

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



**23 May 2017 10.00am Pembrokeshire Coast National Park Offices,
Llanion Park, Pembroke Dock**

(Mandatory meeting of the Public Services Board in accordance with Schedule 3 section 3(1) of the Well-being of Future Generations (Wales) Act 2015)

1. Welcome and apologies
2. Minutes of last meeting
3. Action log
4. Appointment of Chair and vice-Chair of the PSB for 2017-18
5. Review of Terms of Reference

Once the above items have been considered the formal meeting will close and will be followed by a workshop for PSB members only.

Date and time of next meeting:

18th July 2017 @ 10am – venue TBC

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



23 Mai 2017 10.00am Swyddfeydd Parc Cenedlaethol Arfordir Penfro, Parc Llanion, Doc Penfro

(Cyfarfod gorfodol y Bwrdd Gwasanaethau Cyhoeddus yn unol ag adran 3(1) Atodlen 3 Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015)

1. Croeso ac ymddiheuriadau
2. Cofnodion y cyfarfod blaenorol
3. Log gweithredu
4. Penodi Cadeirydd ac is-Gadeirydd y BGC ar gyfer 2017-18
5. Adolygu'r cylch gorchwyl

Unwaith y bydd yr eitemau uchod wedi cael eu hystyried bydd y cyfarfod ffurfiol yn cau, ac fe'i dilynir gan weithdy i aelodau BCG yn unig.

Dyddiad ac amser y cyfarfod nesaf:

18 Gorffennaf 2017 am 10am – lleoliad i'w gadarnhau

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
MONDAY 3rd APRIL 2017 at 9.30am
BRIDGE INNOVATION CENTRE, PEMBROKE DOCK

Present:

Cllr Jamie Adams	Leader, Pembrokeshire County Council (Chair)
Sarah Jennings	Director of Governance, Communication and Engagement, Hywel Dda University Health Board
Sharron Lusher	Principal, Pembrokeshire College
Jessica Morgan	PLANED
Sue Leonard	Chief Officer, Pembrokeshire Association of Voluntary Services
Tegryn Jones	Chief Executive, Pembrokeshire Coast National Park Authority
Anna Bird	Head of Partnership Development, Hywel Dda UHB
Ian Scale	Consultant in Public Health, Public Health Wales
Dr Steven Jones (SPJ)	Director of Development, Pembrokeshire County Council
Andrea Winterton	SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales
Roger Thomas	Temp. Assistant Chief Fire Officer, Mid & West Wales Fire & Rescue Service
CI Mark McSweeney	Dyfed Powys Police
Alyson Phillips	DWP
Christine Harley	National Probation Service
<i>In attendance</i>	
Claire George	Partnership and Scrutiny Support Co-ordinator, PCC
Tom Moses	Pembrokeshire Co-production Network
<i>Support/Secretariat</i>	
Nick Evans	Partnership & Scrutiny Support Manager, Pembrokeshire County Council
Lynne Richards	Partnership and Scrutiny Support Co-ordinator, Pembrokeshire County Council
Apologies	
Dafydd Llywelyn	Police & Crime Commissioner, Dyfed Powys
Bernadine Rees	Chair, Hywel Dda University Health Board (Vice-Chair)
Steve Moore	Chief Executive, Hywel Dda University Health Board
Kate Chamberlain	Welsh Government
Ian Westley	Chief Executive, Pembrokeshire County Council
Alec Don	Chief Executive, Port of Milford Haven
Helen Matthews	Senior External Relations Manager, Job Centre Plus
Rob Quin	Assistant Chief Fire Officer, Mid & West Wales Fire & Rescue Service
Supt. Ian John	Dyfed Powys Police
Paul Morris	Dyfed Powys Police
Helen Matthews	DWP

The meeting commenced at 9.35am.

1. Welcome and Apologies

Introductions were made and apologies received from those listed above.

2. Minutes of last meeting

The minutes of the meeting held on Tuesday 31st January 2017 were agreed as an accurate record.

3. Action Log

Pride in Pembrokeshire Awards – NE noted that a number of meetings had been held to begin the process of launching the awards. A meeting had been held with the Western Telegraph and PAVS had agreed to administer the delivery of the awards. The project would be launched at the end of May with a press release.

PSB Pooled Fund – Following requests to partners for funding to set up a pooled fund in November 2016, NE said that there appeared to be some confusion around what the fund would be used for. Funds secured from partners would not be used to fund staff or existing work but to fund joint PSB related activity, such as the Well-being Plan event on 28th April and the Pride in Pembrokeshire Awards. He would discuss the matter again with the Chair and provide further clarification to the Board.

NE

4. Well-being Assessment for Pembrokeshire

NE gave a brief overview to the background of the version presented for approval. He noted that all responses had been carefully considered and various amendments and additions had been made to strengthen the Assessment in response to comments received. He also gave an overview of the Appendices to the Assessment, which included responses from Welsh Government and the Future Generations Commissioner and noted that the responses received by neighbouring authorities had been broadly similar.

