

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



25th September 2018 at 10am – Witybush Conference Centre, Haverfordwest

1. Welcome and apologies
2. Minutes of last meeting
3. Action log
4. Letter from the Future Generations and Children's Commissioners
5. Digital information system
6. Well-being Plan Projects
 - (a) Scoping
 1. Project 4 – Doing Things Differently
 2. Project 5 – Celebrating the Great Outdoors
 - (b) Updates
 1. Project 1 - Recruitment and Employment Transformation Framework
 2. Projects 2 & 3 - Environment and Climate Change Risk Assessment & Becoming a Carbon Neutral County
 3. Projects 6, 7 & 8 - "Community"-themed projects
7. Any other business

Date and time of next meeting:

20th November 2018 @ 10am – Port of Milford Haven offices, Milford Haven

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



25 Medi 2018 am 10am – Canolfan Gynadledda Llwynhelyg, Hwlfordd

1. Croeso ac ymddiheuriadau
2. Cofnodion y cyfarfod diwethaf
3. Cofnod gweithredoedd
4. Llythyr gan Gomisiynwyr Plant a Chenedlaethau'r Dyfodol
5. System wybodaeth ddigidol
6. Prosiectau'r Cynllun Llesiant
 - (a) Cwmpasu
 1. Prosiect 4 – Defnyddio Dulliau Gwahanol
 2. Prosiect 5 – Dathlu'r Awyr Agored
 - (b) Diweddariadau
 1. Prosiect 1 – Fframwaith Trawsnewid Cyflogaeth a Recriwtio
 2. Prosiectau 2 & 3 - Aseiad Risg yr Amgylchedd a Newid Hinsawdd, a Sefydlu Sir Carbon Niwtral
 3. Prosiectau 6, 7 & 8 – Prosiectau "Cymuned"
7. Unrhyw fusnes arall

Dyddiad ac amser y cyfarfod nesaf:

20 Tachwedd 2018 @ 10am – Swyddfeydd Porthladd Aberdaugleddau, Aberdaugleddau

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



MINUTES OF PEMBROKESHIRE PUBLIC SERVICES BOARD
Tuesday 17th July 2018 at 10.00am
Pembrokeshire College, Haverfordwest

Present:

Tegryn Jones	Chief Executive, PCNPA (Chair)
Sue Leonard	Chief Officer, PAVS (Vice-Chair)
Christine Harley	Head of Dyfed Powys Local Delivery Unit, National Probation Service
Anna Bird	Head of Strategic Partnership Development, Hywel Dda University Health Board
Natalie Pearson	Head of Engagement, Welsh Government
Jonathan Feild	Employer and Partnership Manager, DWP
Dr Steven Jones (SPJ)	Director of Development, Pembrokeshire County Council
Huwel Manley	Operations Manager West, Natural Resources Wales
Bernadine Rees	Chair, Hywel Dda University Health Board (left 12.20pm)
Rob Quin	Assistant Chief Fire Officer, M&WW Fire & Rescue Service
Supt. Ian John	Dyfed Powys Police
Dave Evans	Assistant Principal, Pembrokeshire College
Jessica Morgan	PLANED
Alec Don	Chief Executive, Port of Milford Haven (left 11.10am)

In attendance

Claire George	Partnership and Scrutiny Support Co-ordinator, PCC
Amy Richmond	Engagement, Planning and Performance Manager, Mid & West Wales Fire and Rescue Service
Dr Polly Sills-Jones	Regional Well-being Plan Co-ordinator

Support/Secretariat

Nick Evans	Partnership & Scrutiny Support Manager, PCC
Lynne Richards	Partnership and Scrutiny Support Co-ordinator, PCC

Apologies

Ian Westley	Chief Executive, Pembrokeshire County Council
Andrea Winterton	SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales
Sarah Jennings	Director of Partnerships & Corporate Services, Hywel Dda University Health Board
Ros Jervis	Director of Public Health, Hywel Dda University Health Board
Barry Walters	Interim Principal, Pembrokeshire College
Rowland Rees-Evans	Chair, MAWW Fire Authority
Ian Scale	Consultant in Public Health, Public Health Wales
T D/Supt. Ross Evans	Dyfed Powys Police

The meeting commenced at 10.00am.

1. Welcome and Apologies

Introductions were made and apologies received from those listed above.

The Chair noted that the meeting would be IJ's last as he would soon be retiring from the Police Force. He thanked him on behalf of PSB members for his contribution to the work of the PSB over the last few years.

The Chair also noted that it would be PS-J's last meeting as she was leaving her post and moving abroad. He thanked her on behalf of the PSB for her assistance in developing the Well-being Assessment and Plan. Joanne Creasey would be replacing PS-J in her post as Regional Well-being Co-ordinator.

2. Minutes of last meeting

The minutes of the last meeting held on Tuesday 17th April 2018 were agreed as an accurate record.

3. Action Log

1 – Communications Staff details

These were still to be received from NRW. HM would follow this up.

HM

2 – PSB Website

LR said that a separate domain name for Pembrokeshire's PSB would be set up (www.pembrokeshirepsb.co.uk), however, the site would continue to be hosted by PCC but would be amended to look 'non-corporate' and would use the PSB logo across the top of the page. Partners were shown briefly what this would look like and confirmed that they were happy with the changes being made. LR would circulate the example for information.

LR

5 – First 1000 days initiative

Contact had been made with Sarah Morrison, Programme Manager, who would get in contact with RJ to discuss the project further.

6 – Response to Older People's Commissioner

NE confirmed that a response had been sent to the Older People's Commissioner, following receipt of the letter discussed at the last meeting.

8 – Defibrillator Project

There were no further updates at this time.

9 – Community Well-being Resilience Project

Project brief had been circulated on 18th April 2018.

Items 3, 4, 7 and 10 on the action log would be discussed as per the Agenda.

4. Appointment of Chair and Vice-Chair

Partners agreed that the current Chair and Vice-Chair should remain in place.

5. Review of Terms of Reference

NE gave an overview of proposed amendments to the Terms of Reference, suggested in view of the recent publication of the Well-being Plan. Partners discussed the proposals and the following was agreed;

- *To clarify the term of office of Chair/Vice-Chair*

That the term of office of the Chair/Vice-Chair should last for three years and for a maximum of two terms.

- *Whether a representative of One Voice Wales should be invited to attend PSB meetings*

The Chair of Pembrokeshire One Voice Wales should be invited and added to the PSB's list of invited participants in the Terms of Reference.

- *Removal of paragraphs 26 and 27*

It was agreed that paragraphs 26 and 27 should be removed in view of the recent publication of the Well-being Plan and revised delivery arrangements.

It was further proposed and agreed that with regard to meetings of the PSB (paragraph 16) the wording should be changed to state that 'there will be **at least** five meetings of the Board each calendar year...'

NE would make the necessary amendments and the link to the amended ToR on the PSB website would be circulated to partners.

NE

6. Question to the PSB

The Chair noted that a question to the PSB had been received from Cllr. Pat Davies in relation to integrated services in Fishguard. He welcomed Cllr. Davies to the meeting and invited her to put her question to PSB members.

Cllr. Davies outlined the background to her proposal, namely to take advantage of the opportunity that the current Chimneys Link development had raised to provide integrated services for the community of Fishguard and the surrounding area, and establish a shared use facility in the centre of the town to include public services, possibly supported by an element of social housing and commercial opportunities.

SPJ gave an overview of the development in the Chimneys Link road area and it was noted that the current phase of development was due to be completed in November 2018 for site development to commence in early 2019. BR noted that there were possible opportunities for use of the site in the care agenda following on from the recent Hywel Dda consultation on transforming clinical services and IJ said that the Police were already in discussion with PCC regarding relocation as their current premises in Fishguard were no longer fit for purpose.

PSB partners identified several opportunities that could be explored in relation to the site. It was noted that there was currently a group in discussions about the site and it was suggested that membership of this group could be strengthened to include additional interested PSB partners. The opportunity to take services to communities was highlighted alongside the role of the Board in supporting this. It was agreed that an update on progress would be provided to the next PSB meeting.

7. Well-being Plan Projects – scoping and updates

Partners then undertook a brief exercise to scope and plan activity relating to projects in the Well-being plan, namely Project 1 – Recruitment and Employment Transformation Framework and Project 3 – Becoming a Carbon Neutral County.

PS-J explained that the Projects within the Well-being Plan would require different levels of support from PSB partners and projects 1 and 3 would require partners to look into their own organisation's practices in order to take the projects forward. She then outlined what the PSB had agreed to undertake within the Plan in relation to these projects and suggested that partners choose one element from each to take forward in the first instance;

Project 1 – Recruitment and Employment Transformation Framework

- Support people, particularly young people and those with protected characteristics, to get into employment through PSB partners offering a range of placements to promote opportunities to gain experience in the workplace e.g. paid internships, graduate schemes, work experience, traineeships and apprenticeships
- Collaborate to improve recruitment and retention in key sectors through the development of a shared approach across the public and private sectors to market the county to potential employees
- Develop a shared approach to staff wellbeing across PSB partners; identify and promote an environment which supports good mental health and job satisfaction in the workplace

Project 3 – Becoming a Carbon Neutral County

- Linked to our value of leading by example, PSB partners will commit to adopting a fundamentally different approach to working practices that supports environmental sustainability, resource efficiency and carbon emissions reduction to take our place as part of a globally responsible Wales
- Develop the networks and infrastructure that will further support integrated green transport systems for Pembrokeshire e.g. electric charging points, active travel, community transport
- Support organisations and communities to seek green solutions to improving the quality of our public realm and to increase the resilience of ecosystems and resilience to climate change

The Board then discussed Project 1 – Recruitment and Employment Transformation Framework. DE from Pembrokeshire College outlined details of the Employment Bureau project which had been started as a pilot project in Pembrokeshire and had now been rolled out through Welsh Government to all colleges in Wales.

Following discussion it was agreed to move forward with point 1, to support people, particularly young people and those with protected characteristics, to get into employment through PSB partners offering a range of placements to promote opportunities to gain experience in the workplace, and that a meeting of PSB partners' HR professionals would be set up with Pembrokeshire College to look at;

- Mapping current provision
- Destination programmes
- Better quality work experience
- Professional qualifications
- Shared apprenticeships (specifically in relation to identifying growth sectors and those sectors struggling to recruit)

It was noted that this would require the leadership of PSB members in terms of focusing their HR representatives on what they would need to do. JF of DWP and DE from Pembrokeshire College would lead on setting up an initial meeting and an update would be provided at the next PSB meeting in September.

JF/
DE

PSB members then briefly discussed Project 3 – Becoming a Carbon Neutral County. HM noted that there was currently a national methodology which could be used to determine carbon neutrality, enabling organisations to determine their own carbon footprint from infrastructure and transport to estates and usage of items such as plastic cups. PSB partners agreed to move towards addressing point 1, to commit to adopting a fundamentally different approach to working practices that supports environmental sustainability, resource efficiency and carbon emissions reduction to take our place as part of a globally responsible Wales, by undertaking the following in the first instance;

- Each PSB to commit to undertaking the process described above
- Partners to implement their existing green infrastructure plans

Updates would be provided at future meetings.

