



9.30am, Monday 14th January 2019
The Beacon, Llanelli

MINUTES

Present

Name	Organisation
Barry Liles (Chair)	University of Wales Trinity Saint David
Cllr. Emlyn Dole	Carmarthenshire County Council
Huwel Manley	Natural Resources Wales
Rob Quin	Mid & West Wales Fire and Rescue Service
Carys Morgans	Office of the Police and Crime Commissioner
Supt. Gary Mills	Dyfed Powys Police
Julian Atkins	Brecon Beacons National Park Authority
Ros Jervis	Hywel Dda University Health Board
Anna Bird	Hywel Dda University Health Board
Cllr. Jan Curtice	Mid & West Wales Fire and Rescue Authority
Jane Davidson	University of Wales Trinity Saint David
Marie Mitchell	Carmarthenshire Association of Voluntary Services
Christine Harley	National Probation Service
Jonathan Feild	Department for Work and Pensions

In attendance

Name	Organisation
Gwyneth Ayers	Carmarthenshire County Council
Kate Thomas	Carmarthenshire County Council
Amy Richmond	Mid and West Fire and Rescue Service
Stuart Walters	Carmarthenshire County Council
Rhian Dawson	Hywel Dda University Health Board

1. Welcome & Apologies

Apologies

Name	Organisation
Wendy Walters	Carmarthenshire County Council
Sarah Jennings	Hywel Dda University Health Board
Prof Jean White	Welsh Government
Andrew Cornish	Coleg Sir Gâr

Cllr Emlyn Dole congratulated Barry Liles on receiving an OBE for Services to Skills and Young People in Wales. All partners offered their congratulations.

Barry Liles congratulated all those involved in arranging the co-ordinated 'White Ribbon Campaign' which had received good publicity, and it was hoped that even more organisations would be able to take part in future.

2. Minutes and Matters Arising: 20th September 2018

- An update was given on some actions:
- Actions 1 and 2 – the Brechfa Forest wind farm fund had been launched in the summer and community projects submitted. Due to the lack of notice given in relation to the regional fund, it was agreed to delay formal discussions by the PSB on potential projects. The role of the community development officer, Aled Vaughan-Owen, was noted – to facilitate community use of the fund and assist the community to submit bids. The Council has good links with Aled as he is also a county councillor.
- There will be a Communications representative nominated, on a rota basis, attending PSB meetings from March onwards. Following each PSB, the Delivery Group's Expert Leads and lead officers will meet and discussions will include communications opportunities.
- Action 6 – meeting on private sector investment to be confirmed.
- Action 8 – meeting to discuss RPB/PSB collaboration was postponed but will be held this month.
- Action 12 – WG had confirmed that there was no WG funding available for the Digital Information System. It was not possible to pursue 'Invest to Save' funding. Development of the system had been included in the 'Transformation Fund' bid by the RPB: the outcome of which was awaited. Ros Jervis updated that the bid had been positively received and a Ministerial announcement was imminent. Barry Liles referred to a Welsh Government System Reboot report from a committee chaired by Lee Walters regarding using digital in public services. Agreed that the report be circulated.
- Actions 13 and 14 - Barry Liles thanked the community safety team for co-ordinating the white ribbon campaign work with partners and event to celebrate the award of white ribbon status to the Council, Police and Fire and Rescue Service. If partners had not yet achieved this status, they were encouraged to do so and to obtain any advice needed from the community safety team.
- The minutes were accepted as a true and accurate record.

ACTION	
To arrange discussion on potential Brechfa Forest wind farm project proposals projects at a future meeting, when further details on regional fund are available, and invite community development officer, Aled Vaughan-Owen.	PSB Support Team
To circulate a copy of the System Reboot report: Transforming public services through better use of digital: An expert panel report for the Welsh Government.	PSB Support Team
If not already achieved, consider applying for White Ribbon status to demonstrate commitment to ending male violence against women.	ALL

3. Community Wealth Building Proposal

- Stuart Walters, the Council's Economic Development Manager, gave an overview of this proposal which looks at ways in which wealth can be harnessed to improve the local economy. It looks at different elements of wealth in organisations to help the local economy, for example, in Preston, local procurement had affected the economy locally. Community Wealth Building is built upon four main principles: workforce, supply chains/procurement, land, property and assets and ownership. The PSB was asked to support the development of this opportunity with the establishment of a working group, under the Prosperous People and Places delivery group and an action plan, engaging the Centre for Local Strategies (CLES).