There were a number of areas that would be strengthened within the document over the next few months, looking again at the approach to defining Community Areas, strengthening the understanding of cultural well-being, and ensuring all groups were represented. It was also noted that there had been issues around getting feedback on the document from the public and specific groups. The Commissioner had also requested that analysis within the Assessment be made more Pembrokeshire specific and NE noted that the event at the end of April would assist in moving towards this as the outcomes from the event would reflect the key priorities for Pembrokeshire and would be fed into the assessment in due course. NE said that strengthening the Well-being Assessment would be an ongoing process going forward alongside development of the Well-being Plan.

SPJ raised the point that within the FG Commissioners response there were areas which the PSB were asked to consider strengthening prior to publication of the Assessment. NE said that the approach taken with the final draft version of the Assessment had been to strengthen areas where it was straightforward to do so, whilst acknowledging that there was more work to do in others, for example, with regards to Community Areas. This had

also been the approach taken by colleagues in Ceredigion and Carmarthenshire. AB said that she was aware of a neighbouring authority who had published their Assessment without making any changes that had been suggested by the Commissioner. SL said that she was struggling to see links within the Assessment to other documents, such as the Population Assessment. NE said that he would add an additional paragraph to the Assessment to signpost readers to other related legislation or publications. SJ also suggested that statutory partners should share their Well-being Objectives with PSB members. These would be forwarded to LR for circulation to the group.

NE

SPJ/
SJ/
AW/
RT/
LR

Partners then briefly discussed whether the Assessment should be reviewed and if so, how often, taking into account future work needed on the document and the upcoming publication of the Future Trends report by the Commissioner. It was agreed that the Well-being Assessment would be revised to take in account the Future Trends report and further additional work, and would then be refreshed and updated as necessary if there were any major changes to data that might affect possible priorities going forward.

NE

PSB partners complimented the Partnership and Scrutiny Support team for the work that had gone into producing the Assessment and gave formal approval to the document, subject to the amendments agreed, and for its publication.

5. Future Generations Commissioner: Draft Strategic Plan

NE informed the Board that the FG Commissioner was in the process of consulting on her first draft strategic Plan and asked that PSB partners consider the draft Plan and respond as appropriate.

Partners queried the accountability of the Commissioner as it was not clear in the report who she would be accountable to for her work. Links between WG policy and PSB work was also queried. It was also noted that the document was aspirational in nature and that it would be important for PSBs to focus on local structures. AW pointed out that individual statutory partners would most likely be submitting their own responses to the Plan, however, NE would draft a response on behalf of the PSB.

NE

6. Local Area Statements – presentation from Natural Resources Wales

AW gave a presentation on Area Statements and PSBs and links between the Well-being of Future Generations and Environment (Wales) Acts. She outlined the purpose of Area Statements, what they should include and how they should be used. She explained that Statements would be produced across each of NRW's six operational areas including the marine environment and outlined the process for developing Area Statements which was likely to begin in May following publication of WG's Natural Resources Policy.

7. Stronger Communities: Better Services – presentation from Pembrokeshire Co-production Network

SL began the presentation by noting that the engagement landscape was currently complicated in terms of the amount of legislation in existence and that was being introduced, therefore ways of engaging meaningfully with people at the right levels and without duplication were needed. She gave an overview of the principles of co-production and outlined why the PSB should employ it as a tool going forward. TM and JM then gave examples of how co-production had been used across various projects they had been involved with in Pembrokeshire.

SL then provided details of areas where the Co-production Network could offer assistance to the PSB in future work and also where the group could work with partners to draw in resources to support engagement. This however would require support from PSB partners in terms of officer time, support from engagement practitioners and also use of venues to host workshops etc.

Both RT and SJ offered support from MAWW Fire and Hywel Dda respectively. SPJ also suggested that support for the Network could be picked up as part of the review of PSB sub-partnerships which would take place over the coming months.

8. Feedback from event for front line staff

LR gave a brief overview of the event which had taken place on 31st January, noting that event had been well attended by representatives from 18 organisations. She outlined the questions that had been put to attendees and their responses and noted that the 'speed dating' session appeared to have been of value to those present in terms of extending their knowledge around areas where front line staff from other agencies may be able to offer assistance in the future. A directory of contacts had been produced following the event which would be circulated to those that had attended and LR outlined a number of options where a similar event could be of use for future PSB related work.

In response to questions, LR said that the event had been inexpensive to run and that those that had attended would be contacted in the near future to determine whether the contacts they had made or knowledge they had gained from the event had been of use to them in their roles over the past few months. LR would liaise with IJ and SJ to arrange a similar event in the south of the County in due course.

LR
/ IJ
/ SJ

9. AOB

NE noted that Kate Chamberlain from had withdrawn as Welsh Government representative on the Board, but that an alternative representative would be sought. A letter would be sent to KC to thank her for her support.

NE

NE also noted that at the next meeting the Board were required to review their terms of reference and asked that partners familiarise themselves with the current version which could be found on the PSB web pages. LR would forward a link to the relevant page to partners. The Board would also be required to appoint a Chair and Vice-Chair for the year at the meeting.

LR

AD had also recently met with the Director in Wales of Citizens Advice Bureau who had offered to give a presentation to the PSB about their work in supporting vulnerable people in the community. Partners agreed that this should be scheduled for a future meeting and NE would liaise with AD to arrange a suitable date.