ALL

PS-J then updated Board members on a further two projects in the Well-being Plan;

Project 2 – Environment and Climate Change Risk Assessment

This would need to be broken down into two different assessments. The Environment element would be covered under area statements being developed by NRW. However, there was the possibility that the Climate Change element could be undertaken on a regional basis. A meeting had been arranged for 20th July in Aberystwyth to include academics and professionals/specialists in the field as well as PSB representatives. An update would be provided at the next meeting.

CG

Projects 6, 7 and 8 – Community themed projects

SL noted that two meetings had been held to date and feedback from initial scoping activity for the projects was included in the agenda pack. The activity suggested included work to be undertaken within PSB partners' own organisations as well as directly with communities and some of the themes suggested around understanding our communities and strengthening engagement would be longer term projects. An update would be provided at a future meeting.

SL/
JM

8. Regional Event – Feedback and next steps

A synopsis of the various presentations given at the event had been circulated to partners in the agenda pack. The event had been held on 25th June and was designed as an opportunity to share information across the region which would have been shared on an individual PSB basis and also for partners to support some of the projects showcased should they wish to.

Partners who had attended the event said that they had found it useful, although PSB representation had been lacking in some areas. AB noted that Carmarthenshire had offered to host the next regional event and partners briefly discussed that this could include a focus on work which could potentially be taken forward at a regional level. It was noted, however, that it was important that the PSB's primary focus remained on Pembrokeshire and meeting the objectives laid out in the Well-being Plan. PSB partners were in support of further regional events and TJ asked AB to pass on Pembrokeshire's thanks in offering to host the next event.

9. AOB

NP noted that there a Welsh Government consultation would start in the Autumn around the National Milestones.

NE noted that Academi Wales had provided a date for Healthy Boards training, which would take place on the afternoon of Wednesday 5th December. Partners were asked to save the date in their diaries and further information would be circulated when available.

TJ noted that Ian Scale would soon be retiring and asked that the best wishes of the Board be passed on to him.

The meeting ended at 12.45pm.

Pembrokeshire Public Services Board
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



COFNODION BWRDD GWASANAETHAU CYHOEDDUS SIR BENFRO
Dydd Mawrth 17 Gorffennaf 2018 am 10.00am
Coleg Sir Benfro, Hwlfordd

Presennol:

Tegryn Jones	Prif Weithredwr, APCAP (Cadeirydd)
Sue Leonard	Prif Swyddog, PAVS (Is-gadeirydd)
Christine Harley	Pennaeth Uned Gyflenwi Leol Dyfed Powys, y Gwasanaeth Prawf Cenedlaethol
Anna Bird	Pennaeth Datblygu Partneriaeth Strategol Prifysgol Hywel Dda
Natalie Pearson	Pennaeth Ymgysylltu, Llywodraeth Cymru
Jonathan Feild	Rheolwr Cyflogwr a Phartneriaeth, DWP
Dr Steven Jones (SPJ)	Cyfarwyddwr Datblygu, Cyngor Sir Penfro
Huwel Manley	Rheolwr Gweithrediadau Gorllewin, Cyfoeth Naturiol Cymru
Bernadine Rees	Cadeirydd, Bwrdd Iechyd Prifysgol Hywel Dda (gadael 12.20pm)
Rob Quin	Prif Swyddog Tân Cynorthwyol, Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru
Uwch Arolygydd. Ian John	Heddlu Dyfed Powys
Dave Evans	Prifathro Cynorthwyol, Coleg Sir Benfro
Jessica Morgan	PLANED
Alec Don	Prif Weithredwr, Porthladd Aberdaugleddau (gadael 11.10am)
Cris Tomos	Yr Aelod o'r Cabinet dros yr Amgylchedd a'r Gymraeg

Yn bresennol

Claire George	Cydlynnydd Cymorth Partneriaeth a Chraffu, Cyngor Sir Penfro
Amy Richmond	Rheolwr Ymgysylltu, Cynllunio a Pherfformiad, Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru
Dr Polly Sills-Jones	Cydlynnydd Cynllun Llesiant Rhanbarthol

Cefnogaeth/Ysgrifenyddiaeth

Nick Evans	Rheolwr Cymorth Partneriaeth a Chraffu
Lynne Richards	Cydlynnydd Cymorth Partneriaeth a Chraffu

Ymddiheuriadau

Ian Westley	Prif Weithredwr, Cyngor Sir Penfro
David Simpson	Arweinydd, Cyngor Sir Penfro
Andrea Winterton	Rheolwr Gweithrediadau De-orllewin Sir Benfro, Morol a Monitro, Cyfoeth Naturiol Cymru
Sarah Jennings	Cyfarwyddwr Partneriaethau a Gwasanaethau Corfforaethol, Bwrdd Iechyd Prifysgol Hywel Dda
Ros Jervis	Cyfarwyddwr Iechyd y Cyhoedd, Bwrdd Iechyd Prifysgol Hywel Dda
Barry Walters	Prifathro Dros Dro, Coleg Sir Benfro

Rowland Rees-Evans Cadeirydd, Gwasanaeth Tân ac Achub Canolbarth a Gorllewin
Cymru
Ian Scale Ymgynghorydd Iechyd Cyhoeddus, Iechyd Cyhoeddus Cymru
T D/Uwch Arolygydd. Ross Evans Heddlu Dyfed Powys

Dechreuodd y cyfarfod am 10.00am.

1. Croeso ac ymddiheuriadau

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

Nododd y Cadeirydd mai'r cyfarfod yma fyddai'r un olaf i IJ oherwydd y byddai'n ymdeol o'r Heddlu. Diolchodd iddo ar ran aelodau PSB am ei gyfraniad at waith y PSB dros y blynyddoedd diwethaf.

Nododd y Cadeirydd hefyd mai cyfarfod diwethaf PS-J oedd hi wrth iddi adael ei swydd a symud dramor. Diolchodd iddi ar ran y PSB am ei chymorth wrth ddatblygu'r Asesiad a'r Cynllun Llesiant. Byddai Joanne Creasey yn cymryd awenau PS-J yn ei swydd fel Cydlynnydd Cynllun Llesiant Rhanbarthol.

2. Cofnodion y cyfarfod blaenorol

Cytunwyd bod cofnodion y cyfarfod a gynhaliwyd ar yr 17eg Ebrill 2018 yn gofnod manwl gywir.

3. Log Gweithredu

1 - Manylion Cyfathrebu Staff

Roedd y rhain yn dal i gael eu derbyn gan CNC. Byddai HM yn dilyn hyn i fyny.

2 - Gwefan PSB

Dywedodd LR y byddai enw parth ar wahân ar gyfer PSB Sir Benfro yn cael ei sefydlu (www.pembrokeshirepsb.co.uk), fodd bynnag, byddai'r safle yn parhau i gael ei chynnal gan CSP ond byddai'n cael ei ddiwygio i edrych yn 'gorfforaethol' a byddai'n defnyddio Logo CSP ar frig y dudalen. Dangoswyd yn fras i'r partneriaid sut fyddai hyn yn edrych a chadarnhaodd pawb eu bod yn hapus gyda'r newidiadau a wneir. Byddai LR yn dosbarthu'r enghraifft er gwybodaeth.

5 - Menter 1000 diwrnod cyntaf

Cysylltwyd â Sarah Morrison, Rheolwr y Rhaglen, a fyddai'n cysylltu â RJ i drafod y prosiect ymhellach.

6 - Ymateb i'r Comisiynydd Pobl Hŷn

Cadarnhaodd NE fod ymateb wedi'i anfon at y Comisiynydd Pobl Hŷn, ar ôl derbyn y llythyr a drafodwyd yn y cyfarfod diwethaf.

8 - Prosiect Diffibriliwr

Nid oedd unrhyw ddiweddariadau pellach ar hyn o bryd.

9 - Prosiect Lles a Chydnerthedd Cymunedol

Dosbarthwyd briff y prosiect ar 18 Ebrill 2018.

Byddai eitemau 3, 4, 7 a 10 ar y log gweithredu yn cael eu trafod yn unol â'r Agenda.

4. Penodi Cadeirydd ac Is-gadeirydd

Cytunodd y partneriaid y dylai'r Cadeirydd a'r Is-gadeirydd presennol aros yn eu lle.

5. Adolygu Cylch Gorchwyl

Rhoddodd NE drosolwg o'r diwygiadau arfaethedig i'r Cylch Gorchwyl, a awgrymwyd o ystyried cyhoeddi'r Cynllun Llesiant yn ddiweddar. Trafododd y partneriaid y cynigion a chytunwyd ar y canlynol;

- *I egluro tymor swydd y Cadeirydd / Is-gadeirydd*

Y dylai tymor swydd y Cadeirydd / Is-gadeirydd barhau am dair blynedd ac am uchafswm o ddau dymor.

- *A ddylid gwahodd cynrychiolydd o Un Llais Cymru i fynychu cyfarfodydd PSB*

Dylid gwahodd Cadeirydd Un Llais Cymru Sir Benfro a'i ychwanegu at restr y PSB o gyfranogwyr gwahoddedig yn y Cylch Gorchwyl.

- *Dileu paragraffau 26 a 27*

Cytunwyd y dylid dileu paragraffau 26 a 27 o ystyried cyhoeddi'r Cynllun Llesiant a threfniadau cyflwyno diwygiedig yn ddiweddar.

Cynigiwyd ymhellach a chytunwyd y dylid newid y geiriad mewn perthynas â chyfarfodydd y PSB (paragraff 16) i nodi 'bydd o leiaf bum cyfarfod o'r Bwrdd bob blwyddyn galendr ...'

Byddai NE yn gwneud y newidiadau angenrheidiol a byddai'r cysylltiad â'r Cylch Gorchwyl diwygiedig ar wefan PSB yn cael ei ddsbarthu i bartneriaid

6. Cwestiwn i'r PSB

Nododd y Cadeirydd fod cwestiwn i'r PSB wedi'i dderbyn gan y Cyng. Pat Davies mewn perthynas â gwasanaethau integredig yn Abergwaun. Croesawodd y Cyng. Davies i'r cyfarfod a'i wahodd i roi ei gwestiwn ger bron aelodau PSB.

Amlinellodd Cyng. Davies gefndir ei chynnig, sef manteisio ar y cyfle yr oedd y datblygiad Ffordd Gyswllt Simneiau presennol wedi ei godi i ddarparu gwasanaethau integredig ar gyfer cymuned Abergwaun a'r ardal gyfagos, a sefydlu cyfleuster rhannu ar y cyd yng nghanol y dref i yn cynnwys gwasanaethau cyhoeddus, sydd o bosibl yn cael eu cefnogi gan elfen o dai cymdeithasol a chyfleoedd masnachol.

Rhoddodd SPJ drosolwg o'r datblygiad yn ardal y ffordd Gyswllt Simneiau a nodwyd bod y cam datblygu presennol i fod i gael ei gwblhau ym mis Tachwedd 2018 ar gyfer datblygu'r safle i ddechrau yn gynnar yn 2019. Nododd BR fod cyfleoedd posibl ar gyfer defnyddio'r safle yn yr agenda gofal yn dilyn ymlaen o ymgynghoriad diweddar Hywel Dda ar drawsnewid gwasanaethau clinigol a dywedodd IJ fod yr Heddlu eisoes yn trafod gyda CSB ynglŷn ag adleoli gan nad oedd eu heiddo presennol yn Abergwaun bellach yn addas i'r pwrpas.

