

Public Document Pack

Conwy and Denbighshire Public Services Board

via Video Conference

Wednesday, 27 July 2022

3.00 pm

STATUTORY MEMBERS	
<p>Conwy County Borough Council Councillor Charlie McCoubrey (Leader of the Council)</p> <p>Iwan Davies (Chief Executive)</p> <p>Denbighshire County Council Councillor Jason McLellan (Leader of the Council) Graham Boase (Chief Executive)</p>	<p>Betsi Cadwaladr University Health Board Alison Kemp (Acting Area Director) Jo Whitehead (Chief Executive)</p> <p>Natural Resources Wales Martin Cox (Head of Local Delivery North) Mark Hughes (Team Leader North East Wales)</p> <p>North Wales Fire and Rescue Service Helen Macarthur (Assistant Chief Officer)</p>
INVITED PARTICIPANTS	
<p>Community and Voluntary Support Conwy Wendy Jones (Chief Officer)</p> <p>Denbighshire Voluntary Services Council Tom Barham (Chief Executive)</p> <p>Public Health Wales Louise Woodfine (Consultant in Public Health)</p> <p>Town & Community Councils Councillor Carol Marubbi (representing Conwy) Councillor Gordon Hughes (representing Denbighshire)</p>	<p>North Wales Police Simon Williams (Superintendent)</p> <p>National Probation Service Lucy Davies (Conwy Team Manager)</p> <p>Welsh Government Representative Vicky Poole (Deputy Chief Inspector of Care Inspectorate Wales)</p> <p>Office of the North Wales Police and Crime Commissioner Stephen Hughes (Chief Executive)</p> <p>North Wales Housing Association Community Housing Cymru Helena Kirk (Chief Executive)</p>

Hannah Edwards, PSB Development Officer

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AGENDA

1 APOLOGIES

2 ELECTION OF CHAIR AND VICE-CHAIR

Iwan Davies (CCBC) to lead on this item.

3 TO RECEIVE FORMAL ACCEPTANCE OF INVITED PARTICIPANTS TO JOIN THE PSB

The Chair to lead on this item.

4 MINUTES OF THE LAST MEETING (Pages 5 - 10)

To approve the minutes of the last meeting held on 23 March 2022 (copy attached)

5 MEETING ACTION TRACKER (Pages 11 - 12)

The Chair to lead on this item (copy attached).

6 MATTERS ARISING

The Chair to lead on this item.

7 REVIEW THE TERMS OF REFERENCE (Pages 13 - 22)

To consider the terms of reference (copy attached) – the Chair to lead on this item

8 UPDATE ON THE NORTH WALES PSB SUPPORT GRANT 2022/23

To provide members with a progress update on the grant, including an overview of some proposed projects – Iolo McGregor (DCC) to lead on this item.

9 CONWY AND DENBIGHSHIRE WELL-BEING PLAN 2023 TO 2028 (Pages 23 - 32)

To inform members of the next steps for the PSB in developing the Well-being Plan (copy attached) – Mike Corcoran (Co-Production Network for Wales) to lead on this item.

10 CONWY AND DENBIGHSHIRE PSB ANNUAL REPORT 2021 - 22 (Pages 33 - 40)

To provide an overview of the PSB achievements during the previous year (copy attached) – Hannah Edwards (CCBC) to lead on this item.

11 FORWARD WORK PROGRAMME (Pages 41 - 44)

The Chair to lead on this item (copy attached).

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CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Minutes of a meeting of the Conwy and Denbighshire Public Services Board held in Video conference on Wednesday, 23 March 2022 at 2.00 pm.

PRESENT

Iwan Davies (Chair) – Conwy County Borough Council
Wendy Jones – Community and Voluntary Support Conwy
Councillor Gordon Hughes – Denbighshire Town, Community and City Council
Representative
Bethan Jones – Betsi Cadwalader University Health Board
Vicky Poole – Welsh Government Representative
Helen McArthur – North Wales Fire and Rescue Service
Graham Boase – Denbighshire County Council
Councillor Julian Thompson-Hill – Denbighshire County Council
Councillor Charles McCoubrey – Conwy County Borough Council

ALSO PRESENT

Justin Hanson – Natural Resources Wales
Nicola Kneale – Denbighshire County Council
Shannon Richardson – Denbighshire County Council
Amanda Jones – Conwy County Borough Council
Helen Millband – Natural Resources Wales
Mike Corcoran – Co-production Network Wales
Suzanne Luppa – Co-production Network Wales
Fran Lewis – Conwy County Borough Council
Iolo McGregor – Denbighshire County Council
Emma Lea – Betsi Cadwaladr University Health Board
Stephanie Jones – Denbighshire County Council
Sharon Walker – Denbighshire County Council
Catrin Gilkes - Translator

1 APOLOGIES

Apologies for absence were received from –
Tom Barham - Denbighshire Voluntary Services Council
Councillor Hugh Evans - Denbighshire County Council
Councillor Carol Marubbi - Conwy County Borough Council
Mark Hughes - Natural Resources Wales
Louise Woodfine – Public Health Wales
Joe Whitehead – Betsi Cadwalader University Health Board
Helena Kirk – North Wales Housing Association
Councillor Graham Timms – Denbighshire County Council
Councillor Nigel Smith – Denbighshire County Council
Hannah Edwards – Conwy County Borough Council

At this juncture, the Chair confirmed that this would be the final meeting for Bethan Jones of Betsi Cadwaladr University Health Board. Everyone extended their gratitude to her for her contributions to the Conwy and Denbighshire Public Services Board.

2 MINUTES OF THE LAST MEETING

The minutes of the Conwy and Denbighshire Public Services Board meeting held on 13 December 2021 were submitted.

***RESOLVED** that the minutes of the meeting held on 13 December 2021 be received and approved as a correct record.*

3 MEETING ACTION TRACKER

The Chair, Iwan Davies, presented the meeting Action Tracker.

***RESOLVED** that the Meeting Action Tracker be noted.*

4 MATTERS ARISING

No matters arising to be discussed.

At this juncture, the order of the Agenda was changed.

5 DEVELOPING THE CONWY AND DENBIGHSHIRE WELL-BEING PLAN

The Strategic Planning Team Manager (DCC), Nicola Kneale, introduced the Developing the Conwy and Denbighshire Well-being Plan Report (previously circulated).

The report outlined the conclusions from the Conwy and Denbighshire Public Services Board (PSB) Workshop, which had been held on 31 January 2022. Four priority areas had emerged from the workshop which were as follows:

- Poverty, deprivation and inequality
- Jobs, upskilling and ambitions of young people
- Housing – affordability and resilience, and
- Research and engagement capacity.

The report also focussed on the process of the next steps for the PSB in developing the PSB Well-being Plan and aimed to rationalise the number of priorities according to where it could add most value.

