

Public Document Pack



To: Members of the Conwy and
Denbighshire Public Services
Board Joint Overview and
Scrutiny Committee

Date: 22 June 2023

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e-mail:
democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD JOINT OVERVIEW AND SCRUTINY COMMITTEE** to be held at **10.00 am** on **FRIDAY, 30 JUNE 2023** in the **COUNCIL CHAMBER, COUNTY HALL, RUTHIN AND VIA VIDEO CONFERENCE**.

Yours sincerely

G. Williams
Monitoring Officer

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Pages 5 - 6)

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 APPOINTMENT OF CHAIR

To elect the Committee's Chair for the 2023/24 & 2024/25 municipal years.

(Note: As per the Committee's Terms of Reference, the role of Chair shall alternate every two years between the elected membership of Denbighshire and Conwy Councils. Therefore, for 2023/24 & 2024/25 the Chair shall be a Member of Conwy County Borough Council).

4 APPOINTMENT OF VICE-CHAIR

To elect a Vice-Chair for the Committee for the 2023/24 & 2024/25 municipal years.

(Note: As per the Committee's Terms of Reference, the role of Vice-Chair shall alternate every two years between the elected membership of Denbighshire and Conwy Councils. Therefore, for 2023/24 & 2024/25 the Vice-Chair shall be a Member of Denbighshire County Council).

5 URGENT MATTERS

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

6 MINUTES OF THE LAST MEETING (Pages 7 - 14)

To receive the minutes of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee meeting held on 21 October 2022 (copy enclosed).

7 CONTRIBUTION OF PUBLIC SERVICES BOARD (PSB) PARTNERS TO THE WORK OF THE PSB AND THE BENEFITS OF THE PSB TO PARTNERS

To discuss with a representative from the Betsi Cadwaladr University Health Board (BCUHB) the Health Board's contribution to the work of the PSB, along with the benefits to the Health Board of being a partner on the PSB.

8 CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD RISK REGISTER (Pages 15 - 20)

To consider a report by PSB Support Officers (copy attached) which informs the Committee of the risks facing the PSB and the measures taken to manage and mitigate those risks. The report also seeks members' observations on the identified risks and mitigation measures implemented.

9 FORWARD WORK PROGRAMME (Pages 21 - 24)

To receive and consider the Committee's proposed forward work programme (copy enclosed).

INFORMATION ITEMS

10 MINUTES OF PUBLIC SERVICES BOARD MEETINGS (Pages 25 - 36)

Minutes of the meetings held on:

- (i) 26 September 2022
- (ii) 30 November 2022

11 THE FORWARD WORK PROGRAMME OF THE CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD (Pages 37 - 40)

MEMBERSHIP

Councillor Joan Butterfield
Councillor Cheryl Carlisle
Councillor David Carr
Councillor Kelly Clewett
Councillor Pauline Edwards
Councillor Alan Hughes
Councillor Paul Keddie
Councillor Bernice McLoughlin

Councillor Terry Mendies
Councillor Angie O'Grady
Councillor Stephen Price
Councillor Kay Redhead
Councillor Arwel Roberts
Councillor Austin Roberts
Councillor John Roberts
Councillor Gareth Sandilands

COPIES TO:

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Town and Community Councils

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DEDDF LLYWODRAETH LEOL 2000

Cod Ymddygiad Aelodau

DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,
(enw)

*Aelod /Aelod cyfetholedig o
(*dileuer un)

**Cyd-Bwyllgor Trosolwg a Chraffu ar gyfer y
Bwrdd Gwasanaethau Cyhoeddus Siroedd
Conwy a Dinbych**

YN CADARNHAU fy mod wedi datgan buddiant ***personol / personol a sy'n rhagfarnu** nas datgelwyd eisoes yn ôl darpariaeth Rhan III cod ymddygiad y Cyngor Sir i Aelodau am y canlynol:-
(*dileuer un)

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

(Gweler y nodyn isod)*

Llofnod

Dyddiad

Noder: Rhowch ddigon o fanylion os gwelwch yn dda, e.e. 'Fi yw perchennog y tir sy'n gyfagos i'r cais ar gyfer caniatâd cynllunio a wnaed gan Mr Jones', neu 'Mae fy ngŵr / ngwraig yn un o weithwyr y cwmni sydd wedi gwneud cais am gymorth ariannol'.

LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a *member/co-opted member of
*(*please delete as appropriate)*

**Joint Overview & Scrutiny Committee for
the Conwy & Denbighshire Public
Services Board**

CONFIRM that I have declared a ***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-

*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)**

Signed

Date

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD JOINT OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee held in Council Chamber, County Hall, Ruthin and by Video Conference on Friday, 21 October 2022 at 10.00 am.

PRESENT

Councillor Kelly Clewett, Pauline Edwards, Paul Keddie and Elfed Williams, Denbighshire County Council.

Councillor David Carr, Bernice McLoughlin, Angie O'Grady, Stephen Price, John Roberts, Conwy County Borough Council.

ALSO PRESENT

Hannah Edwards, Public Services Board Development Officer (CCBC)

Karen Evans, Democratic Services Officer (DCC)

Rhian Evans, Scrutiny Coordinator (DCC)

Dawn Hughes, Scrutiny and Committee Services Officer, (CCBC)

Amanda Jones, Corporate Performance and Improvement Officer (CCBC)

Stephanie Jones, Committee Administrator (DCC)

Iolo McGregor, Strategic Planning and Performance Team Leader (DCC)

Shannon Richardson, Strategic Planning and Performance (DCC)

1 APOLOGIES

Apologies for absence were received from Councillors Joan Butterfield, Cheryl Carlisle, Alan Hughes, Kay Redhead, Austin Roberts and Gareth Sandilands.

2 DECLARATIONS OF INTEREST

No interests of a personal or prejudicial nature were declared.

3 APPOINTMENT OF CHAIR

As per the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee's (JOSC) Terms of Reference a nomination for Chair for the 2022/23 municipal year was sought from amongst Denbighshire County Council's representatives on the JOSC. Councillor Gareth Sandilands was proposed and seconded. No other nomination was received. The JOSC therefore unanimously:

Resolved: to appoint Councillor Gareth Sandilands as the Chair of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee for the 2022/23 municipal year.