Nododd partneriaid PSB nifer o gyfleoedd y gellid eu harchwilio mewn perthynas â'r safle. Nodwyd bod grŵp ar hyn o bryd mewn trafodaethau am y safle ac awgrymwyd y gellid cryfhau aelodaeth y grŵp hwn i gynnwys partneriaid PSB â diddordeb ychwanegol. Amlygwyd y cyfle i gymryd gwasanaethau i gymunedau ochr yn ochr â rôl y Bwrdd wrth gefnogi hyn. Cytunwyd y byddai diweddiariad ar gynnydd yn cael ei ddarparu i'r cyfarfod PSB nesaf.

7. Prosiectau Cynllun Llesiant - cwmpasu a diweddarau

Yna fe wnaeth y partneriaid ymarfer byr i gwmpasu a chynllunio gweithgaredd yn ymwneud â phrosiectau yn y cynllun Llesiant, sef Prosiect 1 - Fframwaith Trawsnewid Recriwtio a Chyflogaeth a Phrosiect 3 - Dod yn Sir Carbon Niwtral. Esboniodd PS-J y byddai'r Prosiectau o fewn y Cynllun Llesiant yn gofyn am wahanol lefelau o gefnogaeth gan bartneriaid PSB a byddai prosiectau 1 a 3 yn gofyn i bartneriaid edrych ar arferion eu sefydliad eu hunain er mwyn mynd â'r prosiectau ymlaen. Yna, amlinellodd yr hyn y mae'r PSB wedi cytuno i'w wneud o fewn y Cynllun mewn perthynas â'r prosiectau hyn ac awgrymodd y dylai partneriaid ddewis un elfen o bob un i'w symud ymlaen yn y lle cyntaf;

Prosiect 1 - Fframwaith Trawsnewid Recriwtio a Chyflogaeth

- Cefnogi pobl, yn enwedig pobl ifanc a'r rhai â nodweddion gwarchoddedig, i gael eu cyflogi trwy bartneriaid PSB sy'n cynnig ystod o leoliadau i hyrwyddo cyfleoedd i ennill profiad yn y gweithle, e.e. interniaeth cyflogedig, cynlluniau graddedig, profiad gwaith, hyfforddeiaethau a phrentisiaethau
- Cydweithio i wella recriwtio a dargadw mewn sectorau allweddol trwy ddatblygu ymagwedd a rennir ar draws y sectorau cyhoeddus a phreifat i farchnata'r sir i ddarpar weithwyr
- Datblygu ymagwedd gyffredin at les staff ar draws partneriaid PSB; nodi a hyrwyddo amgylchedd sy'n cefnogi iechyd meddwl da a bodlonrwydd swydd yn y gweithle

Prosiect 3 - Dod yn Sir Garbon Niwtral

- Yn gysylltiedig â'n gwerth o arwain trwy esiampl, bydd partneriaid PSB yn ymrwymo i fabwysiadu ymagwedd sylfaenol wahanol at arferion gwaith sy'n cefnogi cynaliadwyedd amgylcheddol, effeithlonrwydd adnoddau a lleihau allyriadau carbon i gymryd ein lle fel rhan o Gymru sy'n gyfrifol yn fyd-eang
- Datblygu'r rhwydweithiau a'r isadeiledd a fydd yn cefnogi systemau trafndiaeth wyrdd integredig ymhellach i Sir Benfro, ee pwyntiau gwefru trydan, teithio gweithredol, trafndiaeth gymunedol
- Cefnogi sefydliadau a chymunedau i geisio atebion gwyrdd i wella ansawdd ein tir cyhoeddus ac i gynyddu gwydnwch ecosystemau a gwydnwch i newid yn yr hinsawdd

Yna trafododd y Bwrdd Prosiect 1 - Fframwaith Trawsnewid Recriwtio a Chyflogaeth. Amlinellodd DE o Goleg Sir Benfro fanylion am y prosiect Biwro Cyflogaeth a ddechreuwyd fel prosiect peilot yn Sir Benfro ac roedd bellach wedi'i gyflwyno drwy Lywodraeth Cymru i bob coleg yng Nghymru.

Yn dilyn trafodaeth, cytunwyd i symud ymlaen gyda phwynt 1, i gefnogi pobl, yn enwedig pobl ifanc a'r rhai â nodweddion gwarchoddedig, i fynd i gyflogaeth trwy bartneriaid PSB sy'n cynnig ystod o leoliadau i hyrwyddo cyfleoedd i ennill profiad yn y gweithle, ac y byddai cyfarfod o weithwyr proffesiynol AD proffesiynol partneriaid PSB yn cael ei sefydlu gyda Choleg Sir Benfro i edrych arno;

- Mapio'r ddarpariaeth gyfredol
- Rhaglenni cyrchfan
- Profiad gwaith o ansawdd gwell
- Cymwysterau proffesiynol
- Prentisiaethau a rennir (yn benodol mewn perthynas â nodi sectorau twf a'r sectorau hynny sy'n cael trafferth recriwtio)

Nodwyd y byddai hyn yn gofyn am arweinyddiaeth aelodau DGC o ran canolbwyntio eu cynrychiolwyr AD ar yr hyn y byddai angen iddynt ei wneud. Byddai JF o DWP a DE o Goleg Sir Benfro yn arwain ar sefydlu cyfarfod cychwynnol a byddai'r wybodaeth ddiweddaraf yn cael ei ddarparu yn y cyfarfod PSB nesaf ym mis Medi.

Yna trafododd aelodau'r PSB yn fyr Prosiect 3 - Dod yn Sir Garbon Niwtral. Nododd HM fod methodoleg genedlaethol ar hyn o bryd y gellid ei ddefnyddio i bennu niwtraliaeth carbon, gan alluogi sefydliadau i bennu eu hól troed carbon eu hunain o seilwaith a thrafnidiaeth i ystadau a defnyddio eitemau fel cwpanau plastig. Cytunodd partneriaid PSB i symud tuag at fynd i'r afael â phwynt 1, ymrwmo i fabwysiadu ymagwedd sylfaenol wahanol at arferion gwaith sy'n cefnogi cynaliadwyedd amgylcheddol, effeithlonrwydd adnoddau a lleihau allyriadau carbon i gymryd ein lle fel rhan o Gymru sy'n gyfrifol yn fyd-eang, trwy ymgymryd â'r canlynol yn y lle cyntaf;

- Mae pob PSB yn ymrwmo i ymgymryd â'r broses a ddisgrifir uchod
- Partneriaid i weithredu eu cynlluniau seilwaith gwyrdd presennol

Byddai'r wybodaeth ddiweddaraf yn cael ei ddarparu mewn cyfarfodydd yn y dyfodol.

Yna, diweddarodd PS-J aelodau'r Bwrdd ar ddau brosiect arall yn y Cynllun Llesiant;

Prosiect 2 - Asesiad Risg Amgylchedd a Newid yn yr Hinsawdd

Byddai angen torri hyn i ddau asesiad gwahanol. Byddai'r elfen Amgylchedd yn cael ei gwmpasu o dan ddatganiadau ardal a ddatblygwyd gan CNC. Fodd bynnag, roedd y posibilrwydd y gellid ymgymryd â'r elfen Newid Hinsawdd yn rhanbarthol. Trefnwyd cyfarfod ar yr 20fed o Orffennaf yn Aberystwyth i gynnwys academyddion a gweithwyr proffesiynol / arbenigwyr yn y maes yn ogystal â chynrychiolwyr PSB. Byddai diweddiariad yn cael ei ddarparu yn y cyfarfod nesaf.

Prosiectau 6, 7 ac 8 - Prosiectau thema gymunedol

Nododd SL fod dau gyfarfod wedi eu cynnal hyd yma ac roedd adborth o'r gweithgaredd cwmpasu cychwynnol ar gyfer y prosiectau wedi'i gynnwys yn y pecyn agenda. Roedd y gweithgaredd a awgrymwyd yn cynnwys gwaith i'w wneud o fewn sefydliadau partneriaid PSB ei hun yn ogystal ag yn uniongyrchol â chymunedau a rhai o'r themâu a awgrymir o ran deall ein cymunedau a chryfhau ymgysylltu fyddai prosiectau tymor hwy. Byddai diweddariad yn cael ei ddarparu mewn cyfarfod yn y dyfodol.

8. Digwyddiad Rhanbarthol - Adborth a'r camau nesaf

Dosbarthwyd crynodeb o'r gwahanol gyflwyniadau a roddwyd yn y digwyddiad i bartneriaid yn y pecyn agenda. Cynhaliwyd y digwyddiad ar 25 Mehefin a chafodd ei gynllunio fel cyfle i rannu gwybodaeth ar draws y rhanbarth a fyddai wedi'i rannu ar sail PSB unigol a hefyd i bartneriaid gefnogi rhai o'r prosiectau a ddangoswyd pe baent yn dymuno gwneud hynny.

Dywedodd partneriaid a fynychodd y digwyddiad eu bod wedi ei chael yn ddefnyddiol, er bod cynrychiolaeth DGC wedi bod yn ddiffygiol mewn rhai meysydd. Nododd AB fod Sir Gaerfyrddin wedi cynnig cynnal y digwyddiad rhanbarthol nesaf a thrafododd y partneriaid yn fyr y gallai hyn gynnwys ffocws ar waith y gellid ei symud ymlaen ar lefel ranbarthol. Fodd bynnag, nodwyd ei bod yn bwysig bod prif ffocws y Gwasanaeth Cyhoeddus Cenedlaethol yn parhau i ffocysu ar Sir Benfro a bodloni'r amcanion a nodir yn y Cynllun Llesiant. Roedd partneriaid PSB yn cefnogi digwyddiadau rhanbarthol pellach a gofynnodd TJ i AB drosglwyddo diolch i Sir Benfro i gynnal y digwyddiad nesaf.

9. UFA

Nododd NP y byddai ymgynghoriad Llywodraeth Cymru yn dechrau yn yr hydref o gwmpas y Cerrig Milltir Cenedlaethol.

Nododd NE fod Academi Cymru wedi darparu dyddiad ar gyfer hyfforddiant Byrddau Iach, a fyddai'n digwydd ar brynhawn Mercher 5ed Rhagfyr. Gofynnwyd i'r partneriaid nodi'r dyddiad yn eu dyddiaduron a byddai gwybodaeth bellach yn cael ei ddosbarthu pan fyddai ar gael.

Nododd TJ y byddai Ian Scale yn ymddeol yn fuan a gofynnodd i ddymuniadau gorau'r Bwrdd gael eu trosglwyddo iddo.

Daeth y cyfarfod i ben am 12.45pm.

