

Cardiff Executive Public Services Board
Minutes of meeting held
Friday 10 March 2017, 10am – 12.30pm
Meeting Room 2, STAR Hub,
Muirton Road, CF24 2SJ



<u>Attendees:</u>	
Statutory Board Members:	
Paul Orders (Chair)	Chief Executive, City of Cardiff Council (CCC)
Sarah McGill	Director of Communities, Housing & Customer Services, CCC
Gareth O'Shea	Executive Director for Operations South Wales, Natural Resources Wales
Abigail Harris	Director of Planning, Cardiff & Vale University Health Board
Fiona Kinghorn	Interim Director of Public Health, 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
Mark Brace	Assistant Police and Crime Commissioner South Wales Police
Chief Spt. Belinda Davies	Head of Local Delivery Unit, Wales Community Rehabilitation Company
Victoria Harris	
Apologies:	
Peter Greenhill	Head of Local Delivery Unit, NPS
Tony Young	Director of Social Services, CCC
Anne Wei	Strategic Partnership and Planning Manager, Cardiff & Vale University Health Board
Joseph Reay	Head of Performance and Partnerships, CCC
In attendance:	
Gareth Newell	Policy, Partnerships and Research Manager, CCC
Kate Ward	Principal Policy & Partnerships Officer, CCC
Clive Bailey	Policy and Partnerships Officer, CCC
Item 3	
Jo-Anne Daniels	Director of Communities and Tackling Poverty, Welsh Government
Amelia John	Deputy Director of Communities Division, Welsh Government
Item 6	
Rob Ashelford	Senior Innovation Programmes Manager, NESTA
Item 7	
Nick Batchelar	Director of Education and Lifelong Learning
Suzanne Scarlett	Education Performance Manager

1.	<p>Welcome and Apologies</p> <p>The Chair opened the meeting. Apologies were noted as above.</p>	
2.	<p>Executive Public Services Board Minutes and Actions</p> <p>The minutes of the meeting held on 14 November 2016 were agreed. Updates on actions were given.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Members of the Board nominate representatives to sit on the Well-being Planning Advisory Group if they have not already done so. - A briefing is circulated to the Board on the proposed agenda for the Future Cities Catapult bid workshop scheduled for April 2017 - Discussion to be held on the relationship between the Catapult Bid and the Innovate UK Bid (BT Broadband) 	<p>All</p> <p>Secretariat</p> <p>PO/AH/SMG</p>
3.	<p>Building Resilient Communities</p> <p>Jo-Anne Daniels and Amelia John from Welsh Government gave an overview of the steps being taken to introduce a new approach to building resilient communities following the decision to phase out Communities First.</p> <p>Following consultation on the way forward, Welsh Government is working with Local Delivery Boards to assist with making the transition to a new approach that will focus on three priority areas:</p> <ul style="list-style-type: none"> • Employment • Early Years • Empowerment. <p>Executive PSB members discussed a number of issues including:</p> <ul style="list-style-type: none"> - Developing a transition plan that delivers against community needs as well as those identified in the needs assessment The critical role of Public Services Boards partners in terms of alignment to well-being planning. 	
4.	<p>UHB Strategic Transformation Agenda</p> <p>Abigail Harris provided an overview of the programmes of work that make up the UHB's transformation agenda.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - PO and AH to further discuss the relationship between HEART priorities and the City Deal. - Partners to provide overviews of their transformation programmes at the next meeting of the Executive PSB. Transformation programmes to be a standing agenda item. - Partners nominate representatives to develop a joint proposition for a skills academy focused on upskilling managers who deliver services. 	<p>PO/AH</p> <p>All/Secretariat</p> <p>All</p>

