local Health Board footprint.

A joint bid for the region had been submitted for: -

- Approximately £15,000 to develop approaches surrounding 'Easy Read'
- Approximately £40,000 to fund the existing staff in each Local Authority (Bridgend, Neath Port Talbot & Swansea) to continue to co-ordinate the relevant Public Service Boards.

**Agreed** that the update be noted.

The meeting ended at 1.35 pm

**Chair**