ACTION LOG
Pembrokeshire Public Services Board Meeting, Tuesday 17th July 2018
Pembrokeshire College, Haverfordwest

Present	<p>Tegryn Jones Sue Leonard Christine Harley Anna Bird Natalie Pearson Jonathan Feild Dr Steven Jones (SPJ) Huwel Manley Bernadine Rees Rob Quin Supt. Ian John Dave Evans Jessica Morgan Alec Don</p> <p><u>In attendance</u> Claire George Amy Richmond Dr Polly Sills-Jones</p> <p><u>Support/Secretariat</u> Nick Evans Lynne Richards</p>	<p>Chief Executive, PCNPA (Chair) Chief Officer, PAVS (Vice-Chair) Head of Dyfed Powys Local Delivery Unit, National Probation Service Head of Strategic Partnership Development, Hywel Dda University Health Board Head of Engagement, Welsh Government Employer and Partnership Manager, DWP Director of Development, Pembrokeshire County Council Operations Manager West, Natural Resources Wales Chair, Hywel Dda University Health Board (left 12.20pm) Assistant Chief Fire Officer, M&WW Fire & Rescue Service Dyfed Powys Police Assistant Principal, Pembrokeshire College PLANED Chief Executive, Port of Milford Haven (left 11.10am)</p> <p>Partnership and Scrutiny Support Co-ordinator, PCC Engagement, Planning and Performance Manager, Mid & West Wales Fire and Rescue Service Regional Well-being Plan Co-ordinator</p>			
Apologies	<p>Ian Westley Andrea Winterton Sarah Jennings Ros Jervis Barry Walters Rowland Rees-Evans Ian Scale T D/Supt. Ross Evans</p>	<p>Chief Executive, Pembrokeshire County Council SW Operations Manager Pembrokeshire, Marine and Monitoring, Natural Resources Wales Director of Partnerships & Corporate Services, Hywel Dda University Health Board Director of Public Health, Hywel Dda University Health Board Interim Principal, Pembrokeshire College Chair, MAWW Fire Authority Consultant in Public Health, Public Health Wales Dyfed Powys Police</p>			
No.	Action	Owner	Target Date	Resolution	
1.	Send Communications Staff details to LR (NRW details outstanding)	AW/HM	asap		

2.	Circulate example of new look PSB web pages to partners for information	LR	Next meeting	Completed 07-08-2018
3.	Amend Terms of Reference as discussed and circulate link to amended document on PSB website to partners	NE/LR	Next meeting	Completed
4.	Provide an update on discussions at the Property Group around developments at the Chimneys Link development in Fishguard	SPJ	At next meeting	Update at meeting
5.	Set up an initial meeting of PSB partners' HR professionals to discuss agreed items under Project 1 – Recruitment and Employment Transformation Framework	DE/JF	Next meeting	On agenda for meeting 25-09-2018
6.	Update on Climate Change element of Project 3 – Environment and Climate Change Risk Assessment and possibility of regional approach at next meeting	CG	Next meeting	On agenda for meeting 25-09-2018

DRAFT



Item 4

DATE OF MEETING	25 th September 2018
REPORT TITLE	Letter from the Future Generations and Children’s Commissioners for Wales
PURPOSE	<p>We have received a letter from the Future Generations Commissioner and Children’s Commissioner who are interested in learning about the arrangements the PSB has in place to align its work with the Regional Partnership Board and how effective we believe these arrangements are for meeting statutory requirements under the Well-being of Future Generations Act and the Social Services and Well-being Act.</p> <p>The letter from the Commissioners is attached for information.</p>
RECOMMENDATION(S)	That the PSB considers the letter from the Commissioners and agrees on an appropriate response.
AUTHOR	Nick Evans, Partnership and Scrutiny Support Manager



Comisiynydd
**Cenedlaethau'r
Dyfodol**
Cymru

**Future
Generations**
Commissioner
for Wales



Trwy ebost

16 Awst 2018

I: Cadeiryddion Byrddau Gwasanaethau Cyhoeddus a Cadeiryddion Byrddau Partneriaith Rhanbarthol

Annwyl

Byddwch yn gwybod bod pob Bwrdd Gwasanaethau Cyhoeddus yn awr, yn unol â gofynion Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, wedi cyhoeddi eu cynlluniau llesiant cyntaf. Mae cyrff cyhoeddus unigol hefyd wedi pennu eu hamcanion llesiant cyntaf yn Ebrill 2017 ac mae eu set gyntaf o adroddiadau blynyddol i fod i gael eu cwblhau yn ystod y naw mis nesaf.

Bydd gan Fyrdau Partneriaeth Rhanbarthol rôl glir o dan gynllun Llywodraeth Cymru, 'Cymru Iachach: Cynllun Iechyd a Gofal Cymdeithasol' ar gyfer hybu llesiant fel rhan o wasanaethau iechyd a gofal cymdeithasol. Wrth gyflawni eu swyddogaethau, dylai'r ddau wahanol Fwrdd fod yn gweithio yn unol ag egwyddorion Deddf Gwasanaethau Cyhoeddus a Llesiant (Cymru) a Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru).

Mae llawer o sefydliadau'n neilltuo amser ac adnoddau i'r ddau Fwrdd, ond nid yw'n ofynnol i gael cysylltiad ffurfiol neu strwythur llywodraethu rhwng gwaith y ddau Fwrdd. Fel Comisiynwyr, buasai gennym ddiddordeb i glywed am y trefniadau sydd gennych ar y gweill i alinio gwaith y Byrddau Gwasanaethau Cyhoeddus a'r Bwrdd Partneriaeth Rhanbarthol yn eich ardal a pha mor effeithiol yn eich barn yw'r trefniadau hyn ar gyfer yr holl boblogaeth, ond hefyd y grwpiau blaenoriaethol penodol fel y cyfeirir atynt yn y Deddfau.

Buasai gennym ddiddordeb arbennig i glywed am unrhyw dulliau arloesol a ddefnyddiwyd i alinio neu i gryfhau trefniadau'r llywodraeth i sicrhau bod gwaith y Byrddau'n ategol a bod penderfyniadau'n cael eu gwneud yn y fforwm mwyaf priodol. Rydym yn ymwybodol bod gwahanol ranbarthau wedi datblygu eu trefniadau llywodraethu eu hunain; gallai rhannu'r wybodaeth hon hefyd helpu rhanbarthau eraill wrth iddynt ddatblygu eu trefniadau eu hunain i sicrhau bod y Byrddau'n cyflawni anghenion yr holl boblogaeth yn eu hardal.

Gan nad ydym yn mynychu'r Byrddau ein hunain, bydd gwybodaeth a gasglwyd am gryfderau ac anawsterau'r strwythurau hyn wrth iddynt ennill eu plwyf yn ein helpu i ddal llywodraeth Cymru ac asiantaethau eraill i gyfrif er mwyn sicrhau'r gwasanaethau cyhoeddus gorau i holl boblogaeth Cymru.

Edrychwn ymlaen at glywed oddi wrthyhch,

Comisiynydd Cenedlaethau'r Dyfodol Cymru

Siambrau'r Farchnad, 5-7 Heol Eglwys Fair
Caerdydd, CF10 1AT

cystylltwchani@cenedlaethaurdyfodol.cymru
cenedlaethaurdyfodol.cymru

Future Generations Commissioner for Wales

Market Chambers, 5-7 St Mary Street
Cardiff, CF10 1AT

contactus@futuregenerations.wales
futuregenerations.wales



Comisiynydd
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Dyfodol**
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for Wales



By email

16 August 2018

**To: Chairs of the Public Services Boards and
Chairs of the Regional Partnership Boards**

Dear

You will be aware that in line with the requirements of the Well-being of Future Generations (Wales) Act, all Public Services Boards have now published their first well-being plans. Individual public bodies have also set their first well-being objectives in April 2017 and their first set of annual reports are due in the coming nine months.

Regional Partnership Boards will have a clear role under the Welsh Government's 'A Healthier Wales: A Plan for Health and Social Care' for promoting well-being as part of health and social care services. In carrying out their functions, the two different Boards should be working to the principles of the Social Services and Well-being (Wales) Act and the Well-being of Future Generations (Wales) Act.

Many of your organisations are dedicating time and resources to both Boards, but there is no formal link or governance structure required between the work of the two Boards. As Commissioners, we would be interested in hearing the arrangements you have in place to align the work of the respective Public Services Boards and Regional Partnership Board in your area and how effective you believe these arrangements are for the whole population, but also the specified priority groups as referred to in the Acts.

We would particularly like to hear about any innovative ways that the governance arrangements have been aligned or strengthened to ensure that the Boards' work is complementary and that decisions are taken in the most appropriate forum. We are aware that different regions have developed their own governance arrangements; sharing this information might assist other regions in developing their own arrangements also to ensure that the Boards are meeting the needs of the whole population in their area.

Comisiynydd Cenedlaethau'r Dyfodol Cymru

Siambrau'r Farchnad, 5-7 Heol Eglwys Fair
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futuregenerations.wales



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Dyfodol**
Cymru

**Future
Generations**
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for Wales



As we do not attend the Boards ourselves, information gathered about the strengths and difficulties of these structures as they find their feet will help us to hold the Welsh Government and other agencies to account in ensuring the best public services for the population of Wales as a whole.

We look forward to hearing from you

Yn gywir/Yours sincerely,

Sophie Howe

Sally Holland



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Dyfodol**
Cymru

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Generations**
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Comisiynydd Cenedlaethau'r Dyfodol Cymru

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futuregenerations.wales



Item 5

DATE OF MEETING	25 th September 2018
REPORT TITLE	Digital Information System
PURPOSE	To seek partner support to undertake further work in the development of a bespoke digital information system to meet the specific requirements of the PSB.
RECOMMENDATION(S)	<ol style="list-style-type: none"> 1. That the PSB support the development of the digital information system. 2. That the PSB gives permission to the South West Wales Regional PSB Officer Network to explore funding avenues and to report back in due course.
AUTHORS	<p>South West Wales Regional PSB Officer Network</p> <p>(Kate Morgan, Carmarthenshire; Diana Davies, Ceredigion; Nick Evans, Pembrokeshire)</p>

Background

The South West Wales Regional PSB Officer Network, made up of Carmarthenshire, Ceredigion and Pembrokeshire PSB support officers, has over the past couple of years been successful in obtaining a grant from Welsh Government which enables us to build our strategic capacity and capability both to support the delivery of Well-being Plans and to consolidate our work on the Well-being Assessments.

An element of commissioned research was included in the regional grant application in order that we could:

- Identify gaps in data and enable additional evidence gathering in a less labour- and resource-intensive manner;
- Support real-time data availability using an online approach;
- Enable a more evaluative approach to the delivery of Well-being Plans by constructing an appropriate monitoring and evaluation process, including public engagement and consultation that would allow outcomes and progress to be tracked readily.

In her report entitled “Well-being in Wales: the journey so far” (May 2018), the Future Generations Commissioner emphasised the importance of evidence in monitoring and assessing the objectives laid out in the Well-being Plans:

“Public bodies are expected to build up evidence and approaches that enable them to make a clear assessment of whether their well-being objectives are fit for purpose. Annual reports should explore how far the organisation has got in building up this evidence and provide a critique on whether the steps being taken to meet the objective are having an impact. Annual reports demand self-reflection and some public bodies may wish to review and change their objectives based on what’s working or not working.”

This means that we must:

- Continuously update the information gathered in Well-being Assessments and identify any relevant new data sources;
- Monitor social, economic, cultural and environmental well-being factors;
- Assess the effectiveness of the Well-being Plan;
- Provide opportunities for critical reflection;
- Allow outcomes and progress to be tracked readily.

