



9.30am, Monday 25 November 2019

Yr Egin, Carmarthen

MINUTES

Present

| Name | Organisation |
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| Barry Liles (Chair) | University of Wales Trinity Saint David |
| Prof. Jean White | Welsh Government |
| Ruth Mullen | Carmarthenshire County Council |
| Sarah Jennings | Hywel Dda University Health Board |
| Huwel Manley | Natural Resources Wales |
| Sean Lloyd | Mid & West Wales Fire and Rescue Service |
| Carys Morgans | Office of the Police and Crime Commissioner |
| T/Chief Inspector Chris Neve | Dyfed Powys Police |
| Jonathan Feild | Department for Work and Pensions |
| Andrew Cornish | Coleg Sir Gâr |
| Marie Mitchell | Carmarthenshire Association of Voluntary Services |
| Martyn Palfreman | West Wales Regional Partnership Board |
| Alun Harries | Carmarthen Town Council |

In attendance

| Name | Organisation |
|--------------------|--------------------------------------|
| Cllr Deryk Cundy | Carmarthenshire County Council |
| Gwyneth Ayers | Carmarthenshire County Council |
| Kate Harrop | Carmarthenshire County Council |
| Anna Bird | Hywel Dda University Health Board |
| Beth Cossins | Hywel Dda University Health Board |
| Amy Richmond-Jones | Mid and West Fire and Rescue Service |
| Clare Pilborough | CAVs |
| Jonathan Fearn | Carmarthenshire County Council |
| Mike Bull | Carmarthenshire County Council |

1. Welcome & Apologies

Apologies

| Name | Organisation |
|-----------------|-----------------------------------|
| Cllr Emlyn Dole | Carmarthenshire County Council |
| Maria Battle | Hywel Dda University Health Board |
| Ros Jervis | Hywel Dda University Health Board |

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| Julian Atkins | Brecon Beacons National Park Authority |
| Rhian Lovell | Wales Community Rehabilitation Company |
| Kevin Jones | Mid and West Fire and Rescue Service |
| Cllr Jan Curtice | Mid & West Wales Fire and Rescue Authority |
| Christine Harley | National Probation Service |
| Supt Craig Templeton | Dyfed Powys Police |

Barry Liles welcomed Alun Harries from Carmarthen Town Council and Cllr Deryk Cundy from the County Council's Policy and Resources Scrutiny committee.

2. Minutes and Matters Arising: 8 July 2019

- The minutes were accepted as a true and accurate record.
- Discussions taking place locally on the potential for a co-operative model for milk processing. Mike Bull updated that a visit to North Wales to see their model had resulted in useful information being learned including the significant resourcing cost.
- Action 1 – Alun Harries was again welcomed to the meeting and it was confirmed that communication with the seven town and community councils subject to the WBFG Act will continue to increase.
- Action 2 – further discussion needs to take place to ensure feedback to One Voice Wales.
- Action 4 – Huwel Manley confirmed that the tree planting initiative should take place next year following discussion with the Town and Community Councils.
- Action 6 – outstanding action relating to skills development in a rural context.
- Actions 9 and 10 – Unfortunately Cllr Cefin Campbell was unable to attend today's meeting, further discussion on PSB and partner contributions to the Rural Strategy will be on the agenda for the next meeting in January.
- Action 11 – Gwyneth Ayers noted apologies that the Climate Change workshop has not been progressed. Pembrokeshire PSB has requested that a joint workshop is held, and this will now be taken forward.
- Action 13 – Huwel Manley updated that the main issues arising at the Area Statement workshop held in October will be considered and further developed.
- Action 17 – In relation to the feasibility of a 'Passport to Volunteering', Marie Mitchell confirmed that the Strong Connections Delivery Group had set up a subgroup to look at improved partnership working on volunteering.
- Ruth Mullen stated that some initial discussions had taken place to increase the number of departmental editors for Dewis and she would progress this.
- Action 21 – Martyn Palfreman confirmed that the Delivery Groups were being engaged with especially the Early Interventions and Prevention Group.
- Carys Morgans updated on the PCC's Community Fund:
 - Glanymor and Tyisha had been awarded £40,000 which included projects involving the Crimestoppers 'Fearless' programme for young people, Dyfed Drugs and Alcohol Service and a gardening initiative.
 - Funding had been awarded to the Safer Communities Partnership of just over £7,000 for a 'Fearless' project and another bid for a Serious and Violent Organised Crime table-top exercise was being considered.

