

Minutes of the Bridgend Public Services Board Meeting
13 May 2016
Committee Rooms 2/3 Civic Centre
Bridgend

Attendance	Organisation
Alyson Francis	Welsh Government
Andrew Davies	ABMU
Darren Mepham	BCBC
Deanne Martin	CRC Wales
Eirian Jenkins	NPS Wales
Emily Warren	Office of Police and Crime Commissioner
Huw Jakeway	South Wales Fire and Rescue Authority
Judith Tomlinson	Public Health Wales
Martin Jones	South Wales Polices
Martyn Evans	Natural Resources Wales
Sian Harrop-Griffiths	ABMU
Apologies	
Cllr Mel Nott	BCBC
Heidi Bennett	BAVO
Hilary Dover	ABMU
Katy Chamberlain	Business in Focus
Simon Pirotte	Bridgend College
Stephen Cook	Valleys to Coast
Stuart Parfitt	South Wales Police
Also in attendance	
Judith Jones	BCBC
Lee Jones	BCBC
Yuan Shen	BCBC

Agenda item	Comments	Action
1	Welcome	
1.1	DM welcomed all to the first formal meeting of Bridgend Public Service Board and asked for brief introductions and welcomed new attendees.	
2	Minutes of the Meeting held on 18 March 2016 and Matter Arising	
2.1	The minutes of the previous meeting were read and approved.	
2.2	The pre PSB meeting in March had been the opportunity to set the scene for the Public Services Board and to establish the resources and commitment of individual members and build on the good work of Bridgend LSB	
2.3	There were no matters arising not on the agenda	
3	Draft Terms of Reference	
3.1	DM referred to the draft Terms of Reference previously circulated and YS tabled some example Vision statements for consideration	

3.2	<p>Following discussion it was agreed that the Vision should:</p> <ul style="list-style-type: none"> • Build on the good work of the LSB but make the distinction between the LSB and PSB • Go beyond compliance with the FGA and statutory guidance • Reflect the senior leadership membership of PSB, shared ambition, and collective working • Add value • Include sustainability and making citizens less dependent • Reflect Bridgend as a great place to live, work and visit <p>Action: ME to forward some examples of other PSB vision statements and suggest suitable wording for Bridgend</p>	ME
3.3	<p>HJ suggested the ToR should clearly stipulate the Member organisations representatives as specified in the Act, to demonstrate the commitment of senior leaders. Action: JJ to update ToR and circulate</p>	JJ
4	Commitment and Resources	
4.1	<p>LJ referred to the spreadsheet previously circulated for members to populate</p>	
4.2	<p>The majority of members are able to commit resources in kind, particularly to the Data, Information and Intelligence group who are developing the Wellbeing Assessment.</p>	
4.3	<p>AD confirmed ABMU are able to contribute £10k towards the work of the PSB as well as supporting the Data group, providing data and other resources in kind. A conversation to be held outside the meeting to establish more detail. Action: YS to arrange</p>	YS
4.4	<p>LJ informed the board of the contribution of BCBC. BCBC will provide administrative support and coordinate the work of the PSB including the Wellbeing assessment. BCBC able to recruit a Senior research and information officer to lead on the Wellbeing assessment. Funding available for a year. Secondment from PSB organisations or universities encouraged.</p>	
4.5	<p>DM asked members to fill in any gaps in the spreadsheet. He reiterated that the key resource is the leadership that members provide. Action: Members to populate</p>	All
4.6	<p>AD stated that collaboration, partners coming together to inform planning, pooling resources and embedding decision making was key.</p>	
4.7	<p>ME asked about connecting lines, do members know enough about each other. It might be a valuable exercise to understand the role of each member. Action: Consider short presentations from individual members at a future meeting</p>	All
5	Assessment of Wellbeing – Approach and Work Plan	
5.1	<p>LJ referred to the paper previously circulated outlining the approach and timeline for the wellbeing assessment. He explained that the WLGA data unit had been commissioned to collect and present the data from the common data set in a consistent format. The data, information and intelligence group would lead on the work and make recommendations to PSB for approval. The recent £45k funding application to WG in conjunction with NPT and CCOS for citizen engagement activities had been successful.</p>	
5.2	<p>The board raised concerns around the amount of data to be collected and how the data would be analysed.</p>	
5.3	<p>EW asked for more information on previous needs assessments and</p>	

	how the data has developed	
5.4	DM asked the board to reflect of the purpose of the data. Is it to identify the big issues or is it to support the activities or the PSB. PSB could not wait for the data to start the work	
5.5	DM suggested PSB undertakes a collective leadership exercise to address the Big Issues. Action: DM to consider	DM
5.6	Following discussion the approach was agreed, with PSB acting as 'unblockers' rather than be involved in the process Action: list of members of the Data group to be circulated	JJ
6	Assessment of Wellbeing – Community Areas	
6.1	LJ referred to the paper previously circulated regarding the identification of 'community areas' for the wellbeing assessment	
6.2	DM informed the board that the potential link between the community areas and the community area committees identified in the draft Local Government (Wales) Bill is not as big an issue as previously thought	
6.3	LJ informed the board that the 3 areas identified in option 1 of the report are based on GP cluster and BCBC early intervention hub boundaries	
6.4	Following discussion the PSB agreed option 1 as the preferred option	
7	Report to LSB Scrutiny Panel 18 April 2016	
7.1	LJ informed the board that a report on the progress on the implementation of the FGA and the transition from LSB to PSB was given to the LSB scrutiny panel on 18 April	
7.2	The Scrutiny panel accepted the report and requested to be kept informed of the needs assessment and progress on existing projects	
8	Website/Newsletter	
8.1	YS asked the board to consider the future of the LSB website and whether it should be changed to a PSB website. She explained there would be a cost. She also mentioned a newsletter that had been discussed at a previous programme board Chairs meeting.	
8.2	Following discussion it was agreed that it would be beneficial to develop a communication strategy for PSB before making a decision. Action: YS/JJ to develop draft communication strategy for approval	YS/JJ
9	Any other Business	
	There was no other business	
10	Date of the Next Meeting	
	The next scheduled meeting arranged for 23 September, but the Board asked for an earlier meeting. Date to be confirmed	JJ