

Cardiff Public Services Board
Draft minutes of meeting held
Thursday 12th January 2017, 1.30 – 2.30pm
Cardiff & Vale College, City Centre Campus
Rooms 405/406



<u>Attendees</u>	
Statutory Board Members:	
Councillor Phil Bale (Chair)	Leader, City of Cardiff Council
Sarah McGill	Director of Communities, Housing and Customer Services
Maria Battle	Chair, Cardiff & Vale University Health Board
Fiona Kinghorn	Interim Director Public Health, Cardiff and Vale University Health Board
Abigail Harris	Director of Planning, Cardiff & Vale University Health Board
Huw Jakeway	Chief Fire Officer, South Wales Fire & Rescue Service
David Bents	Group Manager Operations, South Wales Fire & Rescue Service
Nadia De Longhi	Operations Manager, Taff & Ely, Natural Resources Wales
Invited Participants:	
Mark Brace	Assistant Police and Crime Commissioner
Peter Greenhill	Head of Local Delivery Unit, National Probation Service
Victoria Harris	Acting Head, Cardiff and Vale Local Delivery Unit, Wales Community Rehabilitation Company
Apologies:	
Paul Orders	Chief Executive, City of Cardiff Council
Sharon Hopkins	Acting Chief Executive, Cardiff & Vale University Health Board
Gareth O'Shea	Executive Director Operations South Wales, Natural Resources Wales
Sheila Hendrickson-Brown	Chief Executive Officer, C3SC
Chief Constable Peter Vaughan	South Wales Police
David Bebb	Assistant Chief Executive, Wales Community Rehabilitation Company
Eleanor Marks	Deputy Director Communities Division, Welsh Government
Other attendees:	
Allison Dutoit	Gehl Architects
Belinda Davies	Chief Superintendent, South Wales Police
Professor Adam Fletcher	Academic Director, NESTA/Yr Lab (Item 5)

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Jess Hoare	Programme Manager NESTA/Yr Lab (Item 5)
Joseph Reay	Head of Performance and Partnerships, City of Cardiff Council
Gareth Newell	Policy, Partnerships and Citizen Focus Manager, City of Cardiff Council
Clive Bailey (Clerk)	Policy & Partnerships Officer, City of Cardiff Council

No.	Agenda Item	
1.	<p>Welcome and Introductions</p> <p>The Chair opened the meeting and noted apologies as above.</p>	
2.	<p>Public Services Board minutes and actions</p> <p>The minutes were agreed as an accurate record.</p> <p>GN went through the actions of the previous meeting informing the Board of those completed and those to be covered by the meeting Agenda.</p>	
3.	<p>Liveable City Advisor</p> <p>The Chair introduced Allison Dutoit who explained her role and aspirations as Liveable City Advisor. As well as sharing expertise gained from working in cities around the world, the role will involve advising and challenging Cardiff to make the changes necessary to become the number one liveable city in Europe.</p>	
4.	<p>Assessment of Well-being</p> <p>GN gave an overview of the findings and composition of the draft well-being assessment and Liveable City Report 2017, which had both been circulated with papers.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - the draft Liveable City Report 2017 and the draft Assessment of Local Well-being go out to consultation as presented - information showing the city's increasing diversity to be added to the Liveable City Report prior to being finalised - the draft of the Well-being Assessment taking account of engagement feedback to be tabled at the Executive Public Services Board meeting, 10 March 2017 and to go to the Full Public Services Board for approval at its meeting on 21 March 2017 - the Cardiff Local Well-being Plan to be produced according to the indicative timetable set out at the meeting - a Wellbeing Plan Advisory Group to be created to progress the development of the Cardiff Well-being Plan - PSB Members to nominate representatives to sit on the Wellbeing Plan Advisory Group. 	<p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>All partners</p>

5.	<p>Innovation Hub</p> <p>Professor Adam Fletcher gave an overview of the Y Lab Scoping Study commissioned by the Executive Public Services Board. The Board discussed the study's recommendations and discussed issues including:</p> <ul style="list-style-type: none"> • Identifying the most appropriate projects for the pilot, which should be appropriate in scale and deliverable • Involving citizens and staff in order to make the best use of existing resources • Using projects as a means of demonstrating new ways of working and exploring avenues for securing additional resources • The potential for the catapult model to provide a framework for addressing shared priorities across the city region. <p>AGREED that:</p> <ul style="list-style-type: none"> - A report to be produced on the operating model for a Cardiff Public Services Innovation Hub for the Executive Public Services Board to consider at its meeting on 10 March 2017 - Two multi-agency priorities for challenge-driven innovation projects should be adopted, informed by the Assessment of Local Well-being. Y Lab to work with the Executive Public Services Board to identify potential areas for consideration by the Public Services Board at its meeting, 21 March 2017 - Other key stakeholders to be engaged support longer term funding and sustainability - A briefing to be circulated to this Board on the Future Cities Catapult Group. 	<p>Executive PSB/ Y Lab</p> <p>Executive PSB</p> <p>Secretariat</p> <p>Secretariat</p>
6.	<p>Neighbourhood Working & Community Engagement</p> <p>SM provided an overview of the proposed refreshed approach and recommendations as set out in the circulated 'Locality and Neighbourhood Working – Next Steps' report and presentation.</p> <p>The Board discussed the principles of a new approach to locality working, built on a detailed understanding of demographics, demand, assets and services at the locality level. The proposed approach was agreed as being appropriate for providing a framework for understanding and tackling a number of challenges identified in the Wellbeing assessment, including obesity and combating social isolation.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The PSB endorsed the new streamlined approach to locality and neighbourhood working and recommendations - PSB members to provide appropriate representation at the 	<p>All partners</p>

