

# AGENDA

## Newport Public Services Board – 12 September 2017

10.00 am

### Board Room, Nexus House, Mission Court, Newport, NP20 2DW

1. Welcome and Introductions
2. Apologies
3. Minutes of the meeting held 20 June 2017

#### Strategy and Policy

4. Local Well-being Plan Development Update – Plan Sub-group: Emma Wakeham, Jeff Scrivens, Leah MacDonald (report attached)
5. Scrutiny Letter - Cllr Debbie Wilcox, Chair of PSB (letter attached)
6. Review of terms of reference of PSB sub-groups – Tracy McKim, Newport City Council (report attached)

#### Delivery

7. Single Integrated Plan 2017/18: Performance Report Quarter 1 – Will Godfrey, Newport City Council (report attached)
  - a. Economy and Skills – Beverly Owen, Newport City Council
  - b. Health and Wellbeing – Will Beer, Public Health Wales
  - c. Safe and Cohesive Communities – Supt. Matthew Williams, Gwent Police
  - d. Pill Action Update - Supt. Matthew Williams, Gwent Police
8. Information Station Update – Will Godfrey, Newport City Council
9. Gwent Police Strategic Intelligence Assessment – Detective Superintendent Steve Corcoran, Gwent Police (Presentation)

- 10 Welsh Carbon Budgets: Call for Evidence – Item for information
- 11 Forward Work Programme (attached)
- 12 Meeting Dates:
  - 21 November 2017 (additional meeting to consider Consultation Draft of the Local Well-being Plan)
  - 12 December 2017

# Minutes

## Newport Public Services Board

**Date: 20 June 2017: The Friars, Royal Gwent Hospital, Newport**

**Time: 2.00 pm**

**Present:**

**Statutory Partners:**

**Newport City Council:** Councillor D Wilcox (Leader) (in the Chair); W Godfrey (Chief Executive), T McKim (Partnerships Manager); N Dance (PSB Coordinator) E Wakeham (Policy & Partnerships Officer), David Price (Work, Skills and Performance Manager), Eleanor Mulligan (Head of Democratic Services – Interim), Elizabeth Blayney (Senior Overview and Scrutiny Officer), Mary Ryan (Service Manager), Rebecca Haycock (VAWDASV)

**Aneurin Bevan Health Board:** K Dew (Independent Member), N Prygodzicz (Interim Director of Planning and Performance)

**South Wales Fire and Rescue Service:** S Jenkins

**Natural Resources (Wales):** Ceri Davies (Executive Director for Evidence, Policy and Permitting), Andrew Robinson (Planning Team Leader)

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**Invited Partners:**

**Welsh Government:** A John (Deputy Director, Communities Division)

**Heddlu Gwent Police:** Supt M Williams

**Public Health Wales:** S Aitken (Interim Director of Public Health)

**Office of Police & Crime Commissioner;** J Cuthbert (Gwent Police and Crime Commissioner); L Webber, (Head of Justice and Rehabilitation)

**GAVO:** K Williams (Assistant Chief Executive Officer)

**RSLs:** C Doyle, (Chief Executive, Newport City Homes)

**University of South Wales –** Huw Williams (Deputy Vice Chancellor)

**Apologies:** J Farrar (Heddlu Gwent Police), N Davies (Probation Service), W Beer (Public Health Wales), G Handley (Coleg Gwent), M Featherstone (GAVO), A Willis (Youth Council)

No	Item	Action
1	<p><b>Chair</b></p> <p>Leader of Newport City Council, Councillor Debbie Wilcox, took the Chair.</p> <p>(This was in accordance with the statutory requirement for a representative of Newport City Council to chair the PSB's mandatory meeting following local government elections.)</p>	
2	<p><b>Welcome</b></p> <p>The Chair, Councillor Wilcox, welcomed everyone to the meeting.</p>	
3	<p><b>Minutes</b></p> <p>The Minutes of the meeting of the Public Services Board held on 25 April, 2017 were confirmed as a true record.</p> <p>Re Minute 4, possible reasons for the lower population projections up to 2039 were a lower predicted birth rate, a higher predicted death rate, higher predicted UK migrants and lower predicted overseas migrants.</p>	N Dance
4	<p><b>Appointment of Chair</b></p> <p>Councillor Debbie Wilcox, Leader of Newport City Council, was appointed Chair.</p> <p>(The position of Chair is reviewed in line with the local government electoral cycle)</p>	
5	<p><b>Appointment of Vice Chair</b></p> <p>Ceri Davies, Natural Resources Wales, was appointed Vice-Chair</p> <p>(The Vice-Chair is appointed annually)</p>	
6	<p><b>Terms of Reference</b></p> <p>The Board reviewed its terms of reference (ToR). This was required at the PSB's mandatory meeting following local government elections.</p> <p>New clauses were proposed in relation to the Chair / Vice Chair, disagreements, complaints and financial resources.</p>	

