

Public Document Pack

Conwy and Denbighshire Public Services Board

Council Chamber, County Hall, Ruthin and by video conference

Wednesday, 13 March 2024

2.00 pm

| STATUTORY MEMBERS | |
|---|---|
| <p>Conwy County Borough Council Councillor Charlie McCoubrey (Leader of the Council)</p> <p>Rhun ap Gareth (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 Libby Ryan-Davies - Integrated Health Community Director Alyson Constantine - Integrated Health Community Director of Operations</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 Elgan Owen (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 Owain Llewelyn, Divisional Commander</p> <p>National Probation Service Andy Jones, Head of Probation Delivery Unit</p> <p>Welsh Government Representative Representative to be confirmed.</p> <p>Office of the North Wales Police and Crime Commissioner Stephen Hughes (Chief Executive)</p> <p>North Wales Housing Association Helena Kirk (Chief Executive)</p> |

Hannah Edwards, PSB Development Officer

Conwy County Borough Council, Bodlondeb, Conwy, LL32 8DU

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AGENDA

1 WELCOME AND APOLOGIES FOR ABSENCE

2 MINUTES OF LAST MEETING (Pages 5 - 10)

To approve the minutes of the last meeting held on 12 December 2023 (copy attached).

3 OVERVIEW OF PREVIOUS MEETING DECISIONS AND ACTIONS FOR APPROVAL (Pages 11 - 14)

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

4 WORKSHOP OVERVIEW AND DEVELOPMENT OF A PSB WORKPLAN (Pages 15 - 26)

To receive a presentation by Amanda Jones, Conwy County Borough Council, Mike Corcoran, Co-Production Network for Wales and Helen Milliband, Natural Resources Wales (copy attached).

5 HEALTHY TRAVEL CHARTER NEXT STEPS (Pages 27 - 28)

To receive a presentation from Louise Woodfine (BCU), and Tom Porter PHW (copy attached).

6 FEEDBACK FROM PSB SHARED LEARNING EVENT

The Chair to lead on this item.

7 FORWARD WORK PLAN (Pages 29 - 32)

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

CONWY AND DENBIGHSHIRE PUBLIC SERVICES BOARD

Minutes of a meeting of the Conwy and Denbighshire Public Services Board held by video conference on Tuesday, 12 December 2023 at 10.00am.

PRESENT

Members:

| | |
|-----------------------------------|---|
| Councillor Jason McLellan (Chair) | Denbighshire County Council |
| Councillor Charlie McCoubrey | Conwy County Borough Council |
| Graham Boase | Denbighshire County Council |
| Martin Cox | Natural Resources Wales |
| Helen MacArthur | North Wales Fire and Rescue Service |
| Rhun ap Gareth | Conwy County Borough Council |
| Louise Woodfine | Betsi Cadwaladr University Health Board (Public Health) |
| Tom Barham | Denbighshire Voluntary Services Council (DVSC) |
| Carol Marubbi | Town and Community Council – Conwy representative |

Officers:

| | |
|----------------|--|
| Emma Lea | Betsi Cadwaladr University Health Board |
| Amanda Jones | Conwy County Borough Council |
| Mike Corcoran | Co-Production Network for Wales |
| Iolo McGregor | Denbighshire County Council |
| Helen Miliband | Natural Resources Wales |
| Iona Hughes | Natural Resources Wales |
| Guto Jones | Conwy County Borough Council (Translation) |
| Hannah Edwards | Conwy County Borough Council |

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from –

- Libby Ryan-Davies – Betsi Cadwaladr University Health Board
- Helena Kirk – North Wales Housing Association
- Mark Hughes – Natural Resources Wales
- Wendy Jones - Conwy Voluntary Support Conwy (CVSC)

Due to the apologies received from statutory partners, the meeting would not be quorate. Any actions / recommendations proposed will be considered and ratified at the next PSB meeting in March 2024.

Statutory members to consider the quorum requirements outlined in the terms of reference and reinforce the importance of attendance and nominating a suitable substitute (with decision making authority) to all members.