The influence and control section of the analysis was deemed to be the most important in order to give sufficient consideration to where the PSB could add best value and a strong influence within each theme.

During discussions the following points were raised –

- It was suggested that PSB focus on issues specific to Conwy and Denbighshire and how they could influence those issues. Duplication of work with other partners should be avoided and this needed to be monitored.
- A lot more work to be carried out on the Green Agenda and how could BCUHB assist.
- It was agreed to ensure added value was provided for the climate and nature emergency with regional approaches.
- The report was presented for a discussion and not for a decision which gave members the opportunity to resource and research further for an informed decision to be made.

The Strategic Planning Team Manager thanked members for their input and confirmed officers would assess the leadership role and where PSB would have an impact plus what was happening at Welsh Government and UK Government level.

RESOLVED that, subject to the above,

- PSB considered the content of the report, including issues that were not discussed as part of the PSB workshop in January and the appendices.
- PSB consider what the future priorities will be and recommended that PSB members agree to focus on a maximum of 3 priorities in their leadership approach.

6 CONWY AND DENBIGHSHIRE WELL-BEING ASSESSMENT 2022 - APPROVAL FOR PUBLICATION

The Corporate Improvement and Development Manager (Conwy County Borough Council), Amanda Jones, confirmed she had taken over the post from Fran Lewis and introduced the Well-being Assessment 2022 – Approval for publication report (previously circulated).

An overview of the responses received to the Well-being assessment consultation was provided and approval from the PSB was requested for the Well-being assessment to be published prior to the deadline of 5 May 2022.

Following a brief discussion it was –

RESOLVED that:

- *PSB approve the Well-being assessment for publication*
- *To note the feedback and recommendations received to the consultation and for officers to address these over the next 3 months.*

7 NORTH WALES PUBLIC SERVICES BOARD SUPPORT GRANT 2022-23

The Corporate Improvement and Development Manager (Conwy County Borough Council), Amanda Jones introduced the North Wales Public Service Board Support Grant 2022-23 (previously circulated).

Information was provided to PSB about the grant that had been made from the Welsh Government (WG) to the North Wales region in 2022-23 and how the fund had been allocated across the criteria set out by WG and detailing the type of activity proposed.

Wrexham County Borough Council would monitor the progress of the work funded, ensuring adequate financial controls. Regular updates would be provided through the North Wales PSB network.

RESOLVED that –

- *Public Services Board members note the report, and in particular the small amount available and the criteria that applies.*
- *Public Services Board members have opportunity to suggest areas of work that may be progressed with the available support funding. Spend against the grant can be a standing agenda item at PSB so that updates can be provided, and consideration given to areas that would benefit from investment.*

8 COMMUNITY WEALTH BUILDING AND PROGRESSIVE PROCUREMENT - PROGRESS UPDATE

The Corporate Improvement and Development Manager (Conwy County Borough Council), Amanda Jones introduced a verbal update regarding the Community Wealth Building and Progressive Procurement.

The Centre for Local Economic Strategies (CLES) were looking at the procurement process to embed carbon reduction. A report had been received and a final meeting with CLES would take place beginning of April. Following the meeting the information would be presented to the Conwy Climate Board and the Denbighshire Climate Change Board. Information would also be presented at PSB and John Hannigan from CLES would be in attendance.

RESOLVED that *Public Services Board members note the update on the Community Wealth Building and Progressive Procurement.*

9 CONWY & DENBIGHSHIRE PSB JOINT OVERVIEW AND SCRUTINY COMMITTEE MINUTES

BREAK – 3.00 P.M. – 3.15 P.M.

10 NORTH WALES ECONOMIC AMBITION BOARD - OVERVIEW OF PROGRAMME

The Portfolio Director, Ambition North Wales, Alwen Williams introduced a presentation giving an overview of the North Wales Economic Ambition Board. The presentation was circulated to all PSB members following the meeting for information.

It was confirmed that the 6 local authorities made up the Ambition Board in North Wales. There was a need to attract private investment into the region which would then attract new jobs and skills to the area. Work was taking place to prevent skills leaving the region.

It was also confirmed that it would be advantageous for the NWEAB and the regions PSB's to work together to support PSB priorities. This would discontinue the duplication of work.

Members thanked Alwen Williams for attending.

RESOLVED that Public Services Board note the presentation from Alwen Williams, Ambition Board.

11 FORWARD WORK PROGRAMME

A copy of the Public Services Board forward work programme was presented.

RESOLVED that the forward work programme be approved.

THE MEETING CONCLUDED AT 3.50 P.M.

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Conwy and Denbighshire Public Services Board

Action Tracker



Meeting	Action		Action Owner	Progress Update	Deadline	Status Open / Closed / Not started
March	1	Organise a prioritisation workshop to discuss & recommend priorities to take forward in the well-being plan.	PSB support officers	Workshop held in May 2022. Due to discuss the outputs of the session at the July PSB meeting.	July 2022	Open

<u>Ongoing actions</u>	
1.	Apply the rural proofing tool to the future priority areas.
2.	When undertaking the well-being impact assessment for the well-being assessment and well-being plan, consider if there are any equality areas the Board needs to be made aware of.

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Conwy and Denbighshire Public Services Board

Terms of Reference

1. Statutory Requirements

- 1.1 The Well-being of Future Generations (Wales) Act 2015 (“the Act”), places a well-being duty on specified public bodies to carry out sustainable development. Part 4 of the Act requires the establishment of Public Services Boards (PSB) whereby public bodies act jointly to contribute to the achievement of the well-being goals.
- 1.2 There must be a PSB for each Local Authority area in Wales. However section 47 of the Act permits two or more PSBs to merge if they consider it would assist them in contributing to the achievement of the well-being goals. Section 48 of the Act also permits two or more PSBs to collaborate if they consider it would assist them in contributing to the achievement of the well-being goals.
- 1.3 The powers granted in section 47 of the Act have been used to merge the separate PSBs of Conwy and Denbighshire into a single PSB for the Conwy and Denbighshire area (“the Board”). This decision has been taken by the Board with the understanding of risk that there is currently no provision within the Act to separate the Board.

2. Aim

- 2.1 The Board will aim to be ambitious, innovative and motivated to work together to find sustainable service solutions.

3. Purpose

- 3.1 To improve the economic, social, environmental and cultural well-being of the Board’s area by contributing to the achievement of the national well-being goals as specified within the Act, including:
 - A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language
 - A globally responsible Wales
- 3.2 The Board will adhere to the Sustainable Development Principle set out in the Act, which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. The Board will focus on the five key ways of working:
 - Long Term
 - Prevention

- Integration
- Collaboration
- Involvement

3.3 The Conwy and Denbighshire PSB will be responsible for the following statutory requirements –

- Preparing, publishing and reviewing an [assessment](#) of the state of economic, social, cultural and economic well-being in Conwy and Denbighshire by April 2017.
- Preparing a local [well-being plan](#) for Conwy and Denbighshire, setting out local well-being objectives and the steps it proposes to meet them by May 2018.
- Taking all reasonable steps to deliver the local objectives within the local well-being plan.
- Publishing an [annual report](#) that sets out the Boards progress in meeting the local well-being objectives.

