

**Cardiff Executive Public Services Board**  
**Draft minutes**  
**Thursday 17 August 2017**  
**2pm – 4pm, @Loudon, Tiger Bay Room 3**



<b><u>Attendees:</u></b>	
<b>Board Members</b>	
Paul Orders ( <b>Chair</b> )	Chief Executive, Cardiff Council (CC)
Fiona Kinghorn	Interim Director of Public Health (C&V UHB)
Gareth O'Shea	Executive Director for Operations South Wales, Natural Resources Wales
David Bents	Group Manager Operations, South Wales Fire and Rescue
Sarah McGill	Director Communities, Housing & Customer Services (CC)
Joseph Reay	Head of Performance and Partnerships (CC)
Mark Brace	Assistant Police and Crime Commissioner
Chief Spt. Belinda Davies	Chief Superintendent
Jo Salway	Head of Cabinet Office , Welsh Government
<b>Apologies:</b>	
Sheila Hendrickson-Brown ( <b>Vice-Chair</b> )	Chief Executive Officer, C3SC
Abigail Harris	Director of Planning, Cardiff & Vale University Health Board (C&V UHB)
Victoria Harris	Head of Local Delivery Unit, Wales Community Rehabilitation Company
Peter Greenhill	Head Local Delivery Unit, National Probation Service
Tony Young	Director of Social Services (CC)
<b>Other attendees:</b>	
Anne Wei	Strategic Partnership & Planning Manager (C&V UHB)
Rachel Jones	Assistant Director, Integrating Health and Social Care, C&V UHB
Gareth Newell	Policy, Partnerships and Research Manager (CC)
Clive Bailey	Policy and Partnerships Officer (CC)
Nathan Swain	Principal Policy & Partnerships Officer (CC)
<b>Item 4</b>	
Louise Bassett	Partnership Delivery Team Leader (CC)
<b>Item 5</b>	
Stephanie Kendrick-Doyle	Community Safety Manager (CC)
<b>Item 6</b>	
Adrian Field	Executive Director, Cardiff BID
<b>Item 8</b>	
Dr Suzanne Wood	Consultant in Public Health Medicine

1.	<p><b>Welcome and Apologies</b></p> <p>The Chair opened the meeting. Apologies were noted as above.</p>	
2.	<p><b>Public Services Board Minutes and Actions</b></p> <p><u>Executive PSB</u></p> <p>The minutes of the meeting held on 7 June 2017 were agreed. Updates on actions were given.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>It was agreed that the Partnership training module to be circulated in December and be considered at a future meeting</li> </ul> <p><u>PSB</u></p> <p>The draft minutes of the full PSB meeting held 23 June 2017 and updates on actions were tabled for information.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>Jo Salway (Welsh Government) be invited to attend meeting arranged with DWP</li> </ul>	<p><b>Liz Patterson / Secretariat</b></p>
3.	<p><b>Cardiff Local Well-being Plan</b></p> <p>Gareth Newell led discussion on the Draft Well-being Plan structure and contents proposed by the Policy Advisory Group. Discussion also took place on the proposed framework for consultation and engagement.</p> <p>Board Members approved the proposed structure and suggested some additions to the content of objectives. It was recognised that the Plan was necessarily broad, picking up a wide range of partnership issues, but that a process of choosing a small number of PSB-led priorities was now needed.</p> <p>It was noted that additional work is required on the programme of engagement, developing a plan for community level events and presenting to people what is happening in their area.</p> <p>It was agreed that wherever possible a consolidated approach be developed for public engagement on the Wellbeing Plan, Area Plan and other issues.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>Amendments and additions raised on the Well-being Plan to be taken into account.</li> <li>Policy Advisory Group to complete a draft of the plan, incorporating any comments received, by 1 September 2017.</li> <li>Full draft of plan to be circulated to PSB members for comments w/c 4 Sep.</li> </ul>	<p><b>Secretariat</b></p> <p><b>Advisory Group Secretariat</b></p>