2. MINUTES OF LAST MEETING

The minutes of the Conwy and Denbighshire Public Services Board meeting held on 25 September 2023 were submitted.

***RESOLVED** that the minutes of the meeting held on 25 September 2023 be received and recorded as accurate.*

3. MEETING ACTION TRACKER

The Chair, Councillor Jason McLellan, presented the meeting Action Tracker.

- Whole systems approach – support officers presented initial findings from the mapping work at the informal meeting in November. This will be discussed further later in this meeting (item 7).
- Risk and issues – will discuss the findings later in the meeting (item 5).
- Healthy Travel Charter - discussion ongoing with the public health team on best approach for collecting information. Will report back in March 2024.
- Third Sector involvement – seeking advice from the Future Generations Commissioners office.
- Engagement plan development – updated will be presented later in the meeting (item 4).

4. COMMUNITY ENGAGEMENT PLAN DEVELOPMENT

Mike Corcoran, Co-Production Network for Wales, provided the Board with a reminder of developments of this work over the most recent meetings. Whereby the Board approved an engagement mission statement at the July 2023 meeting and further discussion held at the September meeting using various case study examples on the approach and direction the PSB could take to engagement.

Following these discussions, PSB support officers have drafted a plan containing a list of eight simple and practical actions PSB members could undertake between now and the next meeting in March 2024 to progress action. This would form the foundation for future engagement work. These proposed actions include:

- i. PSB members to undertake a visit to a local school, discussing the role, work and activities of the PSBs, inviting questions and encouraging discussion – before feeding back to PSB.
- ii. PSB members to participate in a meeting of a group representing community interests in Conwy and Denbighshire (especially those representing marginalised communities and those with protected characteristics) – before feeding back to PSB.
- iii. PSB members undertake shadowing with a fellow PSB member organisation – gaining deeper insight into the realities of their daily work, and identifying opportunities for greater support, alignment and collaboration – before feedback back to PSB.
- iv. PSB members to collectively participate in all key regional networks aligned with the PSBs goals (for example, North Wales Insights Partnership) identifying opportunities for region-wide collaboration – before feeding back to PSB.

- v. PSB members to communicate to their workforces (via newsletters, staff conferences, training sessions or otherwise) about the role of the PSB, its relation to their organisation's work, and its relevance to all staff within the organisation.
- vi. PSB to invite members and/or external facilitators to lead practical 'workshop sessions' within future PSB meetings – both stimulating new ideas and discussion and demonstrating creative engagement techniques and practices.
- vii. PSB invite external groups or organisations (whose goals align with those of the PSB) to participate in future PSB meetings, providing inspiration, guidance and challenge with regards to the PSBs ongoing work.
- viii. PSB promote attendance (virtually or otherwise) at PSB meetings to workforces and to the wider public, raising awareness of PSB activity, and transparency of the PSBs processes.

Highlighted that these proposed actions are suggestions only and no obligation for Members to undertake all of them. Recommended that each member identifies at least one action which they are happy to lead on in this time period. Recognised that it is not a definitive list and can be amended. Reinforced that the PSB Officer Team, and Co-production Network for Wales, will provide support to all PSB members in the undertaking of the actions.

The board discussed the following further –

- Sets a great ambition of where we need to be working towards and sensible to develop actions, but concern regarding capacity and resource to implement all the actions identified. Useful to refine these actions, or focus on select few initially.
- Some concern in publicising the meetings to the public currently, as need to ensure we have the member attendance to make decisions and progress action.
- Importance of linking in to and making use of existing groups / forums / work streams as much as possible.
- Tom Barham informed the Board that DVSC would be able to support action 2, from a Denbighshire perspective in terms of meeting groups with a community interest (would need to discuss further with Conwy counterparts). Also DVSC has recently established a third sector influencing group, which as part of its terms of reference is looking to engage with the PSB.
- Need to be clear on the level of engagement (e.g. are we informing, consulting, co-producing?) and ensure what we do is meaningful.
- Development of a newsletter, if capacity allows – it is a useful way to share information within our organisations.
- Report to come back for consideration, as want to consider from an organisational perspective how we can use our internal resources to support PSB engagement work.