- This initiative was considered to be a positive way to improve practices and the example of local food procurement was given. CLES was seen to be a good organisation and this was an important piece of work which would impact on local public funding not leaving the area. We were in a positive position as the PSB was in place, whereas it was not in Preston. Ros Jervis confirmed her support for the approach and referred to a process in Wolverhampton where a charter had been signed, which had similar principles to this. The process, linked to commissioning and procurement activities, had not cost anything. Ros Jervis offered to provide the Wolverhampton City Board's charter. Rob Quin confirmed that similar discussions had been held in the Prosperous People and Places delivery group and this would be a mechanism to direct and guide this work. Regular reports would be fed back to the PSB to ensure the momentum was maintained.
- It was suggested that a development officer could be included as part of the bid for LEADER funding which was currently being developed. It was agreed that if funding was not forthcoming, this proposal should still proceed as PSB members could direct progress on the principles in their organisations.
Anna Bird joined the meeting at 10.05 am.
- The success of the recent food procurement workshop was discussed. It had been positive as the application of procurement principles had been considered in a wider context and opportunities to align considered.
- Barry Liles commented on it being critical to publicise successes.
- It was agreed that Stuart would be invited to attend the next Prosperous People and Places delivery group meeting.

ACTION	
To provide a copy of the Wolverhampton City Board's commissioning charter to the PSB Support Team for circulation.	Ros Jervis / PSB Support Team
The Prosperous People and Places Delivery Group to progress the Community Wealth Building proposal, including consideration of inclusion of development officer in LEADER funding bid.	Jane Lewis
To invite Stuart Walters to next 'Prosperous People and Places' meeting.	PSB Support Team

4. Carmarthenshire Well-being Plan – Delivery Group updates

- This was the first report back to the PSB from the Delivery Groups, and would be a verbal one, but in future, written updates would be provided.
- Healthy Environment – Huwel Manley said that the group had met three times in the past six months and there had been fair representation across the core partners and additional partners were to be invited. One of the work areas was NRW leading the work across the three local authority areas on climate change. A tender specification had been developed to look at climate change across the last year and the impact it had on communities. Funding of £20,000 had been set aside and the contract was about to be procured. The work would include engagement events. In 2018, there had been severe weather conditions which had impacted on communities, including affecting the cost of farm produce. Work needed to be done on reviewing organisations' EMS targets, looking at what had been measured. This was more of a problem for partners covering multiple counties. It was important to find out how local communities saw their resilience, particularly in rural areas and how we can survive a fluctuating climate. Jane Davidson informed the group that Welsh Government had made a series of regulations relating to carbon reduction for public services. A low carbon delivery plan was to be launched on 28th March and she was chairing a public services group. Wendy Phillips was thanked for her support for the group.
- Early Intervention – Rob Quin outlined the discussions which had taken place regarding the definition of early intervention. It has been agreed that it related to prevention rather than treatment as the key is to stop things happening in the first place. The group's first couple of meetings had focused on sharing information about partners' roles and the issues faced. It was

agreed that work needed to add value, challenge accepted practices and identify where people fell through gaps. The PHW framework had been adopted and priorities and an action plan were to be developed at their next meeting. A baseline was to be established, mapping and gapping work taking place and the ACEs agenda was to be progressed. The Early Action Together work was included in the remit of the group and a Dyfed Powys approach was being looked at. Communities would be engaged with about their issues, what they could do themselves and what they could be helped with. No challenges and barriers had been identified and achievements included the development of relationships and trust. An application had been made to the Healthy and Active Fund which had got through to the final application stage. A copy of the expression of interest form had been included in the papers and the final business case was being developed during a workshop early February so feedback on the form would be welcomed and partners were asked to get involved. Ros Jervis would be taking on the Expert Lead role for the group following Rob's retirement at the end of March.