ACTION

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| Discuss approach to providing feedback to One Voice Wales | Town and Community Council representatives |
| Meet with Town and Community Councils to progress NRW tree planting project | Huwel Manley |

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| Progress outstanding action - Skills development in a rural context to be discussed at next meeting of the Regional Learning & Skills Partnership | Jane Lewis |
| Contribution by PSB and as individual organisations to 'Moving Rural Carmarthenshire Forward' report to be discussed at January PSB meeting with Cllr Cefin Campbell | PSB Support Team |
| Progress a joint Climate Change workshop with Pembrokeshire PSB | Gwyneth Ayers |
| Continue to identify departmental editors in Carmarthenshire County Council for Dewis | Ruth Mullen |

3. Update on partner visit to Bromley by Bow

- Sarah Jennings gave an overview of a visit by senior representatives from Ceredigion County Council, Health Board and Police to the project in the centre of Tower Hamlets which was set up 30 years ago and is run by a pioneering charity. It involves a neighbourhood hub with a GP practice and community research and is an example of how community led health, social care and social and green prescribing can work. The community volunteers took on a derelict church building, and public services were invited in. No social workers are involved (which was felt to be a gap by the visiting representatives. There was no quantitative evaluation, no bean counting for grants but qualitative evaluation undertaken to show how centre users felt before and after. No appointments were necessary to access the facility.
- A discussion followed on the following points:
 - Funding: received from the Foundation Trust, more information available in the project's report. Other small grants are received. The café is a social enterprise. A charge is made for visits by organisations to learn from the project.
 - Staffing: three members of staff, including a Centre Manager, oversee the project and seek funding. There are 150 volunteers.
 - Safeguarding: volunteers, learners and anyone running a group had training including safeguarding. Statutory elements are subject to the normal inspection regime.
 - Capacity in communities: differ depending on local community. Capacity could be built to enable grassroots ownership. Examples of community asset transfer do exist in Carmarthenshire such as the Excel Bowl and Calon Y Fferi with long leases given at no cost to community groups. Local communities which are energised could be approached, Glanymor and Tyisha could be considered for this model. Further information on examples of these community-led centres and any others to be collated for future consideration. The Strong Connections Delivery Group has mapped out local community venues for hire and the Council's website contains an interactive map.

| ACTION | |
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| Circulate presentation to PSB members | PSB Support Team |
| Seek further information about 'Calon Y Fferi' and 'Excel Bowl' models for community led centres and consider possible presentation to future PSB meeting | PSB Support Team |
| Map current community-led initiatives to inform future discussion | Kate Harrop – linked to Strong Connections Delivery Group |

4. 10 Rural Towns Programme

- Further to the PSB discussion at its last meeting on the Council's Rural Strategy, 'Moving Rural Carmarthenshire Forward', Mike Bull, Economic Development Area Manager, gave a presentation on this initiative which is one of the key themes from the Strategy. A long-term

strategic vision for economic growth and a growth plan is to be developed for each of the towns. The focus of the plans will reflect the needs of the local communities. This is being funded by ERDF and the County Council. The current stage is Phase 1 which involves eight of the towns - Whitland, St Clears, Laugharne, Llanybydder, Newcastle Emlyn, Llandovery, Llandeilo and Cwmaman - divided into three lots as their communities are linked. Phase 2 will begin in April 2020 and include the two remaining towns – Kidwelly and Cross Hands. Work to be undertaken in several stages involving data collection and analysis, perception survey and growth plan teams established, key priorities workshop, initial draft reports by March 2020, draft plan for consultation, community consultation in June, final draft with launch and delivery in July.

- A discussion followed on the following points:
 - engagement of PSB partners and it was felt that this would be in relation to involvement in the perception surveys and growth plan teams. It would also be important for the consultants to meet with PSB members.
 - Once the growth plans are developed, common themes will be identified which can be worked on strategically.
 - It was clarified that the consultation period is not a formal legal consultation but public engagement. The programme will link in with the Local Development Plan which is currently in its formal consultation phase until July.
 - Key issues discussed included the new hospital, an aging population and transport.

