**Minutes Blaenau Gwent Public Service Board**

# Held: Monday, 3pm, 25th April 2016

# Venue: Executive Room, Civic Centre, Ebbw Vale, NP23 6XB

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|  | 1. **Welcome and introductions**  * Stephen Gillingham- Lead Corporate Director / Head of Paid Service * Huw Jakeaway – Chief Fire Officer -South Wales Fire and Rescue * Alan Brace – Director of Finance / Deputy Chief Executive Aneurin Bevan University   Health Board   * Michael Evans – Head of Evidence, Knowledge and Advice- National Resources   Wales   * David Jenkins – Chair of Aneurin Bevan University Health Board * Andrea Morris – PSB Support Officer – Partnership Team * Paul Symes – Partnerships Team Leader - Partnership Team * Bernadette Elias – Head of Policy Performance & Development  1. **Draft Terms of Reference for Blaenau Gwent Public Service Board** *(including recommendations from LSBON)*   The PSB was asked to consider and endorse the Draft Terms of Reference (TOR) and/or advise of any changes or refinements required   1. Status, Purpose, Responsibilities, Principles and Values. *( Sections 1- 4 of TOR)*   The Board was advised that the draft Terms and Reference was developed by the Partnership Team using a number of reference points.   * Work undertaken elsewhere in Wales * The Statutory Guidance * Recommendations from a special LSBON meeting.   **Requested amendment**: the second point should be amended from “contribute” to “delivery” .This will reinforce the new PSB’s role as a delivery agent of the Well-being goals.   1. **Membership *( Section 5 of TOR)***   SG guided the group through the membership section of the TOR document  The following observations were made re membership by the four statutory partners.   * Statutory members must have the opportunity to delegate to other members of their teams to attend when they are unavailable, providing they are of appropriate seniority and attend with a decision making capability. * **Amendment** to be made to Statutory members section for Local Health Board who requested that both the Chair of the Health Board and the Chief Executive of the Health Board are represented on the PSB Board * The delegated Officer for Huw Jakeway for South Wales Fire and Rescue will be Dewi Jones * Discussion ensured about membership of the PSB. Including the issues around full participation in the PSB by invited participants, who would have full voting rights as a Board member. It was agreed that this needs more clarification.   **Action :** To review voting issues and membership of the PSB  BE stated that a review of sub group structures is currently being undertaken.  BE outlined how the PSB could be confident the developing work programme would involve the engagement of young people using existing arrangements and potentially new ones. There are currently several mechanisms for engaging with young people such as involvement with the Blaenau Gwent Youth Forum, the Engagement Sub group and Citizens Panel. It was also discussed that engagement mechanisms were in place for other areas of the community such as older people.  **Action:** The Board to asked PSBON to ensure this was built into the plan and that the PSB be updated at future meeting on progress.  At this juncture “Invited Participants were asked to join the PSB meeting  3. **Welcome invited participants :**   * Chief Constable – Jeff Farrar * Police and Crime Commissioner representative – Neil Taylor * Welsh Ministers representative – Rhodri Asby * Chief Executive – GAVO – Martin Featherstone. * Assistant Chief Executive Wales Community Rehabilitation Company – Diana Binding  1. **Summary of Board Decisions in respect of Agenda Items 2a and 2b**   **(Request for “invited participants” to adopt / support earlier Board Discussions / Decisions)**  SG gave an overview of the Boards decisions to this point. JF highlighted the governance complexities of non-devolved organisations, and he requested, as did DB, that greater visibility of this dynamic be built into the revised version of the TOR.  **Action:** TOR to be amended to reflect new discussions.  It was agreed by the Board that other partners should be asked to join the Board as “invited participants” at the next meeting. These being :   * Colleg Gwent * Department of Works and Pensions * Tai Calon * Public Health Wales   **Action:** Above organisations to be invited to next PSB meeting onMonday, 25th July 2016    It was noted that Nicola Davies Assistant Chief Executive / Head of Gwent Local Delivery Unit (National Probation Service Wales) had been sent an invitation but was unable to attend but this invitation will be followed up.  **Decision:** The group agreed points 1-5 of the TOR with the caveat that greater clarity be provided on points raised and a new TOR to be drafted and circulated for comment before the next PSB meeting.  4. **Continuation of Draft Terms of Reference**   1. **Procedure and Schedule for meetings (*Section 6 of TOR)***   BE stated that an email would be circulated to all Board members asking for their language preference for verbal and written communication in relation future PSB meetings. This was to ensure the Board fulfilled its obligations in relation to the Welsh Language Standards.  **Action :** email to be distributed to all PSB members to assess language choice  The group discussed the issue of Chairing the PSB meetings it was agreed that this would be an agenda item at the next PSB.  **Action:** Agenda item at next PSB  The set schedule for PSB meetings for 2016 was agreed. With the addition of two extra dates if required. HJ raised that quarterly meetings may be challenging for regional partners to cover. It was however agreed that this would be the schedule for the coming year but would be reviewed as the work programme developed.  It was discussed that at recent G7 meetings that some PSB’s have agreed to amalgamate their Boards. This is noted but not felt relevant for Blaenau Gwent at this time.   1. **Providing information, quorum and decision making *(Section 7 -8 of TOR)***   It was raised that it wouldn’t be possible for non- devolved organisations to be bound by the conditions of the PSB. More work needed around the governance framework of the TOR.  **Action:** Further draft of TOR to reflect this.  **Amendments**:   * Re-organisation of paragraphs under item 8: Quorum and decision making is required * Ensure new draft more closely follows the Statutory Guidance in relation to Statutory Partners and “Invited Participants”.  1. **Sub Groups and partnership framework (*Section 9 of TOR)***   **Amendment:** Pg. 6 (parg.1) change wording from “at least one member to “at least one participant”  The Board questioned the requirement to have a Board member to Chair the Sub Group meetings. This would create challenges in terms of capacity.  **Action :** Clarity to be sought around chairing of Sub Group in accordance with WGFGA guidance  BE outlined that a review of the existing Partnership Framework is underway .PS provided some more detail and it was agreed that the results of this review would be brought back to a future Board meeting.   1. **Resourcing and administering PSB work (*Section 10 of TOR)***   The Board discussed the resourcing of the PSB .For the immediate future BGCBC will take care of the administration of the PSB. However the Chair indicated that this will need to be revisited at some point in the future as the resourcing implications in developing the well-being assessment and plan became clearer.  Action: Report to be developed on resourcing the PSB moving forward and presented to a future PSB Board.   1. **Involvement , Engagement and seeking advice *(Sections 11-12 of TOR)***   BE informed the board that current Scrutiny arrangements were set up through the Local Authorities scrutiny arrangements for the PSB. These are in line with the committees currently in place. This could be a sub group of corporate overview committee  This would work in line with the forward planning work programme. Items that go through scrutiny for elected members to scrutinise.  PSB scrutiny could be developed separately but this would be the arrangements until a review is undertaken  **Action:** Report to be developed for the Board to further consider scrutiny arrangements.   1. **Reporting and Performance Management Framework *(Section 13- 14 of TOR)***   PS currently working with the Thematic Groups to prioritise and rationalise actions to ensure SIP delivery. This work will inform new 2016/17 plans.   1. **Scrutiny and Accountability (*Section 15 of TOR)***   Discussions were held around the importance of the role of PSB members and the need for each member of the PSB and associated Sub Groups to be an active part of the process and take ownership of their roles and associated responsibilities.   1. **Any other considerations on Terms of Reference**   No other amendments were made  5. **PSB Communication Plan and Branding Considerations**  The Board discussed the need for branding for the PSB. BE explained that previously for the LSB there had been a consultant who had been commissioned to look at the ethos of the PSB and develop a brand and associated logo for the LSB. It was suggested that this could be reviewed to illustrate to members how the brand was developed previously. It was agreed that the philosophy and approach should enthuse and highlight its functions and purpose and state how we intend to make a difference.  **Action:** To disseminate previously commissioned brand information to PSB Board members.  **Action:** Ethos of branding information is added to the communication plan for the PSB.  We need to ensure that the PSB’s message around their aspiration and purpose is spread to wider circles. It was agreed that a common form of words would be needed and the Partnership Team will develop this for consideration by the Chair.  Action: PSB single message to be drafted and shared with Board members.  6. **Any Other Business**  The Chair asked if anyone had any information that they felt was beneficial to share  ME stated that they find its beneficial at NRW to have a practitioners meeting at which they can share information and learning inside the organisation  7. **Date of next meeting** 2pm, Monday, 25th July 2016 (Changed to 13 July 2016) |