4 APPOINTMENT OF VICE-CHAIR

Furthermore, and in accordance with the JOSC's Terms of Reference, a nomination for Vice-Chair for the 2022/23 municipal year was sought from amongst Conwy County Borough Council's representatives on the JOSC. Councillor Cheryl Carlisle was proposed and seconded. No other nomination was received. The JOSC therefore unanimously:

Resolved: to appoint Councillor Cheryl Carlisle as the Vice-Chair of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee for the 2022/23 municipal year.

As both the newly elected Chair and Vice-Chair had tendered their apologies for the meeting the JOSC was asked to nominate an elected member, from either local authority, to serve as Chair for the meeting. Councillor John Roberts was nominated and seconded. No other nomination was received therefore the JOSC unanimously:

Resolved: to appoint Councillor John Roberts to chair the meeting in the absence of the Chair and Vice-Chair elect.

5 URGENT MATTERS

No matters of an urgent nature had been drawn to officers' attention ahead of the meeting.

6 MINUTES OF THE LAST MEETING

The minutes of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee meeting held on 11 February 2022 were submitted for approval. The JOSC:

Resolved: that the minutes of the Conwy and Denbighshire Public Services Board Joint Overview and Scrutiny Committee meeting held on 11 February 2022 be approved as a true and correct record of the proceedings.

No matters were raised in relation to the contents of the minutes.

7 CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD'S ANNUAL REPORT 2021/22

The Corporate Performance and Improvement Officer (CCBC) introduced the Conwy and Denbighshire Public Services Board's Annual Report 2021/22 (previously circulated). The report provided an overview of what the Public Services Board (PSB) had achieved during the preceding financial year, reflecting compliance with the Well-being of Future Generations (Wales) 2015 Act in line with the 5 ways of working. It was the final annual report for the existing Conwy and Denbighshire Wellbeing Plan.

Achievements for 2021/2022

Focus had been on supporting businesses and communities through the challenging times of the coronavirus pandemic, continuing to work collaboratively with PSB members to deliver public services.

The main achievement for the previous year had been to review and update the local assessment of wellbeing for the region in preparation for the new Wellbeing-Plan 2023/2028. Engagement with communities identified the key issues and priorities and how the Board could help influence and provide a leadership role to help address those issues.

Priorities

1. Mental Well-being

Denbighshire Voluntary Services Council had arranged and delivered training on raising awareness around dementia to help communities and groups support people with dementia.

2. Community Empowerment

Digital connectivity had helped support communities to become more resilient during the pandemic, from accessing services online to increased learning and working from home.

Various connectivity schemes had been discussed, including:

- Connecting the Last Few % - a project under the North Wales Ambition Board targeting areas that did not have superfast broadband coverage.
- LoRaWan Project – using technology to monitor various aspects of built and natural environment fluctuations, including river levels to aid early alert in event of a flood risk.
- Fibre Community Partnerships – set up by Openreach to support the rollout of Broadband to communities not included on current rollout plans.

The Board had taken an influencing and leadership role in those areas to improve digital connectivity.

3. Environmental Resilience

The Community Green Pledges scheme – pledges that community groups gave to reduce their negative environmental impact - had been relaunched in summer 2021 which had led to a further 3 submissions. There was a commitment to encourage people to make the pledge to make a difference to climate change.

A common organisational environment framework had been developed, establishing new groups - North Wales Decarbonisation and Climate Change Officer Network. The Board was focussing on where they could add value rather than duplicate work in terms of:

- Carbon and
- Climate Risk Resilience.

Funding had been made available by Welsh Government to Public Service Boards for community wealth building and a progressive procurement pilot project. A working group had been set up by CCBC and DCC to investigate how the supply chain could be decarbonised. The findings of the working group would be reported to the Public Services Board in due course.

Following consideration of the report's contents the JOSOC:

Resolved: to -

- (i) receive the Conwy and Denbighshire Public Services Board's (PSB) Annual Report for 2021/22; and***
- (ii) confirm that it was satisfied that the PSB had complied with the requirements of the Well-being and Future Generations (Wales) Act 2015 in relation to reporting on its activities and the progress made in delivering its Well-Being Plan 2017-2022.***

8 CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD'S WELL-BEING PLAN 2023 TO 2028

The Strategic Planning and Performance Team Leader (DCC) introduced the proposed draft Well-being Plan for 2023 to 2028 (previously circulated). The cover report outlined the steps undertaken to develop the content of the Well-being Plan to date. It was highlighted that the draft report had been brought before the Committee as statutory consultees and sought feedback to inform the final report that would be submitted to the PSB on 30th November 2022.

The plan focussed on the ambition of making Conwy and Denbighshire a more equal place to live with less deprivation. In doing so it sought to address the root causes of poverty and deprivation and encourage resilience under four key themes:

1. Well-being – Communities are happier, healthier and more resilient in the face of challenges, such as climate change or the rising cost of living.
2. Economy – There is a flourishing economy, supported by a skilled workforce.
3. Equality – Those with protected characteristics face fewer barriers and
4. Housing – There is improved access to good quality housing

The critical aspect of the plan was the laying of the foundation on how the PSB could fulfil it. There was a need to present the PSB as a leadership board rather than one of delivery (focus on directing to those that could deliver).

Responding to members' questions the officers:

- Assured members that the submission and subsequent approval of the Well-being Plan would meet the statutory deadline.
- Advised that there had been limited engagement with stakeholders with protected characteristics. There was a regional project ongoing attempting to improve engagement with those not only with protected characteristics, but also those who were at socio economic disadvantage, including hard to reach and 'seldom heard groups'.
- Encouraged community groups and councillors to promote the engagement of residents on the Well-being Plan.
- Referred to the Wellbeing theme in the report with respect to environmental impact and advised that its objective was to:
 - Give support to sustainable and green transport plans that improve overall air quality, including active and healthy travel schemes that encourage walking and cycling.
 - Decrease carbon emissions and increasing renewable energy capacity.
 - Protect and enhance biodiversity and natural habitats, whilst increasing and encouraging equal access to countryside assets.
 - Support communities to mitigate and cope with the impacts of climate change.
- Advised that social care was not covered under the Well-being Plan (another regional collaboration board, the North Wales Regional Partnership Board, delivered on the modernising the social care agenda).