The scale of the problem

At this point in time we have a number of issues that cannot be addressed by our existing digital systems that have been designed predominantly to serve a particular need within each individual organisation. Currently we have no mechanism to weave together the disparate business systems to create a more comprehensive and ultimately much more useful and efficient bespoke tool for the PSBs. To properly fulfil the Future Generations Commissioner’s expectations, PSBs will need to be able to easily:

- Monitor a wide range of variable factors, including change in circumstances, change in data and change in evidence sources;
- Acquire more topical and detailed evidence to use in future plan implementation and formulation;

- Identify and respond to emerging issues;
- Develop a holistic PSB approach through integrating information from a variety of partner services and programmes;
- Carry out focussed consultations with the public;
- Integrate evidence with the location-specific data we hold on community assets;
- Combine both qualitative and quantitative data to enhance our understanding of particular topics;
- Ensure the consistency and accessibility of data/information available to organisations and communities;
- Ensure effective communication between the PSB organisations themselves, and also between the PSB and partner organisations and our communities.

Gathering information for the Well-being Assessments and developing the Well-being Plans proved to be a very complex and demanding task. To illustrate the complexity, there are 19 public sector organisations in total which are immediate members of the Ceredigion PSB, while Carmarthenshire PSB has 14 and Pembrokeshire PSB 15. In addition, there are unspecified numbers of third sector organisations, community groups and individuals who will also contribute to the implementation of Well-being Plans.

The production of each of the individual Well-being Assessments entailed a major collaborative effort between the partner organisations and demanded considerable individual and organisational commitment of expertise, time and resources. It is vital that we now establish a more efficient process for delivering future iterations of the plan that allows us to make best use of our current systems and also to broaden our digital capacity to provide more multi-dimensional and collective ways of working.

With this in mind, we invited tenders for the development of an innovative design for a digital information system which would address the issues identified above. We subsequently appointed the consultant, Writemedia, to carry out the study and deliver a project plan for the design and implementation of a digital solution and those partners who attended the recent Regional PSB event at Pembrokeshire Archives would have learnt more about the work which has gone into this to date.

The system

The project plan specified the development of an innovative digital software system that would:

- support the requirement to provide evidence for the implementation of current and future Well-being Plans;
- facilitate critical reflection upon them;
- permit continuous monitoring and assessment;
- facilitate public engagement and consultation.

While the overall structure of the system would be shared by the three PSBs in the South West Wales Regional Network, it would be sufficiently flexible to accommodate the locally important issues which differ between the three Boards. The common features would provide for:

- Updating of official data tables, etc., such as from Data Cymru, with some in-built tools to provide a quick and basic analysis together with an indication of the magnitude and direction of change;

- Collaborative working between the PSB member organisations, partner organisations and all other relevant stakeholders, for instance, practitioners/researchers working on a particular issue, using a variety of in-built tools;
- An interactive means of engaging in and managing public consultations (e.g. through social media and on-line questionnaires) and a means of capturing of qualitative information in both broad and more specific consultations;
- Integration with individual partner organisations in terms of both governance and the technicalities of linking systems;
- Flagging areas of concern, e.g. where progress has stalled;
- Links to the spatially-referenced Community Asset Mapping system;
- The possibility of up-scaling, allowing additional PSBs to join in future, e.g. Powys, Gwynedd, etc.

Financial Implications

The indicative cost of the initial outlay to develop and implement the system is estimated to be something in excess of £50,000.

Funding opportunities

- The PSBs within the South West Wales Region could jointly fund the development, with the long term option of patenting the software and thereby recouping some of the cost.
- Welsh Government may be interested in funding the system themselves because it fits perfectly into the 'Digital First' strategy laid out in its Digital Action Plan, which aims to support the public sector in providing excellent online digital services; this approach would make the sharing of good practice amongst the PSBs and their partner members more sustainable.
- There are possibilities for the PSBs within the South West Wales Region to apply for other potential funding streams, including EU funding.

Summary

The proposed digital information system offers an innovative vision for future ways of working both within and across organisations. It provides a fresh and responsive means of monitoring and assessing key indicators, alongside enhanced opportunities for reflection and communication. Furthermore, it promotes the sustainable use of our limited resources, reducing duplication of effort and improving our efficiency.

We now have the necessary detailed documentation to proceed to tender for the supply of the system itself.

Recommendation 1: That the PSB support the development of the digital information system.

Recommendation 2: That the PSB gives permission to the South West Wales Regional PSB Officer Network to explore funding avenues and to report back in due course.



Item 6a1

PSB Project Scoping and Planning

- Project 4 – Doing Things Differently

Well-being Plan high level outcome

Transform traditional models of service delivery and access through use of innovative solutions and technology, creating connectivity and improved coverage

What did we say we will do in the Well-being Plan?

- Develop appropriate data sharing protocols to support integrated and connected services in rural areas
- Identify opportunities for co-location of services and role integration between partners (e.g. multi-functional blue light services)
- Examine collaborative approaches to identifying vulnerability and Making Every Contact Count
- Utilise high speed broadband and other technological solutions to deliver services in innovative ways, particularly to support our rural communities

What is the PSB being asked to do:

- What is the PSB going to address first
- How is the PSB going to do it
- Who will be involved
- Actions to be completed by the next meeting

Agree next steps



Item 6a2

PSB Project Scoping and Planning

- Project 5 – Celebrating the Great Outdoors

Well-being Plan high level outcome

Celebrating the great outdoors and using this key asset to support all elements of individual and community well-being

What did we say we would do in the Well-being Plan?

- Promote the environment as a health asset to improve health and well-being, addressing social isolation, improving mental health and wider health benefits through projects such as social and green prescribing
- Increase opportunities for young people to use the outdoors as a learning environment, particularly for young people in the County with limited access
- Use the outdoors as a means for supporting cultural and recreational activities and events

What is the PSB being asked to do:

- What is the PSB going to address first
- How is the PSB going to do it
- Who will be involved
- Actions to be completed by the next meeting

Agree next steps



Item 6b1

DATE OF MEETING	25 th September 2018
REPORT TITLE	Project 1 update – Recruitment and Employment Transformation Framework
PURPOSE	<p>Following discussions at the last meeting of the PSB, an initial meeting of the above Project Group took place on 31st July 2018 to scope and plan activity to take the project forward, involving Dave Evans, Assistant Principal, Pembrokeshire College (plus colleagues from the Employment Bureau) and Jonathan Field, Employer and Partnership Manager, DWP.</p> <p>The project plan developed following the meeting is attached at Appendix A.</p>
RECOMMENDATION(S)	That the PSB approves the project plan as attached at Appendix A and agrees how each partner will contribute towards taking this work forward.
AUTHOR	Lynne Richards, Partnership and Scrutiny Support Co-ordinator

Project:	Recruitment and Employment Transformation Framework
	<i>Support people, particularly young people and those with protected characteristics, to get into employment through PSB partners offering a range of placements to promote opportunities to gain experience in the workplace e.g. paid internships, graduate schemes, work experience, traineeships and apprenticeships</i>
Outcome/s:	<ul style="list-style-type: none"> • A commitment to increase the number of placements / hours of work experience offered by PSB partners • Supporting people to access placements by making them easier to access / more 'bespoke' i.e. suited to their requirements (full week, one day a week, school hours, no. of hours over several days etc.) • Better quality work experience through increased choice and availability
Actions/ Expectations:	<p>1. <i>Mapping current provision and demand for placements</i></p> <ul style="list-style-type: none"> • Overview of current provision and best practice, including Workways, Futureworks, Cam Nesa, Cynydd, Employment Bureau, PAVS Volunteering, DWP programmes • Map current demand from Schools, College, Trainees, Unemployed/Benefit claimants
	<p>2. <i>Destination programmes</i></p> <p>Current destination programmes include Destination NHS and programmes linked to the Tourism and Marine sectors</p> <ul style="list-style-type: none"> • Can these be expanded, i.e. to include more areas within the NHS (hospitality/care sector)? • Can additional programmes be developed e.g. Education?
Measuring impact	<p><i>Quantitative</i></p> <p>No. of hours of work experience offered / No. of placements</p> <p><i>Qualitative</i></p> <p>Exit questionnaires</p>



Item 6b2

DATE OF MEETING	25 th September 2018
REPORT TITLE	Project 2 update – Environmental and Climate Change Risk Assessment
PURPOSE	Work has been undertaken to scope the delivery of the project. Draft terms of reference (appendix A) have been prepared and it is proposed that a project group is established and to use the methodology set out by NRW (appendix B) to undertake the Risk Assessment.
RECOMMENDATION(S)	<ul style="list-style-type: none"> a) That the PSB approves the draft terms of reference for establishing the project group b) That the PSB approves the methodology proposed by NRW c) That the PSB agree leadership of the group and who will report back to the PSB on the work of the group d) That each PSB member identify their representatives on the working group
AUTHOR	Claire George, Partnership and Scrutiny Support Co-ordinator

Draft Terms of Reference

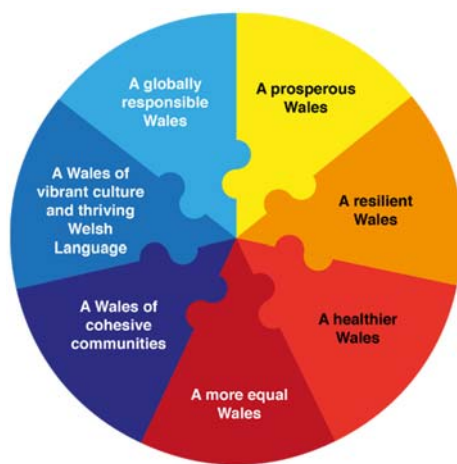
Pembrokeshire PSB Environmental and Climate Change Risk Assessment Project Group

1. Background

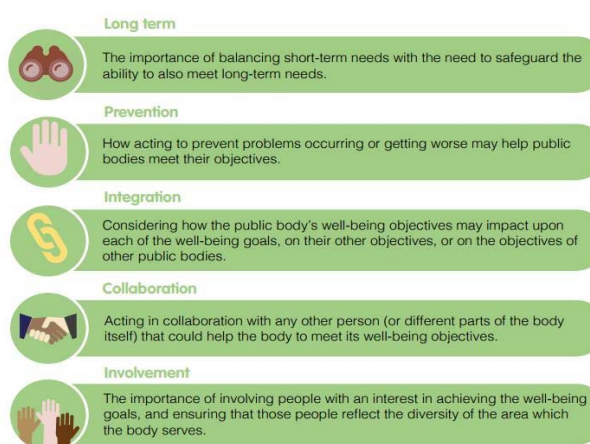
1.1 Wellbeing of Future Generations Act (Wales) 2015

The Well-being of Future Generations (Wales) Act 2015 gives a legally-binding common purpose of seven Well-being Goals and five ways of working designed to support and deliver a public service that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Seven Well-being Goals:



Five ways of working:



A [Wellbeing Assessment](#) was undertaken for Pembrokeshire and published in 2017. The Assessment formed the basis for the [Wellbeing Plan](#) for Pembrokeshire, which identified eight objectives.

