

**Cardiff Public Services Board**  
**Minutes of meeting held**  
**Tuesday 24<sup>th</sup> May 2016, 1.30 – 3.30pm**  
**Loudoun Plas Iona, Butetown, Cardiff**  
**Tiger Bay Rooms 1 and 2**



	<p><b><u>Attendees:</u></b>  <b>Statutory Board Members:</b></p> <p>Councillor Phil Bale  Paul Orders  Gareth O’Shea</p> <p>Adam Cairns</p> <p>Sharon Hopkins</p> <p>Abigail Harris</p> <p>David Bents</p> <p><b>Invited Participants:</b>  Sheila Hendrickson-Brown  Chief Constable Peter  Vaughan  Mark Brace  Eleanor Marks</p> <p><b>Apologies:</b>  Maria Battle  Huw Jakeway  Peter Greenhill  David Bebb</p> <p><b>In attendance:</b>  Joseph Reay  Gareth Newell  Kate Ward  Edward Janes</p>	
	<p>Leader City of Cardiff Council (<b>Chair</b>)  Chief Executive, City of Cardiff Council  Executive Director for Operations South  Wales, Natural Resources Wales  Chief Executive, Cardiff &amp; Vale University  Health Board  Director of Public Health, Cardiff &amp; Vale  University Health Board (Deputy Member)  Director of Planning, Cardiff &amp; Vale  University Health Board (Deputy Member)  Group Manager Operations (Deputy  Member), South Wales Fire and Rescue</p> <p>Chief Executive Officer, C3SC  South Wales Police</p> <p>Assistant Police and Crime Commissioner  Deputy Director Communities Division,  Welsh Government</p> <p>Chair, Cardiff &amp; Vale University Health Board  Chief Fire Officer, South Wales Fire &amp; Rescue  Head of Local Delivery Unit, Wales National  Delivery Unit  Community Rehabilitation Company</p> <p>Head of Performance and Partnerships, City  of Cardiff Council  Policy, Partnerships and Citizen Focus  Manager, City of Cardiff Council  Principal Policy Officer (Partnerships and  Public Services), City of Cardiff Council  Principal Research Officer, City of Cardiff  Council  Director of Education and Lifelong Learning,</p>	

	<p>Nick Batchelar Suzanne Scarlett Anne Wei Belinda Davies</p> <p>City of Cardiff Council (Item 6) Education Performance Manager, City of Cardiff Council (Item 6) Strategic Partnership and Planning Manager, Cardiff &amp; Vale University Health Board Chief Superintendent, South Wales Police</p>	
	<p>PO opened the meeting, Councillor Bale having been detained in a Core Cities meeting in Bristol. Attendees introduced themselves. PO proceeded to agenda item 3 in Councillor Bale's absence.</p>	
<p><b>3.</b></p>	<p><b>Cardiff Today – Setting the Scene</b> Paul Orders gave a presentation setting out some of the key challenges facing Cardiff today. Copies of the Cardiff: Liveable City Report were distributed to attendees. PO raised issues such as: the unique demographic challenges facing Cardiff in the future; perception of crime; unhealthy lifestyles; impacts of the wider city region, particularly in terms of transport; longstanding pockets of deprivation in the city; and impending local government reform.</p>	
<p><b>1.</b></p>	<p><b>Welcome and Introductions</b> The Chair noted apologies as above.</p>	
<p><b>2.</b></p>	<p><b>Membership</b> A membership list had been distributed with papers, setting out the statutory members; those who had agreed to become invited participants; and deputy and Executive Board members confirmed to date. All statutory members and invited participants had confirmed their main representatives on the Board.</p> <p><b>AGREED</b> that Membership of the Board will be as per meeting papers, subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- the Chair will be deputised by Councillor Sue Lent, Deputy Leader, City of Cardiff Council;</li> <li>- Maria Battle was agreed as Vice Chair;</li> <li>- an invitation to attend Board meetings will be extended to the Chair of the Business Improvement District, in the event of a positive BID ballot;</li> <li>- Confirmation of Executive Board members and deputies by the end of the following week where partners had not already done so.</li> </ul> <p>Chairing and vice-chairing of the Executive Board is to be agreed by that forum.</p> <p>The Board also discussed finding ways to ensure appropriate engagement with and representation of Cardiff's universities and with younger people. These may be on specific issues and will be arranged as appropriate.</p> <p>Terms of reference as developed and recommended by the former Cardiff Partnership Board had been distributed with papers.</p>	<p><b>Secretariat</b></p> <p><b>All</b></p> <p><b>Executive Board</b></p>