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	<p>Neighbourhood Overarching Programme Board</p> <ul style="list-style-type: none"> - There is a continued commitment to providing appropriate resourcing of staff involvement including leadership roles in any relevant task and finish groups - Existing performance management frameworks in operation within each Board Member's organisation to fully incorporate partnership activity. 	<p>All partners</p> <p>All partners</p>
<p>7.</p>	<p>Quarter 2 2016/17 exception reporting</p> <p>GN requested approval of the suggested amendments to the Public Services Board's Terms of Reference in response to the recommendations made by the Community & Adult Services Scrutiny Committee at its meeting on Community Safety held 2 November 2016.</p> <p>APPROVED amendments to the Public Services Board Terms of Reference.</p>	<p>Secretariat</p>
<p>8.</p>	<p>Horizon Scanning and Any Other Business</p> <p>Local Government Reform</p> <p>GN gave an update on Local Government Reform, given the potential implications for Public Services Boards.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The Executive PSB consider a response to the Local Government Reform White Paper. <p>Brexit</p> <p>GN informed the Board that a multi-agency group with representatives from local government, health and higher education in the city has been established. It was noted that the group is working on a report on the impact of Brexit for Cardiff and that this is to be prepared in advance of Article 50 being triggered.</p>	<p>Executive PSB</p>
	<p>Dates of Cardiff Public Services Board Meetings</p> <p>The next meeting in May to be rearranged to follow the City of Cardiff Council's AGM.</p> <p>AGREED that an options paper be prepared on the current governance relationship between the Public Services Board and the Executive Public Services Board and brought to the next Public Services Board meeting.</p>	<p>Secretariat</p>

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	Actions	
	<p>Item 4 Assessment of Well-being</p> <p>Draft Liveable City Report 2017 and Assessment of Local Well-being to go out to consultation as presented</p> <p>Information showing the city’s increasing diversity to be added to the Liveable City Report prior to being finalised</p> <p>The draft of the Well-being Assessment taking account of engagement feedback to be tabled at the next Executive Public Services Board and to go to the Full Public Services Board for approval at its meeting on 21 March 2017</p> <p>The Cardiff Local Well-being Plan to be produced according to the indicative timetable set out at the meeting</p> <p>A Wellbeing Plan Advisory Group to be created to progress the development of the Cardiff Well-being Plan</p> <p>PSB Members to nominate representatives to sit on the Wellbeing Plan Advisory Group.</p> <p>Item 5 Innovation Hub</p> <p>A report to be produced on the operating model for a Cardiff Public Services Innovation Hub for the Executive Public Services Board to consider at its meeting on 10 March 2017</p> <p>Y Lab to work with the Executive Public Services Board to identify potential areas for consideration by the Public Services Board at its meeting, 21 March 2017</p> <p>Other key stakeholders to be engaged support longer term funding and sustainability</p> <p>A briefing to be circulated to this Board on the Future Cities Catapult Group.</p> <p>Item 6 Neighbourhood Working & Community Engagement</p> <p>PSB members to provide appropriate representation at the Neighbourhood Overarching Programme Board</p>	<p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>All partners</p> <p>Executive PSB/ Y Lab</p> <p>Executive PSB</p> <p>Secretariat</p> <p>Secretariat</p> <p>All partners</p>

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	<p>There is a continued commitment to providing appropriate resourcing of staff involvement including leadership roles in any relevant task and finish groups</p>	<p>All partners</p>
	<p>Existing performance management frameworks in operation within each Board Member's organisation to fully incorporate partnership activity.</p>	<p>All partners</p>
	<p>Item 7 Quarter 2 2016/17 exception reporting</p>	
	<p>APPROVED amendments to the Public Services Board Terms of Reference.</p>	<p>Secretariat</p>
	<p>Item 8 Local Government Reform</p>	
	<p>The Executive PSB consider a response to the Local Government Reform White Paper.</p>	<p>Executive PSB</p>
	<p>(Governance)</p>	
	<p>An options paper be prepared on the current governance relationship between the Public Services Board and the Executive Public Services Board and brought to the next Public Services Board meeting.</p>	<p>Secretariat</p>