

## **Newport Public Services Board – Single Integrated Plan Board**

**Wednesday 18<sup>th</sup> May 2016, 2pm  
Committee Room 5, Civic Centre**

- 1) Minutes and Matters Arising (23<sup>rd</sup> March 2016)
- 2) Action Log (23<sup>rd</sup> March 2016)
- 3) SIP Annual Report 2015-16 – Draft
- 4) Public Services Board (PSB) Update
- 5) Communications
- 6) Any Other Business

**Next Meeting:**

Thursday 25<sup>th</sup> August 2016, 2pm @ Committee Room 5, Civic Centre

**Terms of Reference (ToR):**

The current SIP Board ToR can be accessed via the following link: [One Newport SIP Board ToR \(pdf\)](#)

# Minutes

## Newport Local Service Board (LSB) Single Integrated Plan (SIP) Board

**Date:** Wednesday 23<sup>rd</sup> March 2016  
**Venue:** Committee Room 5, Civic Centre  
**Time:** 2pm

**Present:** Will Godfrey (Chief Executive, Newport City Council); Will Beer (Locum Consultant in Public Health, Public Health Wales); Superintendent Glyn Fernquest (Gwent Police); and Bronwen John (Head of Partnership & Networks, Aneurin Bevan University Health Board).

**Also in Attendance:** Rhys Cornwall (Partnership Manager, Newport City Council); and Wayne Tucker (Administrative Assistant, Newport City Council).

**Apologies:** Mike Nicholson (Strategic Director – People, Newport City Council); and Sheila Davies (Strategic Director – Place, Newport City Council).

No	Item	Action / Decision
1.	<p><b>Welcome and Introductions</b></p> <p>Will Godfrey welcomed everyone to the meeting.</p>	
2.	<p><b>Minutes of the Previous Meeting (27<sup>th</sup> January 2016) &amp; Matters Arising</b></p> <p>The minutes were agreed as an accurate record with the following matters arising discussed:</p> <ul style="list-style-type: none"> <li>• It was reported that Michelle Vine was nominated for the Working in Partnership Award with respect to the Malpas Off Road Bike Project.</li> <li>• Will Godfrey has started to write to statutory partners regarding their equal share of resourcing the partnership. It is also believed that this is on the agenda of the G7 Meeting.</li> <li>• With respect to linking of the Wellbeing of Future Generations Act &amp; the Social Services and Wellbeing Act, it was stated that Jenny Jenkins (Social Services) is being liaised with regarding the latter.</li> <li>• Caroline James is also project managing the Wellbeing of Future Generations Act on behalf of Newport City Council.</li> <li>• In addition, the Wellbeing Assessment is a part of the Act and has fairly short timescales in order to complete and get signed off by statutory partners.</li> </ul>	
3.	<p><b>PSB / LSB Update</b></p> <p>Rhys Cornwall reported that the last PSB Development Group meeting took place a couple of weeks ago. Cabinet also met on the 14<sup>th</sup> March 2016 and agreed to wind up the LSB and set up a PSB.</p>	

No	Item	Action / Decision
	<p>The first PSB meeting between the main statutory partners is expected to take place at the end of April, where they will agree a draft Terms of Reference and who should be invited to the first full meeting in May.</p> <p><b>It was agreed</b> Circulate the briefing note to the SIP Board for information.</p>	Wayne Tucker
4.	<p><b>Scrutiny Update</b></p> <p>Rhys Cornwall explained about the background to developing a plan for scrutinising the work of the LSB.</p> <p>Quarter 3 reports on the SIP were split into the 3 Priority Themes and taken to 3 separate Scrutiny Committees. A briefing note was handed out to the Board summarising the outcome of these Scrutiny meetings, which was discussed.</p> <p>It was reported that the Scrutiny Committees were really positive, with good feedback received and a useful exercise for both the Theme Leads and Scrutiny.</p> <p>In addition, the Scrutiny Improvement Group is working on the future arrangements for scrutinising the work of the PSB.</p>	
5.	<p><b>Performance Management Framework 2016-17</b></p> <p>It was stated that in light of the move to a PSB the Performance Management Framework has been updated for 2016-17.</p> <p>The arrangements for reporting on the SIP were explained as this will still need to be carried out until a Wellbeing Plan has been developed and published (April 2018). The understanding that these arrangements will still need to be followed is important.</p> <p><b>It was agreed</b> Add dates to the PMF Timetable for 2016-17 replacing TBC.</p>	Emma Wakeham
6.	<p><b>Partnership Evaluation Action Plan – Progress Update</b></p> <p>Rhys Cornwall informed that Board that all progress on the actions within the Evaluation Plan were on track; with it agreed that this didn't need to come back to the SIP Board for further review.</p> <p>This evaluation will lead into the future evaluation of the PSB, which will take place at a later date.</p>	
7.	<p><b>Communication Plan</b></p> <p>Progress on the actions within the Communication Plan was noted by the Board as being on track. Will Godfrey highlighted the Welsh Language and whether this was being considered within the plan. It was stated that this was being taking into account in all communication produced.</p>	

No	Item	Action / Decision
	<p>To gain a better understanding of communication by One Newport it has been decided to publish and circulate a survey gaining views of the partnership on both current and future methods of communication.</p> <p>A draft survey was examined, with Bronwen John commenting that it may be useful to include details of the type of organisation respondent's work for along with demographic information.</p> <p><b>It was agreed</b> Add type of organisation and demographic questions into the communication survey before publishing.</p>	Wayne Tucker
8.	<p><b>Frequency of Meetings</b></p> <p>The Board discussed the reasons for holding SIP Board meetings and whether the frequency of meetings needed to be amended. It was agreed that they didn't need to meet as often but would require meetings to report on performance (x4) alongside 2 other meetings at set times throughout the year.</p> <p><b>It was agreed</b> Confirm to the SIP Board the meeting schedule for 2016-17.</p>	Wayne Tucker
9.	<p><b>Communication</b></p> <p>The importance of communicating the impact of the Wellbeing of Future Generations Act (including the establishment of a PSB) was highlighted.</p> <p><b>It was agreed</b> Produce a briefing note on the Wellbeing of Future Generations Act (including PSB) for the partnership.</p>	Partnership & Policy Team
10.	<p><b>Any Other Business</b></p> <p>No other business discussed.</p>	
11.	<p><b>Next Meeting</b></p> <p>Wednesday 18<sup>th</sup> May 2016, 2pm @ Committee Room 5, Civic Centre</p>	