RESOLVED that,

- a. *the PSB note the presentation on the development of an engagement plan;*
- b. *that a report come back to a future meeting detailing how the actions can be refined further following member discussion;*
- c. *members to consider and reflect on the proposed actions from an organisational perspective;*

- d. *Support officers to consider how the engagement actions can be built into the whole systems approach work.*

5. CORPORATE RISK AND ISSUES FINDINGS

Amanda Jones provided background to the item, whereby at the July informal meeting members initially discussed identifying any commonalities in our organisations corporate risks and mitigations. It was agreed as a starting point to look at the risk registers of the other PSBs, with a view to exploring undertaking this work regionally. This item provides an initial overview of the common risks and mitigation actions identified by the three North Wales PSBs. However suggested undertaking a further piece of work to consider the practicalities of taking a regional approach to any common mitigating actions identified.

When looking at the risk registers, Conwy and Denbighshire's risk register appears more detailed and follows a risk assessment methodology. Three common themes were identified, including –

- **Insufficient resource and capacity** - Funding value and effectiveness, maximise resources through wider collaboration.
- **Not working together effectively** - Evidence-based evaluation of progress and impact; promotion of PSB activity and partner organisations; challenge progress.
- **Macro environmental factors influencing and impacting on delivery** - Share learning on opportunities & challenges.

Discussion included –

- Worthwhile exercise which provides useful insight.
- Useful in future to circulate slides in advance.
- Confirmed the intention of this work is to use the findings to review our own risk register but also provides an opportunity for the PSBs to pool resources and work together on the common mitigating actions identified.
- Useful as part of the future report to consider the practicalities of how this work can potentially be progressed regionally, e.g. convening regional PSB chairs meeting.

RESOLVED *that the findings be noted and a further report be presented to the Board in future.*

6. COMMUNITY WEALTH BUILDING AND PROGRESSIVE PROCUREMENT – PILOT FINDINGS AND RECOMMENDATIONS

Amanda Jones presented the item. The report is a result of work which was carried out in 2021. Welsh Government commissioned the Centre for Local Economic Strategies (CLES) to look at community wealth building across PSBs in Wales. In Conwy and Denbighshire, the Board agreed that both Local Authorities would participate in the pilot on behalf of the PSB. The main focus of the work was on progressive procurement, including decarbonising supply chains and procurement cycles.

It was confirmed that this report has taken time to be reported to the Board due to delays from CLES and changes in personnel working on this topic in both authorities. Due to this, the report is out of date to some extent, as this agenda has since progressed both nationally and locally.

The initial intention was for the Board to review and agree which recommendations to take forward, as well as sharing with other partner organisations to progress in their own organisations. Although the report is out of date, there may be some value in considering the recommendations in light of the Well-being Plan (where climate change is one of the focus areas) and as part of the whole systems approach to delivering the plan.

Discussion included –

- New procurement legislation is coming and should be consider alongside this report.
- Perhaps more beneficial this report is considered from an organisational perspective, useful basis to carry out a gap analysis. Uncertain what this report means for the PSB.
- Supportive of exploring the recommendations in the report and considering whether any are relevant to the whole systems approach and the sub-steps we can take to deliver on this area of the well-being plan (climate change).
- Concern PSB are unlikely able to influence on certain areas in this report, and questioned if more beneficial to take a regional approach where relevant, such as sustainable procurement. There are regional groups and networks which may be better suited to progress work, such as Economic Ambition Board.

RESOLVED that the report be noted.

7. SYSTEM LEADERSHIP – UPDATE ON PSB APPROACH

Amanda Jones provided members with a reminder of the work to date on this area. At the November 2023 informal meeting, a session was held on the initial work officers have undertaken in assessing the steps outlined in our well-being plan against the four systems level. This work identified ‘sub-steps’ the Board could take to ensure a whole systems approach is taken in delivering the Well-being Plan.

The Board was supportive of continuing with this approach and further work will be carried out by officers to progress this work. Proposed using the informal meeting planned for January 2024 to hold a workshop to get members input. Aim of this workshop will be to identify system level actions the PSB can take to support delivery of the Well-being Plan which will help form the basis of a delivery plan.