4. Principles

4.1 The Board will work to the following principles:

- **Respect** – all partners will respect each other.
- **Integrity** – all partners will make decisions with integrity, so they are consistent, principled and honest.
- **Mutual Accountability** – partners are accountable and responsible to each other for the delivery of jointly agreed and collectively owned outcomes.
- **Value** – each partner is equal on the Board and each member must value each other and their contribution.
- **Trust and Openness** – to ensure all partners are involved and that they have a participative approach.

5. Membership

Statutory Members

5.1 The Statutory Members of the Board are:

- Conwy County Borough Council
- Denbighshire County Council
- Betsi Cadwaladr University Health Board
- North Wales Fire and Rescue Service
- Natural Resources Wales

5.2 The following are the agreed nominated representatives of the Statutory Member organisations for the Board:

Statutory Members	Nominated Representative
Betsi Cadwaladr University Health Board	Area Director of Central (representing the Chairman)
Betsi Cadwaladr University Health Board	Chief Executive
Conwy County Borough Council	Leader
Conwy County Borough Council	Chief Executive
Denbighshire County Council	Leader
Denbighshire County Council	Chief Executive
Natural Resources Wales	Head of Operations North West Wales (representing the Chief Executive)

Natural Resources Wales	Team Leader for North East Wales
North Wales Fire and Rescue Service	Assistant Chief Officer (representing the Chief Fire Officer)

5.3 Statutory Members are collectively responsible for fulfilling the Board’s statutory duties. This means unanimous agreement of the Statutory Members is needed in relation to fulfilling their duties under the Act, as identified in paragraph 3.3.

Invited Participants

5.4 The Board has a statutory requirement to invite the ‘Invited Participants,’ who exercise functions of a public nature to participate in the Board’s activity.

5.5 Invited Participants will be asked to join the Board via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee. An Invited Participant may participate in the activity of the Board from the day on which the Board receives its acceptance of the invitation.

5.6 Invited Participants are not required to accept their invitation and by accepting the invitation to participate in the activity of the PSB, they do not become a member of the Board. Invited Participants are entitled to work jointly with the Board through making representations to the Board about the assessment of local well-being and local well-being plan, taking part in Board meetings and providing other advice and assistance as required.

5.7 The following are the agreed nominated representatives of the Invited Participants which have accepted the invitation to participate:

Invited Participants	Nominated Representative
Community Housing Cymru	North Wales housing Association is the current nomination (represented by the Chief Executive)
Community & Voluntary Support Conwy	Chief Officer
Denbighshire Voluntary Services Council	Chief Executive
National Probation Service	Team Manager for Conwy
North Wales Police	Superintendent
Police and Crime Commissioner Office	Chief Executive
Public Health Wales	Central Public Health Consultant (representing Executive Director of Public Health)
Town and Community Council representatives	Conwy representative
	Denbighshire representative
Welsh Government	Senior Civil Servant

Other Partners

5.8 The Board will engage with other key partners in Conwy and Denbighshire who exercise functions of a public nature and who:

- i. have a material interest in the well-being of Conwy and Denbighshire;
- ii. deliver important public services; and

iii. are involved in the preparation, implementation and delivery of the Board.

5.9 The following organisations will be contacted to seek advice in such a manner and to such an extent as the Board considers appropriate. These partners include, but are not limited to:

Other Partners
Community Councils
Public Health Wales NHS Trust
North Wales Community Health Council
Snowdonia National Park Authority
Higher Education Funding Council for Wales
Higher Education / Further Education institutions (including Grŵp Llandrillo Menai)
Arts Council for Wales
Sports Council for Wales
National Library of Wales
National Museum of Wales
Registered Social Landlords
Welsh Ambulance Service NHS Trust

5.10 The Board may consider what other partners, if any, it wishes to invite to participate in its work and to what extent, provided that they fulfil the criteria set out at clause 5.5. This will be reviewed regularly to ensure the priorities identified by the well-being objectives are supported and resourced appropriately for delivery.

5.11 Other Partners will be asked to join the Board via a letter from the Chair setting out the reasons for the invitation and the expectations upon the invitee. Having joined the Board, partner organisations will become Invited Participants and will participate in meetings in the same way as Statutory Members.

5.12 Of the key partners identified in 5.9 above, the Board has initially identified one partner to become an Invited Participant – Public Health Wales; the nominated representative is set out in paragraph 5.7.

Information

5.13 The Board can require Invited Participants and other partners to provide information about any action they take that may contribute to achieving the well-being goals. However organisations are not required to provide information if:

- (a) they consider it would be incompatible with their duties, or
- (b) it has an adverse effect on the exercise of their functions, or
- (c) they are prohibited from providing it by law.

5.14 If an organisation decides not to provide information the Board has requested it must provide the Board with written reasons for its decision.

Substitute Representatives

5.15 A Statutory Member or Invited Participant of the Board is able to designate an individual from their organisation to represent them. The only restriction is that a directly elected mayor or

executive leader of a Local Authority may only designate another member of that Local Authority's executive.

- 5.16 The person designated should have the authority to make decisions on behalf of their organisation.

6. Member Roles and Responsibilities

6.1 The roles and responsibilities of all Statutory Members and invited partners of the Board are:

- To provide strategic leadership for the development of the local assessment of well-being and local well-being plan and to be responsible for the successful delivery of the plan and public accountability for performance;
- To ensure that people who are interest in the improvement of well-being in the area are involved in the work of the Board;
- To ensure information is effectively communicated through their respective organisations;
- To embed the culture of sustainable development within their relevant public organisation;
- To ensure the Board's performance and risks are managed robustly;
- To ensure that the work of the Board is regularly presented for scrutiny;
- To ensure that decisions agreed by the Board are implemented (the decisions of the Board are not legally binding and it is therefore the responsibility of each member organisation);
- To contribute to the funding of the working of the Board if required and by agreement.

7. Chair and Vice Chair

7.1 The Chair will be elected every two years by agreement of the Board members. The Chair can either be a Statutory Member or Invited Participant. The role of the Chair will involve:

- Managing the Board agenda
- Reviewing the draft minutes
- Representing the Board at key events
- Managing any conflicts of interest
- Resolving disagreements
- Maintaining good order

7.2 The Vice Chair will be elected every two years by agreement of the Board members. The Vice Chair can be either a Statutory Member or Invited Participant. Good practice would be for the Vice Chair to be from a different partner organisation to that of the Chair. The role of the Vice Chair will be to take on the role of the Chair if the Chair is unable to perform their duties.