	<ul style="list-style-type: none"> <li>• Further work to be undertaken to identify PSB lead priorities over the course of the autumn.</li> <li>• Partnership governance to be reviewed in light of the Well-being Plan, with proposals brought back for discussion at a future meeting.</li> <li>• Change board names to Cardiff Public Services Board and PSB Delivery Board, and update Terms of Reference accordingly.</li> <li>• Wellbeing Plan engagement proposal approved in principle, with detailed multi-agency citizen engagement proposals to be brought to the next meeting</li> <li>• Explore producing, as part of engagement a 'My Cardiff' plan (similar to the Portland Plan) – 5/10 things citizens can do to contribute to well-being</li> </ul>	<p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p>
<p><b>7.</b></p>	<p><b>Care and Support Services for Older People and Area Planning</b></p> <p>Rachel Jones, Assistant Director, Integrating Health and Social Care, C&amp;V UHB gave a presentation outlining the work of the RPB, the Area Plan and focus on Older People.</p> <p>Board Members discussed whether integrated reporting was achievable, opportunities for areas such as Economic Development to support development of services for Older People, and the clear need for significant change in existing systems if the 'next steps' identified are to be achieved.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• The potential for an integrated performance framework for Area Plan and Well-being Plan to be explored.</li> <li>• Explore closer work with economic development and planning to provide greater business support to providers.</li> </ul>	<p><b>Rachel Jones / Secretariat</b></p> <p><b>CEx supportive of further discussion</b></p>
<p><b>4.</b></p>	<p><b>Employment Services and Building Resilient Communities</b></p> <p>Sarah McGill, Director, Communities Housing and Customer Services (Cardiff Council) gave a presentation on the proposals for Employment Services in response to the phasing out of Communities First. Central to the proposals is the creation of a single Gateway, which will direct individuals to the Employment Services available to them.</p> <p>It was clarified that proposals are not intended to replace existing organisations providing training and assistance, but rather to create a single managed framework and gateway, under which they would operate. Providers will be worked with to minimise any impact.</p> <p>It was also confirmed that the new approach will work to compliment the Welsh Government's Employability Delivery Plan.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Agreed consultation proposals and update to be brought to the PSB Delivery Board in November 2017</li> </ul>	<p><b>Secretariat</b></p>

<p><b>6.</b></p>	<p><b>BID Update</b></p> <p>Adrian Field, Executive Director, Cardiff BID, provided an update on the work of Cardiff BID and plans for the future. As well as aiming to increase the participation levels of the Business Crime Reduction Partnership, initiatives include contactless payment support for the homeless and street beggars and a street cleansing contract with Cardiff Council.</p> <p>Board Members discussed the importance of having a cohesive approach to homelessness and street begging with the BID and Council working closely together to deliver the Rough Sleeper Strategy. It was highlighted that partners experienced difficulty securing the release of finances that had been agreed when the BID was established.</p> <p><b>ACTIONS :</b></p> <ul style="list-style-type: none"> <li>• Health to work with BID to on health improvement/health messages</li> <li>• BID to make links with 3rd Sector</li> </ul>	<p><b>Fiona Kinghorn / BID Secretariat to provide contact</b></p>
<p><b>5.</b></p>	<p><b>Community Safety - Night Time Economy Strategy</b></p> <p>Joe Reay, Head of Performance &amp; Partnerships, Cardiff Council gave an overview of the Night Time Economy (NTE) Strategy, its objectives and issues for the Executive PSB to consider.</p> <p>Board Members agreed that, the Strategy provided a platform for a coordinated approach to the NTE.</p> <p>It was confirmed that the BID was aiming to achieve Purple Flag status for Cardiff city centre.</p> <p>An issue was raised around the 1 sq mile concentration of licensed premises within the city (one of the highest in the UK). As this footprint expands towards Cardiff Bay, day and night time economy resources will become increasingly stretched.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Agreed for the NTE Strategy to be considered at a future PSB meeting</li> <li>• Consider NTE strategy going to Health Board Committee for comment</li> </ul>	<p><b>Joe Reay / Secretariat Joe Reay / Steph KD / Fiona Kinghorn</b></p>
<p><b>8.</b></p>	<p><b>Cardiff &amp; Vale Dementia Strategy 2017-2027</b></p> <p><b>Dr. Suzanne Wood</b>, Consultant in Public Health Medicine provided a presentation on the C&amp;V Dementia Strategy.</p>	

