

**Cardiff PSB Delivery Board
Minutes
Tuesday 5 June 2018
Cardiff Bay Police Station, Conference Room 1**



<u>Attendees:</u>	
Board Members	
Paul Orders (Chair)	Chief Executive, Cardiff Council (CC)
Sheila Hendrickson-Brown	Chief Executive Officer, C3SC
(Vice-Chair)	
Fiona Kinghorn	Deputy Director of Public Health (C&V UHB)
Abigail Harris	Director of Planning (C&V UHB)
Gareth O'Shea	Executive Director for Operations South Wales (NRW)
David Bents	Group Manager Operations, (SWFRS)
Sarah McGill	Director Communities, Housing & Customer Services (CC)
Mark Brace	Assistant Police and Crime Commissioner
Stephen Jones	Chief Superintendent, South Wales Police
Jo Salway	Head of Cabinet Office , Welsh Government
Hannah Williams	Head Local Delivery Unit, National Probation Service
Joseph Reay	Head of Performance and Partnerships (CC)
Apologies:	
Victoria Harris	Head of Local Delivery Unit, Wales Community Rehabilitation Company
Anne Wei	Strategic Partnership & Planning Manager (C&V UHB)
Other attendees:	
Gareth Newell	Policy, Partnerships and Research Manager (CC)
Clive Bailey	Policy and Partnerships Officer (CC)
Nathan Swain	Principal Policy & Partnerships Officer (CC)
Sreen Kutubi	Policy Officer (CC)
Item 4	
Gavin Macho	Principal Emergency Manager (CC)
Item 5	
John Paxton	Procurement Strategy & Development Manager (CC)
Steve Robinson	OM, Commissioning and Procurement (CC)

1.	<p>Welcome and Apologies</p> <p>The Chair opened the meeting. Apologies were noted as above.</p>	
2.	<p>Public Services Board Minutes and Actions</p> <p><u>PSB Delivery Board</u></p> <p>The minutes of the meeting held 8 March 2018 were agreed.</p> <p><u>PSB</u></p> <p>The draft minutes of the full PSB meeting held 1 May 2018 were tabled for information.</p>	
3.	<p>Programme Board updates</p> <p>The programme boards established as part of the PSB’s new delivery arrangements have met for the first time.</p> <p>For this meeting programme boards were asked to provide updates and raise any issues for discussion in the absence of formal performance monitoring mechanisms which are currently in development.</p> <p>As agreed at a previous meeting of this Board, delivery arrangements for taking the ‘resilient growth’ agenda forward have been reconsidered.</p> <p>With particular reference to the project of Building New Sustainable Communities, Gareth O’Shea explained the need for a mechanism by which the PSB can work with planners to deliver on its commitment to an integrated approach to the planning and delivery of public services in the city’s new communities and requested the support of PSB members.</p> <p>Establishing a resilient growth programme board would also provide a forum for addressing city wide issues - active travel, air quality and carbon reduction.</p> <p>AGREED:</p> <ul style="list-style-type: none"> • A Resilient Growth Programme Board to be established as part of the PSB’s delivery arrangements • A Resilient Growth workshop to be held on developing an integrated approach to the planning and delivery of services in new communities, inviting PSB members/officers with strategic responsibility. • Support for Families Project to be an item, PSB 20 July 2018 • Violence reduction strategy to be an item, PSB 20 July 2018 and PSB DB 4 October 2018. 	<p>Secretariat</p> <p>Secretariat/ Andrew Gregory Secretariat Secretariat</p>

4.	<p>Emergency Management – Snow March 2018</p> <p>Gavin Macho delivered a presentation on the response to Storm Emma, highlighting what went well and areas for improvement.</p> <p>AGREED:</p> <ul style="list-style-type: none"> Gavin Macho to meet with officers of PSB member organisations to collate respective lessons learnt and organise a ‘stress test’ of response systems in early Autumn. 	Gavin Macho/ Secretariat
5.	<p>Socially Responsible Procurement</p> <p>Steve Robinson outlined the key priorities in Cardiff Council’s Socially Responsible Procurement (SRP) policy and highlighted key challenges for delivery.</p> <p>AGREED:</p> <ul style="list-style-type: none"> Steve Robinson to discuss opportunities with PSB member organisations lead procurement officers. Socially Responsible Procurement to be taken forward under the auspices of the Inclusive Growth Programme Board. <p>(Jo Salway left the meeting due to a prior commitment)</p>	Steve Robinson / PSB mbrs Secretariat
6.	<p>Medium Term Financial Pressures</p> <p>PSB members summarised the current financial position for their organisation.</p>	No action
7.	<p>PSB Items – 20 July 2018</p> <p>AGREED:</p> <ul style="list-style-type: none"> Air Quality Early Help – Children & Families Project Future of Thoracic Surgery Services Violence Reduction Strategy NRW – Area Statement Update 	Secretariat
8.	<p>Horizon Scanning and any other business</p> <p>AGREED:</p> <ul style="list-style-type: none"> Clinical Services Plan to be considered by the PSB in October / November 	C&VUHB / Secretariat
	<p>Schedule of meetings:</p> <ul style="list-style-type: none"> Cardiff Public Services Board 20 July 2018 PSB Delivery Board 4 October 2018 Cardiff Public Services Board 20 November 2018 PSB Delivery Board 25 January 2019 Cardiff Public Services Board 13 March 2019 	