| ACTION | |
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| Circulate presentation to PSB members | PSB Support Team |
| PSB members to contribute to perception survey to inform growth plan for Whitland, St Clears, Laugharne, Llanybydder and Newcastle Emlyn | ALL |
| Circulate link to perception survey relating to Llandovery, Llandeilo and Cwmaman when available | Mike Bull |
| Contact Mike Bull mabull@carmarthenshire.gov.uk to become involved in growth plan teams | ALL |
| Arrange for PSB members to meet with 10 rural towns consultants | Mike Bull & Gwyneth Ayers |

5. West Wales Regional Partnership Board update

- Martyn Palfreman confirmed that the RPB had approved the areas of joint working agreed at the regional PSB and RPB meeting in June.
- Welsh Government established a national taskforce to develop a self-assessment framework for RPBs, with joint inspections from Health and Care Inspectorates to take place. The draft framework had been discussed by the RPB and there were concerns relating to the focus on process, which although inevitable at this early stage, it was felt that more effective questions could be asked about the impact of coming together as a Board. There was value in the self-assessment, but it was considered too early to be inspected. Welsh Government are revising the framework based on the discussions, although the inspections will take place. The RPB are keen to be involved as a pilot.
- More in-depth information on the three programmes funded by the Transformation Fund to be given periodically. All three are progressing:
 - Programme 1: Proactive Technology Enabled Care – renegotiating expanded contract with Delta Well-being to provide assessment. Enhancing digital platform. Recruitment complete in Carmarthenshire for proactive well-being assessments on cohort.
 - Programme 3: Fast-tracked Consistent Integration – business case and specification developed, agreed in Carmarthenshire, went live earlier this month.

- Programme 7: Creating Connections for All – developing local action hub in each county, working with town and community councils, increasing volunteers. Approved system for people's volunteering skills to help person to person time banking.
- First Transformation Fund claim to Welsh Government made in October for £375,000. The £12m allocated will need to be spent by end March 2021.
- Independent evaluators appointed and will be looking at impact on demand in system, and qualitative impact showing difference made to people's lives. Tool to be shared with PSB.
- RPB's annual conference was held on 10 October and was attended by some PSB members. The RPB will be looking at how it can engage with PSBs to share learning. A working group to plan next year's conference will include PSB representatives.
- The risks for the programme were considered, in terms of ensuring expenditure and the challenge of recruiting to deliver the projects. Martyn Palfreman confirmed that good progress has been made locally and weekly strategic meetings consider risks including exit strategies to enable work to continue once the funding ends. A discussion with Welsh Government, delayed due to the upcoming election, will now take place mid-February. Mitigating against risks and other lessons being learnt from the process are also relevant to the PSB and will be shared.

| ACTION | |
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| Share qualitative evaluation tool with PSB once developed | Martyn Palfreman |
| Liaise with Gwyneth Ayers regarding PSB representation on working group to plan next annual RPB conference | Martyn Palfreman |
| Share learning from mitigating against risks, remodelling and transforming services with PSB | Martyn Palfreman |

6. Carmarthenshire Well-being Plan – Delivery Group Project Plans

Prosperous People and Places

- Jonathan Feild gave a presentation on the Work Experience Programme Proposal which has had good success in Pembrokeshire with an increase in the breadth and number of such placements offered by public services. Important to find right placement for individual and placements for young people and protected characteristics are a focus of the project. Most PSB partners agreed to host placements. This approach could be easily replicable across PSBs. There is high level youth unemployment in both Pembrokeshire and Carmarthenshire and there is national interest in the project.
- The Health Board has a 'Future Work Programme' which is a 13-week programme for those affected by disabilities and significant conditions which ends in interview for internal vacancies. Pembrokeshire College has 'Expertise College' with a successful employment bureau and has the advantage of being based on one site, as opposed to situation with Coleg Sir Gâr in Carmarthenshire with seven sites. The Pembrokeshire employment bureau is funded by Welsh Government.
- Pembrokeshire has an Operational Group, and Jonathan has spoken to Jane Lewis about the Prosperous People and Places Delivery Group taking on that role in Carmarthenshire. Pembrokeshire's Operational Group next meets on 21 January and is open to observers if partners wished to attend.
- A range of work placements offered by some partners was discussed and it was agreed to consider how this could work locally in terms of the infrastructure needed and for all partners to confirm their willingness to engage in the project.
- Foundational Economy Challenge Fund update: Gwyneth Ayers confirmed that the PSB's funding bid for £100,000 had been approved and would be promoted after the election. The project aims to improve the quality of food provided in public services and to establish supply chains within the

county. The funding needs to be spent before end March 2021 and the next step is for a Steering Group to be established.

