
CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Monday, 27 March 2017 at 2.00 pm
Community Fire Station, Rhyl

PRESENT:	Bethan Jones (Chair)	Betsi Cadwaladr University Health Board (BCUHB)
	Iwan Davies	Conwy County Borough Council
	Rebecca Mason	Public Health Wales
	Mohammed Mehmet	Denbighshire County Council
	Detective Superintendent	North Wales Police
	Mark Pierce	
	Sioned Rees	Welsh Government
	Councillor Dilwyn Roberts	Conwy County Borough Council
	Simon Smith	Chief Fire Officer - North Wales Fire and Rescue Service
	Sian Williams	Natural Resources Wales
	Judith Magaw	Wales Community Rehabilitation Company
Officers:	Hannah Edwards	Public Services Board Development Officer
	Nicola Kneale	Strategic Planning Manager - Denbighshire County Council
	Fran Lewis	Corporate Performance and Improvement Manager – Conwy County Borough Council
	Shan Morris	Corporate Planning Manager - North Wales Fire and Rescue Service
	Megan Vickery	Engagement Officer – Central – Betsi Cadwaladr University Health Board
	Jane Angharad Jones	Committee Services Officer - Conwy County Borough Council
	Mark Bowler	Principal Research and Information Officer - Conwy County Borough Council
	Iolo McGregor	Strategic Planning Officer – Denbighshire County Council
Absent:	Andy Jones	National Probation Service
	Helen Wilkinson	Denbighshire Voluntary Services Council

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from Stephen Hughes (Chief Executive of the Office of the Police and Crime Commissioner North Wales), Evan Moore (Executive Medical Director – Betsi Cadwaladr University Health Board), Wendy Jones (Community and Voluntary Support Conwy) and Councillor Hugh Evans (Denbighshire County Council).

Rebecca Mason (Consultant in Public Health) was welcomed to her first Conwy and Denbighshire Public Services Board (PSB) meeting.

45. **MINUTES**

Further to Minute 35 (European Union Referendum): The Conwy and Denbighshire Public Services Board (PSB) considered that there was a need to gain a better understanding of funding gaps and priorities in relation to European Funded projects. Sioned Rees (Welsh Government) **AGREED** to pursue the matter with the Welsh European Funding Office (WEFO).

Further to Minute 38 (Agreement of the local timetable for the Wellbeing Assessment and Wellbeing Plan): Clarity was sought in terms of the timetable for publishing the Wellbeing Assessment and Wellbeing Plan, in line with the key requirements of the Wellbeing of Future Generations Act. Simon Smith (Chief Fire Officer and Chief Executive - North Wales Fire and Rescue Service) made reference to Wellbeing and Future Generation Act (section 54) where it stated that '*the Board must publish a Local Well-being Plan no later than 12 months after each subsequent ordinary election*'. It was **AGREED** that clarity be sought and the timetable accordingly, if necessary.

RESOLVED-

That the minutes of the meeting of the Conwy and Denbighshire Public Services Board held on 1 December, 2017 be approved, subject to the actions above.

46. **MATTERS ARISING**

None.

47. **MEMBERSHIP REQUEST FROM THE COMMUNITY HEALTH COUNCIL**

A request to join the Conwy and Denbighshire Public Services Board (PSB) had been received from the Community Health Council.

Members welcomed the request, but resolved to defer consideration of the request, pending the setting of the organisational priorities.

Developing a rationale/proforma to consider future requests was supported, in principle, subject to the inclusion of specific questions in relation to the reason for the request and what the organisation could bring to the PSB.

RESOLVED:

That the Community Health Council's request to join the Conwy and Denbighshire Public Services Board be deferred pending the setting of the organisational Priorities.

48. **WELSH GOVERNMENT WHITE PAPER: REFORMING LOCAL GOVERNMENT - RESPONSE TO PUBLIC SERVICE BOARD RELATED QUESTIONS**

Sioned Rees (Welsh Government) presented Members with the Welsh Government (WG) White Paper: Reforming Local Government – Response to Public Service Board Related Questions (Consultation Paper).

