



2.00pm, Thursday 8th March 2018
Caer Suite, MWWFRS Headquarters, Carmarthen

| MINUTES |
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Present

| Name | Organisation |
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| Barry Liles (Chair) | Coleg Sir Gâr |
| Cllr. Emlyn Dole (Vice-chair) | Carmarthenshire County Council |
| Huwel Manley | Natural Resources Wales |
| Rob Quin | Mid & West Wales Fire and Rescue Service |
| Geraint Thomas | Mid & West Wales Fire and Rescue Service |
| Supt Gary Mills | Dyfed Powys Police |
| Julian Atkins | Brecon Beacons National Park Authority |
| Deanne Martin | Wales Community Rehabilitation Company |
| Ros Jervis | Hywel Dda University Health Board |
| Prof Jean White | Welsh Government |
| Marie Mitchell | Carmarthenshire Association of Voluntary Services |
| Jonathan Feild | Department for Work and Pensions |
| Anna Bird | Hywel Dda University Health Board |

Observers from the Council's Policy and Resources Scrutiny Committee

| Name |
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| Cllr Giles Morgan, Chair |
| Cllr Elwyn Williams, Vice Chair |
| Cllr Carys Jones |
| Cllr Handel Davies |
| Cllr Kim Broom |
| Cllr John Prosser |

In attendance

| Name | Organisation |
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| Gwyneth Ayers | Carmarthenshire County Council |
| Kate Thomas | Carmarthenshire County Council |
| Amy Richmond | Mid and West Fire and Rescue Service |

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| 1. Welcome & Apologies |
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Apologies

| Name | Organisation |
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| Mark James | Carmarthenshire County Council |
| Wendy Walters | Carmarthenshire County Council |
| Steve Moore | Hywel Dda University Health Board |

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| Bernardine Rees | Hywel Dda University Health Board |
| Sarah Jennings | Hywel Dda University Health Board |
| Helen Matthews | Department for Work and Pensions |
| Jan Curtice | Mid and West Wales Fire and Rescue Authority |
| Jane Davidson | University of Wales Trinity St David |
| Carys Wynne-Morgan | Arts Council for Wales |
| Christine Harley | National Probation Service |
| Cllr Sue Allen | Policy and Resources Scrutiny Committee, CCC |
| Cllr Gareth John | Policy and Resources Scrutiny Committee, CCC |
| Cllr Kevin Madge | Policy and Resources Scrutiny Committee, CCC |
| Cllr Arwel Davies | Policy and Resources Scrutiny Committee, CCC |

- Barry Liles welcomed everyone to the meeting, particularly the Scrutiny Committee members and Julian Atkins as a new member. Round table introductions were made.

2. Minutes and Matters arising: 18 January 2018

- Barry Liles emphasised the need for minutes to be accurate as they were publicly available. The minutes were accepted as a true and accurate record.
- Action 2 – Anna Bird confirmed that the Health Board had agreed to contribute towards Domestic Homicide Review costs on a case-by-case basis and a letter was being drafted to that effect.

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| ACTION: | Steve Moore to send written confirmation of Health Board agreement to contribute to cost of Domestic Homicide Reviews on a case-by-case basis to Kate Thomas. |
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- Dates when the draft Well-being Plan is to be considered by the statutory partners were confirmed – NRW (16 March), MWWFRS (19 March), HDdUHB (29 March) and CCC (18 April). It was agreed that it would be recommended by the PSB members to their organisations that any comments made during the statutory approval process should be referred as matters to consider in the development of the detailed Delivery Plan.
- Julian Atkins confirmed that the Brecon Beacons National Park Authority would also be considering all local draft Plans relating to their area.
- PSB members had no further comments on the draft Well-being Plan, agreeing that there had been sufficient opportunities for the organisations to raise any issues.
- Anna Bird confirmed that the Health Board would be considering the three local Well-being Plans and the West Wales Area Plan at the same meeting. Consistent themes were to be highlighted to the UHB.

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| ACTION: | PSB Support Team to circulate the West Wales Area Plan prepared by the West Wales Regional Partnership Board. |
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- Gwyneth Ayers confirmed that a provisional date for the launch of the Well-being Plan had been identified – 21st June.
- Actions 8 and 9 – to be considered by the PSB Communications Group.

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| ACTION: | Gwyneth Ayers to arrange a workshop in next two months for PSB Communications Group to progress discussions on future PSB communications proposal. |
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3. Transforming Mental Health Services Update

- Tom Alexander outlined the process the Health Board had undertaken in developing a proposed co-produced model for the service and the recent consultation engaging with staff, the public and other key stakeholders.
- The model had been agreed by the Health Board at its January 2018 meeting.

- Discussion followed with PSB members requesting further detail of the model and sight of the agreed implementation plan. It was important to be able to consider the impact on partners as collaborative working is essential in the delivery of this service.