| ACTION | |
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| Contact Jonathan Feild if interested in observing meeting of Pembrokeshire's Operational Group on 21 January | ALL |
| Circulate promotional literature for employers and individuals | Jonathan Feild |
| Andrew Cornish and Jane Lewis to meet to discuss how to establish a funded infrastructure to manage a work experience placement project | Andrew Cornish & Jane Lewis |
| Seek own organisation's view of engagement in the work experience placement project before next PSB meeting | ALL |
| Establish project Steering Group for the Foundational Economy Challenge Fund project | Gwyneth Ayers |

Strong Connections

- Jonathan Fearn, Head of Property at Carmarthenshire County Council, updated on the 'Mid and West Wales Strategic Asset Review'. This piece of work has been funded by Welsh Government and delivered by Arcadis, commissioned by the regional collaboration group which covers Hywel Dda and Powys Health Board areas. A new interactive data portal has been developed which provides information on all public service estate. There are several proposed collaborative projects:
 - Looking at how estate management teams can support well-being objectives. Been working with the Stronger Connections Delivery Group to identify properties available for volunteering services and map venue tool produced
 - Office accommodation rationalisation and agile working
 - St David's Office and Education Campus – management of buildings owned by Council, Health, University and Coleg
 - Well-being hubs including Llanelli and Cross Hands
 - Co-ordinated mobile services in rural areas e.g. Libraries, banks, police
 - Hywel Dda new urgent and planned care hospital in Carmarthenshire or Pembrokeshire
 - Depots owned by public services.
- The review concluded that additional resources are needed for project management.
- The review report will be shared with partners but is not a public document as it contains commercially sensitive information.
- A discussion followed on how partners can progress agile and shared locations. When considering assets, need to include those owned by town and community councils. Ruth Mullen stated that the County Council is about to review its agile working programme and she will ensure there is shared learning by arranging for a strand of the review to include partner involvement. It was agreed that opportunities in the rural towns and town centres should be considered to move forward on this area of work.

| ACTION | |
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| Circulate 'Mid and West Wales Strategic Asset Review' report to partners | PSB Support Team |
| Arrange for County Council review of agile working to include strand which involves partners looking at learning to date and opportunities to work together | Ruth Mullen |
| Identify assets in 10 Rural Towns and three town centres where opportunities to progress closer partnership working | Mike Bull, Jonathan Fearn & Gwyneth Ayers |

Safer Communities

- Chris Neve gave an update following the Partnership meeting on 7 November. The agreed partnership priorities are:

- Class A Drugs and County Lines
 - Violent Crime including Violence against Women, Domestic Abuse and Sexual Violence
 - Counter-terrorism
 - Cyber Crime
 - Child Sexual Exploitation
- Update on action plan – June to November
 - County Lines Intensification Week – noted range of activity and that level of activity in Carmarthenshire is more extensive than in other local areas. Many SOC/CL training sessions delivered to over 700 staff from partners during period. These sessions have been offered to PSB partners and several have taken the offer up, but if any other partners would like training for staff, contact Kate Harrop.
 - Today is White Ribbon Day and partnership working has taken place to plan the campaign and the next 16 Days of Action. It aims to raise awareness and work towards ending male violence against women. The Police, Fire and Rescue Service, Council, Health Board and Coleg are among the partners working with local services providing support to victims and survivors and lots of promotional activity is planned. Partnership members were updated on several planned events including the annual Candlelight Walk and Talk that took place in Carmarthen last Thursday and a football match is being planned, details to be confirmed. Members were asked to wear a white ribbon, with all donations going towards helping local victims and survivors, and make the promise - to “never commit, excuse or remain silent about male violence against women.” Men can sign up to become a White Ribbon Ambassador and women a Champion and help promote awareness of the campaign and engage with men and boys to step up and call out violent behaviour among their ‘peers.’
 - Paul Pugh, a survivor of a horrific violent attack outside a pub in Ammanford nearly 13 years ago is supported by the Partnership to speak to groups of young people about the effect of violent behaviour on a night out. He has also been speaking at meetings of licensees in Ammanford and Llanelli about what they can do to prevent violent incidents.
 - Crimestoppers’ Youth Worker from their anti-crime youth service called ‘Fearless’ has continued to deliver sessions in schools and youth groups to talk about issues that affect them such as county lines and child criminal exploitation and the importance of reporting crime anonymously to Crimestoppers. A ‘Fearless’ digital campaign ran in the summer holidays across Wales to raise awareness of issues such as exploitation.
 - Prevent Awareness Training arranged for staff of public services. Over 20 sessions up to March 2020 have been organised to help staff be more aware of extremism threat locally, recognise signs of radicalisation and to learn how to report any concerns.
 - Raising awareness of cybercrime amongst the public, schools, local businesses and public service staff is being considered with partners and colleagues in the Police Digital Communications and Cyber Crime Unit. The Unit delivered a talk at the 50+ Forum on 12 September and had a stall to give information and advice. An article is being prepared for the Forum’s next newsletter.
 - Further ‘Safeguarding’ training sessions held in Llanelli and Ammanford with licensees, bar and door staff. This is a partnership between Council’s licensing department and police and includes awareness raising on a range of issues including County Lines, Child Sexual Exploitation, domestic abuse and the ‘White Ribbon Campaign’.