- Stronger Communities – Marie Mitchell confirmed that the group had two distinct halves: asset management and volunteering. The asset management element had a clear direction which it was following, was Welsh Government funded and mapping work was being completed on available meeting and function rooms in public, private and third sectors. Work was ongoing focussing on the volunteering element but there were some gaps in the group as not all partners have a volunteering lead so the group was looking to fill those gaps with other colleagues. All partners to confirm lead officer. A questionnaire for partners had been the first step, looking at use of volunteers, volunteering strategies and policies and the development of volunteering opportunities. The group is also looking at staff volunteering. One meeting had been cancelled due to lack of response from partners to the survey. The next stage was to go wider, for example linking in with private organisations. CAVS have more volunteers than there are quality volunteering opportunities available. This work will result in a Strategy to grow volunteering programmes in organisations.
- Prosperous People and Places – Gwyneth Ayers gave the update on behalf of the group which had met once and there have been other activity taking place outside of the meeting. Areas discussed included working locally, career paths for young people locally, opportunities to develop apprenticeships and developing transferable skills across public services. Partners were collaborating on community benefits with the Council holding discussions with other partners who were interested. The mapping of contracts members hold and how much is spent in the local economy is to be looked at and will be progressed through the Community Wealth Building work and a possible LEADER bid had been discussed, as referred to previously. At its last meeting, the PSB had agreed to look at food procurement and Professor Kevin Morgan from Cardiff University, a UK expert lead in this area, was engaged in the work. A first workshop, held on 18th October, looked at the two perspectives of health and economic support for local small and medium sized businesses through procurement. It had been a positive session attended by PSB members, senior officers and procurement colleagues. Next steps were to map arrangements for food procurement and then a piece of work on how decisions were made locally or regionally and opportunities to develop local supply chains. Concerns that cannot procure locally as produce and supply is not available, but there may be opportunities to produce food locally post Brexit. The next session will be held in March when specifications and opportunities will be considered. A further session will be held with local producers, looking at how we can move forward through Community Wealth Building. Jane Davidson stated that there are significant opportunities as only 3% of fruit and vegetables is currently grown in Wales. It was agreed that Brexit may lead to greater flexibility and that the delivery of produce, not just supply, needed to be developed.
- Co-ordinated Campaigns and Communications - Ros Jervis reminded members that, the first short-term action related to co-ordinated campaigns and communications, and that at the workshop in June 2018, it had been agreed that this would not be a separate delivery group but an enabling function for the whole of the PSB and other Delivery Groups. It had been agreed that, after the PSB, communications officers would meet with the Delivery Group Expert Leads to capture what

is being done, ensure linkages were made between the groups, reducing potential duplication and to promote the work. The medium-term action for the group related to social and green solutions for health. Ros was leading on work to see if a regional approach was appropriate with an action plan for the Mid and West Wales Strategic Committee. She would still attend the Co-ordinated Campaigns and Communications group – now called Collaboration and Integration Group - as chair of the Early Interventions Delivery Group.

- Anna Bird left the meeting at 11 am.
- Safer Communities – Gary Mills updated that the group had met on 23rd November, with members including attendees of the counter-terrorism local board (CONTEST) and serious and organised crime (SOC) colleagues. This followed a workshop on 23rd September to consider a way forward and future partnership arrangements, which had recommended a new arrangement resulting in three consecutive meetings of the CONTEST Board, SOC Board and then the Safer Communities Partnership. The workshop had also agreed a vision and reviewed community safety priorities, which were ratified at the November Partnership meeting. Terms of reference and a draft action plan would be presented at the next meeting on 19th February. Other items discussed in November had included Operation Mars (ensuring police officers do not abuse their position of trust), the White Ribbon Campaign, the draft report from the Tyisha Steering Group and multi-agency County Lines events. These training sessions for front-line staff had now been arranged for the 6th and 7th March and will outline what County Lines is, the signs and how to report concerns. The sessions will also cover the statutory Prevent duty partners have relating to counter-terrorism. It was agreed that details of the sessions would be circulated and PSB members would arrange for their organisations to be represented.