8. Meetings

8.1 Ordinary meetings of the Board:

- Meetings will be held as a minimum of quarterly, but may be more frequent should business require.
- An annual calendar of meetings will be set by the Administrative Support (as set out at clauses 11).
- The meetings will be held in a central location.
- Partners will provide the meeting rooms and refreshments at no cost.
- Meetings of the Board will be open to the public as observers, with the exception of any items that have been identified as exempt.

- Statutory Members and Invited Participants can request that items are placed on the agenda with the Chair having final approval.
- All reports have to be provided electronically to the secretariat 15 days before the meeting.
- Agendas, minutes and reports will be sent out electronically 7 days before the meeting. All documents will be bilingual unless they are working documents.
- The agenda and papers will be published publically on the Boards website in advance of the meetings, with the exception of any items that have been identified as exempt for publication.
- Translation will be provided at all meetings.
- Minutes of the meeting will be sent electronically within 10 days of the meeting.
- Minutes shall be made available on the Board’s website, once formally approved by the Board at the Board’s next meeting.
- Consider including expectations of virtual and in person meetings
- Consider defining arrangements of informal meetings (if agreed by the Board)
- Consider defining arrangements of the pre formal meetings (if agreed by the Board)

8.2 Mandatory meetings of the Board:

- The Board must hold a ‘mandatory meeting’, chaired by the Local Authority, no later than 60 days after each subsequent ordinary election of councillors. Ordinary elections are where all seats on a council are up for election or re-election.
- Board members will appoint a Chair and Vice Chair at the mandatory meeting from the Statutory Members and the Invited Participants.
- At this meeting the Board will also:
 - a) Determine when and how often it meets
 - b) Review and agree the terms of reference

9. Sub groups

9.1 The Board is able to establish sub-groups to support it in undertaking its functions and the Board may authorise sub-groups to exercise a limited number of functions of the Board.

9.2 Each sub-group of the Board must include at least one Statutory Member of the Board, who may choose an appropriate representative to attend to contribute to the work of the sub-group. The sub-group may also include any Invited Participant or other partner.

9.3 Whilst sub-groups cannot themselves be authorised to finalise and approve the assessment of local well-being, or the local well-being plan, it is expected that they will play an important role in researching and developing those products in draft.

9.4 The Board **can not** authorise a sub-group —

- (a) to invite persons to participate in the Board’s activity;
- (b) to set, review or revise the Board’s local objectives;
- (c) to prepare or publish an assessment of well-being;
- (d) to consult on an assessment of well-being or to prepare a draft of an assessment for the purposes of consulting;
- (e) to prepare or publish a local well-being plan;
- (f) to consult on a local well-being plan or to prepare a draft of a local well-being plan for the purposes of consulting;

- (g) to review or amend a local well-being plan or to publish an amended local well-being plan;
- (h) to consult on an amendment to a local well-being plan;
- (i) to agree that the Board merges or collaborates with another Public Services Board.

10. Wider Engagement

- 10.1 The Board's citizen focus means it will engage in a purposeful relationship with the people and communities across Conwy and Denbighshire. It is vital that the Board takes account of the importance of involving people with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the area the Board serves.
- 10.2 The Board will take care to ensure the propriety and impartiality of the Board's processes and be alive to the risks of any perception arising that a particular group is being afforded excessive access to, or influence over, a Board's deliberations and activities.
- 10.3 The Board will take additional steps outside of meetings to ensure that public voice is heard and helps to shape both the well-being assessment and local well-being plan. This is expected to include consultation and engagement exercises providing opportunities for people to raise and debate ideas through online and community engagement arrangements.
- 10.4 All engagement will comply with the PSB Engagement procedures as outlined in the communication plan in appendix 1.

11. Administrative Support

- 11.1 The Local Authorities must make administrative support available to the Public Services Board. This support will rotate between the two local authorities on a biannual basis. Conwy County Borough Council will provide administrative support for the first year of the PSB.
- 11.2 Administrative support will include:
 - ensuring the Public Services Board is established and meets regularly;
 - preparing the agenda and commissioning papers for meetings;
 - inviting participants and managing attendance;
 - minute taking;
 - work on the annual report; and
 - preparation of evidence for scrutiny.

12. Resources

- 12.1 It is for the Board to determine how it will resource the functions it has to undertake, which are a responsibility of all the Statutory Members equally. It is for the Board to determine appropriate and proportionate resourcing of the Board's collective functions. There is nothing to prevent Invited Participants or other partners providing advice, assistance, and resources to the Board for instance in the form of analytical or professional expertise. They are not required to provide financial assistance but may do so if they consider it is within their powers.

13. Decisions

- 13.1 Board decisions, in respect of the statutory responsibilities identified in paragraph 7, are only valid when made jointly and unanimously by all of the Statutory Members and with all Statutory Members in attendance at the meeting.

- 13.2 For all other decisions (which do not relate specifically to the statutory duties identified in paragraph 7) the PSB will operate on the basis of a consensus. However if a consensus is not reached, the decision will revert to the statutory members for resolution by vote (one vote per organisation).
- 13.3 However, Statutory Members will not and cannot work in isolation. Other bodies and organisations in the area have a significant contribution to make. All views will be taken into consideration before any decisions are made.

14. Quorum

- 14.1 The Board is quorate if all of the Statutory Members or their nominated representative(s) are present. For Statutory Members with more than one representative on the Board, the Board will be quorate if at least one representative is present.

15. Conflict of Interest

- 15.1 A conflict of interest for the purpose of these Terms of Reference, is defined as anyone who is in a position to directly or indirectly influence the outcome of the Board's business must ensure that their personal interests do not compete with their role on the Board.
- 15.2 All representatives have a duty to report any conflicts of interest which they may have.
- 15.3 The Chair will establish at the beginning of each meeting whether any conflict of interest exist and how it should be dealt with.

16. Disputes

- 16.1 All Members will work on the basis of co-operation and good faith and will arrange to discuss with each other as soon as possible any problems or disputes which arise and will attempt to resolve any difficulties through negotiation at an early stage. If the dispute is not resolved it may be referred to the Chair who, using all appropriate channels, shall seek to resolve any differences arising within the Partnership.
- 16.2 The Board will operate on the basis of a consensus or majority in respect of disputes.

17. Governance

Performance

- 17.1 Regular highlight reports and progress about PSB priorities will be presented to the Board.
- 17.2 An annual report will be produced and published.
- 17.3 A report must be prepared and published no later than 14 months after publication of the Board's local well-being plan and subsequently no later than one year after the publication of the previous report. A copy of the report must be sent to the following:
- The Welsh Ministers;
 - The Future Generations Commissioner for Wales;
 - The Auditor General for Wales; and

- The Local Authority's relevant overview and scrutiny committee.