1.2 This Project Group will deliver on the following Well-being objective:

Environmental and Climate Change Risk Assessment

Year one work associated with this objective requires the delivery of an Environmental and Climate Change Risk Assessment for Pembrokeshire. This project is expected to identify further actions and projects to be delivered by the PSB in future years. The project group will:

- Undertake an assessment of the environment to include biodiversity and resilience of eco systems and the impact of climate change on Pembrokeshire taking into account future trends and scenarios
- The risks, trigger points and actions identified in the assessment will inform responses for the PSB in addition to individuals, communities and organisations

1.3 Why this aim was identified as a priority for the PSB

Climate change is an acknowledged threat to our long term future, likewise the impact of modern life on our natural assets. We do not fully understand the local implications but anticipate sea level rises, an increase in extreme weather events such as localised flash flooding and useable water shortages in rural areas. The PSB is well placed to bring together the key players and influence a

collaborative approach in identifying measures to be taken and implementing them. The Well-being of Future Generations Act directs us to engage with local communities in terms of identifying impacts and deciding on appropriate mitigation.

2. Membership

2.1 The project group will be chaired - **TBC**

The vice chair of the group - **TBC**

Members:

To be confirmed

3. Roles and Responsibilities

3.1 The project group will receive a strategic lead from and be accountable to the Public Services Board and report to it as required.

3.2 The project group will coordinate and implement effective steps to deliver the aims and actions in the Well-being Plan on behalf of the PSB.

3.3 The project group will seek to achieve better outcomes and improve the well-being of the people of Pembrokeshire on behalf of the PSB.

3.4 The purpose of the group will be to assess the risks of climate change on the environment, people, assets and infrastructure of Pembrokeshire. The group will seek to understand wider environmental risks within Pembrokeshire and will utilise work coordinated by NRW on Area Statements (as required by the Environment (Wales) Act). Where appropriate, the group will seek to identify strategic actions that can be taken to address risks identified on both climate change and environment.

3.5 The project group will support the work of other PSB working groups and the work of NRW teams coordinating the production of Area Statements. Area Statements will identify environmental risks, opportunities and priorities for Pembrokeshire.

3.6 The project group will encourage and facilitate joint working.

3.7 The project group will regularly monitor and report on delivery against agreed targets, the well-being objective and National indicators

3.8 Respond to any recommendations from the PSB.

3.9 Ensure that the work of the project group and the PSB are promoted and communicated widely.

4.0 Governance and Accountability

4.1 The project group will be responsible to the Pembrokeshire PSB and through the PSB to their respective organisations. Members of the project group will take responsibility to feedback information to their respective organisations and vice versa.

4.1 The Chair or Vice-chair of the project group will take responsibility to feedback information to the PSB.

4.3 Each member will retain statutory responsibility for their functions. Governance arrangements will be agreed between the members to address the issue of public accountability and probity as well as satisfying Standing Orders and Standing Financial Orders.

4.4 The members of the Project Group will represent the decision makers responsible for the commitment of resources and will approve and comment plans to constituent partners. It will monitor risks and issues.

4.5 Whilst the PSB has the overarching responsibilities for the quality assurance of the work of its project groups, this project group has the lead role in quality assuring and monitoring its work.

4.6 The PSB and its project groups are not separately constituted bodies and therefore their strategies and plans must be approved by each parent body.

4.7 The work of the project group is subject to the scrutiny of the Pembrokeshire County Council Partnerships Overview and Scrutiny Committee.

EMBEDDING CLIMATE ADAPTATION IN LOCAL WELLBEING ASSESSMENTS AND PLANS

EXTRACT FROM DRAFT WORKING GUIDANCE FOR PUBLIC SERVICES BOARDS

UNDERTAKING A LOCAL CLIMATE RISK ASSESSMENT – OUTLINE STAGES

REFLECTING ON PAST EXPERIENCE (COLLECTIVE EXERCISE)

- Review past weather events and how effectively we dealt with them. What went well? What went not so well?
- Check “Climate Impact across Wales: A Media Based Assessment” for more details regarding specific events.
- Check the Met Office website to understand the local weather conditions at the time.
- What are the key messages arising from this collective reflection?

REVIEWING LOCAL CLIMATE RISKS (COLLECTIVE EXERCISE)

- Systematically review the risks identified in the Climate Change Risk Assessment 2017 (CCRA17) Evidence Report: Summary for Wales.
- Identify which risks are relevant to the local area; it is anticipated that virtually all will apply, to some extent.
- Collectively, agree which PSB partner should lead on each risk.
- Collectively, devise a standard format for summarising local information in relation to each risk. ***

COLLECTING INFORMATION FOR EACH RISK (LEAD PARTNERS FOR EACH RISK)

- Summarise local information for each risk, contacting other PSB partners, as appropriate.
- Collect further information from: the CCRA17 Summary for Wales; LWEC report cards; the Welsh Local Government Climate Adaptation Resource; and any other national guidance that emerges during the process. ***
- Check for inter-dependencies between, and knock-on impacts of, different risks.
- Identify key local stakeholders for each risk and involve them in our discussions.
- Summarise information in relation to each risk in the agreed format.
- Identify the type of response that is likely to be required, noting in particular any “quick wins” that could be implemented quickly and easily, and any synergies (or potential conflicts) with other local trends or initiatives.

*** Scope for collaboration across Wales to explore a “do it once” approach?

Jim Poole

14 February 2018



Item 6b3

DATE OF MEETING	25 th September 2018
REPORT TITLE	Projects 6, 7 & 8 update – Community themed projects
PURPOSE	<p>To update the PSB on progress regarding planning and delivery of the Community themed projects in the Well-being Plan.</p> <p>To deliver a presentation on the Community Wellbeing and Resilience Project.</p> <p>To present the updated project plan (appendix a) and desktop research undertaken looking at citizenship (appendix b) and volunteering (appendix c) strategies.</p>
RECOMMENDATION(S)	<p>a) That the PSB approves the project plan (appendix a) and review actions towards taking this work forward.</p> <p>b) That the PSB support a meeting of representatives from PAVS, PLANED, One Voice Wales, Pembrokeshire County Council Democratic Services and West Wales Care Partnership to consider the recommendations of the Independent Review Panel, desktop research (appendices b and c) and PCC Charter.</p>
AUTHOR	Claire George, Partnership and Scrutiny Support Co-ordinator

Community themed projects update

A number of external factors have progressed over the summer and have had an impact of the development of these projects.

- The Welsh Government established an Independent Review Panel to look into the role and function of Town and Community Councils. They published their findings in August and their recommendations will play a part in the work of the PSB on citizen engagement. Pembrokeshire has a network of 77 town, city and community councils which provide an invaluable resource in supporting this work. Inviting the One Voice Wales Chair for Pembrokeshire to join the PSB will enhance integration.
- Institute of Welsh Affairs has received funding from Welsh Government's Regeneration department and the Carnegie Trust to develop an online resource called Understanding Welsh Places, which will build upon work done with the support of the Carnegie Trust by the Scottish Government who developed a tool called Understanding Scottish Places www.usp.scot. A focus group was facilitated by PLANED to feed into the content and functionality of the platform. The development of this platform will support policy makers and communities with quantitative and qualitative information about towns.
- Pembrokeshire County Council has been working with Town and Community Councils over the past few years to develop a Charter. This has now been adopted and provides the basis for partnership working.

Desktop research has been undertaken to look at both the citizen engagement and volunteer strategy elements. This research along with the findings of the independent review panel will form the next stage of discussions with partners.

Further engagement and participation on the development of the projects is planned for the next Pembrokeshire Voices for Equalities meeting.

Recommendation

- a) That the PSB approves the project plan (**appendix a**) and review actions towards taking this work forward.
- b) That the PSB support a meeting of representatives from PAVS, PLANED, One Voice Wales, Pembrokeshire County Council Democratic Services and West Wales Care Partnership to consider the recommendations of the Independent Review Panel, desktop research (**appendices b and c**) and PCC Charter.

6b3 Appendix A

THEME	OUTCOMES	ACTIONS	When	To Do	
Supporting Volunteering and active citizenship	PSB Co-ordinated volunteering action plan	Who	When	To Do	
		Map current organisational activity/plans/practice	CG approach PSB members to confirm current volunteering policies	Mid Oct	PSB members to forward contact/and or volunteering strategy
		Identify key gaps/roles to target (build capacity and cross-organisation opportunities)	Take initial findings to group to review to include PAVS, PLANED, and key volunteer managers in PSB orgs	Mid Oct	
		Learn from practice elsewhere/Options around incentivising volunteering/private sector partnerships	SL look into what good looks like through the Volunteer Centre Network	Early Nov	
		Develop co-ordinated volunteering activity e.g. volunteers week / geographic and thematic programme	ALL PSB members - Look to launch at volunteers week in June 2019 - look to deliver a coordinated set of events across PSB partners	Sign off at March meeting	
		Bring private sector onboard	As appropriate		
	PSB active citizenship action plan				
		Develop/deliver a community leadership programme for County Councillors and Town and Community Councillors	Arrange a meeting of PAVS/PLANED/PCC/OVW to discuss outcome of the review and who plans to do what activity	September	Identify any organisational interest in attending the first meeting
		Identify good practice and share it (community forum? Which communities do this well and are resilient and self-sustaining?)	Link to PLANED's work with Princes's Countryside Foundation and the work on what a good looks like		
		Awareness raising around the roles and responsibilities of County Councillors and Town and Community Councillors			
Embed the work of Community Resilience and Well-being Co-ordinators to sustain community well-being					
		Support the work of the Community Resilience and Well-being Co-ordinators	All PSB members to support the community engagement providing frontline staff to support events and activities and intelligence	Ongoing	PLANED provide a presentation to PSB on the project, what it means for PSB members and what we would hope to learn
		Create links between PSB staff that work in communities and who are community based			
		From the above, learn what well-being means to people and communities Development of an online platform / asset mapping	For discussion at meeting on 25th Sept	25th Sept	
<i>Strengthening engagement</i>					
		Deliver better informed, better evidenced, co-produced services			
	Build community intelligence by using existing resources smarter				

Develop the PSB's approach to stakeholder engagement	CG gather info from PSB's on engagement strategy and plans for 2019 - who will deliver this and how - look at opportunities for engagement through partners eg County Show, events	PSB members to provide information on engagement strategies
Co-production training for all PSB staff	SL to investigate options for co-pro training - learn from People too work on day centres and day opportunities	
Use community conversations methodology to gather community intelligence on what well-being means Investigate opportunities for funding to support this work e.g. lottery	Identify wicked issues eg housing, transport, jobs, climate change	

Communication – co-ordination/sharing/cascading information within and between organisations

Increase understanding of who the PSB are, what it does and how to get involved	
Refresh PSB branding and logo Launch Well-being Plan to challenge people to get involved	NE to investigate
Promote the Well-being Plan through partners	Develop a common set of resources to support enagement around wellbeing plan and PSB journey
Training for staff on Well-being Plan and WBFG Act	Collaborate to deliver shared resources for a training programme Diaraise 4 events per year - 1 supported by each statutory partner
Organise more frontline staff events (include above)	(PCC/NRW/HDUHB/MAWWF)

Citizenship Strategies

Develop/deliver a community leadership programme for County Councillors and Town and Community Councillors

There are a number of companies and organisations that provide courses for community leadership and as a result there is generic information with regards to how the courses are run and not very much about course content. So if we wish to develop our own programme I have looked at best practice guidance as to what is expected of the role of a community leader and the skills and attributes they need to have in which to carry out the role.