ACTION	
To circulate update from the Early Intervention Group.	PSB Support Team
To consider the Expression of Interest for the Healthy & Active Fund and provide any feedback to Joanna Jones jjones@carmarthenshire.gov.uk	ALL
To confirm organisational volunteering lead officer to PSB Support Team.	ALL
To arrange for organisational representatives to attend County Lines and Counter-Terrorism Prevent briefing sessions on 6 th and 7 th March, once details have been circulated.	ALL

5. Making Every Contact Count – pilot evaluation

- Craig Jones from PHW presented an update following an evaluation of the pilot project which uses the daily interactions front line staff have with the public to promote a range of messages from partners. The steering group of Council, Health Board, Police and Fire and Rescue service representatives had worked well together and the benefits of partnership working had been evident. An overview of the training provided to thirty-four staff was given and good feedback had been given by participants. Nineteen of those staff had completed a survey and positive responses had been seen. Other teams from those organisations involved had wanted to join the project and two other health boards were looking to roll out a similar approach as they had seen the merits of this innovative project. Key to the success was the aide-memoire, which ensured the staff had the information to hand and were able to give the appropriate support. There was also potential for partners to roll the project out across wider areas. Endorsement of the recommendations was requested and consideration of a way forward for future delivery of training.
- Ros Jervis, was supportive of Craig's ongoing involvement in the project, as his Director. MECC was a positive, refreshing project from a public health perspective, which empowered staff to impart information and help people and also for local communities to move forward. The project fits in with the Health Board's new strategy, "A Healthier Mid and West Wales – Our Future

Generations Living Well.” It was not possible to measure the impact of the project but a more relaxed approach was required and she was fully supportive of MECC.

- Jonathan Feild said that the DWP were keen to be involved.
- It was confirmed that funding was available from the Council’s PSB budget, although additional resources from partners would be welcomed. There followed a discussion relating to training and it was suggested that this could be commissioned externally or a ‘train the trainer’ model could be considered. Rob Quin confirmed that training had been delivered to their stations already.
- All recommendations were agreed and it was important to publicise the project.

ACTION	
To arrange for MECC training to be further rolled out to partner organisations as required.	Kate Harrop
To arrange for the MECC project’s progress to be publicised.	Kate Harrop

6. Regional PSB meeting

- The suggested date for this meeting, which would be hosted by this PSB, was 8th March. Suggestions for agenda items were requested from partners and the following were received:
 - Early Action Together – Police ACEs programme update and action plan discussion
 - Regional Partnership Board Transformation Fund
 - Information sharing – outline of work undertaken to date and role of PSBs going forward
 - Theme of vulnerability
 - Cultural shift – this could be a theme throughout the meeting.
 - Food procurement initiative – information and possible collaboration. Partners from other PSBs could be invited to observe the meeting with suppliers
 - Understanding how the local PSBs work differently and sharing information on each PSBs well-being objectives to identify areas of commonality
 - Universal Credit update by DWP
- Jonathan Field said that Universal Credit could be updated on at the regional meeting or at individual PSBs. He had attended the Academi Wales run events on ‘Healthier PSB’ in Ceredigion and Pembrokeshire. Members had been challenged to think differently and there had been positive feedback but attendance had been disappointing at the Pembrokeshire event. Event had included discussion on what makes a welcoming and engaging PSB and had highlighted the need for all views to be valued.
- Rob Quin said that he felt that the PSB could achieve that by itself and that PSBs work in different ways. He did not feel that such a session would benefit us in Carmarthenshire.
- It was agreed that it would be more beneficial to look at how we can work better as a group. Feedback was given by members that our PSB is considered to be open and welcoming to external organisations. It is a good model in practice which could be extended to other areas.