<p>5.</p>	<p>Local Well-being Assessment and Plan</p> <p>The Board noted the results of the consultation on the draft Well-being Assessment and amendments made to the Liveable City Report in order to respond. Feedback had largely been very positive, with respondents complimenting the accessible nature of the Liveable City Report. Some gaps had been identified, particularly around cultural well-being data, and analysis in some sections of the Assessment.</p> <p>Given the short timescales to re-draft the Assessment, the Board was briefed on further changes to be made before the Well-being Assessment was presented to the Full Public Services Board for approval.</p> <p>The Board also discussed the timescales for developing the Cardiff Well-being Plan. In order to meet the requirement to seek the advice of the Future Generations Commissioner and get out to full public consultation, well-being objectives will need to be drafted by early summer 2017.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The May Executive PSB and the June Full PSB meetings to be facilitated in order to develop appropriate well-being objectives; - The Chair to approve any further changes to the draft Assessment before it goes to the Full PSB for approval on 21 March 2017 - The timescales for producing the Cardiff Well-being Plan were noted. 	<p>Secretariat</p> <p>PO</p>
<p>6.</p>	<p>Innovation Hub Proposals</p> <p>Rob Ashelford presented a proposal for a twelve month pilot for a Cardiff Innovation Hub. The Board discussed issues around the selection of appropriate challenges for the Hub to address; capacity to provide the Hub and appropriate resourcing.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The Executive PSB to recommend that the PSB establishes a draw down arrangement with Y Lab in order to pilot a Cardiff Innovation Hub. - Partners to consider funding arrangements for the Hub. 	<p>Secretariat</p> <p>Partners</p>
<p>7.</p>	<p>Cardiff Commitment</p> <p>Nick Batchelar and Suzanne Scarlett gave an overview of the current position in relation to the development of the Cardiff Commitment and the significant interest received from the private sector.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Update to be presented to the PSB 21 March 2017 including a recommendation that Education meets with nominated partner contacts to discuss next steps. 	<p>Education team/ Secretariat</p>

<p>8.</p>	<p>Domestic Homicide Reviews</p> <p>Gareth Newell summarised the paper circulated prior to the meeting that outlined the statutory requirement of the Public Services Board (PSB) in relation to Domestic Homicide Reviews (DHR), clarified the roles of the PSB and the Safer and Cohesive Communities Programme Board (SCCPB) and made recommendations as to a way forward with current and ongoing reviews.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The Executive Board will be responsible for the approval and sign off of DHR reports and action plans; - The Safer & Cohesive Communities Programme Board will monitor the implementation of actions and recommendations outlined in final reports and will provide reporting by exception to the Executive PSB; - An extraordinary meeting of the Executive Board to be held to sign off current DHR reports following the meeting of the Safer & Cohesive Communities Programme Board on the 30th of March 2017; - The practical learning from investigating the first two DHRs will be taken to the SCCPB following their publication to inform future management of DHRs; - All organisations respond urgently to any request for information in relation to DHRs. 	<p>Secretariat</p>
<p>9.</p>	<p>PSB Governance Arrangements & Quarter 3 2016/17 Exception Reporting</p> <p>Gareth Newell presented a paper setting out the current governance relationship between the full and Executive Public Services Boards, the position of other PSBs across Wales and options for the Executive PSB to consider in order recommend a way forward to the PSB at its meeting on 21 March 2017.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - The PSB is recommended to retain a two tier-model with improved reporting arrangements between the two Boards. - The proposed changes to PSB Governance Arrangements to be considered by the full PSB at its meeting, 21 March 2017. 	<p>Secretariat</p> <p>Secretariat</p>
<p>10.</p>	<p>Brexit Report</p> <p>The Board received a report setting out implications of Brexit for Cardiff and a draft response from the PSB.</p> <p>AGREED that:</p> <ul style="list-style-type: none"> - Report and executive summary to be amended to bring reference to community cohesion to the fore. - The Executive recommend to the PSB that the report to be published to coincide with the triggering of Article 50. 	<p>Secretariat</p> <p>Secretariat</p>