NE

SPJ also thanked colleagues for their support with the 2021 City of Culture bid for St. David's.

The meeting ended at 12.15pm.

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



COFNODION BWRDD GWASANAETHAU CYHOEDDUS SIR BENFRO
DYDD LLUN 3 EBRILL 2017 am 9.30am
CANOLFAN ARLOESED Y BONT, DOC PENFRO

Presennol:

Y Cyng Jamie Adams	Arweinydd, Cyngor Sir Penfro (Cadeirydd)
Sarah Jennings	Cyfarwyddwr Llywodraethu, Cyfathrebu ac Ymgysylltu, Bwrdd Iechyd Prifysgol Hywel Dda
Sharron Lusher	Pennaeth, Coleg Sir Benfro
Jessica Morgan	PLANED
Sue Leonard	Prif Swyddog, Cymdeithas Gwasanaethau Gwirfoddol Sir Benfro
Tegryn Jones	Prif Weithredwr, Awdurdod Parc Cenedlaethol Arfordir Sir Benfro
Anna Bird	Pennaeth Datblygu Partneriaeth, Bwrdd Iechyd Prifysgol Hywel Dda
Ian Scale	Ymgynghorydd Iechyd Cyhoeddus, Iechyd Cyhoeddus Cymru
Dr Steven Jones (SPJ)	Cyfarwyddwr Datblygu, Cyngor Sir Penfro
Andrea Winterton	Rheolwr Gweithrediadau De-orllewin Sir Benfro, Morol a Monitro, Cyfoeth Naturiol Cymru
Roger Thomas	Prif Swyddog Tân Cynorthwyol Dros Dro, Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru
CI Mark McSweeney	Heddlu Dyfed Powys
Alyson Phillips	Adran Gwaith a Phensiynau
Christine Harley	Y Gwasanaeth Prawf Cenedlaethol
<i>Yn bresennol</i>	
Claire George	Cydlynnydd Cymorth Partneriaeth a Chraffu, CSP
Tom Moses	Rhwydwaith Cyd-gynhyrchu Sir Benfro
<i>Cymorth/Ysgrifenyddiaeth</i>	
Nick Evans	Rheolwr Cymorth Partneriaeth a Chraffu, Cyngor Sir Penfro
Lynne Richards	Cydlynnydd Cymorth Partneriaeth a Chraffu, Cyngor Sir Penfro
Ymddiheuriadau	
Dafydd Llywelyn	Comisiynydd yr Heddlu a Throseddu, Dyfed Powys
Bernadine Rees	Cadeirydd, Bwrdd Iechyd Prifysgol Hywel Dda (Is-Gadeirydd)
Steve Moore	Prif Weithredwr, Bwrdd Iechyd Prifysgol Hywel Dda
Kate Chamberlain	Llywodraeth Cymru
Ian Westley	Prif Weithredwr, Cyngor Sir Penfro
Alec Don	Prif Weithredwr, Porthladd Aberdaugleddau
Helen Matthews	Uwch Reolwr Cydberthnasau Allanol, Canolfan Byd Gwaith
Rob Quin	Prif Swyddog Tân Cynorthwyol, Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru
Uwch-Arolygydd Ian John	Heddlu Dyfed Powys
Paul Morris	Heddlu Dyfed Powys
Helen Matthews	Adran Gwaith a Phensiynau

Dechreuodd y cyfarfod am 9.35am.

1. Croeso ac Ymddiheuriadau

Gwnaed cyflwyniadau a derbyniwyd ymddiheuriadau gan y rhai a restrir uchod.

2. Cofnodion y cyfarfod blaenorol

Cytunwyd bod cofnodion y cyfarfod a gynhaliwyd ddydd Mawrth 31 Ionawr 2017 yn gofnod manwl gywir.

3. Cofnod Gweithredu

Gwobrau Balchder yn Sir Benfro – Nododd NE fod nifer o gyfarfodydd wedi cael eu cynnal i ddechrau'r broses o lansio'r gwobrau. Cynhaliwyd cyfarfod gyda'r Western Telegraph ac mae PAVS wedi cytuno i weinyddu'r broses o gyflwyno'r gwobrau. Caiff y prosiect ei lansio ar ddiwedd mis Mai gyda datganiad i'r wasg.

Cronfa Gyfun y BGC - Yn dilyn ceisiadau i bartneriaid ar gyfer arian i sefydlu cronfa gyfun ym mis Tachwedd 2016, dywedodd NE yr ymddengys bod ychydig o ddryswch ynghylch beth y caiff y gronfa ei defnyddio ar ei gyfer. Ni chaiff cronfeydd a sicrhawyd gan bartneriaid eu defnyddio i ariannu staff na gwaith presennol ond yn hytrach i ariannu gweithgaredd ar y cyd sy'n gysylltiedig â'r BGC, fel digwyddiad y Cynllun Llesiant ar 28 Ebrill a'r Gwobrau Balchder yn Sir Benfro. Byddai'n trafod y mater eto gyda'r Cadeirydd ac yn rhoi eglurhad pellach i'r Bwrdd.