| ACTION | |
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| Circulate details of White Ribbon football match once finalised | Kate Harrop |
| Confirm any additional staff to attend Prevent Awareness training to PSB Support Team | ALL |

Healthy Environment

- Huwel Manley said that the Delivery Group's lead officer from NRW had moved into a new role and this work would be progressed once her replacement was in post.
- Climate Adaptation – this programme of work is being undertaken in Pembrokeshire and Carmarthenshire. There is an opportunity for public services to invest in energy portfolio projects going forward.

7. Wales Audit Office: Review of PSBs

- The report had been circulated and members were asked to comment upon the document and its recommendations.
- It was noted that point 1.4 on page 15 relating to the organisations that Chairs of PSBs come from was inaccurate as no reference was made to a Chair from Higher Education as is the case in Carmarthenshire.
- Discussion followed in relation to the methodology which did not include observing a PSB, nuances between PSBs not being reflected, the local successes seen in terms of collaboration, public engagement and work undertaken and that the review should have focused on scrutinising the effectiveness of what has been achieved to date.
- It is up to the PSB to decide how to move forward following the review and it was suggested that there was an opportunity to initiate a discussions about regionalising the local PSBs. It was agreed to write to Ceredigion and Pembrokeshire PSBs in relation to this.
- A response to the report would be prepared based on the discussion.

| ACTION | |
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| Write to Ceredigion and Pembrokeshire PSBs to initiate discussion about possible merger of PSBs | Barry Liles |
| Prepare a PSB response to the Wales Audit Office report | Gwyneth Ayers |

8. Regional PSB and RPB Collaboration - update

- Gwyneth Ayers confirmed that a written update would be provided to future meetings.
- Discussion had progressed following the agreement at the regional meeting in June to progress a regional approach to social and green prescribing. An event is to be held in January 2020, details to be circulated.
- The Digital Information System specification is being advertised on 'Sell to Wales' and will close early December. The Welsh Government funding must be spent before the end of March 2020.
- Discussions between partners have continued in relation to engagement and consultation and there is potential for PSB partners to develop a consistent approach.

| ACTION | |
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| Circulate date of the Regional Social and Green Solutions to Health Event | PSB Support Team |

9. Any Other Business

- Next PSB meeting is on 22 January at 9.30am, venue to be confirmed. Future dates to be circulated.
- Future Generations Exchange event – 10 January. Details to be circulated.

- Alun Harries thanked the PSB for the invitation and recognising the role of town and community councils in delivering well-being. He stated that the level of engagement here was unique in Wales.

| ACTION | |
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| Circulate all 2020 meeting dates | PSB Support Team |
| Circulate details of Future Generations Exchange event on 10 January | PSB Support Team |