18. Governance

Scrutiny

- 18.1 The Board will be subject to scrutiny by the designated local government scrutiny committee of the local authorities. Section 35 of the Act provides that overview and scrutiny committees must have the power to review and scrutinise the decisions, actions and governance arrangements of the Board.
- 18.2 The Board will continue to be scrutinised through the existing arrangements of each Local Authority's Partnership Scrutiny and Overview Committees until an agreed process is implemented from May 2017.

19. Exit

- 19.1 Any Invited Participant not wishing to continue with the Board should give written notice to the Chair. The partner should endeavour to honour any decisions taken and commitments made.

20. Review of the Terms of Reference

- 20.1 These Terms of Reference must be reviewed at any Mandatory Meeting.
- 20.2 These Terms of Reference will be reviewed at least every two years. The Board may review and agree to amend these Terms of Reference at any time.

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Report to	Conwy and Denbighshire Public Service Boards (PSB)
Date of meeting	Friday, June 17, 2022
Lead Member / Officer	Graham Boase, Denbighshire County Council Chief Executive
Report author	Iolo McGregor, Strategic Planning and Performance Team Leader
Title	Conwy and Denbighshire Well-being Plan 2023 to 2028

1. What is the report about?

- 1.1. Following work undertaken to prioritise themes for the Conwy and Denbighshire Public Services Board (PSB) Well-being Plan, this report accompanies the outcome of the recent workshop held on May 27.
- 1.2. This report also outlines the next steps for the PSB in developing their Well-being Plan.

2. What is the reason for making this report?

- 2.1. The Well-being of Future Generations (Wales) Act 2015 places a statutory requirement on each PSB to produce a Local Well-being Plan for their area. The Local Well-being Plan must set out how the PSB intends to improve the economic, social, environmental and cultural well-being of its area by setting local objectives that will maximise the contribution made by the Board to achieving the well-being goals in its area.

3. What are the Recommendations?

- 3.1. It is recommended that the PSB considers and, pending any recommendations for change, approves the content of appendix I, which will give direction to the work of the PSB for the next five years; and
- 3.2. That the PSB, having agreed appendix 1, gives approval for public engagement to commence, which includes triggering the 14-week statutory period for feedback with the Well-being of Future Generations Commissioner.

4. Report details

- 4.1. The Local Well-being Plan must be published no later than one year after the publication of its Well-being Assessment. Therefore, we are working towards a proposed deadline of March / April 2023 for publishing the Local Well-being Plan.
- 4.2. Informed by the [Well-being Assessment](#), at the PSB's Workshop on January 31, four priority areas emerged. Officers digested this discussion to identify the root causes, relationships and the PSB influence / control. After discussion at the PSB's meeting in March, a further prioritisation workshop was then held on May 27 where it was agreed that one principal theme should be put forward that looks to alleviate deprivation and inequality. The outcome of the discussion is outlined in appendix 1.
- 4.3. Appendix 1 is our starting place for the plan. The next steps are to submit our draft for public engagement between July and October, and we would expect to see it evolve in that time. It would also now be prudent for members to share this content within their organisations and garner wider support for the plan prior to its formal adoption in the spring. At the same time, we shall share this content with the Well-being of Future Generation's Commissioner (as we are required to under the statutory guidance), after which they will have 14 weeks to feedback any advice or comments.

5. What consultations have been carried out with Scrutiny and others?

- 5.1. The Well-being Plan has been based on the evidence from the [Well-being Assessment](#), which has been out for public engagement throughout February and

March 2022. In addition to this, it was presented to the Conwy and Denbighshire Joint Overview and Scrutiny Committee in February for review as part of the consultation process and to seek the Committee to subsequently make recommendations in relation to its contents and findings.

5.2. Two member workshops and a public meeting of the PSB have subsequently deliberated on the assessment's findings and the prioritisation of themes.

5.3. Once the PSB have approved the Well-being Plan, engagement is proposed to take place from July to October 2022.

6. What risks are there and is there anything we can do to reduce them?

6.1. There is a risk that the PSB lacks influence or control within the objectives that they choose. This risk will be mitigated by PSB adopting a leadership approach as there is acknowledgment that the PSB has limited resource.

6.2. There is a risk that the priorities of the PSB duplicates the work that is on-going in other organisations. It is therefore important to work closely with partners and stakeholders to identify where the PSB leadership role can best add value.

6.3. There is a risk that feedback from the commissioner, partners or the public puts pressure on the PSB's Well-being Plan to take on more than it can reasonably achieve.

7. Power to make the decision

7.1. Well-being of Future Generations (Wales) Act 2015.

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Appendix 1 – Conwy and Denbighshire Public Services Board: Well-being Plan 2023 to 2028

What we want: Conwy and Denbighshire to be a more equal place with less deprivation

What does this mean?

Our [assessment of local well-being](#) detailed some sixty topics on a range of subjects, arranged by the seven national well-being goals. Fourteen of these were highlighted as areas of particular concern or opportunity. ‘A more equal Wales’ came out most strongly as commonly connecting well-being assessment themes, aligned with the following root causes that we have identified as contributing to socio-economic disadvantage and inequality in our counties:

- The cost of living
- A need for greater physical and digital infrastructure
- Lack of confidence and aspiration
- Skill and employment opportunity gaps
- The availability of healthy housing
- Access to services
- Anti-social behaviour
- The impact of Covid-19

Our plan will seek tackle deprivation and issues relating to poverty in Conwy and Denbighshire in the long-term, including **Social, Environmental, Cultural, and Economic** inequality. This aspiration means we may not see the benefits of our plan within its life-time, but that we will make sure that we are looking ahead to the needs of two, three or four generations in the future.

It is important to us too that **sustainability** and the climate emergency is at the fore of everything that we do. Individuals and communities must not be disadvantaged or left behind by the necessary changes that are coming because of Climate Change, and we must ensure that we also capitalise on the opportunities ahead.

What we will do?

The Public Services board will work collectively in its partnership role to:

- Provide shared leadership and responsibility for effective long-term change.
- Create a strong network that fosters the environment and culture for co-production and community involvement to thrive.
- Use our collective voice as partners to influence change and advocate on behalf of our communities.
- Ensure that we only make evidence-based decisions, informed by shared engagement and understanding.

What does success look like?

As we've said, although our plan may not see immediate short-term benefits as we work towards longer-term sustainability, we know we will have been successful if:

- Communities are more resilient in the face of challenges, such as climate change or the rising cost of living.
- There is a flourishing green economy, supported by a skilled workforce.
- There are more people in well-paid work.
- Those with protected characteristics face fewer barriers to work.
- There is improved access to good quality housing.
- There is improved access and signposting to services that support individuals with what they need to thrive.
- The Public Services Board acts on recommendations made through quality research and engagement.