The background to the White Paper was provided and Members were informed that the consultation closes on 11th April, 2017. It was noted that the legislation timetable was tight.

Following 11th April, 2017 the responses would be reviewed/taken on board and a draft bill formulated, ready to be tabled in Year 2 of the WG timetable. The year 3 timetable was currently very provisional, as a consequence of Brexit. In response, Simon Smith (North Wales Fire and Rescue Service) reported that he was under the impression that a more detailed document would be produced towards the end of the year, prior to ratification. Sioned Rees (Welsh Government) **AGREED** to follow the matter up.

The White Paper made reference to the following four Regional Structure options:

1. Mandating prescribed footprints for regional working.
2. Mandating a framework.
3. A framework and a footprint (WG preferred approach).
4. Deliberatively regional (engagement with local government on a service by service basis)

In addition, the following was considered:

- Regional Services.
- Regional governance.
- Regional Funding and Workforce.
- Public Service Boards.
- Voluntary Mergers.
- A framework for Local Leadership: Shared Expectations.
- Community Councils.
- Elections and Voting.

In response to the consultation questions in relation to PSBs, Members made the following suggestions/comments:

PSBs merging and de-merging -

- PSBs should be allowed to de-merge as well as merge.

PSBs can't cross an LHB boundary –

- Members felt that there should be flexibility to work across boundaries, particularly if the same priorities were shared.

Regional approach to a PSB -

- Having a local PSB was considered of huge value, however, having the capacity and being able to contribute to 4 PSBs, across the region, was often a challenge for some partners.
- The need for coherence between regional and local delivery was highlighted.
- Producing a regional timetable, in order to better align the 4 PSB's, for planning purposes, was considered an option.
- Having the flexibility to allow matters to evolve over time was considered the best approach. Also, keeping options open, whilst taking on board the comments in terms of the challenges in attending 4 PSBs.

RESOLVED:

(a) That a PSB response be developed based on the comments above, to submit to the Welsh Government White Paper: Reforming Local Government.

(b) That the draft response, to include the above amendments, be circulated to PSB Members for information.

49. **PARTNERSHIP LANDSCAPE IN CONWY AND DENBIGHSHIRE AND PARTNERSHIP FUNDING**

Iwan Davies (Conwy County Borough Council Chief Executive) presented a diagram to articulate the partnership landscape, sub regionally and regionally, in Conwy and Denbighshire. In addition, a table supported the diagram and contained brief background notes, priorities/focus areas and grant funding data on each of the bodies/partnerships.

Members welcomed the information, acknowledged the complexity of the partnership landscape and went on to discuss the following:

- Complexity of mapping partnerships.
- Rationalisation.
- Over time, should the PSBs be at the heart of the groups? The debate on how PSBs interact with partners would become clearer once the PSB Priorities had been set.
- What constituted a regional arrangement?
- Local Resilience – this should be coded blue not yellow on the diagram.
- What was the relationship between the PSB and Part 9 Board – the Part 9 Board, at present, was considered unbalanced.
- Members were encouraged to view minutes from the Boards in order to keep abreast of discussion etc.

- Map out the relationships between each board – what were the links?
- It was recognised that some partnerships/boards had been omitted from the diagram i.e. CSC Executive Group and Mental Health. As a consequence, Members were requested to feedback any observations/amendments to the PSB Development Officer, Hannah Edwards.
- Concern re: duplication.
- An appraisal of key areas of responsibilities and objectives was considered.
- Focus on the Local Well-being Assessment.

RESOLVED:

(a) That the Partnership Landscape in Conwy and Denbighshire and Partnership Funding information be noted.

(b) That PSB Members assist in populating the Partnership Landscape diagram by feeding back any observations/amendments to the PSB Development Officer, Hannah Edwards.

50. PUBLIC SERVICE FUNDING ARRANGEMENTS 2017/2018

Conwy's Principal Research and Information Officer, Mark Bowler, provided Members with an update on the Welsh Government (WG) financial support for Public Services Boards during 2017/18 and informed the Board of the grant activity proposals suggested by the North Wales Public Services Board (PSB) Officers Group.

