

Cardiff Executive Public Services Board
Minutes of meeting held
Monday 26 September 2016, 12 noon-2.15pm
First Space, Chapter Arts Centre,
Market Road, Canton, Cardiff



Attendees:	
Statutory Board Members:	
Paul Orders (Chair)	Chief Executive, City of Cardiff Council
Sarah McGill	Director of Communities, Housing & Customer Services
Gareth O'Shea	Executive Director for Operations South Wales, Natural Resources Wales
Nadia De Longhi	Operations Manager, Natural Resources Wales
Sharon Hopkins	Director of Public Health, Cardiff & Vale University Health Board
Abigail Harris	Director of Planning, Cardiff & Vale University Health Board
David Bents	Group Manager Operations, South Wales Fire and Rescue
Invited Participants:	
Sheila Hendrickson-Brown (Vice-Chair)	Chief Executive Officer, C3SC
Chief Constable Peter Vaughan	South Wales Police
Belinda Davies	Chief Superintendent, South Wales Police
Mark Brace	Assistant Police and Crime Commissioner
Eleanor Marks	Deputy Director Communities Division, Welsh Government
Gail Reed	Deputy Local Delivery Head for Cardiff and the Vale, National Probation Service
Aimee Bamford	OM Team Manager, Community Rehabilitation Company
Apologies:	
Victoria Harris	Local Delivery Unit (LDU) Head for Cardiff and the Vale of Glamorgan, Wales Community Rehabilitation Company
Joseph Reay	Head of Performance and Partnerships, City of Cardiff Council
In attendance:	
Anne Wei	Strategic Partnership and Planning Manager, Cardiff & Vale University Health Board
Gareth Newell	Policy, Partnerships and Citizen Focus Manager, City of Cardiff Council
Kate Ward	Principal Policy & Partnerships Officer, City of Cardiff Council
Clive Bailey	Policy and Partnerships Officer, City of Cardiff Council

1.	<p>Welcome and Apologies Apologies were noted as above.</p>	
2.	<p>Public Services Boards minutes and actions The minutes of the meeting held on 4 August 2016 were agreed and updates on actions given.</p>	
3.	<p>Shaping Our Future – UHB Big Improvement Goals Sharon Hopkins presented on the next phase of delivering the Shaping Our Future Wellbeing Strategy through three Big Improvement Goals. The Board discussed issues around the collective awareness of partners’ risks as well as their priorities; the need to bring staff along in terms of organisational goals; and the importance of preventative action.</p>	
4.	<p>Locality working Sarah McGill gave an update on the Llanishen locality working pilot. The work is being carried out in three strands: day opportunities; domiciliary care and work with GPs. Partners discussed how they can get involved in the pilot; how the work can be effectively publicised; and how it can be used to inform the UHB’s Perfect Locality work.</p> <p>Peter Vaughan raised the Jigsaw data sharing project, which was set up following flood in West Wales to draw up a list of vulnerable persons known to public sector partners. The project has a set of data sharing protocols agreed with Welsh Government which could be replicated in Cardiff.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - SMcG to consider how partners can link into the locality working pilot - Jigsaw data sharing project to be explored further. 	<p>SMcG</p> <p>GN</p>
5.	<p>Child Sexual Exploitation Jan Coles presented on efforts to prevent child sexual exploitation in the City. The multi-agency Cardiff Child Sexual Exploitation Strategy was agreed in May 2016.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Partners to nominate a lead officer for CSE within their organisations, who can participate in a strategic CSE group - Partners to nominate appropriate staff to receive CSE training and to cascade within their organisations - The Child Sexual Exploitation Strategy to be circulated to partners with details of the planned launch - Details of the professional interest group meetings in October and January to be circulated to partners. 	<p>All partners</p> <p>All partners</p> <p>Partnership Team</p> <p>Partnership Team</p>