The Local Government Association have produced a Community Leadership – Councillor workbook (1) this has been designed as a learning aid for all councillors and aims to brief and update them on key aspects of the Community Leadership role. In this workbook there are sections on ‘What is community leadership?’, ‘How is it done?’, ‘Working in Partnership’ and ‘Final word’, each of these sections leads to an exercise on topics discussed. Examples of the questions in one of the exercises are below:

“Exercise 1

- a) What does community leadership mean to you?*
- b) What does community leadership mean to your council?*
- c) To what extent have you already developed your role as a community leader for your ward?*
- d) Have you identified local problems or ambitions and discussed possible solutions with other local groups and organisations?*
- e) What personal obstacles are there to you becoming a leader in your community?*
- f) What external obstacles are there?”*

I think that adapting a workbook like this for our specific needs could be very beneficial as an element of the process of a Community Leadership programme. It is reasonably simple to produce and as it could be circulated as an online resource the cost of production would be minimal.

The Joseph Rowntree Foundation has given guidance with regards to the skills and attributes councillors would need to carry out a community leadership role. As this information is both useful and informative I have taken the relevant excerpt from their document ‘Ward councillors and community leaders: a future perspective’ (2).

“Interviewees identified a range of skills and attributes that future councillors will need to carry out this role, as detailed in Table 1.

Table 1 The future ward councillor role

<i>Role</i>	<i>Skills</i>
<i>Political representative</i>	<ul style="list-style-type: none"> • <i>Ability to connect with all parts of the community and represent everyone fairly.</i> • <i>Ability to balance local concerns with the political demands of the group manifesto.</i>
<i>Community advocate</i>	<ul style="list-style-type: none"> • <i>Be a skilled advocate for everyone – including people from different backgrounds, cultures and values.</i> • <i>Have the confidence to speak freely and challenge the executive.</i>
<i>Community leader</i>	<ul style="list-style-type: none"> • <i>Exercise community development skills – support local projects and initiatives, and educate people about local participation.</i> • <i>Be a good communicator – explain simply what political decisions and structures mean to constituents and community organisations.</i> • <i>Be sensitive to difference and issues of diversity and equality.</i> • <i>Have knowledge and skill to engage people in a variety of ways (not just meetings).</i> • <i>Be a conflict broker.</i>
<i>Service transformer</i>	<ul style="list-style-type: none"> • <i>Understand the complex business of local government and services provided by both the council and others.</i> • <i>Have the confidence and ability to challenge the executive and hold service providers to account.</i> • <i>To be able to work in partnership with a range of agencies and interests.</i> • <i>Ability to understand local problems and use this knowledge locally and strategically in local action planning.</i> • <i>Setting and monitoring service standards.</i>
<i>Place shaper</i>	<ul style="list-style-type: none"> • <i>Being a local figurehead/role model that people feel they can turn to.</i> • <i>Be able to shape the very local environment – ability to identify priorities, work with officers and service providers to address public realm problems, manage delegated locality budgets.</i>
<i>Knowledge champion</i>	<ul style="list-style-type: none"> • <i>Be the primary source of local intelligence flowing between the community and the council.</i> • <i>Have the skills and ability to collect and analyse local information and use it to benefit the community.</i>

The most fundamental problem identified was that councillors are so busy trying to fit in their councillor role with wider commitments they do not have sufficient time for training, not least when the quality of training is so variable. There was a fairly consistent message that training needed to be tailored more to address individual needs and that the better programmes were those that enabled councillors to choose from a 'menu' of opportunities. Many councillors cited the inflexibility of training as a key reason for its low take-up."

In addition, One Voice Wales in their study "The Voice of Community and Town Councils in Wales" (3) collected some very interesting feedback from member councillors of the challenges that prevent them from delivering for local communities. This is summarised in an excerpt below.

"In particular a need to focus on:

- *Working together more effectively and across boundaries*
- *Developing local councils with the flexibility to meet local needs and requirements*
- *Developing local councils that ensure citizens are an equal partner in determining the services and support they need and receive*
- *Developing clerks and councillors to ensure they have the right skills to meet the above challenges.*
- *Better understanding of priorities for their local area / underlying issues not truly understood*
- *Local councils recognising the need to up precepts to take on additional services from other parts of the public service family or even private sector locally and appoint new staff and allocate appropriate resources*
- *Concurrent functions and double taxation is an issue and especially if Revenue Support Grant hypothecation formula remains the same.*
- *Speed and scale of change daunting – management of change and its associated process will be difficult to manage especially when never done before by sector...some will fear change and either ignore or resist it.*
- *Expectations from many quarters that the community and town council sector will be able to resolve a range of local matters eg Welsh Government Community Resilience Group partner organisations see Community and Town Councils playing a critical role in the future of community resilience but Community and Town Councils are not even part of the statutory consultees to this agenda. And the Local Resilience Forums have no representation by Community and Town Council's so foundation work required in advance of our sector playing an active part.*
- *Bottom-up fixing needed – it's a problem currently for Community and Town Councils to get their issues on Unitary Authority agendas or Public Service Board agendas*

- *Connectivity between Public Service Boards and Community and Town Councils inconsistent – Charters could be a potential solution but will require renewed support from Unitary Authorities.*
- *Fears of hollowing out a real concern for Unitary Authorities as reported in a recent Institute of Fiscal Studies report in September 2017 – this could hinder discussions on managed transitions of services across Wales*
- *And on a similar theme a lack of preparedness by community and town councils for asset and service devolution though it is acknowledged that Welsh Government has put in motion actions to address this situation.*
- *Currently the sector has no representation on the Workforce Partnership Council and we will be working with Welsh Government colleagues in addressing this situation to ensure that in these significant times of change the local councils sector voice is heard when shaping our communities future services."*

Identify good practice and share it (community forum? Which communities do this well and are resilient and self-sustaining?)

In 'A Good Practice Guide for Community and Town Councils in Wales' (4) the Welsh Government have highlighted areas of good practice that help support community participation/resilience and sustainability. They found that Public bodies can strengthen community participation by taking responsibility to help build community spirit through a number of methods. These included:

- Setting up local projects that give people a voice as they discuss what they value and promotes awareness by residents of a public bodies' purpose. Involving more individuals in local action expands the community's pool of ideas, talents and energy and breaks down barriers. More people find out about the processes of democratic government and come to value citizenship. Good experiences of getting involved may even stimulate interest in representing the local community as councillors.
- Engaging young people at an early stage as this benefits everybody and gives them the opportunity to learn about citizenship from an early age. If you work with schools and youth groups, then you can listen and show them how they can plan projects, negotiate agreement and enjoy success. Some Public bodies employ experts to work with teenagers in towns and villages, especially youngsters who may not identify with the community.
- Sometimes it is worth investing in support from a community development worker whose job is to involve people and build their confidence. You never know who might feel adrift from the community, excluded from traditional channels of communication

and influence or unsure how the system works. It could be newcomers, young parents, families from ethnic minority groups or the housebound for example, who have difficulty joining in. The community or town council must be sure that it represents the interests of everyone and not just those who are articulate, confident and comfortable with the system.

- Events that are fun as this encourages discussion and creates a stronger community spirit. A good example of this is 'Planning for Real®4', which starts with a three-dimensional model of a place that is often built by local children. The model can be taken to shops and clubs where people gather round to discuss local issues. Language is less important when you can express a view by attaching stickers or moving pieces on a model
- Creating a citizens' panel is also another method for involving people that don't like to participate in organisational events. The panel of volunteers represents the diversity of the community and consists of 20, 50 or 100 people, depending on the population size. Panel members are contacted for their views when advice is needed to inform decisions.
- A community conference is also another way of raising public participation. If planned well these occasions produce shared visions for the future and ideas for priorities emerge.

No matter what method is used the key message was that for citizenship to work people need more ownership of any plans made for their locality. They also want plans to contain realistic proposals that list actions for achieving each objective, setting timescales and allocating responsibilities rather than vague hopes.

The Government's Strategic National Framework on Community Resilience (5) gives key features of a resilient community. Please see below:

- People in resilient communities use their existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies or major incidents.
- They adapt their everyday skills and use them in extraordinary circumstances.
- People in resilient communities are aware of the risks that may affect them. They understand the links between risks assessed at a national level and those that exist in their local area, and how this might make them vulnerable. This helps them to take action to prepare for the consequences of emergencies.
- The resilient community has a champion, someone who communicates the benefits of community resilience to the wider community. Community resilience champions use their skills and enthusiasm to motivate and

encourage others to get involved and stay involved and are recognised as trusted figures by the community.

- Resilient communities work in partnership with the emergency services, their local authority and other relevant organisations before, during and after an emergency. These relationships ensure that community resilience activities complement the work of the emergency services and can be undertaken safely.
- Resilient communities consist of resilient individuals who have taken steps to make their homes and families more resilient. Resilient individuals are aware of their skills, experience and resources and how to deploy these to best effect during an emergency.
- Members of resilient communities are actively involved in influencing and making decisions affecting them. They take an interest in their environment and act in the interest of the community to protect assets and facilities.

Awareness raising around the roles and responsibilities of County Councillors and Town and Community Councillors

The Local Government Association gives some really good guidance on the role of County Councillors and Town and Community Councillors, because of this I have taken an excerpt out of 'A councillor's workbook on community leadership' (6) as it is very informative and contains a lot of useful information.

"Leadership in this context does not mean taking centre stage – it is about creating the right environment for others to act. It is less directing and controlling, more stimulating, enabling and empowering. County and district councillors need to explore their respective roles – while at the same time acknowledging the important role of parish and town councils and councillors. The growth in the number of organisations and agencies active at a local level and the localism agenda has made the task of community leadership more complex and at the same time more important. Councillors have to demonstrate their ability to fulfil that leadership role whilst also convincing their local partners that there is something in it for them. Community leadership concerns more than the services and functions delivered by the council. The focus of community leadership has to be the whole range of public services delivered locally together with the contribution and impact of the private, voluntary and community sectors. It is not just about the council's vision for the locality, it has to be framed around a shared vision – and one backed up by a shared commitment to delivering. The task of taking the difficult decisions – on for example issues where consensus cannot be reached – lies with councillors and cannot be easily ducked. This responsibility goes to the heart of your community leadership role.

Seven behaviours to realise good community leadership

- 1. Good communications – shift from communication to conversations through adaptable style, facilitation and feedback*
- 2. Openness – transparency, approachable and open minded*
- 3. Empathetic – listening and hearing, being receptive and responsive*
- 4. Negotiating – ‘holding the space’ conflict resolution, reconciliation, mediation*
- 5. Motivating – encouraging, stimulating confidence*
- 6. Managing expectations – set realistic expectations and meet them*
- 7. Sharing – learning to let go, work with different working agencies and Organisations*

Community leadership is about councils, both councillors and officers, enabling local communities to determine their own future. It is not traditional, top-down leadership, but involves councillors and officers using all the tools at their disposal to engage communities in making their own difference. It promotes a partnership of shared commitment to promote a shared vision for the locality.

Councillors need to have:

- the ability to build effective partnerships with other local organisations and communities*
- a commitment to community engagement and empowerment*
- the ability to respond effectively to local priorities*
- a sound understanding of local governance arrangements*
- an understanding of the local community and the groups and organisations within it*
- access to key people in other agencies within that community*
- access to officers and key people within local authority.*

The landscape of partnership working is shifting with new opportunities emerging. However, the central concern for councils and councillors remains to promote the social, economic and environmental wellbeing of their areas, achieving sustainable communities.

