

**Cardiff Public Services Board**  
**Minutes of meeting held**  
**Tuesday 21<sup>st</sup> March 2017, 2 – 4pm**  
**Tramshed Tech, Cardiff**



<p><b><u>Attendees</u></b></p> <p><b>Statutory Board Members:</b>  Councillor Phil Bale (<b>Chair</b>)  Paul Orders  Maria Battle  Fiona Kinghorn  Abigail Harris  Huw Jakeway  Gareth O’Shea</p> <p><b>Invited Participants:</b>  Sheila Hendrickson-Brown  Mark Brace  Stephen Jones</p> <p><b>Apologies:</b>  Sharon Hopkins  Peter Vaughan  Belinda Davies  Eleanor Marks  Peter Greenhill  Gail Reed  Victoria Harris</p> <p><b>Other attendees:</b>  Allison Dutoit  Joseph Reay  Gareth Newell  Anne Wei  Professor Adam Fletcher  Rob Ashelford  Nick Batchelar  Suzanne Scarlett  Louise Harris  Kate Ward  Clive Bailey (<b>Clerk</b>)</p>	<p>Leader, City of Cardiff Council  Chief Executive, City of Cardiff Council (CCC)  Chair, Cardiff &amp; Vale University Health Board (C&amp;V UHB)  Interim Director Public Health, C&amp;V UHB  Director of Planning, C&amp;V UHB  Chief Fire Officer, South Wales Fire &amp; Rescue Service  Executive Director Operations South Wales, NRW</p> <p>Chief Executive Officer, C3SC  Assistant Police and Crime Commissioner  Superintendent South Wales Police</p> <p>Acting Chief Executive, C&amp;V UHB  Chief Constable, South Wales Police  Chief Superintendent, South Wales Police  Deputy Director Communities Division, Welsh Government  Head of Local Delivery Unit, National Probation Service (NPS)  Deputy Head of Local Delivery Unit (NPS)  Head of Local Delivery Unit, Community Rehabilitation Company</p> <p>Gehl Architects  Head of Performance and Partnerships, CCC  Policy, Partnerships and Research Manager, CCC  Strategic Partnership and Planning Manager C&amp;V UHB  Academic Director, NESTA/Yr Lab (Item 5)  Senior Innovations Programme Manager (Item 5)  Director of Education &amp; Lifelong Learning, CCC (Item 6)  Education Performance Manager, CCC (Item 6)  Tramshed Tech  Principal Policy Officer, Partnerships and Public Services, CCC  Policy &amp; Partnerships Officer, City of Cardiff Council</p>
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No.	Agenda Item	
1.	<p><b>Welcome and Introductions</b></p> <p>The Chair opened the meeting and noted apologies as above.</p>	
2.	<p><b>Public Services Board minutes and actions</b></p> <p>The minutes of the meeting held on 12 January 2017 were agreed.</p> <p><b>AGREED that:</b></p> <ul style="list-style-type: none"> <li>- Briefing to be circulated to the Board and the Executive PSB on the proposed agenda for the Future Cities Catapult bid workshop scheduled for April 2017.</li> </ul>	Secretariat
3.	<p><b>Local Well-being Assessment &amp; Local Well-being Plan</b></p> <p>GN gave an overview of the feedback received and changes made to the draft local well-being assessment following consultation.</p> <p><b>APPROVED</b> Cardiff's Local Well-being Assessment for publication subject to any final amendments.</p> <p>Allison Dutoit, Liveable City Advisor gave her reflections on the Liveable City Report and outlined some of the actions to consider in developing Cardiff's Local Well-being Plan including:</p> <ul style="list-style-type: none"> <li>• Having one vision</li> <li>• Identifying Cardiff specific objectives/steps</li> <li>• Identifying criteria for success</li> <li>• Use of data to identify and solve problems</li> <li>• Evaluating how projects work together</li> <li>• Using feedback from communities</li> <li>• Harness networks/resources with specific process for engagement</li> </ul> <p>The Board also discussed the adoption of a highly participative / 'bottom up' approach to consultation and engagement on the draft wellbeing plan.</p> <p>GN took the Board through the timescales for developing and publishing Cardiff's Local Well-being Plan. The following issues were discussed:</p> <ul style="list-style-type: none"> <li>- The timescale for submission of draft well-being objectives to the Future Generations Commissioner for advice by summer 2017</li> <li>- Identifying well-being objectives that facilitate cross-partnership</li> </ul>	

	<p>working that are Cardiff specific and drawn from the wellbeing assessment.</p> <ul style="list-style-type: none"> <li>- Setting out a high level road map for developing the Well-being Plan. The consultation on the well-being plan to be an opportunity to increase participation and broaden the conversation to a wider set of stakeholders.</li> </ul> <p><b>AGREED that:</b></p> <ul style="list-style-type: none"> <li>- The partnership Policy Advisory Group to draw up a process enabling the PSB to identify draft well-being objectives at its meeting 8 June 2017.</li> <li>- Partner task and finish group to be set up to produce an engagement plan.</li> </ul>	<p>Secretariat</p> <p>Secretariat</p>
<p><b>4.</b></p>	<p><b>Brexit Report</b></p> <p>GN presented the report that identifies some of the opportunities and risks for the city and how the UK and Welsh Governments could support the city to prepare for and respond to the impact of leaving the European Union.</p> <p>The Board discussed the potential impact of Brexit on skills and workforce planning and the importance of relaying the message that Cardiff is a welcoming city.</p> <p><b>AGREED that:</b></p> <ul style="list-style-type: none"> <li>- The Brexit report to be published following the meeting, in advance of Article 50 being triggered.</li> <li>- MB to circulate UHB staff recruitment and retention data to the Board.</li> </ul>	<p>Secretariat</p> <p>Secretariat</p>
<p><b>5.</b></p>	<p><b>Innovation Hub</b></p> <p>Rob Ashelford set out the revised proposal recommended by the Executive PSB at its meeting held 10 March. It is proposed that the innovation team model is piloted on a single challenge to prove the concept, and if successful for this to provide the template for a number of future innovation challenges. It was agreed that a fund would be created for 17/18 from which funding could be drawn down to support challenges over the course of the year.</p> <p>The importance of a link between the well-being plan objectives and the challenges identified was raised, and it was agreed that the first challenge</p>	