11.	Local Government Reform White Paper The City of Cardiff Council's draft response to the White Paper was noted.	
12.	Horizon Scanning and Any Other Business The following were proposed as agenda items for the next meeting of the Executive PSB, 18 May 2017: <ul style="list-style-type: none"> ○ Business Improvement District update ○ Policy and Crime Act 2017 – Bail reform ○ City Deal update ○ Cardiff Rough Sleeper Strategy 2017-2020 	Secretariat
	Close	

Actions	
<p>Minutes and Actions</p> <p><i>Well-being Advisory Group</i></p> <ul style="list-style-type: none"> ● Members of the Board to nominate representatives to sit on the Well-being Planning Advisory Group if they have not already done so. <p><i>Future Cities Catapult bid workshop (April 2017)</i></p> <ul style="list-style-type: none"> ● Briefing to be circulated to this Board on proposed workshop agenda. ● Discussion to be held on the relationship between the Catapult Bid and the Innovate UK Bid (BT Broadband) <p>Item 4 UHB Strategic Transformation Agenda</p> <ul style="list-style-type: none"> ● PO and AH to discuss relationship between HEART priorities and City Deal further. ● Overviews of partner transformation programmes to be provided at the next meeting of the Executive PSB. Transformation programmes to be a standing agenda item. ● Partners to nominate representatives to develop a joint proposition for a skills academy focused on upskilling managers who deliver services. <p>Item 5 Local Well-being Assessment and Plan</p> <ul style="list-style-type: none"> - The May Executive PSB and the June Full PSB meetings to be facilitated in order to develop appropriate well-being objectives; 	<p>All</p> <p>Secretariat PO/AH/SMG</p> <p>PO/AH</p> <p>All/Secretariat</p> <p>All</p>

<ul style="list-style-type: none"> - The Chair to approve any further changes to the draft Assessment before it goes to the Full PSB for approval on 21 March 2017 - The timescales for producing the Cardiff Well-being Plan were noted. 	<p>PO</p>
<p>Item 6 Innovation Hub Proposals</p> <ul style="list-style-type: none"> • The Executive PSB to recommend that the PSB establishes a draw down arrangement with Y Lab in order to pilot a Cardiff Innovation Hub. • Partners to consider funding arrangements for the Hub. 	<p>Secretariat</p> <p>Partners</p>
<p>Item 7 Cardiff Commitment</p> <ul style="list-style-type: none"> • Update to be presented to the PSB 21 March 2017 including a recommendation that Education meets with nominated partner contacts to discuss next steps. 	<p>Education team/Secretariat</p>
<p>Item 8 Domestic Homicide Reviews</p> <ul style="list-style-type: none"> • The Executive Board will be responsible for the approval and sign off of DHR reports and action plans. • The Safer & Cohesive Communities Programme Board will monitor the implementation of actions and recommendations outlined in final reports and will provide reporting by exception to the Executive PSB. • An extraordinary meeting of the Executive Board to be held to sign off current DHR reports following the meeting of the Safer & Cohesive Communities Programme Board on the 30th of March 2017. 	<p>Secretariat</p>
<p>Item 9 PSB Governance Arrangements Quarter 3 2016/17 Exception Reporting</p> <ul style="list-style-type: none"> • Board to recommend that the PSB retains a two tier-model with improved reporting arrangements between the two Boards. • The proposed changes to PSB Governance Arrangements to be considered by the full PSB at its meeting, 21 March 2017. 	<p>Secretariat</p> <p>Secretariat</p>
<p>Item 10 Brexit Report</p> <ul style="list-style-type: none"> • Report and executive summary to be amended to bring reference to community cohesion to the fore. • The Executive recommend to the PSB that the report to be published to coincide with the triggering of Article 50. 	<p>Secretariat</p> <p>Secretariat</p>

	Horizon Scanning and any other business <ul style="list-style-type: none">● Proposed agenda items for Executive PSB, 18 May 2017:<ul style="list-style-type: none">○ Business Improvement District update○ Policy and Crime Act 2017 – Bail reform○ City Deal update○ Cardiff Rough Sleeper Strategy 2017-2020	Secretariat
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