	<p>Board Members discussed whether organisations commitments to be Dementia Friendly had been pushed and promoted enough internally, whether employees need to be made more aware and given a signposting responsibility.</p> <p>It was confirmed that there is an action plan sitting behind the Strategy, which would deliver against the strategic objectives.</p> <p>Deadline for any comments on the Strategy was confirmed as 15 September 2017.</p>	
9.	<p><b>Horizon Scanning and Any Other Business</b></p> <p><b>Governance Arrangements</b></p> <p>Changes to TOR recommended by the PSB were approved</p> <p><b>Targeted Regeneration Investment Programme 2018-2021</b></p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Draft response to consultation on Targeted Regeneration Investment Programme 2018-2021 to be circulated for comment</li> </ul>	<b>Sarah McGill</b>
	<p><b>Close</b></p> <p><b>Next meetings:</b></p> <ul style="list-style-type: none"> <li>• Cardiff Public Services Board, 29 September 2017</li> <li>• PSB Delivery Board, Friday 24 November 2017Thursday</li> </ul>	

# Cardiff Executive Public Services Board - Actions

Thursday 17 August 2017

Actions	
<p><b>Item 2 - Public Services Board Minutes and Actions</b></p> <ul style="list-style-type: none"> <li>• Jo Salway (Welsh Government) be invited to attend meeting arranged with DWP</li> </ul>	<p><b>Liz Patterson / Secretariat</b></p>
<p><b>Item 3 - Cardiff Local Well-being Plan</b></p> <ul style="list-style-type: none"> <li>• Amendments and additions raised on the Well-being Plan to be taken into account.</li> <li>• Policy Advisory Group to complete a draft of the plan, incorporating any comments received, by 1 September 2017.</li> <li>• Full draft of plan to be circulated to PSB members for comments w/c 4 Sept</li> <li>• Partnership governance to be reviewed in light of the Well-being Plan, with proposals brought back for discussion at a future meeting.</li> <li>• Further work to be undertaken to identify PSB lead priorities over the course of the autumn.</li> <li>• Change board names to Cardiff Public Services Board and PSB Delivery Board, and update Terms of Reference accordingly.</li> <li>• Wellbeing Plan engagement proposal approved, with detailed citizen engagement proposals to be brought to the next meeting</li> <li>• Explore producing, as part of engagement a 'My Cardiff' plan (similar to the Portland Plan) – 5/10 things citizens can do to contribute to well-being</li> </ul>	<p><b>Secretariat</b></p> <p><b>Advisory Group</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p> <p><b>Secretariat</b></p>
<p><b>Item 7 - Care and Support Services for Older People and Area Planning</b></p> <ul style="list-style-type: none"> <li>• Integrated performance framework for Area Plan and Well-being Plan to be explored.</li> <li>• Explore closer work with economic development and planning to provide greater business support to providers.</li> </ul>	<p><b>Rachel Jones / Secretariat</b></p> <p><b>Chief Exec supportive of further discussion</b></p>
<p><b>Item 4 - Employment Services and Building Resilient Communities</b></p>	

<ul style="list-style-type: none"> <li>• Agreed consultation proposals and update to be brought to the PSB Delivery Board in November 2017</li> </ul>	<b>Secretariat</b>
<b>Item 6 - BID Update</b>	
<ul style="list-style-type: none"> <li>• Health to work with BID to on health improvement/health messages</li> </ul>	<b>Fiona Kinghorn / BID</b>
<ul style="list-style-type: none"> <li>• BID to make links with 3rd Sector</li> </ul>	<b>Secretariat to facilitate</b>
<b>Item 5 - Community Safety - Night Time Economy Strategy</b>	
<ul style="list-style-type: none"> <li>• Agreed for the NTE Strategy to be considered at a future PSB meeting</li> </ul>	<b>Joe Reay / Secretariat</b>
<ul style="list-style-type: none"> <li>• Consider NTE Strategy going to Health Board Committee for comment</li> </ul>	<b>Joe Reay / Fiona Kinghorn</b>
<b>Item 9 - Horizon Scanning and Any Other Business</b>	
<b>Targeted Regeneration Investment Programme</b>	
<ul style="list-style-type: none"> <li>• Draft response to consultation on Targeted Regeneration Investment Programme 2018-2021 to be circulated for comment</li> </ul>	<b>Sarah McGill</b>