	<p>be launched following the board identifying draft wellbeing objectives, and run from June – Dec 2017.</p> <p><b>AGREED that:</b></p> <ul style="list-style-type: none"> <li>- The innovation team model to be piloted with Y Lab from June 2017. The process for identifying well-being objectives to help identify the first challenge.</li> </ul>	Secretariat
6.	<p><b>Cardiff Commitment</b></p> <p>Nick Batchelar and Suzanne Scarlett gave an overview of the current position in relation to the development of the Cardiff Commitment. To ensure clear and structured leadership and accountability for delivery, new governance arrangements are to be put in place by end of May 2017. This to include a multi-agency Strategic Leadership Group, chaired by the Council Chief Executive and providing regular reports to the PSB.</p> <p>NB invited partners on the Board to consider how they can input into taking the Cardiff Commitment forwards.</p> <p>Louise Harris from Tramshed Tech gave a presentation on the new digital platform being developed to match young people to job/apprenticeship opportunities. The Board discussed the importance of leadership and advocacy to ensure that the digital platform becomes the place to go.</p> <p><b>AGREED that:</b></p> <ul style="list-style-type: none"> <li>- The Cardiff Commitment is taken forward as a PSB priority</li> <li>- C&amp;V UHB to nominate a representative to sit on the Strategic Leadership Group</li> </ul>	All Education Team
7.	<p><b>PSB Governance Arrangements &amp; Quarter 3 2016/17 exception reporting</b></p> <p>The Board discussed current governance arrangements and the Executive PSB's recommendation that a two-tier model should continue, with improved reporting arrangements between the two Boards.</p> <p><b>AGREED that:</b></p> <ul style="list-style-type: none"> <li>- The two tier model to remain in place with the full PSB to focus on the strategic development of the well-being plan and other strategic issues enabling the Exec PSB to manage operational delivery.</li> <li>- A short briefing note to be circulated after each Board meeting to ensure respective Board members are kept up to date with progress and decisions.</li> <li>- The Chair of the BID to be invited to attend a future meeting of the</li> </ul>	Secretariat  Secretariat  Secretariat

	PSB.	
<b>8.</b>	<b>Horizon Scanning and Any Other Business</b>  No issues raised	
	<b>Dates of Cardiff Public Services Board Meetings</b>  8 June 2017, 10-12pm, venue tbc	

<b>Actions</b>		
	<p><b>Item 2 Public Services Board minutes and actions</b></p> <ul style="list-style-type: none"> <li>- Briefing to be circulated to the Board and the Executive PSB on the proposed agenda for the Future Cities Catapult bid workshop scheduled for April 2017.</li> </ul>	Secretariat
	<p><b>Item 3 Local Well-being Assessment &amp; Local Well-being Plan</b></p> <ul style="list-style-type: none"> <li>- APPROVED Cardiff's Local Well-being Assessment for publication subject to any final amendments.</li> <li>- The partnership Policy Advisory Group to draw up a process enabling the PSB to identify draft well-being objectives at its meeting 8 June 2017.</li> <li>- Partner task and finish group to be set up to produce an engagement plan.</li> </ul>	Secretariat  Secretariat  Secretariat
	<p><b>Item 4 Brexit Report</b></p> <ul style="list-style-type: none"> <li>- The Brexit report to be published following the meeting, in advance of Article 50 being triggered.</li> <li>- MB to circulate UHB staff recruitment and retention data to the Board.</li> </ul>	Secretariat  Secretariat
	<p><b>Item 5 Innovation Hub</b></p> <ul style="list-style-type: none"> <li>- The innovation team model to be piloted with Y Lab from June 2017. The process for identifying well-being objectives to help identify the first challenge.</li> </ul>	Secretariat

	<p><b>Item 6 Cardiff Commitment</b></p> <ul style="list-style-type: none"> <li>- Partners supported taking the Cardiff Commitment forward as a PSB priority.</li> <li>- C&amp;V UHB to nominate a representative to sit on the Strategic Leadership Group</li> </ul> <p><b>Item 7 PSB Governance Arrangements &amp; Quarter 3 2016/17 exception reporting</b></p> <ul style="list-style-type: none"> <li>- The two tier model to remain in place with the full PSB to focus on the strategic development of the well-being plan and other strategic issues enabling the Exec PSB to manage operational delivery.</li> <li>- A short briefing note to be circulated after each Board meeting to ensure respective Board members are kept up to date with progress and decisions.</li> <li>- The Chair of the BID to be invited to attend a future meeting of the PSB.</li> </ul>	<p>All</p> <p>Education Team</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p>
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