For the financial year 2016/17, WG had allocated North Wales PSB's a sum of £45k to support the production of Local Well-being Assessments. The funding was shared across the region and the North Wales PSB Officers Group managed the money, with Conwy holding the budget.

The 2016/17 grant was used to -

- Commission specialist engagement activity with the hard to reach.
- Commission specialist analytical support for two PSB's in the production of their Well-being Assessment.
- Conduct a regional workshop to provide an opportunity for stakeholders with relationships with the NW wide PSB's to feedback on the draft Local Well-being Assessments.
- Produce a regional timetable for the production of the well-being assessment and plan, in order to better align the 4 PSB's for planning purposes.

Welsh Government had recently announced financial support for 2017/18 to assist PSB's in the preparation of local well-being plans and to provide continued support in the consolidation of work on the Local Well-being Assessment. The support available would be up to a maximum of £83,117 however, the funding was again being offered on a North Wales footprint (mirroring the Local Health Board areas). The funding would only be paid in respect of activities, which demonstrated how the PSBs would be

enabled to build their strategic capacity and capability to support the preparation of well-being plans, as well as strengthening the assessments.

The grant could not be used for delivery of PSB projects, or general partnership support. The deadline for grant submissions was 31 March, 2017.

North Wales wide PSB officers had met on 09.03.17 to discuss potential activities for the grant, proposals included:-

- Conducting engagement activity and using technology to develop accessible engagement solutions, with both the community and professional stakeholders during the response analysis process and production of the well-being plans.
- Commissioning analytical capacity (as and when needed) to fill data gaps within the assessments and conduct any research as necessary.
- Future Scenario Planning to enable PSB's to begin thinking about how the future may unfold and the potential impacts it may have.
- Improving the accessibility of the well-being assessments and plans (such as production of easy read versions, translation into other languages e.g. Welsh, BSL etc.), enabling the documents to be accessed and explored online.
- Commission training to develop capacity to identify and evaluate effective interventions in support of the Well-being Plan.

Due to the restricted timescales for the bid submission, the proposals for the grant had not been to any other PSB's, however, they had been circulated to all of the North Wales PSB Chairs for their input and support.

The Board welcomed the WG financial support and, in principle, supported the creation of capacity in the Regional Collaboration Team. The Board believed such an approach would help to avoid duplication and identify regional issues that may well feature in PSBs.

The need to take on board the feedback from the Future Generations Commissioner for Wales, Sophie Howe, and ensure all grant requirements were met, was highlighted.

RESOLVED:-

(a) That the Conwy and Denbighshire Public Services Board (PSB) note the grant activity for the 2016/17 period.

(b) That the Conwy and Denbighshire Public Services Board endorse the proposals for the regional 2017/18 PSB grant.

51. FIRST 1000 DAYS OF LIFE - EVENT REPORT AND NEXT STEPS

Rebecca Mason (Consultant in Public Health) provided some background to the First 1000 Days of Life initiative and mapping event held on 6th February, 2017 and Bethan Jones Area Director – Betsi Cadwaladr University Health Board), who chaired the event, which consisted of seven

workshop tables, provided PSB Members with an overview of the meeting, to include themes, priorities and next steps.

The following was highlighted:

- There was a great deal of activity and numerous services that provided support to families and children during the First 1000 days of life, with mental health and wellbeing considered to be key priorities for future action.
- One of the priorities was to assist a wide range of professionals in coming together i.e. front line services, on an informal basis, to share initial intelligence. The Chair reported that there was a clear desire amongst those who attended the workshop to improve systems in terms of recording, collecting and sharing of information across organisations.
- The need to break down barriers in terms of holding informal conversations, across services, and sharing initial intelligence about families was highlighted.
- Local intelligence i.e. schools were considered key.
- Following the workshop, a mapping exercise was taking place to identify gaps, which were highlighted at the event.
- A Task and Finish Group, led by Public Health, was proposed to consider the findings of the workshop and propose ways of moving matters forward.
- Some concern was expressed regarding inconsistent referral thresholds.
- The need to make fully informed assessments i.e. adverse incidents was highlighted.
- The definition of 'vulnerable' differed amongst partners.
- Accident prevention within the home should also be developed/included.
- Valuable informal discussion on a community basis, not necessarily 1000 day targeted, was recognised.
- Was the North Wales Fire and Rescue Service represented at the workshop?

