

Conwy and Denbighshire Public Services Board

Action Tracker



Meeting	Action		Action Owner	Progress Update	Deadline	Status Open / Closed / Not started
Dec 18	1.	Circulate the mental well-being workshop report at a future meeting.	Richard Firth	This has yet to be reported to the Board, but it has been shared with PHW who are now leading on the mental well-being priority and will be considered & reported on as part of their work going forward.	March 2020	Open
	2.	Social prescribing element of the community empowerment to explore weigh management and liaise with health colleagues to discuss LSOA level data.	Nicola Kneale	Complete.	July 2019	Closed
	3.	Find out if WG's Brexit resources can be shared with other public sector organisations for support.	Sioned Rees	Follow up with SR.		Not Started
	4.	Develop an in depth impact risk assessment for the Old Colwyn Sea defences and report at future meeting.	Owen Corey	Work progressing within Conwy. Item on the FWP for future discussion, HE confirming which 2020 they will attend.	At a 2020 meeting	Open
	5.	Develop a risk register for the PSB.	Nicola Kneale	Complete – register approved. Monitoring of the register is ongoing and will be reported on an annual basis (unless there is are any new risks identified).	September 2019	Closed
March 19	1.	Regular updates on PSB grant expenditure to be provided to the Board.	Nicola Kneale	These have been added to FWP for quarterly future reporting.	April 2019	Closed
	2.	Apply the rural proofing tool to the three priority areas.	PSB Officers	The tool has been applied to the environment and community resilience priority. However need to consider where the tool can be applied in future.	Ongoing	Open
July 19	1.	Focus of health and well-being at the next PSB meeting. Invite representative from the RPB, LIT and ISB to attend meeting.	Hannah Edwards	This has been deferred to the December 2019 meeting.	December 2019	Closed
	2.	Multi agency team to be established (following nominations from PSB members) to progress the weight management project.	Judith Greenhalgh	Complete.	September 2019	Closed
	3.	DVSC to present a future meeting regarding how PSB partners can get involved in the Dementia Awareness Community Led project.	Helen Wilkinson	Added to forward work programme.	March 2020	Closed

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	4.	PSB members to provide final comments to the Green Community Pledges by the end of July.	Hannah Edwards	Complete.	July 2019	Closed
	5.	Publish PSB annual report on website and circulate to stakeholders as specified in the Act.	Hannah Edwards	Complete.	July 2019	Closed
Sept 2019	1.	Get approval for the revised environment policy statement.	Hannah Edwards	Defer to December 2019.	December 2019	Closed
	2.	Each PSB organisation to nominate a lead officer/s to be the contact for each of the two commitments.	Fran Lewis	We need clarity on partnership Board leads and Supporting officers. Environment sub-group meeting organised in January 2020 to discuss with officers.	January 2020	Open
	3.	Update the PSB Risk Register and circulate to all PSB members for approval.	Nicola Kneale	Risk Register has been updated accordingly. This is table for an annual review at the September 2020 PSB meeting.	Ongoing	Open
Dec 2019	1.	Liaise with Town and Community Councils to explore how they can be represented on the Board (before any invitation is formally issued).	Natasha Hughes & Fran Lewis	Officers liaising with T&CCs representatives in each authority for direction. Conwy – Attending T&CC forum in March to discuss membership and approach.	March 2020	Open
	2.	Seek nominations from Community Housing Cymru for a housing representative to sit on the Board (to represent both Conwy and Denbighshire counties).	Natasha Hughes	Identifying contact within Community Housing Cymru to progress nomination.	March 2020	Open
	3.	Circulate options paper for mental well-being priority.	Richard Firth	Circulated on 16.01.2020. This is on the FWP for discussion at the March 2020 meeting.	March 2020	Open
	4.	Update action plan for WAO review (re change R2 to completed and 3a Board may consider for next reiteration of plan). Share with PSB scrutiny for consideration at their next meeting.	Hannah Edwards	Updates completed and shared with the joint PSB scrutiny committee.	January 2020	Closed
	5.	When undertaking the impact assessment review, consider if there are any equality areas the Board needs to be made aware of.	PSB officer group	PSB officers are meeting in January 2020 to review the impact assessment. The results of which will be presented to the March 2020 PSB meeting.	March 2020	Open

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	6. Sign the Board up to the National Principles of Participation.	Hannah Edwards	Complete.	December 2020	Closed
	7. Add transformational programme to the FWP (April / May) for update.	Hannah Edwards	Completed – FWP updated.	December 2020	Closed
	8. Follow up with WG energy Service, how we can work together going forward.	Fran Lewis / Helen Millband	Meeting arranged for January 2020 to discuss. Update will be provided to the Board at the March 2020 meeting.	March 2020	Open
	9. Confirm with Chair & Vice Chair whether they want to go ahead with January 2020 meeting.	Hannah Edwards	Meeting cancelled.	December 2020	Closed
March 2020	1.				
May 2020					
July 2020					
Sept 2020					
Nov 2020					
March 2021					

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Future meetings

- 16th March 2020 – 2 to 5pm (Coed Pella, Colwyn Bay)
- 4th May 2020 – (Russell House, Rhyl)
- 27th July 2020 - (Coed Pella, Colwyn Bay)
- 21st September 2020 – (Russell House, Rhyl)
- 16th November 2020 – (Coed Pella, Colwyn Bay)
- 27th January 2021 - (Russell House, Rhyl)
- 22nd March 2021 - (Coed Pella, Colwyn Bay)