

<b><u>Attendees</u></b>	
<b>Board Members:</b>	
Councillor Huw Thomas ( <b>Chair</b> )	Leader, Cardiff Council
Maria Battle ( <b>Vice Chair</b> )	Chair, Cardiff & Vale University Health Board (C&V UHB)
Paul Orders	Chief Executive, Cardiff Council
Sarah McGill	Director - Communities, Housing and Customer Services, Cardiff Council
Fiona Kinghorn	Deputy Director Public Health, C&V UHB
Sheila Hendrickson-Brown	Chief Executive Officer, C3SC
Mark Brace	Assistant Police and Crime Commissioner
Dai Bents	Group Manager, South Wales Fire & Rescue Service
Supt. Stephen Jones	South Wales Police
Jo Salway	Head of Cabinet Office, Welsh Government
John Hogg	Head of South Central Operations, Natural Resources Wales
Joseph Reay	Head of Performance and Partnerships, Cardiff Council
Hannah Williams	LDU Head for National Probation Service
<b>Apologies:</b>	
Len Richards	Chief Executive, C&V UHB
Peter Vaughan	Chief Constable, South Wales Police
Huw Jakeway	Chief Fire Officer, South Wales Fire & Rescue Service
Peter Greenhill	Head of Local Delivery Unit, Wales National Probation Service
Victoria Harris	Acting Head Cardiff and Vale of Glamorgan Local Delivery Unit
Abigail Harris	Director of Planning, C&V UHB
Gareth O'Shea	Executive Director Operations South Wales, NRW
<b>Other attendees:</b>	
Gareth Newell	Policy, Partnerships and Research Manager, Cardiff Council
Nathan Swain (Clerk)	Principal Policy & Partnerships Officer, Cardiff Council
Clive Bailey	Policy & Partnerships Officer, Cardiff Council
Anne Wei	Strategic Partnership and Planning Manager, C&V UHB

<p><b>Item 3</b> Dr Tom Porter Andrew Gregory Councillor Caro Wild</p> <p><b>Item 4</b> Ruth McDonald Louise Bassett</p> <p><b>Item 5</b> Heather Webber</p>	<p>Consultant in Public Health, Cardiff &amp; Vale UHB Director of City Operations, Cardiff Council Cabinet Member, Strategic Planning and Transport</p> <p>Learning Co-ordinator, Action In Ely and Caerau (ACE) Partnership Delivery Team Leader, Cardiff Council</p> <p>Community Support Co-ordinator, Cardiff Council</p>
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No.	Agenda Item	
1.	<p><b>Welcome and Introductions</b> The Chair opened the meeting and noted apologies as above.</p>	
2.	<p><b>Public Services Board minutes and actions – 29 September 2017</b> The minutes of the meeting held were agreed.</p> <p><b>Draft PSB Delivery Board minutes - 24 November 2017</b> No issues raised.</p>	
3.	<p><i>(Draft Well-being Plan Objective 2 – Cardiff’s Population Growth is well managed)</i></p> <p><b>‘Moving forwards: Healthy travel for all in Cardiff and the Vale of Glamorgan’</b></p> <p>Dr Tom Porter provided an overview of the key findings of the Director of Public Health (DPH) Annual Report – ‘Moving forwards: Healthy travel for all in Cardiff and the Vale of Glamorgan’.</p> <p>It was highlighted that public services have the opportunity to lead the way in encouraging active travel and make a significant impact on the health and well-being of Cardiff’s residents.</p> <p>Cllr Caro Wild and Andrew Gregory supported the findings of the DPH Annual Report, and set out that the Council is set to launch a Green Paper on clean air and active travel.</p> <p>It was agreed that, across the public sector, an ambitious sustainable and active travel plan for staff be set. Discussion was held on the</p>	

	<p>importance of relaying a narrative that encourages active travel with the aim that it will become the norm. Discussion was also held on ensuring mileage claim policies are geared effectively to assist with behavioural change.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• All PSB members agreed to their organisations giving consideration to working towards a 20% target for active travel for their staff by 2022.</li> <li>• Meeting to be arranged with appropriate officers across PSB organisations to develop a sustainable and active travel plan and input into the Green Paper on clean air/active travel.</li> <li>• A joint approach to public awareness with joint communications around the DPH in advance of the publication of the Transport and Clean Air Green Paper.</li> <li>• Endorsement of Green Paper / DPH Annual Report to be given where appropriate across PSB organisations.</li> <li>• Details of Cardiff Bike Hire docking scheme to be shared across the PSB.</li> <li>• Road Traffic Accident / Collision data to be shared by Fire Service</li> </ul>	<p><b>Andrew Gregory</b></p> <p><b>Tom Porter/ Andrew Gregory/ Secretariat</b></p> <p><b>Andrew Gregory/ Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Andrew Gregory/Secretariat</b></p> <p><b>Dai Bents/ Secretariat</b></p>
<p><b>4.</b></p>	<p><b>Ely &amp; Caerau Locality Project</b></p> <p>Gareth Newell gave a presentation setting out further research to support the child first approach in Ely &amp; Caerau, including an analysis of child referrals to the Multi-Agency Safeguarding Hub (MASH).</p> <p>Ruth McDonald provided an overview of issues around the referral process identified by professionals working in the area, comments from parents and through the mapping of services. The need for a single gateway for services, a focus on prevention, and harnessing a whole community approach was highlighted.</p> <p>It was agreed that the MASH may not be the correct route for most cases. Discussion was held on developing and piloting a model in Ely and Caerau that would mean that referrals are considered through a single access point for services and referred onto the MASH as appropriate.</p>	