	<p><b>Terms of reference:</b>  <b>AGREED</b> that the Cardiff Public Services Board Terms of Reference will be as distributed with meeting papers.</p> <p>AC suggested that the Board should aim to set out an overarching vision for its work and this was discussed further under agenda item 5.</p>	<p><b>Secretariat</b></p>
<p><b>4.</b></p>	<p><b>Well-being of Future Generations Act (FGA)</b>  GN outlined the main duties of the Board under the Future Generations Act, in terms of producing an Assessment of Well-being and Well-being Plan.</p> <p>The Assessment will build on work undertaken to develop the What Matter Needs Assessment, but had been reviewed in terms of the requirements of the FGA and there were a number of areas where it did not meet statute (e.g. the consultation process, reflecting the 46 National Indicators; and setting out future trends).</p> <p>The Board also discussed the need to embrace new legislation when considering its priorities going forward, for example the Environment Act in terms of the requirement to produce Area Statements on the state of Natural Resources in a location. This may not affect the first Assessment and Plan but would be useful in future iterations.</p> <p><b>AGREED</b> that Assessment of Local Well-being and the Well-being Plan will be produced according to the methodology, next steps and timeline presented to the meeting.</p>	<p><b>Secretariat</b></p>
<p><b>5.</b></p>	<p><b>The Public Services Board and Priorities for Partnership Working</b>  The Chair opened the floor to a round-table discussion of the Board’s initial priorities for action and its future vision. A number of issues were raised, particularly in terms of public engagement, including:</p> <ul style="list-style-type: none"> <li>- The need to improve community engagement and locality working, to order to build capacity in communities to contribute to deliver sustainable change themselves;</li> <li>- Ensuring democratic accountability in a wider context than through local authority scrutiny alone;</li> <li>- Capturing the youth voice, which is under-represented in traditional engagement, including in the Ask Cardiff survey, possibly via data mining social media;</li> <li>- The need for external challenge and advice to ensure that the board keeps abreast of best practice across the UK and Europe;</li> <li>- The importance of being clear about what outcomes the Board expects to achieve.</li> </ul> <p><b>AGREED</b> that the Executive PSB should be commissioned to undertake reviews of:</p> <ul style="list-style-type: none"> <li>- The effectiveness of the current approach to neighbourhood partnership working;</li> </ul>	<p><b>Secretariat and Executive Board</b></p>

	<ul style="list-style-type: none"> <li>- The reporting/governance framework and programme/project structure set up under the former Cardiff Partnership Board.</li> </ul> <p>These should be completed to report back to the Board at its November 2016 meeting.</p> <p><b>AGREED</b> that the Executive Board should be tasked with commissioning a source of external advice and challenge to work alongside the Board, in order to provide advice on liveability issues.</p> <p><b>AGREED</b> that the Executive Board will draw up proposals for a small seconded innovation hub which could support coordinated delivery of agreed PSB outcomes, consider future city resilience challenges, as well as help to drive forward place-based public service innovation in the city.</p> <p><b>AGREED</b> that the Board will hold a facilitated workshop, using the results of the quantitative analysis and the Ask Cardiff survey, to establish a small number of priority issues. This workshop will also define and agree an overarching quality of life vision for public services partnership working in Cardiff.</p> <p><b>AGREED</b> that the Board will meet three times a year to conduct its business, holding a wider forum meeting on the same day to consider these specific issues in depth, with additional partners and advisors attending as appropriate.</p>	<p><b>Secretariat and Executive Board</b></p> <p><b>Executive Board</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p>
<p><b>6.</b></p>	<p><b>Cardiff 2020 – A renewed vision for education and learning</b></p> <p>NB and SS attended to present an overview of the position in terms of young people progressing from school to employment, education or training (EET), and the challenges faced in Cardiff.</p> <p>The Board discussed a number of issues including:</p> <ul style="list-style-type: none"> <li>- The number of young people who are not in EET who were Looked After Children or in the criminal justice system;</li> <li>- Whether it is possible to identify young people who are not likely to progress into EET and therefore put in appropriate early interventions, given that the number of EET is a small proportion of the total cohort (152 in 2015, of c.3000). NB confirmed that this is the approach being taken. Work is underway with Cardiff &amp; Vale College to develop a junior apprentice scheme and vocational pathways;</li> <li>- The need to shape and pilot wider apprenticeship schemes, particularly where career pathways may not be clear (e.g. for carers);</li> <li>- Building stronger links between employers and teachers;</li> <li>- The creation a programme coordinator role to provide a bridge between young people and employers in terms of apprenticeships;</li> <li>- The need for wider workforce planning in the city;</li> <li>- Partners’ commitment to offering employment opportunities to those not in EET.</li> </ul>	<p><b>Executive Board</b></p>