NE

4. Asesiad Llesiant ar gyfer Sir Benfro

Rhoddodd NE drosolwg byr ar gefndir y fersiwn a gyflwynwyd i'w gymeradwyo. Nododd fod yr holl ymatebion wedi eu hystyried yn ofalus a bod nifer o ddiwygiadau ac ychwanegiadau wedi eu gwneud i atgyfnerthu'r Asesiad mewn ymateb i sylwadau a dderbyniwyd. Rhoddodd hefyd drosolwg o'r Atodiadau i'r Asesiad, a oedd yn cynnwys ymatebion gan Lywodraeth Cymru a Comisiynydd Cenedlaethau'r Dyfodol a nododd fod yr ymatebion a dderbyniwyd gan awdurdodau cyfagos wedi bod yn eithaf tebyg i'w gilydd.

Roedd nifer o feysydd a fyddai'n cael eu hatgyfnerthu o fewn y ddogfen dros y misoedd nesaf, gan edrych eto ar y dull gweithredu i ddiffinio Ardaloedd Cymunedol, atgyfnerthu'r ddealltwriaeth o lesiant diwylliannol, a sicrhau y caiff pob grŵp ei gynrychioli. Nodwyd hefyd bod problemau wedi codi mewn perthynas â chael adborth ar y ddogfen gan y cyhoedd a grwpiau penodol. Roedd y Comisiynydd hefyd wedi gofyn i'r dadansoddiad o fewn yr Asesiad gael ei wneud yn fwy penodol i Sir Benfro a nododd NE y byddai'r digwyddiad ar ddiwedd Ebrill yn helpu i symud tuag at hyn gan y byddai'r canlyniadau o'r digwyddiad yn adlewyrchu'r blaenoriaethau allweddol ar gyfer Sir Benfro ac yn cael eu bwydo i mewn i'r asesiad maes o law. Dywedodd NE y byddai atgyfnerthu'r Asesiad Llesiant yn broses barhaus yn y dyfodol ochr yn ochr â'r broses o ddatblygu'r Cynllun Llesiant.

Cododd SPJ y pwynt, o fewn ymateb Comisiynydd Cenedlaethau'r Dyfodol bod meysydd y gofynnwyd i'r BGC ystyried eu hatgyfnerthu cyn cyhoeddi'r Asesiad. Dywedodd NE mai'r dull gweithredu a gymerwyd gyda'r fersiwn ddrafft derfynol o'r Asesiad oedd atgyfnerthu'r meysydd lle'r oedd yn rhwydd gwneud hynny, gan gydnabod bod mwy o

waith i'w wneud mewn meysydd eraill, er enghraifft, o ran Ardaloedd Cymunedol. Hwn oedd y dull gweithredu a gymerwyd hefyd gan gydweithwyr yng Ngheredigion a Sir Gaerfyrddin. Dywedodd AB ei bod yn ymwybodol o awdurdod cyfagos a oedd wedi cyhoeddi ei Asesiad heb wneud unrhyw newidiadau a awgrymwyd gan y Comisiynydd. Dywedodd SL ei bod yn cael trafferth gweld y cysylltiadau yn yr Asesiad i ddogfennau eraill, megis yr Asesiad Poblogaeth. Dywedodd NE y byddai'n ychwanegu paragraff ychwanegol i'r Asesiad i gyfeirio darllenwyr i ddeddfwriaeth neu gyhoeddiadau eraill perthnasol. Awgrymodd SJ hefyd y dylai partneriaid statudol rannu eu Hamcanion Llesiant gydag aelodau'r BGC. Caiff y rhain eu hanfon i LR ar gyfer eu dosbarthu i'r grŵp.

NE

SPJ/
SJ/
AW/
RT/
LR

Yna trafododd y partneriaid yn fyr p'un a ddylai'r Asesiad gael ei adolygu, ac os felly, pa mor aml, gan ystyried y gwaith sydd ei angen yn y dyfodol ar y ddogfen a'r cyhoeddiad sydd i ddod o adroddiad Tueddiadau'r Dyfodol gan y Comisiynydd. Cytunwyd y caiff yr Asesiad Llesiant ei ddiwygio er mwyn ystyried adroddiad Tueddiadau'r Dyfodol a gwaith ychwanegol pellach, ac yna byddai'n cael ei adnewyddu a'i ddiweddarau fel y bo angen os byddai unrhyw newidiadau mawr i ddata a allai effeithio ar flaenoriaethau posibl yn y dyfodol.

NE

Gwnaeth partneriaid y BGC ganmol y tîm Cymorth Partneriaeth a Chraffu am y gwaith o greu'r Asesiad, gan roi cymeradwyaeth ffurfiol i'r ddogfen, yn amodol ar y newidiadau y cytunwyd arnynt, ac ar gyfer ei chyhoeddi.

5. Comisiynydd Cenedlaethau'r Dyfodol: Cynllun Strategol Drafft

Hysbysodd NE y Bwrdd bod Comisiynydd Cenedlaethau'r Dyfodol yn y broses o ymgynghori ar ei drafft cyntaf o'r cynllun Strategol a gofynnodd i bartneriaid BGC ystyried y Cynllun drafft ac ymateb fel y bo'n briodol.

