
CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Monday, 11 April 2016 at 2.00 pm
North Wales Fire and Rescue Services, St Asaph

PRESENT:	Bethan Jones (Chair)	Betsi Cadwaladr University Health Board (BCUHB)
STATUTORY MEMBERS	Iwan Davies	Conwy County Borough Council (CCBC)
	Councillor Dilwyn Roberts	Conwy County Borough Council (CCBC)
	Mohammed Mehmet	Denbighshire County Council (DCC)
	Councillor Hugh Evans	Denbighshire County Council (DCC)
	Simon Smith	North Wales Fire and Rescue Service (NWFRS)
	Sian Williams	Natural Resources Wales (NRW)
INVITED PARTICIPANTS	Wendy Jones	Community and Voluntary Support Conwy (CVSC)
	Andy Jones	National Probation Service (NPS)
	Mark Pierce	North Wales Police (NWP)
	Tracey Owen	Wales Community Rehabilitation Company (WCRC)
	Sioned Rees	Welsh Government (WG)
Officers:	Sian Harland	Committee Services Officer (CCBC)
	Euros Jones	Partnerships Manager (NRW)
	Nicola Kneale	Strategic Planning and Performance Officer (DCC)
	Fran Lewis	Corporate Performance and Improvement Manager (CCBC)
	Nigel McCann	Assistant Director of Finance (BCUHB)
	Shan Morris	Corporate Planning Manager (NWFRS)
	Hannah Rigby	Public Services Board Development Officer (CCBC)

1. APPOINTMENT OF CHAIR

It was proposed and seconded that Bethan Jones (Area Director – BCUHB) be appointed as Chair of the Conwy and Denbighshire Public Services Board for 2016/2018.

It was further agreed that appointment of Chair was a role for the individual and not the organisation.

RESOLVED-

That Bethan Jones (Area Director – BCUHB) be appointed as Chair of the Conwy and Denbighshire Public Services Board for 2016/2018 and that the appointment is for the individual and not for the organisation.

2. **APPOINTMENT OF VICE-CHAIR**

It was proposed and seconded that Iwan Davies (Chief Executive - CCBC) be appointed as Vice-Chair of the Conwy and Denbighshire Public Services Board for 2016/2018.

As with the appointment of the Chair, the appointment of Vice-Chair was a role for the individual and not the organisation.

RESOLVED-

That Iwan Davies (Chief Executive – CCBC) be appointed as Vice-Chair of the Conwy and Denbighshire Public Services Board for 2016/2018 and that the appointment is for the individual and not for the organisation.

3. **APOLOGIES FOR ABSENCE**

None.

4. **TO RECEIVE FORMAL ACCEPTANCE OF INVITED PARTICIPANTS TO JOIN THE PUBLIC SERVICES BOARD**

The following Invited Participants were invited and agreed to join the Conwy and Denbighshire Public Services Board:-

- Community and Voluntary Support Conwy - Chief Officer (Wendy Jones)
- National Probation Service - Head of Local Delivery Unit (Andy Jones)
- North Wales Police - Detective Superintendent (Mark Pierce)
- Wales Community Rehabilitation Company – Head of North Wales Local Delivery Unit (Tracey Owen)
- Welsh Government - Senior Civil Servant (Sioned Rees)

It was noted that confirmation was still awaited from Denbighshire Voluntary Services Council and the Office of the Police and Crime Commissioner.

The National Offender Management Service (NOMS) had circulated a letter to the Local Service Boards, advising of their commitment to working with local partners and key stakeholders and confirming the acceptance of the invitation for the National Probation Service to join the Board. Although the letter had been presented at the last meeting of the Local Service Board, it was agreed that the letter would be presented to the next meeting of the Board.

In relation to the Statutory Members, it was noted that Andrew Jones (Director of Public Health) would be representing the Chairman of the BCUHB, with Bethan Jones as the Chief Officer representative.

RESOLVED-

That the Invited Participants be agreed as follows:-

- **Community and Voluntary Support Conwy**
- **National Probation Service**
- **North Wales Police**
- **Wales Community Rehabilitation Company -**

- **Welsh Government**

5. **APPROVAL OF THE TERMS OF REFERENCE**

Partners were presented with the draft Terms of Reference, which required discussion and approval.

Welsh Government had confirmed that it was content that, whilst the Terms of Reference needed approval they would be reviewed as the Board progressed.

Procedure for inviting persons to participate in the activities of the board

From the list of 'Other Members' it was agreed that Public Health Wales should be an Invited Partner, as the organisation had such a cross cutting role in relation to Well-being of Future Generations Act. It was noted that Andrew Jones, PHW, will be a member of the Board, but that is in his capacity as the Betsi Cadwaladr Chairman representative.

All 'Other Members' could be invited as the Board progressed priorities and be requested to assist in focussed work, which utilised the expertise of those organisations.

The 'Invited Partners' could be reviewed on a regular basis to ensure that the Board had the expertise to move forward with its priorities.

It was agreed that a letter be sent to Public Health Wales inviting them to attend future meetings of the Board as an 'Invited Partner'. It was further suggested that a letter be sent to former Partners of the Local Service Board (LSB) thanking them for their past contribution to the LSB, and advising them that the membership of the Board would be regularly reviewed and they may be invited to participate in the future.