Discussion included –

- Louise Woodfine to share the correspondence received from Public Health Wales regarding an update on the National Shaping Places programme. This includes a briefing for PSBs on the process for identifying themes for the learning cohorts.
- Feedback to the national team following the workshop in January 2024.

RESOLVED that the progress update and approach to the January workshop be noted.

8 FORWARD WORK PLAN

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

- The board suggested having an item at the March meeting to ratify any decision from the previous meetings that were not quorate.

RESOLVED that the forward work programme be approved.

The meeting concluded at 11:30 am

C&D PSB – overview of previous actions & decisions

| Meeting | Item | Lead | Summary of discussion | Decision required |
|---|---|--|--|---|
| September 2023 | Approval of July 2023 minutes | Chair | RESOLVED that the minutes of the meeting held on 17 July 2023 be received and approved as a correct record. | To approve the July minutes. |
| | Inverse Care Law | Helena Belmans, Betsi Cadwaladr University Health Board | RESOLVED that the PSB note the content of the presentation. | No decision required. |
| | | | Board suggested that once all the workshops have been carried out, Helena return to the PSB to update the board on any findings. | |
| | Community Engagement Plan Development | Mike Corcoran, Co-Production Network for Wales | RESOLVED that the PSB note the Community Engagement Plan Development presentation. | No decision required. |
| Board suggested persistent updates on the engagement plan and a holistic approach to ensure that the work was carried out and nothing was missed. | | | | |
| Empowering Diverse Communities In To Employment: Engagement Findings And Next Steps Appendix 1 - report | Fran Lewis | RESOLVED the board support, in principle, the recommendations set out within the report; however, they would need to be formally agreed upon at a quorate meeting of the PSB. | Recommendations included - <ul style="list-style-type: none"> • Maintaining an ongoing dialogue about barriers to employment – to encourage any issues to be shared, so that employers are more aware of the barriers which can be a catalyst for change • Anchor organisations (e.g. LAs, Health and Ambulance, Police, Fire and Rescue, Universities and Colleges) working together to create opportunities to enable people to get on the employment ladder, including volunteering, apprenticeships, placements and shadowing | To support – <ol style="list-style-type: none"> a. the implementation of the suggested recommendations outlined in the report; and b. The progression of the next steps and continuing the engagement work. |
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|---------------|---------------------------------------|--|---|-----------------------------------|
| | | | <ul style="list-style-type: none"> • A diversity event across North Wales, inviting people and employers. It can be formal/informal but give opportunity for people to socialise and gain information • Active/pro-active work to attract staff from diverse backgrounds through how we promote vacancies and to which groups as opposed to simply posting an advert online • / Consider advertising in different places (e.g. places of worship, physical locations) rather than just online or on an organisations own website • Staff Networks, Buddy Systems for new recruits • Sharing of a 'Welcome to North Wales' welcome pack for people unfamiliar with the UK and the region <p>The board members were supportive of the regional approach to the matter and seeking further funding to continue the engagement work. They suggested working closely with other PSBs and sharing practices; also, they would take the information back to their respective organisations and circulate the information.</p> | |
| December 2023 | Approval of the September minutes | Chair | RESOLVED that the minutes of the meeting held on 25 September 2023 be received and recorded as accurate. | To approve the September minutes. |
| | Community engagement plan development | Mike Corcoran, Co-Production Network for Wales | RESOLVED that <ul style="list-style-type: none"> a. the PSB note the presentation on the development of an engagement plan; b. that a report come back to a future meeting detailing how the proposed actions can be refined further following member discussion; c. members to consider and reflect on the proposed actions from an organisational perspective; d. Support officers to consider how the engagement actions can be built into the whole systems approach work. | No decision required. |