Access to justice in the North Wales area was raised as a concern. The Committee heard that changes to the Legal Aid system meant that only 20% of the population were eligible for legal assistance, leading to many people having to represent themselves in the Family Court. It was asked whether the issue could be highlighted in the 2022/2023 report and considered as part of the Well-being Plan? It was agreed to add the issue as part of the feedback to the consultation.

At the conclusion of the discussion the Joint Committee:

Resolved: - having considered the contents of the report and the draft Well-Being Plan, and subject to exploratory work taking place as to whether 'ensuring sufficient information and assistance was available to enable Conwy and Denbighshire residents to access justice and legal aid' fell within the remit of the Conwy and Denbighshire Public Services Board;

(i) to endorse the themes and priority contained in the Public Services Board's Well-Being Plan 2023 to 2028; and

(ii) to endorse the proposed actions to deliver the Well-Being Plan.

9 FORWARD WORK PROGRAMME

The Scrutiny and Committee Services Officer (CCBC) introduced the draft forward work programme (previously circulated) reminding the Committee that the next meeting would be 10th March 2023. There were two items tabled:

1. The PSB Risk Register and
2. Contribution of PSB Partners to the work of the PSB and the benefits of the PSB to partners.

The Committee had previously invited the North Wales Fire and Rescue Authority to outline their contribution to the PSB and the benefits to them of being part of the PSB and had found their contribution very informative. Having considered the statutory membership of the Public Services Board they agreed to invite representatives of the Betsi Cadwaladr University Health Board to attend the next meeting to give a presentation for the second business item.

The JOSOC:

Resolved: subject to the above observations to –

(i) confirm its draft forward work programme for its meeting scheduled for 10 March 2023 as outlined in the report; and

(ii) that representatives from Betsi Cadwaladr University Health Board be invited to attend the above meeting to discuss with members the Board's contribution to the work of the Public Services Board, along with the benefits to the Health Board of being a member of the Public Services Board.

The Scrutiny Coordinator (DCC) reminded the Committee that the Chair of the JOSOC would be presenting the minutes of the meeting of the JOSOC to the next PSB meeting as part of the two-way conversation process between both entities.

10 TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD JOINT OVERVIEW & SCRUTINY COMMITTEE

The document was noted.

11 FUTURE GENERATIONS FRAMEWORK FOR SCRUTINY

The framework was noted.

12 MINUTES OF THE PUBLIC SERVICES BOARD MEETING HELD ON 27 JULY 2022

The information report was noted.

13 THE FORWARD WORK PROGRAMME OF THE CONWY & DENBIGHSHIRE PUBLIC SERVICES BOARD

The information report was noted.

Meeting concluded at 11:05am.

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Agenda Item 8

Report to:	Joint Conwy & Denbighshire Public Service Board (PSB) Overview and Scrutiny Committee
Date of Meeting:	30th June 2023
Lead Member / Officer:	Cllr Jason McLellan, Leader for Denbighshire County Council and <i>PSB chair</i> Cllr Charlie McCoubrey, Leader for Conwy County Borough Council and <i>PSB Vice chair</i>
Report Authors:	Amanda Jones, Conwy County Borough Council Hannah Edwards, Conwy County Borough Council Iolo McGregor, Denbighshire County Council
Title:	Conwy and Denbighshire Public Services Board Risk Register

1. What is the report about?

- 1.1 An annual update on the Conwy and Denbighshire Public Services Board's (PSB) risk register.

2. What is the reason for making this report?

- 2.1 To inform the Joint Scrutiny Committee of the risks facing the Conwy and Denbighshire PSB and provide assurance that these risks are being managed and monitored.

3. What are the Recommendations?

- 3.1 That members consider the content of Conwy and Denbighshire PSB risk register (attached) and provide feedback / recommendations to the PSB as necessary.

4. Report details

- 4.1 The PSB Risk Register is developed and owned by PSB. It is formally reviewed once per year, as outlined in the Terms of Reference.

The last review was undertaken in November 2022.

- 4.2 During this latest review, there have been a small number of updates, in summary:

- The inclusion of an additional column to identify future mitigating actions to encourage long-term thinking and prevention.
- PSB 2: The risk that partner organisations are not committed to the board. Included three additional mitigating actions:
 - i. PSB members have agreed to set up informal meetings to discuss upcoming agendas, build relationships and networking.

- ii. Joint Scrutiny Committee established to evaluate effectiveness of the PSB.
 - iii. Representatives from the PSB's invited participant list are co-opted onto the Joint Scrutiny Committee as and when required, to discuss specific items / areas of work as a way of assessing the effectiveness of the PSB's plans.
- PSB 3: The risk that the PSB fails to maximise the potential impact it can achieve through a collaborative approach. Included three additional mitigating actions:
 - i. Support from the co-production network to ensure we successfully collaborate.
 - ii. Joint Scrutiny Committee established to evaluate effectiveness of the PSB.
 - iii. Representatives from the PSB's invited participant list are co-opted onto the Joint Scrutiny Committee as and when required, to discuss specific items / areas of work as a way of assessing the effectiveness of the PSB's plans.
- One new risk has been identified. PSB 6: The risk that recruitment and retention issues, leading to a loss of expertise and capacity, worsen resulting in poor or inadequate services.

No risks have been removed.

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

- 5.1 The risk register was discussed at the PSB meeting in November 2022, where the proposed changes to the risks were supported by the Board.
- 5.2 The PSB suggested an amendment to the wording of PSB 6 to be broader to highlight that recruitment and retention issues could impact the work that is able to be carried out across all partners of 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 Section 35 of the Well-being of Future Generations (Wales) Act 2015.
- 7.2 Section 3 of the Joint Overview and Scrutiny Committee's Terms of Reference.



Conwy & Denbighshire Public Services Board

Board Risk Register and Community Risk

This document provides information on the core risks identified by the Conwy and Denbighshire Public Services Board. The risk register also captures broader social and global risks where PSB partner organisations, might be impacted if the risk were to materialise.