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| ACTION: | Tom Alexander to circulate additional information on the proposed 'Transforming Mental Health Services' model including the implementation plan. |
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- It was confirmed that the service was for adults but that the principles would be taken forward in all mental health services.
- In response to a query concerning the alignment needed between this service and the 'Transforming Clinical Services' work, it was confirmed that, while 'Transforming Mental Health Services' was further ahead, there would be integration with a number of workstreams running in parallel. 'Transforming Mental Health Services' was informing the Clinical Services discussions.
- It was agreed that partners contributed to reducing the level of need and enhancing preventative work and that further discussion was needed.

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| ACTION: | Anna Bird/PSB Support Team to arrange a workshop to enable further PSB discussion of the proposed 'Transforming Mental Health Services' model and impact on partners. |
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4. Carmarthenshire County Council Local Development Plan (LDP)

- Ian Llewellyn and Rachel Bowen have a presentation on the preparations for a revised LDP, which needs to be in place by the end of 2021. The LDP is a statutory 15-year plan for land use, setting the structure for growth, guides location and the scale of that growth, including employment, housing and retail. It also protects and enhances environmental assets and informs investment and infrastructure.
- The LDP will need to demonstrate how it has regard to the goals of the Well-being of Future Generations Act.
- There is a new requirement for an annual monitoring report to be undertaken. This will enable a response to any significant changes, such as 'Transforming Clinical Services.'
- Projected scale of housing required locally has changed dramatically. It was projected that an additional 18,000 properties would be needed in Carmarthenshire in 2006 but current revised projections have identified the need for an additional 3,000 properties.
- Current consultations are underway relating to the draft delivery agreement (consultation period ends 23 March 2018) and an invitation for candidate sites (ends 29 May 2018).
- A Key Stakeholder Forum will inform the strategic process with members of the PSB to be invited to become members.

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| ACTION: | Forward Planning Team and PSB Support Team to send invitation to PSB members to become members of the Key Stakeholder Forum |
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5. PSB Proposed Structure

- Barry Liles thanked the PSB Support Team for their additional work following the PSB workshop in January 2018 and the development of the report. The report outlined a proposed way forward to deliver the Well-being Plan based on discussions at the workshop.
- The importance of all partners contributing to the Delivery Groups was discussed as the work should not just be undertaken by the three individual named officers.
- The role of the Community of Practice Group in ensuring the Delivery Groups do not work in silos was noted. It was intended that the Community of Practice group would be virtual but it was agreed that it would continue to meet formally if required.

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| ACTION: | Kate Thomas to add the importance of working together in a cross-cutting way to maximise outcomes to the role of the Community of Practice. |
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- The link between the Environmental Risk Assessment Delivery Group and the transport workstream was noted.
- Terms of reference for the Delivery Groups were further discussed and it was agreed that while the Groups should develop their own terms of reference, it would be helpful if this was based on a standard format. Once drafted by the Delivery Groups, these would then be for approval by the PSB.

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| ACTION: | PSB Support Team to develop a 'Terms of Reference' template for the Delivery Groups to ensure a standard format while allowing flexibility. |
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- Lead Officers for the six Delivery Groups were discussed and the proposed Council staff for the Prosperous People and Places short-term action and for Safer Communities were agreed. Partners considered appropriate organisations to provide the remaining lead officers and agreement was reached.

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| ACTION: | PSB partners (RJ/HM/RQ/MM) to nominate lead officers as follows: <ul style="list-style-type: none"> • Healthy Habits - Co-ordinated Campaigns = HDdUHB • Healthy Habits - Environmental Risk Assessment = NRW • Early Intervention - Changing the Model of Delivery = MWWFRS • Strong Connections - Innovative Community Assets = CAVS. |
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- The report and its recommendations were approved subject to the decisions noted above.

6. Cymru Well Wales First 1000 Days Collaborative

- Prof. Jean White gave an overview of the initiative which is one of the priorities for 'Cymru Well Wales' and is led by the Welsh Government, Public Health Wales, Welsh Local Government Association and the Future Generations Commissioner. This is a collaborative, whole system approach to ensuring children have the best start in life by improving outcomes in the first 1000 days.
- Products, ideas and initiatives can be shared by partners working together.
- PSBs are being asked to join the First 1000 Days Collaborative.
- It was agreed that this initiative embodies the prevention agenda and that the PSB was committed to joining.

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| ACTION: | PSB Support Team to confirm Carmarthenshire PSB commitment to joint First 1000 Days Collaborative |
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- It was felt appropriate that it would fit well into the Early Intervention Delivery Group rather than establishing a separate local group as referred to in the guidance.

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| ACTION: | Early Intervention Delivery Group lead officer to invite Dr Amy McNorton to a future meeting of that Group. |
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7. AOB

- Rob Quin informed partners that MAWWFRS has a trading arm company, Rescue 365, which is able to deliver specialist safety training and risk assessments. The request was made that PSB partners be contacted directly and this was agreed and the circulation of the company's brochure requested.