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| | Corporate risks and issues findings | Amanda Jones | RESOLVED that the presentation on the risk findings be noted and a further report be presented to the Board in future. Discussed reviewing the risk register more frequently than once a year and how to progress any common risks/mitigations regionally. | No decision required. |
| | Community Wealth building and Progressive Procurement – pilot findings and recommendations | Amanda Jones | RESOLVED that the report be noted. Discussed exploring the recommendations in the report and consider whether any are relevant to the whole systems approach work. | No decision required. |
| | System Leadership – update on PSB approach | Amanda Jones | RESOLVED that the progress update and approach to the January workshop be noted. | No decision required. |

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Conwy and Denbighshire PSB

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WHOLE SYSTEMS THINKING – Workshop Outcomes

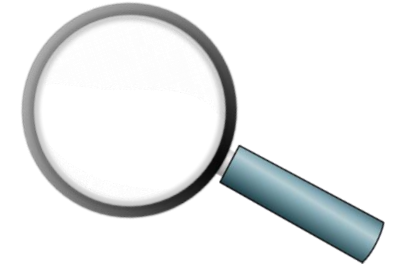
Agenda Item 4

Workshop overview & process

[C&D PSB - workshop \(Jan 2024\) - Google Jamboard](#)

- Workshop aimed to build on the PSBs commitment to take a ‘whole systems approach’ in the design and delivery of its well-being plan.
- Mapping work by support officers indicated there was an ‘implementation gap’ with specific actions & activities of the PSB needed to be defined.
- The workshop addressed the gap by members working through a series of worked examples – with coverage of all system levels, and all well-being plan themes.
- Building out from these worked examples, aiming to draft a work plan for the PSBs review.

Understanding our systems - reminder



Events

Behaviours and outcomes that arise from how the system function. Actions at this level generally provide short term fixes, but do not address the underlying structures that caused the behaviours/outcomes to occur.

System structures

Underlying structures that cause the events to occur. Actions at this level, which seek to reshape or redesign these structures, are more likely to reduce the frequency of events occurring in the future

System goals

Goals that the system, or a part of the system, is working to achieve. Actions taken at this level alter the goals, targets or ambitions that the system - and people within the system - are aiming to achieve.

System beliefs

Deeply held beliefs, norms, attitudes and values of the individuals and organisations within the system. Actions taken at this level aim to change the deeply held beliefs of the stakeholders and/or organisations who steer the direction of the system.

System levels

Workshop examples

Overarching

“PSB member organisations recognise their role in leading by example”

Well-being of Communities

“PSB members to embed the Healthy Travel Charter within their organisation”

Economy

“PSB members explore opportunities for volunteering, work experience and apprenticeships within their organisation”

Raising awareness - coordinated signposting and information sharing (each of our organisations have offers / campaigns - e.g. Pension credits, flood awareness sign up, healthy vouchers and other benefits available)

Shared performance measures to gauge the effect of coordinated signposting and information sharing, e.g. take-up of pension credit.

Translate PSB priorities into bite-sized actions that we can take back to our teams. Lots that we can do, but need to understand what it means for our troops.

Agree consistent messaging and coordination of message(s).

Delegate to 1 PSB member to coordinate the signposting and deliver required training, e.g. DVSC who have insight into community networks.

“PSB member organisations recognise their role in leading by example”

Engage with our customers - is the 'system' working for you.

Championing / Leading / Problem Solving. Assess risks and act.

SPOA used as an avenue for coordinated signposting.

Leaders as problem solvers who assess the risks.

Consider the gap between strategic and operational teams. How can the PSB equip their teams with the information to help and signpost people?

There is a need to bridge the gap between Strategic and Operational.

Coordinate buy-in from others. Need clear information to do so.

Would a regional PSB work better?

Overarching

Look at how PSB members communicate with each other. Consider commissioning one system to do this.

Give help to each other? Making connections / sharing experience. Share lessons learned.

How we communicate with partners. E.g. Active Travel - what does it mean? How does it operate? Need a better system for communication, to build a network and pool of resources.

Individual members to go back to their organisations and advocate / raise awareness / link up best practice.

“PSB members to embed the Healthy Travel Charter within their organisation”

Siloed activity? Benefit here is sharing best practice.

Showing the way as leaders; set out the commitment; promote good practice; engage and learn.