Conwy & Denbighshire Well-being Assessment & Plan timeline

Key

PSB Members
PSB Support Officers
Statutory Deadline

Task	Timescales
Rapid Reviews - initial feedback	Jan - March
Allocate editors for topics areas	March - April
Update topics with new information, data & narrative	April - Nov
Undertake engagement (local and regional)	May - Nov
Analyse engagement feedback	Sept - Nov
Deadline for first draft of assessment	Nov
Develop communication plan for consultation (including wording and stakeholder list)	11.11.21
PSB to approve the Assessment for consultation @ PSB meeting	13.12.21
Launch consultation on well-being assessment	January - March (8 week period)
Incorporate any final changes from public & finalise assessment	Feb - March
PSB workshop to review the well-being assessment, consider the possible themes for the well-being plan & the PSBs leadership role	31 January 2022
PSB to approval well-being assessment for publication @ PSB meeting	23.03.22
Publish well-being assessment	March - April
Statutory deadline for publishing Well-being Assessment	5th May 2022
PSB workshop to prioritise and agree local objectives	27 May 2022
Begin to draft well-being plan	June 2022
PSB to approve draft plan for consultation and trigger the 14-week statutory period for feedback with the Well-being of Future Generations Commissioner	27 July 2022 (legislation advise 12 weeks for statutory consultation &

	14 weeks for commissioners advice)
Statutory 12 week consultation for Well-being Plan	August to mid-October (12 week statutory)
Provide PSB with an overview of consultation feedback to date	26 September 2022
Analysing and final drafting of PSB Well-being Plan	Mid-October to December (legislation advises 10 weeks)
PSB approval of PSB Well-being Plan for statutory partners @ PSB meeting	30 November 2022
Approval of Well-being Plan (statutory partners)	Jan / Feb / March 2023
NRW	
Deadline	
NRW board sub group	
DCC	
Report deadline	
Full Council	
BCU	
Partnerships and Population Health Committee	
Health Board	
CCBC	
Report deadline	
Full Council	
NWFRS	
Report deadline	
Fire Authority	
Formal approval of PSB Well-being Plan by PSB Members @ PSB meeting	23 March 2023
Proposed deadline for publishing the Well-being Plan	March / April 2023 (12 months of publication of well-being assessment)
Statutory deadline for publishing Well-being Plan	5th May 2023

Well-being Plan Consultation - Communication Plan overview

Why	Questions	Who	When
<p>To inform people of the well-being plan and obtain feedback from professional stakeholders and the public on the priorities.</p>	<p>Questions from last time</p> <ol style="list-style-type: none"> 1. Do you agree with the Well-being Priority the PSB is trying to achieve? 2. Where do you think the combined power of the PSB could make a difference? 3. Does anything in this draft plan need to change? 4. Have we missed anything in this plan? 5. We want people to stay involved. How can we do this? 6. Any other comments or ideas? 	<ol style="list-style-type: none"> 1. Statutory Consultees - <ul style="list-style-type: none"> - FG Commissioner - Conwy & Denbighshire PSB Members (also PSB Officers & Engagement Contacts) - Other Partners (e.g. SNPA, Arts Council) - Joint PSB Scrutiny Committee - Relevant 3rd sector organisations - Public - Businesses - Trade Unions 2. Town & Community Councils 3. Conwy & Denbighshire Partnerships 4. North Wales wide partnerships (e.g. RPB, NWEAB etc) 5. NW PSB officers 	<p>Formal consultation to take place for a 12 week period, from w/c 1st August to 17th October 2022.</p>
Consultation Methods			
<p>Survey</p> <ul style="list-style-type: none"> • Produce SNAP survey to be published on PSB website (based on the above questions) • Make paper copies available on request (via PSB contact us page) 			
<p>Publicise on PSB partners organisational websites (both public & internal pages)</p> <ul style="list-style-type: none"> • Develop press release and share with partners 			
<p>Publicise on partner's social media platforms</p> <ul style="list-style-type: none"> • Social media schedule to be developed and shared with PSB partners 			

Email

- directly email the stakeholders outlined above and people & community groups who expressed an interest to stay in touch from the County Conversation engagement activities



Report To:	Conwy & Denbighshire Public Services Board
Date of Meeting:	17 th June 2022
Lead Member / Officer:	Iwan Davies, Conwy County Borough Council
Report Authors:	Fran Lewis, Amanda Jones & Hannah Edwards, Conwy County Borough Council, Nicola Kneale, Iolo McGregor & Shannon Richardson (Denbighshire County Council), Helen Millband & Iona Hughes (Natural Resources Wales)
Title:	Conwy and Denbighshire PSB annual report 2021-22

1. What is the report about?

- 1.1 The 2021/22 annual report provides an overview of what the Board has achieved during the previous year (please see appendix A). It is important that the PSB is accountable to the public and this report helps the PSB to self-reflect on where they feel they are making a difference, in line with the 5 ways of working as well as outlining the Board's future direction.

2. What is the reason for making this report?

- 2.1 In line with the Well-being of Future Generations (Wales) 2015 Act, the Conwy and Denbighshire PSB are required to prepare and publish an annual report no later than one year after the publication of each previous report.

3. What are the Recommendations?

- 3.1 That members consider the annual report and provide feedback as necessary.
- 3.2 That members approve the Conwy and Denbighshire PSB 2021/22 Annual Report for publication.

4. Report Details

- 4.1 The guidance provided for the Act specifies that the annual report must detail the activity the Board has taken to meet the objectives set out in their well-being plan. However the report can also include any other information the Board thinks would be appropriate. Therefore the report also outlines -

- Achievements this year;
- Main achievements against the priorities;
- Other areas of work;
- The Boards reflections after this year and looking forward; and
- How people can get involved.

- 4.2 The Board are required to send a copy of their annual report to Welsh Ministers, the Future Generations Commissioner, the Auditor General for Wales and the Boards designated overview and scrutiny committee.
- 4.3 This is the final annual report required during this planning cycle. According to the [statutory guidance](#), in the year following an ordinary local government election (when a new local well-being plan is being prepared and published) there is no requirement to also produce an annual report.
- 5. What consultations have been carried out with Scrutiny and others?**
 - 5.1 Consultation has taken place with officers who provide support to the PSB.
- 6. What risks are there and is there anything we can do to reduce them?**
 - 6.1 N/A
- 7. Power to make the decision**
 - 7.1 Well-being of Future Generations (Wales) Act 2015.



Conwy and Denbighshire Public Services Board

Annual Report 2021/2022 - A Self-reflection on the year

1. Welcome to our fourth Annual Report.

This report is our self-reflection about the difference we have made in the fourth year of our [well-being plan](#). An annual report is essential to make sure that as a Board, we are accountable to the public and we can self-assess what we have achieved, challenge ourselves as to whether we are making a difference and consider what we can learn to improve for the future. All our work is aligned with the [Well-being of Future Generations \(Wales\) Act 2015](#) and the [5 ways of working](#).