	<p><b>AGREED</b> that the Executive Board should be tasked with considering the development of apprenticeships in the city, particularly in terms of reducing the number of young people not in EET, and aligning with regional strategy.</p> <p><b>AGREED</b> that Councillor Bale’s invitation to attend the Education Convention on 29<sup>th</sup> June 2016 should be re-circulated to PSB members.</p>	<b>Secretariat</b>
<b>7.</b>	<p><b>Cardiff Partnership Board Programme Performance</b></p> <p>The Board received copies of the Quarter 4 performance reports for the programmes established under the Cardiff Partnership Board and for the six neighbourhood areas. No actions or decisions had been raised for the Board. As above, the Board agreed that the Executive Board should review reporting and governance arrangements to report to the November PSB meeting.</p>	
<b>8.</b>	<p><b>Horizon Scanning and Any Other Business</b></p> <p>8.1 Copies of the membership and terms of reference of the Cardiff and Vale Regional Partnership Board had been distributed for information.</p> <p>8.2 An update on the Sexual Assault Referral Centre had been distributed with papers, having been deferred from the final Cardiff Partnership Board meeting. The project board was meeting at the same time as the PSB and a further update could be provided if necessary.</p>	
<b>9.</b>	<p><b>Dates of Cardiff Public Services Board Meetings</b></p> <p>Availability of the new Board membership to be confirmed and meeting dates scheduled as appropriate. Meetings to be held in community venues.</p>	<b>Secretariat</b>

	<b>Actions</b>
1.	<p><b>AGREED</b> that Membership of the Board will be as per meeting papers, subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- the Chair will be deputised by Councillor Sue Lent, Deputy Leader, City of Cardiff Council;</li> <li>- Maria Battle was agreed as Vice Chair;</li> <li>- an invitation to attend Board meetings will be extended to the Chair of the Business Improvement District, in the event of a positive BID ballot;</li> <li>- Confirmation of Executive Board members and deputies by the end of the following week where partners had not already done so.</li> </ul>
2.	<p><b>AGREED</b> that the Cardiff Public Services Board Terms of Reference will be as distributed with meeting papers.</p>
3.	<p><b>AGREED</b> that Assessment of Local Well-being and the Well-being Plan will be produced according to the methodology, next steps and timeline presented to the meeting.</p>
4.	<p><b>AGREED</b> that the Executive PSB should be commissioned to undertake reviews of:</p> <ul style="list-style-type: none"> <li>- The effectiveness of the current approach to neighbourhood partnership working;</li> <li>- The reporting/governance framework and programme/project structure set up under the former Cardiff Partnership Board.</li> </ul>
5.	<p><b>AGREED</b> that the Executive Board should be tasked with commissioning a source of external advice and challenge to work alongside the Board, in order to provide advice on liveability issues.</p>
6.	<p><b>AGREED</b> that the Executive Board will draw up proposals for an innovation hub which could support coordinated delivery of agreed PSB outcomes, consider future city resilience challenges, as well as help to drive forward place-based public service innovation in the city.</p>
7.	<p><b>AGREED</b> that the Board will hold a facilitated workshop, using the results of the quantitative analysis and the Ask Cardiff survey, to establish a small number of priority issues. This workshop will also define and agree an overarching quality of life vision for public services partnership working in Cardiff.</p>
8.	<p><b>AGREED</b> that the Board will meet three times a year to conduct its business, holding a wider forum meeting on the same day to consider these specific issues in depth, with additional partners and advisors attending as appropriate.</p>
9.	<p><b>AGREED</b> that the Executive Board should be tasked with considering the development apprenticeships in the city, particularly in terms of reducing the number of young people not in EET, and aligning with regional strategy.</p>
10.	<p><b>AGREED</b> that Councillor Bale's invitation to attend the Education Convention on 29th June 2016</p>

	should be re-circulated to PSB members.
11.	Availability of the new Board membership to be confirmed and meeting dates scheduled as appropriate. Meetings to be held in community venues.