Reference and Risk Description	Potential Impact	Inherent Risk Score	Risk Mitigating Actions	Future Mitigating Actions	Residual Risk Score	Milestone dates	Action Owner
<p>PSB 1</p> <p>The risk that the PSB has insufficient funding, resources and capacity to deliver the priorities identified in the Well-being Plan.</p>	<ul style="list-style-type: none"> - Failure to deliver the Well-being plan. - Fail to improve the economic, social, environmental and cultural well-being of our population. - Not adhering to the Wellbeing of Future Generations Act, leading to possible consequences from the Commissioner. 	<p>B3: Major risk - Likely / Medium</p>	<ul style="list-style-type: none"> - Small amount of PSB grant funding available to support delivery of the Wellbeing Plan. - Programme management in place to help allocate resource and plan for delivery. - Any capacity pressures should be raised with the chair of the PSB. 	<ul style="list-style-type: none"> - Long-term planning to ensure statutory deadlines are met - Future effective management of the PSB funding 	<p>C3 Moderate Risk – Possible / Medium</p>	31.03.28	PSB

<p>PSB 2</p> <p>The risk that partner organisations are not committed to the board.</p>	<ul style="list-style-type: none"> - Low attendance at meetings. - Lack of ownership of PSB plan and priorities. - PSB work is seen as a separate entity and not embedded into organisations' 'business as usual.' - Damages effectiveness, leading to reputational consequences. 	<p>C2: Major risk – Possible / High</p>	<ul style="list-style-type: none"> - Terms of Reference in place setting out the working arrangements for the Board, including purpose, structure and expected membership. - Board governed by the Wellbeing of Future Generations Act 2015 - Robust evidence and consultation-based rationale for current priorities. - Keep agenda strategic. - Manage meetings effectively. - Regular feedback from board members. - Members are introducing 'informal meetings' between PSB meetings to discuss upcoming agendas, build relationships and networking - Joint Scrutiny Committee established to evaluate effectiveness of the PSB. - Representatives from the PSB's invited participant list are co-opted onto the Joint Scrutiny Committee as and when required, to discuss specific items / areas of work as a way of assessing the effectiveness of the PSB's plans. 	<p>-Partner organisations are identified and involved as action owners for relevant objectives within the Well-being plan to ensure equal participation</p>	<p>C3: Moderate risk – Possible / Medium</p>	<p>31.03.28</p>	<p>PSB</p>
<p>PSB 3</p>	<ul style="list-style-type: none"> - Work undertaken in silos, leading to 	<p>B2: Critical risk –</p>	<ul style="list-style-type: none"> - Programme management in place to help allocate partner resources and plan for delivery. 	<ul style="list-style-type: none"> - Identify and understand interdependencies 	<p>C2: Major risk – Possible / High</p>	<p>31.03.28</p>	<p>PSB</p>

<p>The risk that the PSB fails to maximise the potential impact it can achieve through a collaborative approach.</p>	<p>possible duplication and inefficiency.</p>	<p>Likely / High</p>	<ul style="list-style-type: none"> - Ensure there is a good understanding across the partners of what the board as a whole is seeking to achieve. - Ensure board members, services and teams are committed to priorities having been involved in their design and prioritisation. - Support from the co-production network to ensure we successfully collaborate - Joint Scrutiny Committee established to evaluate effectiveness of the PSB. - Representatives from the PSB's invited participant list are co-opted onto the Joint Scrutiny Committee as and when required, to discuss specific items / areas of work as a way of assessing the effectiveness of the PSB's plans. 	<p>between priorities and work streams.</p>			
<p>PSB 4</p> <p>The risk that the complex partnership landscape both regionally and sub-regionally impacts on the delivery of the Well-being Plan.</p>	<ul style="list-style-type: none"> - Potential duplication with other collaborations. - Capacity and resource issues. 	<p>B3: Major risk – Likely / Medium</p>	<ul style="list-style-type: none"> - Programme management in place to help allocate partner resources and plan for delivery. - Involvement of stakeholders in the design of solutions. - Undertake research before and during the development of partnerships/collaboration to ensure key outcomes are relevant to all. 	<p>- Establish a strong and relevant vision focused on the future, which is reviewed regularly.</p>	<p>C3: Moderate risk – Possible / Medium</p>	<p>31.03.28</p>	<p>PSB</p>

<p>PSB 5</p> <p>The risk that there are further Covid-19 waves, which require PSB members to focus their attention on response.</p>	<ul style="list-style-type: none"> - Unable to fulfil the PSB well-being objectives. 	<p>B2: Critical risk – Likely / High</p>	<ul style="list-style-type: none"> - Defer projects and advise the commissioner accordingly 	<ul style="list-style-type: none"> - Utilise established process and procedures from previous waves - Monitor the situation closely 	<p>B3: Major risk – Likely / Medium</p>	<p>31.03.28</p>	<p>PSB</p>
<p>PSB 6</p> <p>The risk that recruitment and retention issues worsen across all partner organisations, leading to a loss of expertise and reduction in capacity to deliver the work of the PSB.</p>	<ul style="list-style-type: none"> - Capacity and resource issues. - Unable to fulfil the PSB well-being objectives. - Difficulty meeting statutory requirements. - Low attendance at meetings. - Lack of ownership of PSB plan and priorities. 	<p>B2: Critical risk – Likely / High</p>	<ul style="list-style-type: none"> - Ensure all targets are specific, measurable, realistic and achievable - Work is taking place regionally to tackle particular/acute recruitment issues 	<ul style="list-style-type: none"> - Sufficient handovers when people are leaving - Delivery of our objectives within the Well-being Plan will help to mitigate this risk specifically those under the ‘Economy’ theme 	<p>C3: Moderate risk – Possible / Medium</p>	<p>31.03.28</p>	<p>PSB</p>