| | Summary of Action Points | Who | Update |
|----|--|---|---|
| | Actions from 25 November meeting | | |
| 1 | Discuss approach to providing feedback to One Voice Wales | Town and Community Council representatives | |
| 2 | Meet with Town and Community Councils to progress NRW tree planting project | Huwel Manley | |
| 3 | Progress outstanding action - Skills development in a rural context to be discussed at next meeting of the Regional Learning & Skills Partnership | Jane Lewis | Skills development in the rural context has been included in the Employment and Skills Plan http://online.flipbuilder.com/itet/kycm/mobile/index.html A Carmarthenshire Skills Plan is also being prepared and the aim is to publish early 2020 |
| 4 | Contribution by PSB and as individual organisations to 'Moving Rural Carmarthenshire Forward' report to be discussed at January PSB meeting with Cllr Cefin Campbell | PSB Support Team | On agenda for January 2020 meeting |
| 5 | Progress a joint Climate Change workshop with Pembrokeshire PSB | Gwyneth Ayers | Outstanding action, will be progressed as a matter of urgency |
| 6 | Continue to identify departmental editors in Carmarthenshire County Council for Dewis | Ruth Mullen | |
| 7 | Circulate presentation to PSB members | PSB Support Team | Completed |
| 8 | Seek further information about 'Calon Y Fferi' and 'Excel Bowl' models for community led centres and consider possible presentation to future PSB meeting | PSB Support Team | To be discussed at Strong Connections Delivery group as part of community led initiatives mapping |
| 9 | Map current community-led initiatives to inform future discussion | Kate Harrop – linked to Strong Connections Delivery Group | Discussed at 9 January 2020 Delivery Group meeting |
| 10 | Circulate presentation to PSB members | PSB Support Team | Completed |

| | Summary of Action Points | Who | Update |
|----|--|-----------------------------|--|
| 11 | PSB members to contribute to perception survey to inform growth plan for Whitland, St Clears, Laugharne, Llanybydder and Newcastle Emlyn - https://www.economicgrowthplans.co.uk/ | ALL | Link circulated. Workshop on 10 Rural Towns programme to follow PSB meeting |
| 12 | Circulate link to perception survey relating to Llandovery, Llandeilo and Cwmaman when available | Mike Bull | Completed |
| 13 | Contact Mike Bull mabull@carmarthenshire.gov.uk to become involved in growth plan teams | ALL | On-going |
| 14 | Arrange for PSB members to meet with 10 rural towns consultants | Mike Bull & Gwyneth Ayers | Workshop to follow January 2020 PSB meeting |
| 15 | Share qualitative evaluation tool with PSB once developed | Martyn Palfreman | To be completed when available |
| 16 | Liaise with Gwyneth Ayers regarding PSB representation on working group to plan next annual RPB conference | Martyn Palfreman | To be completed mid 2020 |
| 17 | Share learning from mitigating against risks, remodelling and transforming services with PSB | Martyn Palfreman | To be completed when available |
| 18 | Contact Jonathan Feild if interested in observing meeting of Pembrokeshire's Operational Group on 21 January | ALL | |
| 19 | Circulate promotional literature for employers and individuals | Jonathan Feild | Completed |
| 20 | Andrew Cornish and Jane Lewis to meet to discuss how to establish a funded infrastructure to manage a work experience placement project | Andrew Cornish & Jane Lewis | Met to discuss and plan agreed to move forward. Meeting to be arranged with Pembrokeshire College. |
| 21 | Seek own organisation's view of engagement in the work experience placement project before next PSB meeting | ALL | To be discussed at January 2020 PSB meeting |
| 22 | Establish project Steering Group for the Foundational Economy Challenge Fund project | Gwyneth Ayers | On-going |
| 23 | Circulate 'Mid and West Wales Strategic Asset Review' report to partners | PSB Support Team | Completed |
| 24 | Arrange for County Council review of agile working to include strand which involves partners looking at learning to date and opportunities to work together | Ruth Mullen | |

| | Summary of Action Points | Who | Update |
|----|---|---|---|
| 25 | Identify assets in 10 Rural Towns and three town centres where opportunities to progress closer partnership working | Mike Bull, Jonathan Fearn & Gwyneth Ayers | |
| 26 | Circulate details of White Ribbon football match once finalised | Kate Harrop | The match took place between Ammanford and Carmarthen on 6 December |
| 27 | Confirm any additional staff to attend Prevent Awareness training to PSB Support Team | ALL | On-going |
| 28 | Write to Ceredigion and Pembrokeshire PSBs to initiate discussion about possible merger of PSBs | Barry Liles | Letter circulated to PSBs 9 January 2020 |
| 29 | Prepare a PSB response to the Wales Audit Office report | Gwyneth Ayers | |
| 30 | Circulate date of the Regional Social and Green Solutions to Health Event | PSB Support Team | Completed |
| 31 | Circulate all 2020 meeting dates | PSB Support Team | Completed |
| 32 | Circulate details of Future Generations Exchange event on 10 January | PSB Support Team | Completed |