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| ACTION: | Rob Quin to arrange for MWWFRS Rescue 365 company to contact PSB partners to offer training services. Brochure of service to be circulated when available. |
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- Anna Bird stated that the Health Board wishes to engage everyone in the ‘Big Conversation’ relating to Clinical Services in April.

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| ACTION: | Anna Bird/PSB Support Team to include engagement in ‘Big Conversation’ in ‘Transforming Mental Health Services’ workshop |
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- Huwel Manley informed members of the assistance given by NRW to partners by the provision of 4x4 vehicles during the recent adverse weather. Demand is considered at the Local Resilience Forum, a few days’ notice is required and the host organisation is responsible for the insurance of their staff in the vehicle. It was agreed that a central register of such vehicles would be beneficial.

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| ACTION: | PSB Support Team to link with the Local Resilience Forum to consider options for development of register of public sector 4x4 vehicles in Carmarthenshire |
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- Prof. Jean White suggested that the Dementia Strategy’s Action Plan could be presented to a PSB meeting.

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| ACTION: | Gwyneth Ayers/Jean White to bring Welsh Government’s Dementia Strategy and Action Plan to a future PSB meeting. |
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- Jonathan Feild thanked PSB partners for their assistance with the circulation of recruitment vacancies. He reported that although 157 people had been affected by the closure of the Llanelli Benefits Centre, there had been no compulsory redundancies.
- Barry Liles invited the Policy and Resources Scrutiny Committee members present to provide feedback on their observations of the meeting. Cllr Handel Davies suggested that Llandovery could be used as an area by the PSB to show how its collaborative work impacts at a local level. Cllr Giles Morgan thanked the PSB for the invite, saying that it had been interesting seeing how the PSB was working. The scrutiny committee would like to monitor how agenda items are progressed collaboratively.

The next meeting will be held on 2nd May, 9.30am in the Ystwyth building, Hafan Derwen, St David’s Park, Carmarthen.

Summary of Actions – Public Services Board Meeting:

| | Summary of Action Points | Who | Update |
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| Actions from 8 March 2018 meeting | | | |
| 1 | To send written confirmation of Health Board agreement to contribute to cost of Domestic Homicide Reviews on a case-by-case basis to Kate Thomas. | Steve Moore | Complete. |
| 2 | To circulate the West Wales Area Plan prepared by the West Wales Regional Partnership Board. | PSB Support Team | Complete. Circulated 25 April 2018. |
| 3 | To arrange a workshop in next two months for PSB Communications Group to progress discussions on future PSB communications proposal. | Gwyneth Ayers | Workshop held on the 25 April 2018. Discussions will feed into the Healthy Habits Delivery Group. |
| 4 | To circulate additional information on the proposed 'Transforming Mental Health Services' model including the implementation plan. | Tom Alexander | Complete. Circulated on 20 March 2018. |
| 5 | To arrange a workshop to enable further PSB discussion of the proposed 'Transforming Mental Health Services' model and impact on partners. | Anna Bird/PSB Support Team | Date to be confirmed. |
| 6 | To send invitation to PSB members to become members of the Key Stakeholder Forum | Forward Planning Team and PSB Support Team | Complete. |
| 7 | To add the importance of working together in a cross-cutting way to maximise outcomes to the role of the Community of Practice. | Kate Thomas | Complete. |
| 8 | To develop a 'Terms of Reference' template for the Delivery Groups to ensure a standard format while allowing flexibility. | PSB Support Team | On-going. |
| 9 | To nominate lead officers as follows: <ul style="list-style-type: none"> • Healthy Habits - Co-ordinated Campaigns = HDDUHB • Healthy Habits - Environmental Risk Assessment = NRW • Early Intervention - Changing the Model of Delivery = MWWFRS • Strong Connections - Innovative Community Assets = CAVS. | PSB partners (RJ/HM/RQ/MM) | Final confirmation at 2 May 2018 PSB meeting. |
| 10 | To confirm Carmarthenshire PSB commitment to joint First 1000 Days Collaborative | PSB Support Team | Complete. |

| | Summary of Action Points | Who | Update |
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| 11 | To invite Dr Amy McNorton to a future meeting of that Group. | Early Intervention Delivery Group lead officer | To be confirmed. |
| 12 | To arrange for MWWFRS Rescue 365 company to contact PSB partners to offer training services. Brochure of service to be circulated when available. | Rob Quin | Complete. Circulated 25 April 2018. |
| 13 | To include engagement in 'Big Conversation' in 'Transforming Mental Health Services' workshop | Anna Bird/PSB Support Team | Date to be confirmed. |
| 14 | To link with the Local Resilience Forum to consider options for development of register of public sector 4x4 vehicles in Carmarthenshire | PSB Support Team | To be confirmed. |
| 15 | To bring Welsh Government's Dementia Strategy and Action Plan to a future PSB meeting. | Gwyneth Ayers/Jean White | To be confirmed. |