6.	<p>Apprenticeships</p> <p>Nick Batchelar and Suzanne Scarlett presented on progress with increasing public service apprenticeships. Arad Research has been engaged to map pathways into apprenticeships and traineeships. Some major city employers, such as Admiral, have joined Business Class, run by Business in the Community to link schools and employers. The scheme has largely focused on the private sector, but is open to the public sector too.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Partner organisations to consider signing up to Business Class - Partners to nominate leads for apprenticeships within their organisations to participate in Arad Research’s mapping exercise. 	<p>All partners All partners</p>
7.	<p>Public Services Board Business</p> <p>7.1 – Local Well-being Assessment</p> <p>Gareth Newell gave an update on the development of the Well-being Assessment. The Ask Cardiff survey has now closed and the results are being analysed. Nearly 4,000 responses were received and the sample is becoming more representative thanks to work in specific neighbourhoods and groups. It is hoped to bring a draft of the Liveable City Report to the next meeting.</p> <p>7.2 – Liveable Cities Advisor</p> <p>It was agreed at the 4 August 2016 meeting that Allison Dutoit of Gehl Architects should act as advisor for 12 months; further information about her background was distributed to partners.</p> <p>7.3- Cardiff Liveable City Forum</p> <p>A draft agenda was distributed for the next full PSB meeting, on 5 January 2017, which will act as a priorities workshop and will launch the Liveable City Report and Well-being Assessment.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Cardiff Liveable City Forum agenda to be discussed further at 14 November 2016 Executive PSB meeting. 	<p>Partnership Team</p>
8.	<p>Quarter 1 2016/17</p> <p>An exception report for Quarter 1 2016/17 was presented.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The Night Time Economy to return to a later meeting - Partnership team to circulate BID business plan to partners. 	<p>Partnership Team Partnership Team</p>
9.	<p>Horizon Scanning and AOB</p> <p>9.1 – Regional Partnership Board</p> <p>A governance structure and consultation response from the Regional Partnership Board regarding Area Planning were distributed.</p> <p>AGREED that:</p>	<p>GN</p>

	<ul style="list-style-type: none"> - Reporting lines from the Regional Partnership Board to be clarified. <p>9.2 Child Friendly City Nick Batchelar presented proposals to develop Cardiff as a child-friendly.</p> <p>9.3 Core Cities whole Place Leadership Report The report had been distributed with papers.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Child Friendly City to return for further discussion at a later date. 	Partnership Team
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ACTIONS		
ITEM 4	<p>Locality working</p> <ul style="list-style-type: none"> - SMcG to consider how partners can link into the locality working pilot - Jigsaw data sharing project to be explored further. 	<p>SMcG</p> <p>GN</p>
ITEM 5	<p>Child Sexual Exploitation</p> <ul style="list-style-type: none"> - Partners to nominate a lead officer for CSE within their organisations, who can participate in a strategic CSE group - Partners to nominate appropriate staff to receive CSE training and to cascade within their organisations - The Child Sexual Exploitation Strategy to be circulated to partners with details of the planned launch - Details of the professional interest group meetings in October and January to be circulated to partners. 	<p>All partners</p> <p>All partners</p> <p>Partnership Team</p> <p>Partnership Team</p>
ITEM 6	<p>Apprenticeships</p> <ul style="list-style-type: none"> - Partner organisations to consider signing up to Business Class - Partners to nominate leads for apprenticeships within their organisations to participate in Arad Research's mapping exercise. 	<p>All partners</p> <p>All partners</p>
ITEM 7	<p>Public Services Board Business</p> <ul style="list-style-type: none"> - Cardiff Liveable City Forum agenda to be discussed further at 14 November 2016 Executive PSB meeting. 	Partnership Team
ITEM 8	<p>Quarter 1 2016/17</p> <ul style="list-style-type: none"> - The Night Time Economy to return to a later meeting - Partnership team to circulate BID business plan to partners. 	<p>Partnership Team</p> <p>Partnership Team</p>
ITEM 9	<p>9.1 Regional Partnership Board</p> <ul style="list-style-type: none"> - Reporting lines from the Regional Partnership Board to be clarified. <p>9.2 Child Friendly City</p> <ul style="list-style-type: none"> - Child Friendly City to return for further discussion at a later date. 	<p>GN</p> <p>Partnership Team</p>