**JOINT SCRUTINY OF THE CONWY & DENBIGHSHIRE
PUBLIC SERVICES BOARD (PSB)**

FORWARD WORK PROGRAMME

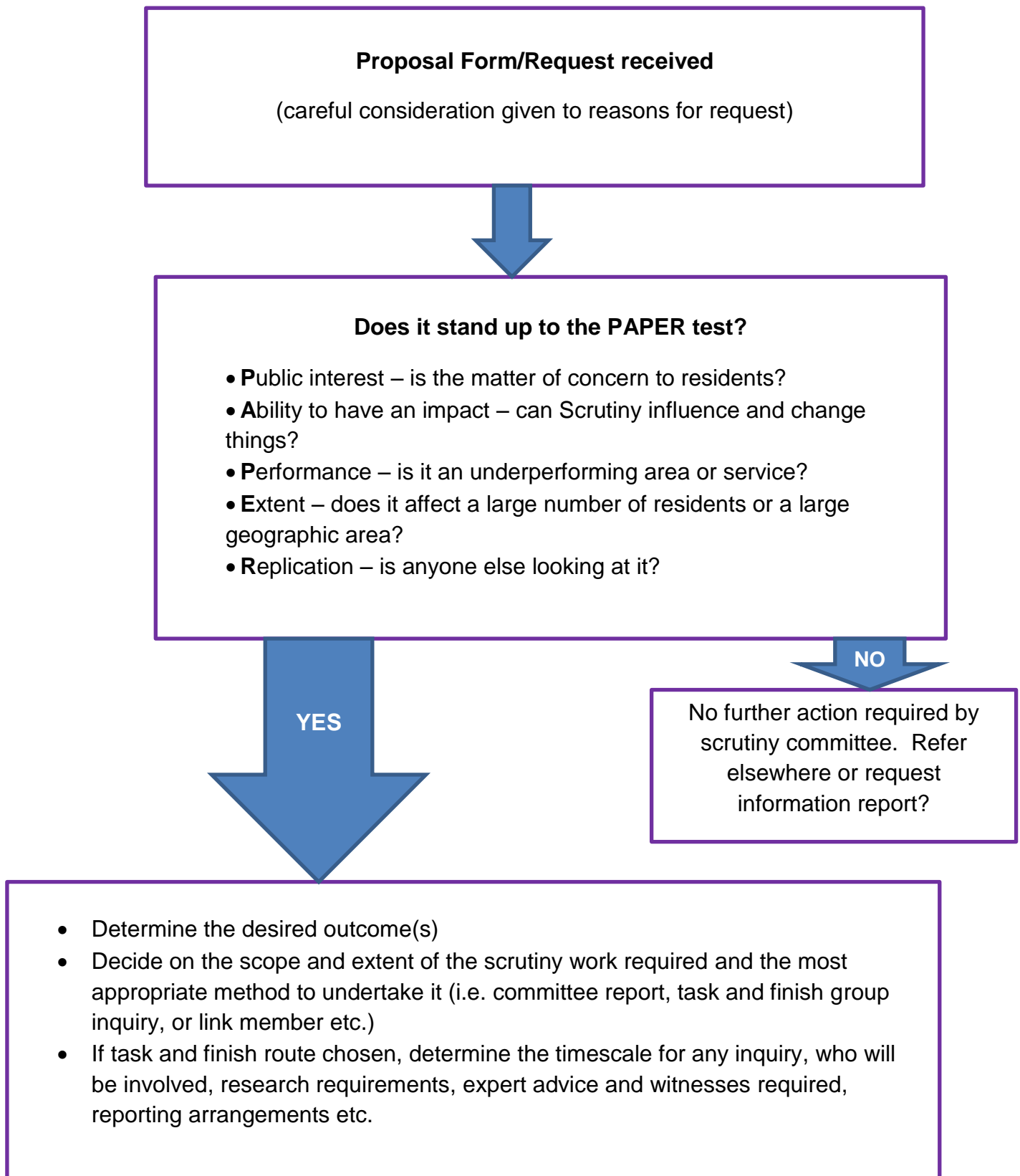
Contact Officer:	Rhian Evans, Scrutiny Co-ordinator, DCC Dawn Hughes, Scrutiny & Committee Services Officer, CCBC
E-Mail:	rhian.evans@denbighshire.gov.uk dawn.hughes@conwy.gov.uk
Telephone:	01824 712554 01492 576061

Date	Subject
30 June 2023	Risk Register The PSB's risk register (Amanda Jones & Iolo McGregor)
	Contribution of PSB Partners to the work of the PSB and the benefits of the PSB to partners (invitation to be sent to BCUHB to give a presentation)
20 October 2023	Update by the PSB on the Implementation of its Well-being Plan? PSB to report on its initial progress in implementing its Well-Being Plan including any obstacles or pressures faced to date (Amanda Jones & Iolo McGregor)
	Contribution of PSB Partners to the work of the PSB and the benefits of the PSB to partners? (invitation to one PSB partner to give a presentation)
	Proposed dates for 2024 (to be confirmed) Friday, 15 March 2024 Friday, 18 October 2024

**Conwy & Denbighshire JOSC for the PSB
Proposal Form for Scrutiny Forward Work Programme**

	To be determined by the JOSC or by the Chair and Vice-Chair of the JOSC
TIMESCALE FOR CONSIDERATION	
TOPIC	
What needs to be scrutinised (and why)?	
Is the matter one of concern to residents/local businesses?	YES/NO
Can Scrutiny influence and change things? (if 'yes' please state how you think scrutiny can influence or change things)	YES/NO
Does the matter relate to an underperforming service or area?	YES/NO
Does the matter affect a large number of residents or a large geographical area? (if 'yes' please give an indication of the size of the affected group or area)	YES/NO
Is the matter linked to the Public Service Board's priorities? (if 'yes' please state which priority/priorities)	YES/NO
To your knowledge is anyone else looking at this matter? (If 'yes', please say who is looking at it)	YES/NO
If the topic is accepted for scrutiny who would you want to attend	
Proposer's Name	
Date	

Consideration of a topic's suitability for scrutiny



CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Minutes of a meeting of the Conwy and Denbighshire Public Services Board held by video conference on Monday, 26 September 2022 at 2.00 pm.