Cwestiynodd y partneriaid atebolwydd y Comisiynydd gan nad oedd yn glir yn yr adroddiad pwy y byddai'n atebol iddo ar gyfer ei gwaith. Cwestiynwyd hefyd y cysylltiadau rhwng polisi Llywodraeth Cymru a gwaith y BGC. Nodwyd hefyd fod y ddogfen yn ddyheadol ei natur ac y byddai'n bwysig i'r BGCau ganolbwyntio ar strwythurau lleol. Nododd AW y byddai partneriaid statudol unigol fwy na thebyg yn cyflwyno eu hymatebion eu hunain ar y Cynllun, fodd bynnag, byddai NE yn drafftio ymateb ar ran y BGC.

NE

6. Datganiadau Ardal Leol – cyflwyniad gan Cyfoeth Naturiol Cymru

Rhoddodd AW gyflwyniad ar Ddatganiadau Ardal a BGCau a chysylltiadau rhwng y Deddf Llesiant Cenedlaethau'r Dyfodol a Deddf yr Amgylchedd (Cymru). Amlinellodd ddiben y Datganiadau Ardal, beth y dylent ei gynnwys a sut y dylid eu defnyddio. Esboniodd y caiff Datganiadau eu cynhyrchu yn chwe maes gweithredu Cyfoeth Naturiol Cymru yn cynnwys amgylchedd morol ac amlinellodd y broses ar gyfer datblygu Datganiadau Ardal sy'n debygol o ddechrau ym mis Mai yn dilyn cyhoeddi Polisi Adnoddau Naturiol Llywodraeth Cymru.

7. Cymunedau Cryfach: Gwasanaethau Gwell – cyflwyniad gan Rwydwaith Cyd-gynhyrchu Sir Benfro

Dechreuodd SL y cyflwyniad gan nodi bod y dirwedd ymgysylltu yn gymhleth ar hyn o bryd o ran y nifer o ddeddfwriaethau sy'n bodoli ac sy'n cael eu cyflwyno, felly bod angen

ffyrdd o ymgysylltu'n ystyrion gyda phobl ar y lefelau cywir heb achosion o ddyblygu. Rhoddodd drosolwg o egwyddorion cyd-gynhyrchu ac amlinellodd pam y dylai'r BGC ei ddefnyddio fel dull yn y dyfodol. Yna rhoddodd TM a JM enghreifftiau o sut mae cyd-gynhyrchu wedi'i ddefnyddio mewn amrywiaeth o brosiectau y buont yn rhan ohonynt yn Sir Benfro.

Yna rhoddodd SL fanylion gan SL o ardaloedd lle gallai'r Rhwydwaith Cyd-gynhyrchu gynnig cymorth i'r BGC mewn gwaith yn y dyfodol a lle gallai'r grŵp weithio gyda phartneriaid i ddenu adnoddau er mwyn cefnogi'r broses o ymgysylltu. Fodd bynnag, byddai hyn yn gofyn am gymorth gan bartneriaid y BGC o ran amser swyddogion, cymorth gan ymarferwyr ymgysylltu a hefyd y defnydd o leoliadau i gynnal gweithdai ac ati.

Cynigiodd RT ac SJ gymorth gan Wasanaeth Tân Canolbarth a Gorllewin Cymru a Hywel Dda yn y drefn honno. Awgrymodd SJ hefyd y gellid sicrhau cefnogaeth ar gyfer y Rhwydwaith fel rhan o'r adolygiad o isbartneriaid y BGC a gynhelir dros y misoedd nesaf.

8. Adborth o'r digwyddiad ar gyfer staff rheng flaen

Rhoddodd LR drosolwg byr o'r digwyddiad a gynhaliwyd ar 31 Ionawr, gan nodi bod llawer o gynrychiolwyr wedi mynychu'r digwyddiad o 18 o sefydliadau. Amlinellodd y cwestiynau a gyflwynwyd i'r rhai a oedd yn bresennol a'u hymatebion a nododd yr ymddengys bod y sesiwn 'speed dating' wedi bod o werth i'r rheini oedd yn bresennol o ran ehangu eu gwybodaeth o amgylch meysydd lle gall staff rheng flaen o asiantaethau eraill gynnig cymorth yn y dyfodol. Lluniwyd cyfeirlyfr o gysylltiadau yn dilyn y digwyddiad a gaiff ei ddsbarthu i'r rheini a fynychodd ac amlinellodd LR nifer o opsiynau lle gallai digwyddiad tebyg fod yn ddefnyddiol ar gyfer gwaith sy'n gysylltiedig â'r BGC yn y dyfodol.

Fel ymateb i'r cwestiynau, dywedodd LR nad oedd y digwyddiad wedi bod yn ddrud i'w gynnal ac y byddent yn cysylltu â'r rhai a fynychodd yn y dyfodol agos i bennu p'un a yw'r cysylltiadau a wnaed neu'r wybodaeth a gwasant o'r digwyddiad wedi bod yn ddefnyddiol iddynt yn eu rolau dros y misoedd diwethaf. Byddai LR yn cysylltu ag IJ ac SJ i drefnu digwyddiad tebyg yn ne'r Sir maes o law.