You can visit our website to find out more [about us as a Board](#) and to learn more about our progress in the [first](#), [second](#) and [third](#) year of our plan.

2. Achievements this year

The last 2 years have been dominated by the global coronavirus pandemic. All PSB Member organisations over this time have responded to the pandemic - supporting communities and businesses, as well as adapting and creating new services to continue delivering public services. Through these extremely challenging times, our PSB members continued to work collaboratively on the COVID 19 response and that whilst that did not necessarily always take place in the PSB forum, it was a key focus of our Members.

Over the last year our primary focus and main achievement has been to review and update our local assessment of well-being for the region. The well-being assessment provides an assessment on the state of the economic, social, environmental and cultural well-being of the area. You can visit our website to find our [Well-being Assessment](#).

Our assessment provides a strong, broad body of research and analysis that gives a picture of the current and anticipated future of Conwy and Denbighshire. It was informed by data, national and local research and most importantly feedback provided to us from engaging with our residents, visitors and businesses.

As per our last assessment, our aim this time was to also ensure our assessment was engagement led. Members of the public, community groups, young people, local businesses and staff working across our public sector partner organisations, have all contributed their experiences of visiting, living or working in Conwy and Denbighshire. This was via workshops and online surveys, where they discussed what was important to them and what needs to be improved.

Our approach to engagement, data and future trends analysis was intended to be highly interlinked. We explored what people were telling us and corroborated this in our research, trends and data. The approach is sound but has proved challenging while engaging in the midst of the Covid-19 pandemic. Most obvious was how to engage in a context of

widespread homeworking, limited opportunities for public meetings and potential ‘zoom fatigue.’

Unfortunately this contributed to a small response rate which has been a common picture across Wales. We attempted to mitigate this by mapping anonymise engagement feedback from the last 2 years. Therefore although this has meant our engagement is not demographically or geographically representative as we intended, we have given equal weight to what people have told us, and have chosen to highlight this information throughout the assessment. However this is only the beginning of the conversation and we will continue to engage with people as we finalise the assessment and develop our well-being objectives and plan going forward. You can read more about our engagement approach by visiting our [consultation and engagement section of our well-being assessment](#).

The assessment provides analysis across 60 strategic topics areas. As there is a huge amount of complexity and sometimes tension between topics areas, we have produced a summary for each of the seven well-being goals. We hope these summaries will support partners and communities in moving from a space with a vast amount of knowledge to a place where partners and communities can see the connections, the tensions, and the opportunities.

This also helped us identify a series of cross-cutting issues across Conwy and Denbighshire which we have outlined in our [executive summary of our well-being assessment](#).

We are extremely pleased to have produced this pieces of work against the continuing backdrop of COVID 19 and reduced research capacity across partners. This assessment will now help us to develop our next well-being plan and set our well-being objectives for the next 5 years (please see our Looking Forward section for further information).

3. Our priorities

Here’s an overview of our main achievements against our priorities over the last year –

Mental Well-being	Community Empowerment	Environmental Resilience
--------------------------	------------------------------	---------------------------------

- Dementia support**

DVSC has continued to deliver its services online with [The North Wales Dementia Network](#) meetings and online training, with some training organised face-to-face. They have also been working closely with the local Action Groups to become fully constituted and register as a Dementia Friendly Community. In addition, they have been working with the local community to re-develop or provide alternative delivery of existing programmes, services, and activities so they can continue to support the local communities, along with delivering regular Dementia Friends awareness sessions across Denbighshire, both online and face-to-face to local groups and schools throughout Denbighshire.

• Digital Connectivity

This has been an area of focus for the PSB in light of the shift to working and learning from home as a result of the pandemic, including the increase in accessing services online. Digital connectivity helps to support communities to become more resilient in the fast evolving digital age. We have discussed and learnt about the various connectivity schemes taking place across North Wales and the great progress throughout Conwy and Denbighshire. Some of the schemes we've learnt about include:

- *Connecting the Last Few %* - this is a project under the North Wales Economic Ambition Board Digital Programme and aims to targets business and communities across North Wales that have not got access to universal superfast coverage.
- *LoRaWAN Project* – this is a project under the LEADER programme in Conwy County Borough Council. The project involves installing a network of sensors, facilitating change to knowledge, economic and business processes. They have been installed to measure footfall in a town centre, monitor river levels to alert in the event of a flood risk, measure-building temperatures, and monitor soil moisture to support horticultural work.
- *Fibre Community Partnerships (FCPs)* – these were set up by Openreach to support communities not on a rollout plan to get Broadband. Although some communities have been successful, the process has taken time (almost 2 years in some cases). Due to demand, Openreach has paused the creation of new FCPs until they've processed current requests.

The influencing and leadership role to ensure the work on digital connectivity progresses has been valuable to ensure communities understand the help and support available to them, as sometimes the process can be complex. However, it is evident that although the PSB can be a great influence, there is little control over some external factors that may put barriers in place for communities.

• Community Green Pledges

The scheme aims to encourage communities to reduce their environment impact and celebrate their success when they do so. We originally launched the scheme in January 2020 but owing to COVID, the scheme was then paused. It was relaunched in summer 2021, where we improved our website pages and made it easier for communities to sign up to the green pledges. We received 3 more communities' pledges. However more work is needed to promote the scheme with our communities and encourage people to *make the pledge to make a difference!*

• Common organisational environment framework –

Since this framework was developed, new groups have been established (e.g. North Wales Decarbonisation) and new reporting mechanisms (e.g. Welsh Government Carbon accounting).

To avoid duplication of effort and ensure we focus where we can add value working collaboratively or address gaps, the sub group reviewed and updated the outputs under the two commitments – 1 Carbon and 2 Climate Risk Resilience. This was reported verbally at the September 2021 meeting and finalised via email following the meeting.

There was a commitment from the group to look at tackling different aspects of the climate and nature emergencies, but effort has since focused on the well-being assessment.

• **Community wealth building and progressive procurement pilot project**

Four workshops have taken place with CLES (Centre for Local Economic Strategies), and our Local Authority partners (Conwy County Borough Council and Denbighshire County Council). This was to analyse procurement data and review their procurement policies and procedures, with the aim of supporting decarbonisation of their supply chain. Areas of focus include: working collaboratively with suppliers to better understand their actual carbon emissions; embedding consideration of carbon impacts into contract terms and conditions and performance standards; and integrating carbon reduction into procurement policies, strategies and procedures. As part of this work, they met with Manchester City Council to learn how they have integrated decarbonisation into their procurement practices.

The final draft report from CLES has now been received and is currently being reviewed by the working group. The findings of the project will be shared with our partners on the Board.

Are we making a difference and what can we learn to progress in the future?