Present

Libby Ryan Davies	Betsi Cadwalader University Health Board
Iwan Davies	Conwy County Borough Council
Councillor Charlie McCoubrey	Conwy County Borough Council
Councillor Jason McLellan	Denbighshire County Council
Nicola Kneale (representing Graham Boase)	Denbighshire County Council
Martin Cox	Natural Resources Wales
Justin Hanson	Natural Resources Wales
Helen MacArthur	North Wales Fire and Rescue Service
Helena Kirk	North Wales Housing Association
Louise Woodfine	Public Health Wales

Officers:

Amanda Jones	Conwy County Borough Council
Hannah Edwards	Conwy County Borough Council
Mike Corcoran	Co-production Network for Wales
Suzanne Iuppa	Co-production Network for Wales
Iolo McGregor	Denbighshire County Council
Shannon Richardson	Denbighshire County Council
Rhodri Tomos-Jones	Denbighshire County Council
Helen Millband	Natural Resources Wales
Sandra Williams	Translator

Observers

Janet Joyce	Public Health Wales
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1 WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from –

- Graham Boase, Denbighshire County Council
- Jo Whitehead, Betsi Cadwaladr University Health Board
- Wendy Jones, CVCS
- Tom Barham, DVSC
- Cllr Carol Marubbi, Conwy T&CCs representative
- Vicky Poole, Welsh Government

2 MINUTES OF LAST MEETING

The minutes of the Conwy and Denbighshire Public Services Board meeting held on 27 July 2022 were submitted.

Matters of accuracy –

- Jo Whitehead's name was misspelt as well as Helen MacArthur.

***RESOLVED** that the minutes of the meeting held on 27 July 2022 be received and approved as a correct record.*

3 MEETING ACTION TRACKER

The Chair, Councillor Jason McLellan, presented the meeting Action Tracker. The board were happy with the actions and was happy to discuss the matters which were a part of the agenda at length later at the meeting.

4 MATTERS ARISING

The chair and Iolo McGregor welcomed Libby Ryan Davies to the board at her first meeting. No other matters arising were discussed.

5 DEVELOPMENT OF WELL-BEING PLAN - UPDATE ON CONSULTATION FEEDBACK RECEIVED TO DATE

Both Iolo McGregor and Amanda Jones updated members on the consultation and feedback received on developing the Well-being plan.

The 12 week statutory consultation was launched on the 17th of August, and will close on the 9th of November. The draft plan had been circulated to all of the statutory consultees as required under the Well-being of Future Generations (Wales) Act 2015 and other critical shareholders. The Conwy and Denbighshire Joint PSB scrutiny will be consulted on the draft plan at their next meeting.

Currently, there have been no responses to the consultation; this could have been due to the date of the launch of the consultation and a break during the time of mourning. However, officers will continue to promote the consultation to encourage feedback, including through social media sources. Request that PSB partners share the consultation within their organisation and networks.

Iolo added that whilst Conwy was hosting the consultation, Denbighshire have been working on adding additional detail to the plan, following discussions with the Well-being and Future Generation's office. This has included adding 4 key themes to support the main aspiration of reducing deprivation and inequality. These include -

- **Well-being** - Communities are happier, healthier and more resilient in the face of challenges, such as climate change or the rising cost of living.
- **Economy** – There is a flourishing economy, supported by a skilled workforce.
- **Equality** – Those with protected characteristics face fewer barriers.
- **Housing** – There is improved access to good quality housing.

Confirmed that the draft well-being plan will be circulated following the meeting to members to provide any further comments. Requested that any comments are feedback by the 7th October 2022, in order for officers to make necessary amendments. The final draft well-being plan will be presented for approval at the next PSB meeting in November, for members to then ratify within their own organisations. Final approval of the plan will be sought at the March 2023 PSB meeting.

Martin Cox from Natural Resources Wales. (NRW) highlighted that clear links would need to be seen with the well-being plan and the climate emergency to have the full support of organisations such as NRW.

Louise Woodfine supported the themes highlighted by Iolo; the health board were collating responses and would send them to the collating officers.

Both Iolo McGregor and Amanda Jones both stated they would be happy to receive any further feedback from the board through email correspondence.

The chair thanked officers for all of the work concerning the well-being plan.

RESOLVED that:

- i. *the PSB note the Well-being plan.*
- ii. *PSB support officers to circulate the draft well-being plan to members to provide comment by the 7th October 2022.*

6 COMMUNITY NARRATIVES PROJECT - AGREEMENT ON COMMUNITY AREAS FOR CONWY & DENBIGHSHIRE

The chair presented members of the board with the agreed community areas for the Community narrative projects. They were Pensarn for Conwy and Rhyl for Denbighshire. The board decided on these areas; it was also stated that rural areas in both Counties could be looked at later with the Community narrative projects.

RESOLVED that the Conwy and Denbighshire Public Services Board note the update on the Community Narratives project.

7 ACTIVE TRAVEL CHARTER

Louise Woodfine from Natural Resources Wales (NRW) presented the active travel charter (previously circulated) to the Conwy and Denbighshire Public Services Board.

In 2021, the Welsh Government launched Llwybr Newydd, the Transport Strategy for Wales. The strategy aims to achieve a transferal shift by displacing private car journeys with walking, cycling and public transport. The Active Travel Act has further supported this strategy for Wales.

Due to the significant public health benefits of active travel, the Betsi Cadwaladr University Health Board (BCUHB) Public Health Team have led the development of a Healthy Travel Charter for north Wales (see appendix a). The charter was

developed in partnership with key organisations in north Wales, including the six Local Authorities, Sustrans, Natural Resources Wales and Transport for Wales. The charter provides organisations with various areas to take action against, spanning leadership and communication, public transport, walking and cycling, agile working and ultra-low emission vehicles.

On 8 July 2022, the Healthy Travel Charter was presented to the North Wales Regional Leadership Board. Member organisations were asked to support the adoption of the charter within their organisations. Alongside this recommendation, it was suggested that the Charter aligns well with the Public Service Board (PSB) Wellbeing Objectives. Raising awareness, supporting and promoting the adoption of the Charter across north Wales PSB partner organisations, and offering support to smaller organisations from those PSB partners that have already achieved significant progress against active travel priorities could be necessary for PSBs.

Over the past 50 years, increased reliance on car travel has led to declining levels of physical activity, increasing levels of obesity, widespread air pollution, social isolation, and worsening health inequalities. Active travel describes a shift from car use to 'walking and cycling'.