LR
/ IJ
/ SJ

9. UNRHYW FATER ARALL

Nododd NE fod Kate Chamberlain wedi tynnu'n ôl o fod yn gynrychiolydd Llywodraeth Cymru ar y Bwrdd, ond y byddent yn dod o hyd i gynrychiolydd arall. Caiff llythyr ei anfon at KC i ddiolch iddi am ei chymorth.

NE

Nododd NE hefyd y bydd yn ofynnol i'r Bwrdd adolygu ei gylch gorchwyl yn y cyfarfod nesaf gan ofyn i'rartneriaid ymgyfarwyddo â'r fersiwn gyfredol a gellir dod o hyd iddi ar dudalennau gwe y BGC. Byddai LR yn anfon dolen i'r dudalen berthnasol at bartneriaid. Byddai'n ofynnol i'r Bwrdd hefyd benodi Cadeirydd ac Is-gadeirydd ar gyfer y flwyddyn yn y cyfarfod.

LR

Roedd AD wedi cyfarfod yn ddiweddar â Chyfarwyddwr y Ganolfan Cyngor ar Bopeth yng Nghymru a oedd wedi cynnig rhoi cyflwyniad i'r BGC am eu gwaith yn cefnogi pobl sy'n agored i niwed yn y gymuned. Cytunodd partneriaid y dylid cynnwys hyn mewn cyfarfod yn y dyfodol a byddai NE yn trafod gydag AD i drefnu dyddiad priodol.

NE

Diolchodd SPJ hefyd i'w gydweithwyr am eu cymorth gyda chynnig Tyddewi ar gyfer Dinas Diwylliant 2021.

Daeth y cyfarfod i ben am 12.15pm.

DRAFT

ACTION LOG

**Pembrokeshire Public Services Board Meeting, Monday 3rd February 2017
Bridge Innovation Centre, Pembroke Dock**

Present	<p>Cllr Jamie Adams Sarah Jennings Sharron Lusher Jessica Morgan Sue Leonard Tegryn Jones Anna Bird Ian Scale Dr Steven Jones (SPJ) Andrea Winterton Roger Thomas CI Mark McSweeney Alyson Phillips Christine Harley</p> <p><i>In attendance</i> Claire George Tom Moses</p> <p><i>Support/Secretariat</i> Nick Evans Lynne Richards</p>	<p>Leader, Pembrokeshire County Council (Chair) Director of Governance, Communication and Engagement, Hywel Dda University Health Board Principal, Pembrokeshire College PLANED Chief Officer, Pembrokeshire Association of Voluntary Services Chief Executive, Pembrokeshire Coast National Park Authority Head of Partnership Development, Hywel Dda UHB Consultant in Public Health, Public Health Wales Director of Development, Pembrokeshire County Council SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales Temp. Assistant Chief Fire Officer, Mid & West Wales Fire & Rescue Service Dyfed Powys Police DWP National Probation Service</p> <p>Partnership and Scrutiny Support Co-ordinator, PCC Pembrokeshire Co-production Network</p> <p>Partnership & Scrutiny Support Manager, Pembrokeshire County Council Partnership and Scrutiny Support Co-ordinator, Pembrokeshire County Council</p>
Apologies	<p>Dafydd Llywelyn Bernadine Rees Steve Moore Kate Chamberlain Ian Westley Alec Don Helen Matthews Rob Quin Supt. Ian John Paul Morris Helen Matthews</p>	<p>Police & Crime Commissioner, Dyfed Powys Chair, Hywel Dda University Health Board (Vice-Chair) Chief Executive, Hywel Dda University Health Board Welsh Government Chief Executive, Pembrokeshire County Council Chief Executive, Port of Milford Haven Senior External Relations Manager, Job Centre Plus Assistant Chief Fire Officer, Mid & West Wales Fire & Rescue Service Dyfed Powys Police Dyfed Powys Police DWP</p>

No.	Action	Owner	Target Date	Resolution
1.	Discuss detail around PSB pooled fund with Chair and provide further clarification for the Board	NE	Update at next meeting	On hold pending further development.
2.	Add an additional paragraph to the Assessment to signpost readers to other related legislation/publications	NE	End April 2017	Complete.
3.	Statutory partners to forward details of their Well-being Objectives to LR for circulation to all Board members	Statutory Partners/LR	Next meeting	Circulated 2 nd May.
4.	Revise Well-being Assessment following publication of Future Trends Report and to incorporate further work to be undertaken on the document	NE	End December 2017	
5.	Draft a response on behalf of the PSB to the FG Commissioner's Draft Strategic Plan	NE	End April 2017	Complete. Letter sent 20 th April.
6.	Contact attendees from Front Line Staff event for further evaluation	LR	End April 2017	Complete. Evaluation questions and directory circulated 09-05-2017.
7.	Look into arranging a further Front Line Staff event in the south of the County	LR/IJ/SJ	End May 2017	
8.	Send a letter to KC to thank her for her contribution to the PSB	NE	End April 2017	Complete. Letter sent 5 th April.
9.	Forward link to Terms of Reference to partners prior to review at meeting on 23 rd May	LR	w/c 10 th April 2017	Sent 27 th April.
10.	Liaise with AD to arrange a suitable date for presentation from Citizens Advice Bureau	NE	As appropriate	