RESOLVED:

- (a) That the PSB note the key themes from the event and support the formation of a small sub-group, to look at the following areas and develop a list of actions.**

- **Enable a wide range of professionals to come together on an informal basis to share information about families, as a multidisciplinary team.**
- **Support a clearer, and more consistent approach to data collection and sharing between services.**
- **Review of referral thresholds across the system to identify pressure points and gaps, particularly where thresholds may be too high, which may restrict access for families who need support, but not currently deemed 'at risk'.**

(b) That the findings from the sub-group be reported back to the next meeting of the PSB.

(c) That the North Wales Fire and Rescue Service attendance at the event be confirmed.

52. LOCAL WELL-BEING ASSESSMENT - APPROVAL FOR PUBLICATION

Conwy's Principal Research and Information Officer, Mark Bowler, presented Members with a report, which provided the opportunity to review the key findings from the Assessment of Local Well-being. The Assessment would be used to inform the Public Service Board Well-being Plan 2018-22.

Observations on the Draft Conwy and Denbighshire Well-being Assessment, from both Conwy County Borough Council's Principal Overview and Scrutiny Committee and Denbighshire County Council's Partnership Scrutiny Committee were presented for information.

In addition, Members were informed that an on-line consultation had also taken place. Twenty two responses had been received, some of which were highlighted as follows:

- Look to do more long term – Members recognised that further debate was necessary in terms of long-term and short-term and the need to be able to demonstrate the impact now and in the next 5 years.
- Risk issues to include Environment, Brexit and an ageing population.
- Cultural well-being.
- The requirement for more regional working.
- Understand how priority areas impact upon local communities.
- More work needed in relation to environment – In terms of the environment response, dog fouling was an immediate issue to people as opposed to climate change, therefore it was suggested that in the future, environment data should be presented differently. It was noted that the Environmental Act would form part of future consultations.
- Local knowledge was lost.
- Accidental injuries not covered and the impact on health.
- The need of people suffering with chronic conditions.

Discussion also ensued regarding the following:

- Strong expectation from the Future Generations Commissioner for Wales, Sophie Howe.
- The need for medium and long term priorities when developing the PSB Plan.
- The data gathered may assist in informing the implementation process of the Plan.
- A small data set could be updated annually, via a possible e-mail review.

Based on the response received, the PSB agreed that the Local Well-being Assessment be published in its current form.

RESOLVED:

(a) That the Local Well-being Assessment be published.

(b) That a smaller data set, based on a small number of priorities, be updated annually.

(c) That a follow up report on the plans to address the gaps identified in the wellbeing assessment and plan for ongoing maintenance be received at the June meeting.

53. CONFIRMATION OF OBJECTIVES TO TAKE FORWARD AND NOMINATION OF PUBLIC SERVICE BOARD LEAD

Fran Lewis (Corporate Performance and Improvement Manager – Conwy) and Nicola Kneale (Strategic Planning Team Manager – Denbighshire) presented the Conwy and Denbighshire Public Services Boards (PSB) Well-being Objectives Workshop notes.

The following was highlighted:

- Making more of a link to the sustainability principle and think about which of those areas could be targeted i.e. short term, medium term and long term strategic issues.
- Interpretation of the workshop, set against the sustainability principle.
- Workshop format proposal – it was noted that the themes coming out of the workshop were really broad.
- Review which topics are aligned to the themes identified, together with frequency.

- Welsh language should form a cross cutting theme as part of each workshop priority.
- Concern was expressed that the list was too large.

The four workshops identified, required a PSB lead. In addition the PSB considered that a 'buddy' for each workshop would be beneficial and would help create ownership at Board level. In addition, it was proposed that representation from other Conwy and Denbighshire stakeholders should be sought i.e. RSLs, SNP, Llandrillo etc.