Conwy and Denbighshire PSB are currently in the process of finalising their wellbeing plan. The PSB has agreed that the wellbeing objective for 2023-2025 was 'We want Conwy and Denbighshire to be an equal place with less deprivation'. The root causes of the inequities currently being experienced across Conwy and Denbighshire have been identified as follows:

- 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

Prioritising the action of PSB partners adopting the Healthy Travel Charter and supporting more comprehensive partners in adopting and implementing the charter offers the PSB an opportunity to begin addressing some of these root causes.

Conwy and Denbighshire PSB have also recognised the importance of Social, Environmental, Cultural, and Economic inequality. Air quality and road traffic collisions cause many of these inequalities. Those living in the most deprived communities are more likely to be living in areas of low air quality.

The board were happy with the Active Travel Charter. However, Iwan Davies highlighted the low-carbon vehicles aspect of active travel he suggested the wording could change to encourage people to walk or cycle on shorter journeys rather than using low-emission vehicles. Louise Woodfine would take the suggestion to the health board.

Nicola Kneale informed the board that Denbighshire was working on its new corporate plan, and the Active Travel charter could be considered whilst it was being formulated.

RESOLVED that –

- (i) The PSB provide shared support working towards adopting the ethos and principles of the Healthy Travel Charter within their organisations.***
- (ii) The PSB would encourage and influence members of the wider system to raise awareness and support and champion the Healthy Travel Charter.***
- (iii) The PSB notes the Healthy Travel Charter and works with and develops the implementation of elements of the charter.***

8 FORWARD WORK PROGRAMME

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

An overview of Corporate Joint Committees (CJCs) was raised, and any information that DCC and CCBC have could be shared with the PSB; the chair was happy for the information to be shared with the PSB.

RESOLVED that the forward work programme be approved.

THE MEETING CONCLUDED AT 2:45 pm

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CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Minutes of a meeting of the Conwy and Denbighshire Public Services Board held in by video conference on Wednesday, 30 November 2022 at 2.00 pm.

PRESENT

Present:

Councillor Jason McLellan	Denbighshire County Council
Councillor Goronwy Edwards	Conwy County Borough Council
Martin Cox	Natural Resources Wales
Mark Hughes	Natural Resources Wales
Helen McArthur	North Wales Fire and Rescue Service
Louise Woodfine	Betsi Cadwaladr University Health Board (Public Health)
Emma Lea	Betsi Cadwaladr University Health Board (attending in place of Libby Ryan-Davies)
Jan Smith	Conwy Voluntary Support Conwy (CVSC)
Tom Barham	Denbighshire Voluntary Services Council (DVSC)
Jeff Moses	North Wales Police
Vicky Poole	Welsh Government

Officers:

Amanda Jones	Conwy County Borough Council
Hannah Edwards	Conwy County Borough Council
Fran Lewis	Conwy County Borough Council
Iolo McGregor	Denbighshire County Council
Shannon Richardson	Denbighshire County Council
Stephanie Jones (Host)	Denbighshire County Council
Rhodri Tomos-Jones	Denbighshire County Council
Helen Miliband	Natural Resources Wales
Iona Hughes	Natural Resources Wales
Mike Corcoran	Co-Production Network for Wales

ALSO PRESENT

Observer – Councillor Gareth Sandilands (Denbighshire County Council)

1 WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from –

- Councillor Charlie McCoubrey - Conwy County Borough Council
- Rhun ap Gareth - Conwy County Borough Council

- Owain Llywelyn – North Wales Police
- Libby Ryan Davies – Betsi Cadwaladr University Health Board
- Graham Boase – Denbighshire County Council

The chair for the PSB thanked the previous Chief Executive of Conwy County Borough Council, Iwan Davies for all the hard work and dedication during his time on the PSB.

2 MINUTES OF LAST MEETING

The minutes of the Conwy and Denbighshire Public Services Board meeting held on 26 September 2022 were submitted.

Matters of accuracy –

- Louise Woodfine highlighted an error on page 3; she represented Public Health Wales and not Natural Resources Wales.

RESOLVED that the minutes of the meeting held on 26 September 2022 be received and approved as a correct record.

3 MEETING ACTION TRACKER

The Chair, Councillor Jason McLellan, presented the meeting Action Tracker. The board were happy with the actions; they were informed that the informal networking session in 2023 would be scheduled as an in-person meeting.

4 WELL-BEING PLAN - APPROVAL OF DRAFT PLAN

The Strategic Planning and Performance Team Leader, Denbighshire County Council, Iolo McGregor, introduced the Conwy and Denbighshire PSB Well-being Plan, 2023 to 2028.

The chair thanked all the external bodies for the assistance with the feedback from the board regarding the Well-being plan.

The public consultation on the draft Well-being Plan was launched on August 17 and ran until November 9. Simultaneously the 14-week period, during which the Well-being of Future Generations Commissioner must provide feedback on our draft plan, was triggered.

Work has been ongoing during the consultation period to further develop the detail included within the Plan. This was based from the feedback and intelligence received, including responses from the Well-being of Future Generations Commissioners office and partners such as Natural Resource Wales.

How we would work –

The PSB needed to be set up right from the very start of this Well-being Plan to ensure that it delivers the right benefits for our communities most effectively and

efficiently. In the undertaking of all our activities, the Public Services Board will work collectively in its partnership role to:

- Leadership
- Co-production
- Fairness
- Informed decision making

The next stage is to seek, pending any amendments, approval of a final version to enable partner organisations to give their ratification between December and March and before adoption by the PSB on March 23. Conwy had already progressed with discussions with their senior team.

The board discussed the following further –

- Martin Cox (NRW) – Firstly thanked the officers for all the work and engagement which was carried out; he agreed that having the plan on the website was beneficial; as a statutory board member, he highlighted that there might be further comments from NRW following a board meeting on the 12th December 2022.
- The resource required to complete the work was raised, and whether in the current climate the plan could be carried out; officers clarified that the introduction to the plan highlights what can be done in the current climate, the plan would need to be done with what the partners could give.
- Officers raised the need for the PSB members to drive the project; there was a risk which could occur that officers would push the plan but need support from the PSB members.
- The board agreed that the financial times could push the board to make the plan work better; with the plan, we have been grappling with financial woes; as a collective, what impact can we have towards a positive change.