Understand barriers to implementation - infrastructure and lifestyle - look at habits - research within organisations.

Connect with right groups - to promote, to evaluate, to improve.

Where there is a block or an issue = PSB can lead to unlock. Commission research to better understand a problem

We know where the issues are - infrastructure, cost, and equalities - but we can explore where we CAN do something.

Adopt simple but good practices relating to PSB meetings and promote sustainable and active travel. Set targets around this.

Establish what is already happening and establish a baseline for each PSB member. Assess / map / evaluate the gaps and learn from each other.

engage & invite private sector experts in

Reports to PSB - come with clear recommendations for the partnership. E.g. Barriers to jobs report. Recommend that PSB orgs discuss with HR departments, and feedback

Do more of it!
There's a lot we can offer.

How do we become inclusive in our communities? Have a common understanding about the barriers - why don't people apply for our jobs?

strengthen schools relationships

Bring in experience of others (not on PSB) - invite to help and learn from.

Lobbying WG for apprenticeship funding / support

“PSB members explore opportunities for volunteering, work experience and apprenticeships within their organisation”

Volunteering, work experience & apprenticeships - 3 distinct areas of action

share collective pride in North Wales region, collectively promote North Wales as a good place to live & work

Page 1
engage with young people & junior staff

Make recruitment more welcoming.

How flexible are we as organisations in supporting our staff to perform civic duties / volunteering for other orgs.

Set strategic direction and champion. Should look for innovative opportunities between our organisations.

engage internally with HR departments and feedback

Raise awareness as to opportunities available across our orgs as a partnership.

Live lives through the eyes of others. Educate others.

Volunteering - organisations releasing staff / need alignment of policy = set commitments & targets but ensure they are flexible between organisations.

Approaches identified

Piloting

One (or a very small number) or key themes through which the PSB can pilot a 'whole systems approach'

Modelling

With the PSB agreeing to a simple set of good working/cultural practices it can adopt and promote internally (through its organisations) and externally (to the wider public).

Engaging

With the PSB undertaking training, inviting in relevant experts, and drawing upon expertise from within its member organisations to advance understanding and inform wider decision-making

Example of PSB action

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Piloting

Co-ordinated approach to information sharing using partners' campaigns / offers (such as uptake of pension credit, flood awareness schemes)

Modelling

Adopting green practices with regards to meetings

Involving young people in our meetings

Engaging

Undertake training (such as anti-racism training)

using our meetings differently to improve engagement approaches and strengthen community relationships

Next steps

- Agree on key actions to form a work plan
- Agree on a member lead for each of the actions identified (to act as a point of contact and keep momentum between meetings)
- Relevant officers will offer 1-2-1's with Members to reflect on their role and any support needed

Example FWP Timeline

Formal Meeting

Use part of each meeting to focus on **Piloting** actions – to allocate tasks

Summer
2024



Autumn
2024



Winter
2024



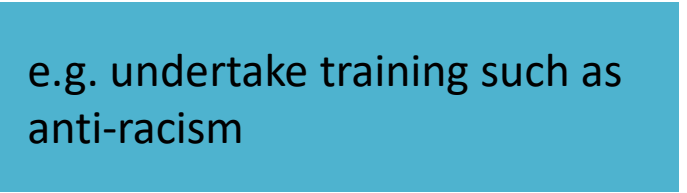
Spring
2025



Informal Meeting

Use part of each meeting to focus on **Engagement** actions – to teach or talk

Summer
2024



Autumn
2024



Winter
2024



Spring
2025



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Working together across North Wales, over the next two years we commit to...