The four identified workshops were as follows:

1. Environment NRW lead
2. Economic – Local Authority lead – to be decided
3. Cultural – Local Authority lead
4. Social - BCUHB and PHW lead.

In terms of allocating dates for the workshops, it was noted that the workshops should be completed by the end of the summer, 2017.

The PSB was advised that once a list of proposed actions had been determined from the workshops, the PSB would then be in a position to look at the actions and prioritise accordingly.

RESOLVED:

That the following workshop leads be approved.

1. Environment NRW lead
2. Economic – Local Authority lead – to be decided
3. Cultural – Local Authority lead
4. Social - BCUHB and PHW lead.

54. **UPDATE ON ORGANISATIONAL PRIORITIES MATRIX**

Fran Lewis (Corporate Performance and Improvement Manager – Conwy) and Nicola Kneale (Strategic Planning Team Manager – Denbighshire) presented the Conwy and Denbighshire PSB – Matrix of Emerging Draft Organisational Priorities.

RESOLVED:

That the Conwy and Denbighshire PSB – Matrix of Emerging Draft Organisational Priorities be approved in principle.

55. **3 DAYS IN A ROOM - ACTION PLAN**

The Chair, Bethan Jones (Area Director – BCUHB) updated Members on a focused 3 day event (3 Days in a Room) looking at the system and flow of people accessing secondary and community care, highlighting barriers and opportunities for change. In addition, a draft Action Plan was presented.

The event was timetabled over 3 days:

- Day one – Focus was in Denbighshire - starting in Ysbyty Glan Clwyd, visiting a care home provider and finishing in Denbigh Infirmary
- Day two – Focus was in Conwy – starting in Colwyn Bay Hospital, Extra Care visit and Llandudno hospital

A number of patient stories were presented to demonstrate the issues both positives and negatively.

- Day three – the panel was extended to include Fire Service, GP lead in central area, Local Authority finance lead, RSL provider. Presentations and discussions from care home providers, commissioning teams and GPs would take place.

In addition, the following was discussed:

- Older people's mental health pathway
- Themes
- Social Work capacity
- Practice assumptions
- The alternatives to hospital
- The care sector
- The barriers
- Proposed actions - it was noted that some of the actions were already being progressed

The Chair extended her thanks to Simon Smith (North Wales Fire and Rescue Service), who had helped facilitate some of the workshops.

Members welcomed the methodology used and the frontline views, but recognised that there were no 'quick fixes' and a significant amount of work had yet to be done. Members of the PSB looked forward to an informed, fully developed action plan in due course.

RESOLVED:

That the 3 Days in a Room – Draft Action Plan be noted.

56. **FORWARD WORK PROGRAMME**

The Forward Work Programme for the Conwy and Denbighshire Public Service Board (PSB) was presented and the following additions were noted:

- Appointment of Chair and Vice-Chair (statutory requirement post LA elections)
- Re-submission of PSB Terms of Reference (statutory requirement)
- Re-issue invitations to invited recipients (statutory requirement)
- Well-being Objectives
- Action Plan – First 1000 Days Sub-group feedback

- Local Government Reform (standing item)
- Feedback from WEFO re: EU funding gaps
- Wellbeing Assessment – plan to address the gaps identified and the ongoing maintenance
- National PSB Network update

AGREED:-

That the Forward Work Programme, including the additional bullet points above, be noted.

57. ANY OTHER BUSINESS

Councillor Dilwyn Roberts (Conwy County Borough Council Leader) had recently announced that he was intending to retire and therefore, would not be standing in the forthcoming Local Government Election in May, 2017. The PSB thanked Councillor Dilwyn for his valuable contribution and wished him well in his forthcoming retirement.

(a) Update from other North Wales Public Service Boards

The PSB Development Officer, Hannah Edwards, reported that the other North Wales Public Service Boards (PSB) were in a similar position in plan development to that of the Conwy and Denbighshire PSB.

Wrexham, Conwy and Denbighshire were the only Boards that had received feedback from Welsh Government.

(The meeting ended at 5.00 pm)