Resolved that –

- (i) The PSB considered and took note of the feedback from the consultation as well as the content of the draft report alongside the well-being impact assessment.***
- (ii) Following the discussion and points raised that the PSB approved the draft well-being plan for ratification by individual organisations between now and March 2023.***
- (iii) The PSB agrees that the draft plan was made available on the PSB's website for a final 'sense-check' and invite stakeholders to get in touch if they want to be involved in or provide feedback on any aspect of the Plan.***

5 REVIEW OF PSB RISK REGISTER

Amanda Jones presented – the report asking PSB to review the Conwy and Denbighshire PSB risk register and the risks PSB is facing.

The amount of staff available was a risk which has been added.

The PSB Risk Register is developed and owned by PSB. It is formally reviewed once per year, as outlined in Terms of Reference. The last review was undertaken in December 2020. During this latest review, there have been a small number of updates; in summary:

- The inclusion of an additional column to identify future mitigating actions to encourage long-term thinking and prevention.
- PSB 2: The risk that partner organisations are not committed to the board. Included three additional mitigating actions:
 - PSB members have agreed to set up informal meetings to discuss
 - Upcoming agendas, building relationships and networking.
 - Joint Scrutiny Committee was established to evaluate the effectiveness of the PSB.
- Representatives from the PSB's invited participant list have been co-opted onto the Joint Scrutiny Committee to assist in evaluating the effectiveness of the PSB.

PSB 3: The risk that the PSB fails to maximise the potential impact it can achieve through a collaborative approach. Included three additional mitigating actions:

- Support from the co-production network to ensure we successfully collaborate.
- Joint Scrutiny Committee was established to evaluate the effectiveness of the PSB.
- Representatives from the PSB's invited participant list have been co-opted onto the Joint Scrutiny Committee to assist in evaluating the effectiveness of the PSB.

One new risk has been identified. PSB 6: The risk that recruitment and retention issues, leading to a loss of expertise and capacity, worsen, resulting in poor or inadequate services. No risks have been removed.

The board discussed the following further –

- The board welcomed the addition of risk 6, but it was suggested the risk's wording could be broader to highlight that recruitment and retention could impact the work which could be carried out.
- It was raised that a shared approach attracts people to come work for local governments and other regional bodies.
- Officers stated that the PSB's Well-being plan and risk register were taken into account whilst Denbighshire created its new Well-being plan; it would be beneficial for other partnership bodies to refer to the PSB well-being plan and risk register.

RESOLVED that –

- (i) The PSB consider the risk, scores and mitigating actions within the risk register.**

(ii) The PSB agreed to no new risks other than capacity but amends the wording to reflect it's an issue across all partners of the PSB

6 UPDATE FROM PSB JOINT SCRUTINY COMMITTEE

Councillor John Roberts lead members through the minutes of the previous Joint Scrutiny committee.

The scrutiny group supported the Draft Well-being Plan, legal aid was raised, and Iolo and the officers referred the question to the probation team to pursue the question. The remit was challenging for the board to work on and engage on as private companies previously carried it out. The chair was happy to discuss the matter with Councillor in question.

RESOLVED that the PSB note the PSB Joint Scrutiny Committee update.

7 FORWARD WORK PROGRAMME

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

- The committee discussed the nature of the informal session and whether they would be meeting in person or virtually, and the committee agreed to have the meeting in person.
- The committee agreed that during the informal meeting in January that there would be further discussions on how the PSB could deliver the Conwy and Denbighshire PSB Well-being Plan.

RESOLVED that the forward work programme be approved.

THE MEETING CONCLUDED AT 15:05pm

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CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

FORWARD WORK PROGRAMME

2023 / 2024

Chair:

Councillor Jason McLellan, Denbighshire County Council

Vice Chair:

Councillor Charlie McCoubrey, Conwy County Borough Council

Co-ordinators:

Emma Lea (Betsi Cadwaladr University Health Board)

Amanda Jones & Hannah Edwards (Conwy County Borough Council)

Iolo McGregor (Denbighshire County Council)

Justin Hanson, Helen Millband & Iona Hughes (Natural Resources Wales)

TBC (North Wales Fire & Rescue Service)

Committee Responsible:

Denbighshire County Council

For Queries:

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

Meetings			
Meeting Date	Topic	Purpose	Responsible Officer
17 July 2023 (Informal meeting)	Corporate risks	To share and discuss partners corporate risks in relation to the well-being plan objectives.	Amanda Jones, Conwy County Borough Council
	Accelerated Cluster Development programme	To inform members of the Accelerated Cluster Development programme.	Sian Fearn-Thomas, Betsi Cadwaladr University Health Board

Page 38 17 July 2023	Whole Systems Approach	To build knowledge and understanding of these approaches and provide national context.	National Public Health Team
	Community engagement	To discuss PSB engagement approach and mission statement.	Mike Corcoran,
	Active Travel Charter update	To receive an update on the Active Travel Charter and how the PSB can further support the initiative.	Louise Woodfine, Public Health
	Approve the Terms of Reference	To approve the terms of reference to broaden the PSB's membership in the context of its newly approved Well-being Objective.	Chair

25 September 2023 (Formal meeting)	Corporate risks	To present the findings of the key risks informal discussion.	Amanda Jones, Conwy County Borough Council
	Inverse Care Law	To inform members of the work progressing across the region which is focused on inequalities and partnerships.	Helena Belmans, Betsi Cadwaladr University Health Board
	Well-being Plan Performance Framework	To present a high-level performance framework to support the well-being	Iolo McGregor, Denbighshire County Council

		plan and discussions around equality and deprivation.	
	Community Wealth building and Progressive Procurement – pilot findings and recommendations	To consider the findings and recommendations following the project.	Anthony Mason, Conwy County Borough Council
	North Wales PSB Well-being Plans	To obtain a better understanding of neighbouring PSBs work and the challenges they face.	TBC (but invite chairs of the other NW PSBs)

October 2023 (Informal meeting)			
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12 December 2023 (Formal meeting)			
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January 2023 (Informal meeting)			
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13 March 2024 (Formal meeting)			
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Standard Agenda Items
Apologies for Absence
Minutes of last meeting
Matters Arising
Meeting Action Tracker
Update from partner members / Share opportunities
Forward Work Programme
AOB

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