As we emerge from the pandemic it is vital that we reflect if priorities are still relevant. Whilst we agreed as a Board that they were still appropriate, progress has been limited this year as partners continue to focus on renewal and pandemic backlogs. However, given the excellent network of collaborations across the region, we have also ultimately struggled to find a space where the PSB could most add value. Rather than viewing this as a negative, it is a reflection of the positive collaboration ethos in the region. In that respect, the PSB is reviewing its role and will now move to a leadership rather than delivery role.

4. Other Areas of Work

We're still working collaboratively with other partnerships and national bodies, to avoid duplication and to share ideas. This year we have -

- considered the [Procuring Well-being in Wales](#) report.
- participated in a community wealth building and progressive procurement pilot project with the Centre for Local Economic Strategies (CLES).
- reflected on the findings of the Welsh Parliament Public Accounts Committee review into the [Barriers to the successful Implementation of the Well-Being of Future Generations \(Wales\) Act 2015](#).
- participated in Welsh Government's working groups to discuss support for developing well-being assessments.
- talked to the North Wales Economic Ambition Board.
- reported our progress to the Joint Conwy and Denbighshire PSB scrutiny committee, who after a resumed meeting virtually in January 2020.
- reviewed key risks in the area and discussed what we can all do to help each other. We've developed a risk register to help us monitor our local risks.
- consulted the Joint PSB overview and scrutiny committee on our draft well-being assessment (both on the development process and findings).
- been involved in the establishment of the North Wales Research and Insight Partnership.
- continued to work with Co-Production Network for Wales, who have supported us during the development of our well-being assessment (and well-being plan going forward).

5. Reflecting on this year & Looking Forward

Last year we continued to work with Glyndwr University to review our role and purpose as a Board and discussed how we could work better together going forward. The PSB sits amongst a number of collaborations across North Wales and we have used these workshops to consider how we can continue to make a meaningful contribution to the partnership landscape without duplicating the work of other partnerships.

We also used this time to reflect on our approach to developing and delivering our Well-being Plan - exploring what worked, what didn't and how we could do things differently this time.

One of the main positives of the PSB has been the relationships and networks built from bringing together various public and voluntary sector partners working in Conwy & Denbighshire. We're pleased that with the introduction of virtual meetings, we were able to maintain these relationships during COVID 19. Although we will continue meeting virtually, we now feel it's time to start meeting up in person too. This is important for us to continue developing as a Board.

One of main challenges has been finding where we can most add value and make a difference as a Board, while balancing this with the limited resources and capacity available to us. Given that the Board is made up of senior representatives of key public and third sector organisations in the area, we plan to use this opportunity to take more of a leadership approach to delivering our Well-being Plan.

We are currently in the early stages of developing our plan and having conversations as a Board about where we can make the greatest contribution without duplicating good work already taking place within existing partnerships and organisations.

As part of developing the plan, we want to build on our engagement work and continue to engage in a purposeful relationship. We want to ensure that the public and professional voice is heard and helps shape our well-being plan going forward. It is vital that we take account of the importance of involving people with an interest in achieving the well-being goals.

6. Get Involved

We want you to stay in touch & get involved in our work. You can:

- Come to one of our meetings, all the [dates and agendas](#) are published on our website
- Follow us on social media through [Facebook](#) and [Twitter](#)
- Stay involved and share your views through our [website](#)
- Email us at countyconveration@conwy.gov.uk
- Write to us at C/O Corporate Improvement and Development Team, Conwy County Borough Council, PO Box 1, Conwy, LL30 9GN
- Call us on 01492 574059 (BT Relay Service Customers with hearing or speech impairments can contact any Council service by dialling **18001** before the number they require).
- British Sign Language users can contact Conwy County Borough Council using a Sign Language interpreter, through the InterpretersLive! service, provided by Sign Solutions – visit [Conwy's InterpretersLive! Service](#) for more information.

We are happy to provide this document in large print, audio and braille.

This document is also available in Welsh.

CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

FORWARD WORK PROGRAMME

2022 / 2023

Chair:

Iwan Davies, Conwy County Borough Council

Vice Chair:

Helen Macarthur, North Wales Fire & Rescue Service

Co-ordinators:

Emma Lea (Betsi Cadwaladr University Health Board)
Amanda Jones & Hannah Edwards (Conwy County Borough Council)
Iolo McGregor & Shannon Richardson (Denbighshire County Council)
Justin Hanson, Helen Millband & Iona Hughes (Natural Resources Wales)
Pippa Hardwick (North Wales Fire & Rescue Service)
Siwan Jones (Public Health Wales)

Committee Responsible:

Denbighshire County Council

For Queries:

01492 574059 / hannah.edwards@conwy.gov.uk

Meeting Date	Topic	Purpose	Responsible Officer
27 July 2022 – Mandatory meeting The Board must hold a ‘mandatory meeting’, chaired by the Local Authority, after each subsequent ordinary election of councillors)	Decisions Items (Assurance)		
	Appoint Chair and Vice Chair	In line with the statutory PSB guidance.	Iwan Davies
	To receive Formal Acceptance of Invited Participants to join the PSB		New chair
	Review the Terms of Reference		
	Well-being Plan Development	To discuss the development of the draft Well-being Plan.	Mike Corcoran
	Annual Report 2021/22	To seek approval for the 2021/22 annual report.	Hannah Edwards
	Update on the North Wales PSB support grant for 2022/23	To provide members with an progress update and overview of some proposed projects.	
	Discussion Items (Improvement)		
	For Information		
	Headline Community Feedback		
26 September 2022	Decisions Items (Assurance)		
	Well-being Plan – Consultation Feedback	To consider the feedback to date from the statutory consultation.	Chair
	Discussion Items (Improvement)		
	Overview of Corporate Joint Committees (CJCs)	To learn about the new committees and discuss how they will feed in to the regional landscape.	TBC
	Community Wealth building and Progressive Procurement – pilot findings and recommendations	To consider the findings and recommendations following the project.	John Heneghan (Centre for Local Economic Strategies)
	For Information		
Headline Community Feedback			
30 November 2022	Decisions Items (Assurance)		

	Well-being Plan – Approve draft plan for PSB statutory partners.	To approve draft Well-being Plan for PSB statutory partners to present to their executive boards.	Chair
	Discussion Items (Improvement)		
	For Information		
	Headline Community Feedback		
25 January 2023	Workshop / Informal Meeting		
	Decisions Items (Assurance)		
30 March 2023	Well-being Plan – Approval for publication	To approve the well-being assessment for publication prior to the statutory deadline of 5 th May 2023.	Chair
	Discussion Items (Improvement)		
	For Information		
	Headline Community Feedback		
Standard Agenda Items			
Apologies for Absence			
Minutes of last meeting			
Matters Arising			
Meeting Action Tracker			
Forward Work Programme			
AOB			
To be confirmed			
Offshore Windfarm Development			TBC

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