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| Communications and leadership |
| Establish a sustainable travel champion network Establish a network of proactive sustainable travel champions, including senior staff, managers and where relevant, elected members, who routinely promote and model active and sustainable travel behaviour, in line with the sustainable travel hierarchy |
| Use consistent communications messages Agree and use regular and consistent communications messages with the public, visitors and staff on healthy travel and reducing unnecessary travel, including targeting people of different backgrounds, gender, age, abilities and disabilities |
| Consider healthy travel across our wider functions Promote and consider healthy travel options and benefits across wider functions, such as: procurement, conferences, and when advertising roles in our organisations |
| Encourage sustainable travel through expenses policies Review our travel expense policies and journey planning processes for staff, to align with the sustainable transport hierarchy |
| Provide strategic leadership on healthy travel Collaborate with partners and provide strategic leadership and planning on healthy and sustainable travel, including infrastructure and services where relevant |
| Support staff driving fleet vehicles to be responsible road users Support staff driving fleet vehicles to be responsible and considerate road users (e.g. driving within speed limits and not parking in cycle lanes), to enable safe walking and cycling |
| Public transport |
| Promote public transport discounts for sustainable travel Explore discounts for staff on Transport for Wales rail services and with local transport providers |
| Walking, cycling and public transport |
| Provide information on how to reach our sites sustainably Make information easily available on how to get to our main site(s) by walking, cycling and public transport links, for example by contributing to an interactive map |
| Cycling and walking |
| Offer the cycle to work scheme Offer the cycle to work scheme to all staff, including e-bikes |
| Provide staff with facilities and accessories to encourage active travel Assess and provide secure and accessible cycle storage, showers and lockers at all suitable sites |
| Enable staff to access bicycles more easily at work Improve access to bicycles at work where appropriate, e.g. pool bikes, hire bikes and cargo bikes |
| Promote cycle training and maintenance sessions Explore and promote cycle training and maintenance sessions where appropriate |
| Agile working |
| Support flexible working Provide flexible working options for staff wherever possible, including home and/or hub working, and promote a culture of agile working across public sector sites |
| Ultra low emission vehicles (battery electric or hydrogen) |
| Review provision of electric vehicle charging facilities Review the current and future need for electric vehicle (EV) and e-bike charging infrastructure on our sites |
| Look at options for ultra low emission vehicles in our fleets and procurement Review our fleet and procurement arrangements (where applicable) for introduction of ultra-low emission vehicles, including e-cargo and e-bikes where appropriate |



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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 & Ceri Blythin-McDonough (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 |
|--|---|---|--|
| 13 March 2024 (Formal meeting - County Hall Ruthin and Zoom) | Overview of previous meeting decisions and actions for approval | To ratify the decision of the previous two meetings of the PSB which were not quorate. | Chair |
| | Workshop overview and development of a PSB work plan | To discuss the findings of the January 2024 workshop and progress developing a work plan for the Board. | Amanda Jones, Conwy County Borough Council; Mike Corcoran, Co-Production Network for Wales; and Helen Millband, Natural Resources Wales |
| | Healthy Travel Charter – next steps | To ensure the Board is more informed in regards to implementing the Charter and decide on the next steps to progress the Charter. | Louise Woodfine, Betsi Cadwaladr University Health Board; Tom Porter, Public Health Wales; and NRW representative |
| | Community Narratives – Project update | To receive an update on the engagement project, which is being undertaken in Rhyl and Pensarn. | Dr Rachel Hughes, Wrexham University |

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| Informal meeting Spring 2024 Date TBC | | | |
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| Formal meeting Summer 2024 Date TBC | PSB Annual Report 2023/24 approval | To seek approval for the annual report 2023/24. | TBC |
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| Informal meeting Summer 2024 | | | |
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| Date TBC | | | |
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| Formal meeting Autumn 2024 Date TBC | | | |
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| Informal meeting Autumn 2024 Date TBC | | | |
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| Formal meeting Winter 2024 Date TBC | | | |
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| Informal meeting Winter 2024/5 Date TBC | | | |
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| Formal meeting Spring 2025 Date TBC | | | |
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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 |

| Provisional Items | | |
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| Well-being Plan Performance Framework | To present a high-level performance framework to support the well-being plan and discussions around equality and deprivation. | Iolo McGregor, Denbighshire County Council |
| Accelerated Cluster Development programme update | To receive an update on the programme. | Sian Fearne-Thomas, Betsi Cadwaladr University Health Board |
| Inverse Care Law update | To receive an update on the programme. | Helena Belmans, Betsi Cadwaladr University Health Board |
| 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) |