The key role is to:

- provide for local communities – articulation of aspirations, needs and priorities*
- co-ordinate the actions of public, private, voluntary and community organisations*
- shape and focus existing and future activities of these organisations to meet community needs.*

Whether you are working at the ward or whole council level, to produce a community strategy there must be a process of community planning.

Key stakeholders must be involved in this process. These could be large groups like the police, health authorities and schools, or smaller ones, such as voluntary groups, local businesses and community groups. Partnerships of all kinds are at the heart of community planning and neighbourhood renewal agendas. While, multi-agency in their composition, their purpose is to bring together statutory, non-statutory, private, voluntary and community organisations for the purpose of promoting and improving residents' quality of life. Having an agreed strategy can provide a framework for different organisational processes and mobilising a wide range of agencies, organisations and community interests.

Partnerships should:

- *build consensus around an agreed vision for the future*
- *see their own interests in the context of a bigger picture*
- *encourage the development of sustainable communities*
- *identify conflicting objectives and needs*
- *build trust and closer working relationships, where appropriate*
- *develop a clear understanding of each partner's roles and responsibilities*
- *review existing partnership and consultation arrangements*
- *share data and analysis*
- *share resources and provide a coordinated response to community priorities*
- *shape and focus existing and future activities of agencies*
- *produce a community strategy."*

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Volunteering Strategies

Mapping current organisational plans/activity/practice

The general consensus for mapping of volunteer activity is through creating your own database. This usually involves researching existing opportunities listed on volunteering websites (e.g. Do-it.org) as well as desk based research to identify organisations that fall under these criteria. To build up a database of activities and services provided by the voluntary organisations a questionnaire would need to be distributed. The distribution list can also be constructed by aggregating a number of available databases such as Volunteering Wales, Wales Council for Voluntary Action, Volunteering Matters, Council for Wales of Voluntary Youth Services, Shelter Cymru, Pembrokeshire Association of Voluntary Services, Carmarthenshire Association of Voluntary Services, Ceredigion Association of Voluntary Organisations, British Red Cross, PATCH charity, Hywel Dda University Health Board and relevant County Councils. This list is not all-inclusive but is a good starting point. The survey can take the form of an on-line survey such as SurveyMonkey or be paper based. There were 2 methods commonly used to maximise participation:

- the first method is to issue paper and email surveys on more than one occasion. So organisations (where possible) are sent paper forms of the survey initially and if within an appropriate timescale if they have not returned these they are sent the survey via post again. This is repeated for those that can be contacted by e-mail, however, this can be up to 3 occasion (1).
- the second method is to incentivise the organisations to participate in the survey by offering those organisations that respond within a set time (1 month) the opportunity to be entered into a prize draw (2).

Both of these have been found to have merits and be successful in their own way, but I personally think the second method is probably a better option as it reduces the waste of resources and at the same time promotes the survey in a positive light.

Identifying key gaps/roles to target

These gaps should be identified using the survey initially by identifying roles that are available within each organisation and then comparing this to gaps within the organisations as well as local community/health/well-being needs to ascertain the gaps. It is common with many small to mid-sized organisations, that there is a large demand identified for volunteers to assist with administration, events and fundraising. It is suggested that identifying volunteering roles can be broken down into three key sections:

1. Identify the volunteer opportunities available within the organisation
2. Identify how organisations advertise their volunteer opportunities
3. Identify what roles/skills they have the most problem filling.

Nearly half of organisations do not advertise their opportunities formally and rely on word of mouth, social networks and their own website or newsletter to find volunteers.

Bring private sector on board / learn from practice elsewhere

It would probably benefit the PSBs to help form an Employee Volunteering Network within their area. This network should bring together private, public and third sector organisations to discuss some of the challenges and opportunities posed by Employer Sponsored Volunteering (ESV). This would improve understanding of what both sides are looking for from ESV and allow for a common language to be developed that enables the groups to engage effectively.

“Companies are often unaware of the resource and time costs to third sector groups of taking on employee volunteers. Similarly, third sector groups spoke of how they were unsure how to ‘pitch’ opportunities to businesses in terms of skills development” (3).

In many cases the timing and quantity of skills resources offered through ESV and those required by the third sector do not match. As a result, this can lead to the resources offered not being effectively utilised. ESV engagement is most effective where a range of opportunities are available allowing core skills and soft skills to develop through different forms of engagement.

There are also examples of public sector organisations having developed Employee Volunteering Schemes that allow employees to volunteer their skills to third sector and community groups and still be paid (4). These are very forward thinking schemes and possibly could be something that the PSB member organisations might wish to explore especially if they wish to have a positive impact on the wider community.

Develop co-ordinated volunteering activity e.g. volunteers week / geographic and thematic programme

Volunteering activities are usually used to retain volunteers instead of recruit them. The strategies used are as follows:

- Recognise volunteers' contributions, through formal events like Volunteers' Week and small, everyday gestures – take a person centred approach to thanking volunteers and show appreciation in the right way for your volunteer.
- Value your volunteers by integrating them with your organisation, for example by involving them in organisational decisions or inviting them to staff meetings.

- Provide on-going support to volunteers and opportunities for regular communication. This will ensure you can check if they're having a good experience and identify any issues or problems early

The ways that an organisation can attract more volunteers are usually multi-faceted and can involve outreach, fundraising, educating the public, reaching out to community partners and involving school groups. Below are a few options for recruiting *volunteers as outlined by Galaxy Digital (5)*:

- *“Word of Mouth Referrals. Encourage your current volunteers to recruit others in the community through word of mouth. There are several ways to optimize this technique. At the end of each service opportunity, communicate impact to your volunteers. Give them a titbit to bring home and tell their families about. Host a “bring a friend” day, or create family-friendly opportunities.*
- *Post on LinkedIn. Non-profits often neglect their LinkedIn accounts in general, and in particular when recruiting volunteers. The Heart of West Michigan United Way is a good example of a volunteer centre using this platform to their advantage. They post volunteer opportunities on their page, and they link to their volunteer matching software.*
- *Cultivate a Corporate Partnership. With the rise of corporate social responsibility as a means to increase a corporation’s bottom-line, more and more companies are establishing employee volunteer programs. For example, IBM is brilliant in how it uses volunteerism to increase profits and employee retention. This is partly because it views volunteerism and service as opportunities to improve internal leadership development. Its “Corporate Service Corps” sends top-ranked employees to volunteer with nonprofits for one month every year. This program has been wildly successful in cultivating cultural intelligence and global awareness in its employees, while also nurturing a deep commitment to IBM. Consider cultivating a partnership with a local forward-thinking business that can provide platform for recruiting corporate volunteers.*
- *Establish a School Partnership. Increasingly, high school and college campuses are requiring mandatory community service hours as a graduation requirement. As a result, schools are reaching out to local non-profits to establish service learning programs. For instance, UNC Asheville has an extensive service learning program and partners with the Women’s Wellbeing and Development Foundation, Brother Wolf Animal Rescue, and the VA Hospital for some of its programs.*
- *Use Recruitment Software. Increasingly, volunteer managers are finding success using online recruitment software. Tools like Galaxy Digital’s Connect Software are helpful in recruitment, scheduling, and managing volunteers. For instance, Leon County, Florida has their own*

county-wide volunteerism site which is a great place to post opportunities.

- *Just Ask. Sometimes the task of recruiting new volunteers seems so daunting that non-profits forget the large pool of potential volunteers at their disposal. If you already have Facebook fans, Twitter followers, newsletter subscribers, and monthly donors, ask them to volunteer! These people are already engaged with your cause, and they may just be waiting for the opportunity to help. Try including calls to action in your regular correspondence to recruit these volunteers."*

Options around incentivising volunteering

The Volunteering Strategy by the Scottish Government (6) found " *that some people are never introduced to volunteering, do not know how to get started and are never attracted nor welcomed to become involved. Non-volunteers are especially concentrated amongst the socially excluded, those on low incomes and benefits, the economically inactive and unemployed, residents of poorer neighbourhoods and members of unstable families"*

In addition, they found that " *The barriers non-volunteers face can be summarised as:*

- *Many of the low skilled not appreciating that they could volunteer or have a role to play, inextricably linked to a lack of confidence;*
- *A continuing lack of awareness of the relationship between volunteering and social security benefits, and the role that volunteering can play in helping people make the transition to work;*
- *Concerns that mobility/disability and language problems will not be catered for, for example the need for adapted equipment for people with visual or hearing problems;*
- *Concerns that volunteering will result in being worse off financially, without-of-pocket expenses and other outgoings to become a volunteer not being reimbursed; and*
- *The traditional "middle class, middle-aged image" appears to be a continuing reason, barrier or excuse for not volunteering amongst many."*

Furthermore, they concluded that " *The role of the family and the peer group in encouraging or stigmatising volunteering is important in signalling to individuals whether they should become involved. Families and groups where there is no strong tradition of volunteering are less informed about volunteering, the benefits of volunteering and how to get started in volunteering. Conversely, where volunteering is the norm, successive generations will tend to be introduced to volunteering almost naturally. There would then appear to be a self-perpetuating cycle which by definition will serve to maintain the current patterns of volunteer involvement. This implies that unless there are alternative means for people to find out about*

volunteering, how to go about it and the benefits it brings, those from lower socio-economic groups will continue to be less likely to volunteer."

The Scottish Government learned that there were a number of means to move forward in incentivising voluntary work. These included:

- *"that employers could be encouraged to be far more involved in promoting volunteering, especially for the young as part of the development of transferable and soft skills, and for older people as part of transition to retirement.*
- *Employment services and advice providers were also identified by stakeholders as potentially having an extremely important role to play out with the workplace in raising awareness of volunteering.*

In addition, it was felt that focussing on encouraging young people to volunteer was crucial to the changing demographic and the future of supply of volunteers in the future. This resulted in them formulating three strands to focus on. These are outlined below:

"Strand 1: To increase the participation of young people they:

- *An increased range of young Scots aware of volunteering and the benefits it brings to volunteers, communities and organisations;*
- *Improved awareness amongst young people of how to access volunteering; and*
- *More volunteers from socially diverse backgrounds.*

Strand 2: Dismantling the barriers to volunteering and closing the opportunity gap:

- *Increased range of adults aware of the benefits of volunteering and how to get involved as a volunteer;*
- *A higher proportion of organisations operating inclusive practice; and*
- *Improved understanding of the relationship between volunteering and social security benefits amongst potential volunteers and those who advise potential volunteers.*

Strand 3: Improving the volunteering experience

Many of those who do choose to volunteer feel that they are not welcomed by the organisation they wish to help, and are not given the information, support and development they need to contribute effectively. There is clearly a need for improved practice in recruiting and supporting volunteers. If volunteer involvers are to be able to recruit and retain volunteers, then people managing volunteers need to have the skills to develop effective volunteer programmes based on good practice. This means that volunteer recruitment should be inclusive, and that the opportunities themselves should be varied and interesting, accessible, provide appropriate training and skills development, offer recognition, and where practical,

be more flexible in terms of when and how often volunteers are needed. In other words, they must meet the needs of the volunteers.

- *Higher standards of volunteer management in both the public and voluntary sectors;*
- *Improved opportunities for skills and personal development through volunteering; and*
- *Experiences that match the needs, aspirations and lifestyles of volunteers."*

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