ACTION	
To agree agenda for next regional PSB meeting with regional colleagues and make necessary arrangements.	Gwyneth Ayers

7. Support for PSBs 2019/20

- A letter had been circulated outlining general, targeted and local support available to PSBs from Welsh Government. Following on from the earlier discussion, it was agreed that Academi Wales should be contacted about a more specific, bespoke session to help the PSB develop and move forward. The support outlined in the letter was noted including the co-ordination of the network of PSB leads and regional funding package which this year had been utilised to fund the regional PSB Co-ordinator and the Digital Information System.

- Gwyneth Ayers referred to regular communication updates received from Welsh Government and the Office of the Future Generations Commissioner and it was agreed that this would be circulated to members in future.
- Jane Davidson declared an interest as she is on the advisory board for the Wales Centre for Public Policy.

ACTION	
To liaise with Academi Wales regarding a bespoke development session for the PSB.	Gwyneth Ayers
To circulate national information regularly received by Welsh Government and the Office of the Future Generations Commissioner.	PSB Support Team

8. AOB

- Gwyneth Ayers referred to the UK Government's EU Settlement scheme which was part of the Brexit process. In March, all EU citizens in the UK will need to register and this will have implications for public service staff. There is the opportunity to share experiences in how this will be taken forward. The University have a significant number of staff and there will be costs associated with managing this process. Other partners were not aware of this scheme and it was agreed that information on the scheme would be circulated.
- Huwel Manley informed members that NRW were hold an engagement event in Ammanford (8th March) relating to the Loughor flood scheme.

ACTION	
To circulate information relating to the EU Settlement Scheme to partners.	Gwyneth Ayers
To circulate information about the Ammanford climate change community engagement session.	Huwel Manley

	Summary of Action Points	Who	Update
Actions from 20 th September meeting			
1	To arrange discussion on potential Brechfa Forest wind farm project proposals projects at a future meeting, when further details on regional fund are available, and invite community development officer, Aled Vaughan-Owen.	PSB Support Team	On-going
2	To circulate a copy of the System Reboot report: Transforming public services through better use of digital: An expert panel report for the Welsh Government.	PSB Support Team	Completed
3	If not already achieved, consider applying for White Ribbon status to demonstrate commitment to ending male violence against women.	ALL	
4	To provide a copy of the Wolverhampton City Board's commissioning charter to the PSB Support Team for circulation.	Ros Jervis / PSB Support Team	Copy received.
5	The Prosperous People and Places Delivery Group to progress the Community Wealth Building proposal, including consideration of inclusion of development officer in LEADER funding bid.	Jane Lewis	Application to WG Foundation Economy grant to be prepared once details confirmed
6	To invite Stuart Walters to next meeting of Prosperous People and Places Delivery Group.	PSB Support Team	Completed
7	To circulate update from the Early Intervention Group.	PSB Support Team	Completed
8	To consider the Expression of Interest for the Healthy & Active Fund and provide any feedback to Joanna Jones jjones@carmarthenshire.gov.uk	ALL	Completed. 2 nd stage application submitted, outcome expected by end of March 2019.
9	To confirm organisational volunteering lead officer to PSB Support Team.	ALL	
10	To arrange for organisational representatives to attend County Lines and Counter-Terrorism Prevent briefing sessions on 6 th and 7 th March, once details have been circulated.	ALL	Completed. 206 officers attended the sessions
11	To arrange for MECC training to be further rolled out to partner organisations as required.	Kate Harrop	The Steering Group has met to progress this action.
12	To arrange for the MECC project's progress to be publicised.	Kate Harrop	Publicity material is being developed.
13	To agree agenda for next regional PSB meeting with regional colleagues and make necessary arrangements.	Gwyneth Ayers	On-going
14	To liaise with Academi Wales regarding a bespoke development session for the PSB.	Gwyneth Ayers	On-going

	Summary of Action Points	Who	Update
15	To circulate national information regularly received by Welsh Government and the Office of the Future Generations Commissioner.	PSB Support Team	On-going
16	To circulate information relating to the EU Settlement Scheme to partners	Gwyneth Ayers	Completed
17	To circulate information about the Ammanford climate change community engagement session	Huwel Manley	Completed