

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 considered 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