

Conwy and Denbighshire Public Services Board

Action Tracker



Meeting	Action	Action Owner	Progress Update	Deadline	Status Open / Closed / Not started	
July 22	1	Write to invited participants to confirm they are happy to continue being a member of the Conwy & Denbighshire PSB.	Chair & PSB support officers	In progress – letters drafted. Update to be provided at the September 22 PSB meeting.	September 22	Open
	2	Write to key partners outlining what we're trying to achieve and if/how they want to be involved.	Chair & PSB support officers	In progress – letters drafted. Update to be provided at the September 22 PSB meeting.	September 22	Open
	3	Schedule informal networking sessions for the Board.	PSB support officers	In progress – For the remaining 22/23 meetings, time for networking will be included as part of the agenda. Informal meetings will be scheduled along with formal meetings when arranging the 23/24 calendar.	December 22	Open
	4	Open the briefing meeting to those that are presenting an item at PSB.	PSB support officers	Complete	September 22	Closed
	5	Share any views with the Chair prior to the next meeting regarding the Community Narratives project.	All members	Community Narratives project is tabled for further discussion at the next meeting.	September 22	Open
	6	Table the Community Narratives project at the next PSB meeting to formal agree the community areas.	Hannah Edwards	Complete	September 22	Closed
	7	Launch the consultation on the draft Well-being Plan and trigger the 14 week statutory period for feedback with the Well-being of Future Generations Commissioner.	PSB support officers	In progress – consultation was launch in mid-August and will run for 12 weeks until the 9 th November. An update will be provided at the next PSB meeting on the feedback received so far.	November 22	Open
	8	Publish the 21-22 Annual report following approval.	Hannah Edwards	Complete – uploaded to the PSB website and circulated to the statutory	September 22	Closed
	9	Table the Green Health Agenda at a future meeting.	Hannah Edwards	Complete – Public Health Wales to discuss at the September meeting.	September 22	Closed

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Ongoing actions

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