Procedures for involving people with an interest with the improvement of well-being in an area

It was agreed to remove the wording Welsh-speakers from paragraph 6.1, as Welsh was an equal language in Conwy and Denbighshire.

Membership

The status of the Board Membership of Statutory Members, Invited Participants and Other Partners was unclear and should be clarified at the next meeting of the Board.

Voting

Partners discussed who should have voting rights, whether it should be just Statutory Members or should include Invited Participants, in order to make the Board inclusive. There were concerns that if Invited Participants also had voting rights, they could vote for a proposition, which was not supported by the Statutory Members, who hold the statutory duty. However, it was noted that if this situation occurred then the Board was in conflict and not working. As a way forward, it was agreed that a further report be presented in relation to the various scenarios for voting rights for Board members. It was further suggested that the report included the information of voting rights of other Public Services Boards

Chair and Vice-Chair

It was agreed that the following bullet points be added to Paragraph 10.1 in relation to the role of the Chair:-

- Resolve disagreements
- Maintain good order

Meetings

In relation to paragraph 11.5, that the Board meetings would be closed, it was agreed that the Board could have an annual meeting, which was open to the public.

Administrative Support

Partners were advised that Local Authorities must provide administrative support for the Board, but unlike the grant scheme with the LSB, there was no other specific resources for the Board. It was noted that resourcing of priorities in order to deliver and achieve those priorities would have to be reviewed together with any possible funding streams.

The Corporate Performance and Improvement Manager (Fran Lewis – CCBC), advised Partners that a bid for a £45,000 Welsh Government grant had been successful, to support the development of an assessment of Well-being and engagement activities, but that this was to be shared between all North Wales Public Services Boards.

Conflict of Interest

It was agreed to re-word paragraph 16.1 in order to clarify what would constitute a conflict of interest.

Scrutiny

Partners were presented with an options paper for the various scenarios for scrutinising the work of the Board. It was noted that Denbighshire County Councillors preferred Option 2, which was to continue using separate scrutiny arrangements but with closer working relationships.

Concern was raised from the North Wales organisations that they could have to attend 6 separate meetings, each discussing the same issue. It was therefore suggested that the possibility of a North Wales scrutiny arrangement for the Board could be explored.

As a way forward, it was agreed that a report be presented to the next meeting of the Board with the options for a joint scrutiny arrangement between Conwy and Denbighshire and the possibility of a North Wales scrutiny arrangement.

RESOLVED-

- (a) That the Terms of Reference be amended as detailed above.**

(b) That further information be presented to the next meeting in relation to:-

- **Membership**
- **Voting rights**
- **Scrutiny arrangements**

(c) That letters be sent to Public Health Wales inviting them to attend future meetings of the Board as an 'Invited Partner' and to former Partners of the Local Service Board (LSB) thanking them for their past contribution to the LSB, and advising them that the membership of the Board would be regularly reviewed and they may be invited to participate in the future.

6. PUBLIC SERVICES BOARD PRIORITIES TO BE UNDERTAKEN DURING 2016-2018

The Board discussed the priorities to be undertaken during 2016/2018.

It was noted that both counties have a Single Integrated Plan and Childhood Obesity would be taken forward from the Local Service Board.

Any priority needed to add value to the work already being undertaken by all the Partners. It was also important the priorities were deliverable.

As a way forward it agreed to arrange as Workshop Sub-Group, which would allow representatives to attend, in order to agree on some focussed priorities, which could be delivered through a partnership approach.

RESOLVED-

That a Sub-Group Workshop be arranged to formulate the priorities for the Board.

7. OUTLINE SCHEDULE FOR THE WELL-BEING ASSESSMENT AND WELL-BEING PLAN (INCLUDING ENGAGEMENT ACTIVITIES)

The outline schedule for the Well-being Assessment and Well-being Plan was presented and Partners were requested to agree the schedule of engagement.

If all Partners worked together they could engage with communities and gather data by using generic terminology, rather than each separate organisation simultaneously engaging with the public.

As all Partners needed to define the areas of engagement and timetable, it was suggested that this issue could be discussed at the Sub-Group Workshop.

It was further suggested a Public Services Board Engagement Group be established, following a review of the membership and using the same formula as the Local Service Board Engagement Group.

RESOLVED-

(a) That the timetable for the Outline Schedule for the Well-being Assessment and Well-being Plan (Including Engagement Activities) be discussed at the Sub-Group Workshop.

- (b) That a Public Services Board Engagement Group be established, following a review of the membership and using the same formula as the Local Service Board Engagement Group.

8. **DEVELOPMENT OF THE FORWARD WORK PROGRAMME FOR THE PUBLIC SERVICES BOARD**

It was agreed that the Forward Work Programme would be developed following the Sub-Group Workshop.

RESOLVED-

That the Forward Work Programme be developed following the Sub-Group Workshop.

9. **ANY OTHER BUSINESS**

None.

10. **DATE OF FUTURE MEETINGS**

It was agreed that the next meeting of the Board would be held in September 2016.

(The meeting ended at 4.00 pm)