Item 4

DATE OF MEETING	23 rd May 2017
REPORT TITLE	Appointment of Chair and vice-Chair of the PSB for 2017-18
PURPOSE	<p>The Well-being of Future Generations (Wales) Act 2015 requires that a Public Services Board must hold a “mandatory meeting” no later than 60 days after each ordinary election of councillors, an ordinary election being one where all seats on a council are up for election or re-election.</p> <p>In accordance with Schedule 3 paragraph 3(2) of the Act, the local authority must chair a mandatory meeting of the PSB. It is then for Board members to decided subsequent chairing arrangements.</p> <p>Any member can be appointed Chair or vice-Chair of the PSB.</p>
RECOMMENDATION(S)	That the PSB appoints a Chair and vice-Chair for the next 12 months.
AUTHOR	Nick Evans, Partnership and Scrutiny Support Manager



Item 5

DATE OF MEETING	23 rd May 2017
REPORT TITLE	Review of Terms of Reference
PURPOSE	<p>Schedule 3 paragraph 4(3a) of the Well-being of Future Generations (Wales) Act 2015 requires a PSB to review its terms of reference at a mandatory meeting.</p> <p>The current terms of reference are appended.</p> <p>The following amendments are proposed to the existing document:</p> <ul style="list-style-type: none"> • Para 10 - Amend “Milford Haven Port Authority” to “Port of Milford Haven” • Para 10 - Add Pembrokeshire College to the list of non-statutory invited participants at section 10 to take into account Pembrokeshire College’s membership of the PSB • Para 23 – amend in view of the establishment of the Partnerships Overview and Scrutiny Committee
RECOMMENDATION	That the PSB reviews and agrees its terms of reference.
AUTHOR	Nick Evans, Partnership and Scrutiny Support Manager

Pembrokeshire Public Services Board

Terms of Reference

Prepared in line with Welsh Government statutory guidance on the Well-being of Future Generations (Wales) Act 2015, *Shared Purpose: Shared Future*.

Final agreed by Pembrokeshire Public Services Board on 26th July 2016.

Status

1. Pembrokeshire Public Services Board (“the Board”) is a statutory board established by the Well-being of Future Generations (Wales) Act 2015.

Purpose

2. The purpose of the Board is to improve the economic, social, environmental and cultural well-being of Pembrokeshire.

3. In pursuing this purpose the Board will contribute to the national well-being goals. These are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

4. In conducting its business the Board will act in accordance with the ‘sustainable development principle’, that is, acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This will mean taking decisions and working in ways that take the following into account:

- **Long term:** the importance of balancing short term needs with the need to safeguard the ability to meet long term needs.
- **Prevention:** how acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
- **Integration:** considering how the public bodies well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other bodies.
- **Collaboration:** acting in collaboration with other public bodies to help meet well-being goals.
- **Involvement:** the importance of involving people with an in achieving well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

Functions of the PSB

5. The Board has four main functions:

- To prepare and publish an assessment of the state of economic, social, environmental and cultural well-being of Pembrokeshire.
- To prepare and publish a local Well-being Plan for Pembrokeshire setting out local objectives and the actions it proposes to take to meet them.
- To take all reasonable steps to meet the local objectives it has set.
- To prepare and publish an annual report that sets out the Board's progress in meeting the local objectives.

Membership

Statutory members

6. The statutory members of the Board are:

- Pembrokeshire County Council (represented at meetings by the Leader and Chief Executive)
- Hywel Dda University Health Board (represented at meetings by the Chairman or Chief Executive, or both)
- Mid and West Wales Fire and Rescue Service (represented at meetings by the Chairman or Chief Officer, or both)
- Natural Resources Wales (represented at meetings by the Chief Executive)

7. A nominated representative may be designated to substitute for any of the named persons above. The Leader of the Council may only designate another member of the Council's Cabinet.

8. Any designated representative must have the authority to make decisions on behalf of their organisation.

Invited participants

9. The Board must invite specified statutory invitees to participate in the Board's activity. These are:

- The Welsh Ministers
- The Chief Constable of Dyfed-Powys Police
- The Dyfed-Powys Police and Crime Commissioner
- Chief Officer, Pembrokeshire Association of Voluntary Services
- The Probation Service

10. The Board may invite any other bodies / persons who exercise functions of a public nature to participate in the Board's activity. The current non-statutory invitees are:

- Director of Public Health, Hywel Dda University Health Board

- Chief Executive, Milford Haven Port Authority
- Chief Executive, Pembrokeshire Coast National Park Authority
- Chief Executive, PLANED
- Regional Jobcentre Wales representative, Department for Work and Pensions

11. Invited participants are not required to accept an invitation. However, once an invitation is accepted, invited participants are expected to participate fully in the activities of the Board and to work jointly with the Board in order to meet its well-being duty, including in delivering the functions stated at point 5 above.