	<p>Discussion took place around information sharing and the consent of the individual in order to enable action to be taken.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• A programme of work for Ely/Caerau Children’s First Project to be developed with associated governance and considered at a future meeting of the PSB Delivery Board.</li> <li>• Example of Independent Living Services to be shared to inform development of the model.</li> </ul>	<p><b>Sarah McGill</b></p> <p><b>Sarah McGill</b></p>
5.	<p><b>Volunteer Portal</b></p> <p>Heather Webber provided an overview of the Cardiff Volunteer Portal. The website provides a gateway to organisations providing volunteering opportunities in Cardiff with no sign up required.</p>	
6.	<p><b>‘Delivering a Safe and Welcoming Night Time Economy - Our Plan 2017-2022’</b></p> <p><b>APPROVED</b> Cardiff’s night time economy strategy.</p>	
7.	<p><b>AOB</b></p> <p><b>a) Inclusive Cities</b> Comments on the membership of the taskforce and governance structure have been invited with a deadline of 15 December 2017.</p> <p><b>b) PSB Sign-off timetable</b> Timetable noted and agreed.</p> <p><b>c) Future Agenda Items</b></p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Gareth Newell to circulate note on future items.</li> <li>• Future Agenda Items to be a standing item for PSB and Delivery Board meetings.</li> </ul>	<p><b>Gareth Newell</b> <b>Secretariat</b></p>
	<p><b>Date of next meeting:</b></p> <p>PSB Delivery Board: 16 January 2018, 1.30-4.30pm Cardiff Public Services Board: 27 February 2018, 1.30-4.30pm</p>	

## Full PSB 12 December 2017 – Actions

Item	Actions	Responsible
2.	<p>The minutes of the meeting held 29 September 2017 were agreed.</p> <p>Draft PSB Delivery Board minutes, 24 November 2017</p> <ul style="list-style-type: none"> <li>• No issues raised.</li> </ul>	
3.	<p><b>‘Moving forwards: Healthy travel for all in Cardiff and the Vale of Glamorgan’</b></p> <p><b>AGREED:</b></p> <ul style="list-style-type: none"> <li>• All PSB members agreed to their organisations giving consideration to working towards a 20% target for active travel for their staff by 2022.</li> <li>• Meeting to be arranged with appropriate officers across PSB organisations to develop a sustainable and active travel plan and input into the Green Paper on clean air/active travel.</li> <li>• A joint approach to public awareness with joint communications around the DPH in advance of the publication of the Transport and Clean Air Green Paper.</li> <li>• Endorsement of Green Paper / DPH Annual Report to be given where appropriate across PSB organisations.</li> <li>• Details of Cardiff Bike Hire docking scheme to be shared across the PSB.</li> <li>• Road Traffic Accident / Collision data to be shared by Fire Service</li> </ul>	<p><b>Andrew Gregory</b></p> <p><b>Tom Porter/ Andrew Gregory/ Secretariat</b></p> <p><b>Andrew Gregory/ Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Andrew Gregory/Secretariat</b></p> <p><b>Dai Bents/ Secretariat</b></p>
4.	<p><b>Ely and Caerau Project</b></p> <p><b>AGREED:</b></p> <ul style="list-style-type: none"> <li>• A programme of work for Ely/Caerau Children’s First Project to be developed with associated governance and considered at a future meeting of the PSB Delivery Board.</li> <li>• Example of Independent Living Services to be shared to inform development of the model.</li> </ul>	<p><b>Sarah McGill</b></p> <p><b>Sarah McGill</b></p>

5.	<p><b>Volunteer Portal</b></p> <p>No actions</p>	
6.	<p><b>‘Delivering a Safe and Welcoming Night Time Economy - Our Plan 2017-2022’</b></p> <p><b>APPROVED</b> Cardiff’s night time economy strategy.</p>	
7.	<p><b>AOB</b></p> <p><b>a) Inclusive Cities</b> No action required</p> <p><b>b) PSB Sign-off timetable</b> No action required</p> <p><b>c) Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Gareth Newell to circulate note on future items.</li> <li>• Future Agenda Items to be a standing item for PSB meetings and Delivery Board meetings.</li> </ul>	<p><b>Gareth Newell</b> <b>Secretariat</b></p>