Other partners

12. The Board will also engage as appropriate with other key partners who have a material interest in the well-being of the area, or who deliver important public services, in the preparation, implementation and delivery of the work of the Board. These partners include but are not limited to:

- Community Councils
- Community Health Councils
- Further or Higher Education Institutes
- Arts Council for Wales
- Sports Council for Wales
- National Library of Wales
- National Museum of Wales

Providing information

13. The Board can require invited participants and other partners to provide information about any action they take that may contribute to achieving the well-being goals. However, they are not required to provide information if:

- (a) they consider that it would be incompatible with their duties, or
- (b) it had an adverse effect on the exercise of their functions, or
- (c) they were prohibited from providing it by law

14. If a participant or partner decides not to provide information the Board has requested it must provide the Board with written reasons for its decision.

Chairing arrangements and frequency of meetings

Mandatory meetings

15. The Board must hold a meeting, chaired by Pembrokeshire County Council, no later than 60 days after the date on which the Board is established. The Board must also hold a “mandatory meeting” no later than 60 days after each subsequent ordinary election of councillors, an ordinary election being one where all seats on a council are up for election or re-election. At a mandatory meeting the Board must:

- (a) appoint a Chair and Vice-Chair

- (b) determine when and how often it meets, and
- (c) review and agree Terms of Reference

Ordinary meetings

16. There will be five meetings of the Board each calendar year, at an agreed time and venue. Other meetings may be held as appropriate.

17. Protocol for meetings will be as follows:

- The agenda and papers will be circulated no later than five working days in advance of the meeting.
- Urgent items may be permitted at the discretion of the Chair.
- Each substantive item on the agenda will be supported by a paper and clear recommendation(s).
- Observers may contribute to relevant topics of business on the agenda given the prior consent, or specific invitation, of the Chair.
- The agenda, minutes, papers and other output from a meeting of the Board will be publically available on the Board's website.

Governance and accountability

Decision making

18. The quorum of a Board meeting is all four of its statutory members.

19. Board decisions (for example the agreement of the assessment of local well-being and the local well-being plan) are only valid when made jointly by the Board and with all statutory members present.

20. In the event of a vote the Board will operate on the principle of one vote per organisation / agency regardless of the number of representatives from an organisation / agency present at a meeting.

21. In the event of a disagreement between members, it is the responsibility of the Chair to mediate a resolution and to present this to the next available meeting of the Board or to a special meeting if required.

Annual report

22. The Board will prepare and publish an annual report no later than 14 months after the publication of its first Well-being Plan. Subsequently, an annual report will be published no later than one year after the publication of each previous report.

23. A copy of the annual report must be sent to Welsh Ministers, the Future Generations Commissioner, the Auditor General for Wales and the relevant scrutiny committee of the local authority.

Scrutiny

24. In order to provide democratic accountability, the local authority must designate one of its overview and scrutiny committees as responsible for scrutinising the effectiveness of the Board and its work. The local authority has designated its Economy Overview and Scrutiny Committee for this purpose on an interim basis, to be replaced by a Partnership Overview and Scrutiny Committee once established (planned for September 2016).

25. The designated scrutiny committee can require any member of the Board to give evidence but only in respect of the exercise of joint functions conferred on them as a member of the Board. This includes any person or body that has accepted an invitation to participate in the activity of the Board.

Sub groups

26. The Board can establish sub-groups to support it in undertaking its functions. A sub-group must include at least one statutory member of the Board, who can choose an appropriate representative to attend to contribute to the work of the sub-group. The sub-group can also include any invited participant or other partner. The aims of a sub-group will be determined by the Board when the sub-group is established. The sub-group will prepare terms of reference to be submitted to the Board for its approval.

27. The following sub-groups are currently established:

- Children and Families Executive Group
- Health, Social Care and Wellbeing Joint Commissioning Partnership
- Pembrokeshire Environment Forum
- Community Safety Partnership
- Pembrokeshire Business Panel
- Adult Protection Committee
- Safeguarding Children Operational Partnership

Wider engagement

28. Meetings of the Board are open to members of the public to observe and to ask questions on any substantive agenda item with the prior consent of the Chair.

29. The Board will take all reasonable steps to ensure that the public voice is heard and helps to shape both the Well-being Assessment and subsequent Well-being Plan. The Board will adopt a citizen focus and will engage in a purposeful relationship with people and communities in its area, including children and young people, Welsh speakers, and those with protected characteristics, in all aspects of its work.

30. The Board will liaise closely with those town and community councils subject to the well-being duty when setting objectives in its Well-being Plan.

31. A copy of the Well-being Assessment, the Well-being Plan and annual report will be sent to the Welsh Ministers, the Future Generations Commissioner, the Auditor General for Wales and the relevant scrutiny committee of the local authority.

Support

32. Administrative and secretariat support for the Board is provided by Pembrokeshire County Council. This support will include:

- Ensuring the Board is established and meets regularly
- Preparing the agenda and commissioning papers for each meeting
- Inviting participants and managing attendance
- Preparing and co-ordinating a forward work programme
- Preparing the annual report
- Preparing evidence and co-ordinating attendance for the designated scrutiny committee

Review

33. The Board must review its terms of reference at a mandatory meeting. The Board may also review and agree to amend its terms of reference at any time as long as all statutory members are in agreement.