	<p>Members commented as follows:</p> <ul style="list-style-type: none"> <li>• Regarding financial resources, the PSB should aim for the highest standards of financial management and accountability as applied by the Council but should also be able to act quickly and flexibly. It was agreed to re-visit this clause.</li> <li>• Meetings should continue to be held on a quarterly basis with additional meetings when required.</li> </ul> <p>Reference was made to the need to review the partnership structure and ToRs of the sub-groups.</p> <p>The PSB also noted the statutory requirement to invite organisations to participate in the work of the Board following an ordinary local election. This included all existing members with the exception of the four statutory members. PSB members would be asked to confirm their representative.</p> <p>The Board considered community council representation and agreed that this could be provided for through representation on the Community Engagement Group and Third Sector Partnership.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. The PSB invited its existing members to remain on the PSB.</li> <li>2. That community council representation is afforded through the Newport Third Sector Partnership and Community Engagement Group.</li> <li>3. To continue to hold quarterly meetings with additional ad-hoc meetings when business requires.</li> <li>4. To approve the revised terms of reference, subject to further consideration of the “financial resources” clause.</li> <li>5. To review the ToRs of the subgroups to accord with the Board’s ToRs.</li> </ol>	<p>T McKim /N Dance</p>
<p><b>7</b></p>	<p><b>Partnership Evaluation</b></p> <p>The Board considered the results of the PSB’s partnership evaluation exercise and an action plan for future improvement.</p> <p>The evaluation considered strategic leadership and direction, governance, capacity, engagement, outcomes, merging &amp; collaboration</p> <p>Members noted the feedback which in part reflected that the</p>	

	<p>PSB was still in its forming stage and did not yet have a Local Well-being Plan that it was collectively responsible for. The evaluation provided a good benchmark for measuring performance.</p> <p>Reference was made to Welsh Government's "<a href="#">Megan</a>" video which demonstrated what the Well-being of Future Generations (WFG) Act was intended to achieve for future generations. Members commented that it would be helpful to understand Welsh Government's expectation of the difference the Act would make to "Megan's life" one year on, to support communications and engagement work. A John agreed to take this back to Welsh Government.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. To note the results and conclusions of the Partnership Evaluation and agree the action plan.</li> <li>2. To monitor progress.</li> </ol>	<p>A John</p> <p>T McKim /N Dance</p>
<p><b>8</b></p>	<p><b>Scrutiny of the PSB</b></p> <p>The Board noted arrangements for scrutinising the PSB, which were agreed by the Council in May.</p> <p>The PSB would now be scrutinised by a new Performance Scrutiny Committee – Partnerships.</p> <p>Members requested a brief summary of their responsibilities and accountabilities with regard to scrutiny.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. To note the requirements for Scrutiny as set out by the WFG Act and the update on developing arrangements for PSB Scrutiny.</li> <li>2. To provide PSB members with a summary of their responsibilities and accountabilities with regard to scrutiny.</li> </ol>	<p>Eleanor Mulligan / Elizabeth Blayney</p>
<p><b>9</b></p>	<p><b>Approach to the Local Well-being Plan</b></p> <p>The Board considered a progress report on the development of the Local Well-being Plan and the further steps proposed for the Plan to be in place by 3 May 2018.</p> <p>A series of workshops had been held in May to identify priorities for the Well-being Plan in areas of environmental and cultural well-being, economic well-being and social well-</p>	

	<p>being. The priorities arising from the workshops were listed in the report.</p> <p>Members noted key factors and planned developments that were outside the control of the PSB. These could be noted as part of the response analysis.</p> <p>Members commented as follows:</p> <ul style="list-style-type: none"> <li>• The connectedness of environmental, cultural, economic and social well-being is important.</li> <li>• The priorities need to be presented as positive statements.</li> <li>• Environmental and Cultural Well-being – there was a possible gap in the priorities in terms of city diversity</li> <li>• Economic Well-being - University of South Wales had not been able to attend the workshops but noted that it had an important role in forging links between education and business</li> <li>• Social Well-being – The priorities “Equalise (up) healthy life expectancy” and “Reduce health inequalities” were considered to be the same. Members noted that the priorities were largely health focused and there was a gap in terms of other aspects of social well-being such as housing, advocacy, advice, civic society and community cohesion.</li> <li>• A visual representation would be helpful, showing what the PSB wants to achieve.</li> </ul> <p>The PSB commended the work to date and thanked the officers and groups involved.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. To note progress made and agree priorities identified in the workshops, subject to the comments made by members.</li> <li>2. To agree the methodology outlined in the next steps and timescales, so this can be shared with the Future Generations Commissioner.</li> <li>3. To ensure that appropriate support is given to the sub-group to develop the response analysis and local well-being plan.</li> </ol>	<p>T McKim, E Wakeham, A Robinson, L MacDonald, J Scrivens</p> <p>All</p>
<p><b>10</b></p>	<p><b>Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) - Governance and Reporting Arrangements</b></p> <p>The Board considered proposals for governance and reporting from the South East Wales VAWDASV Partnership Board into the five PSBs. Gwent is the Welsh Government</p>	

	<p>pilot area for regional development and co-ordination of the VAWDASV agenda. A Partnership Board had been established to develop, approve and monitor the regional VAWDASV strategy, however governance sat with the PSB.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. To note the PSB's role as key accountable partner in the delivery of the VAWDASV strategy.</li> <li>2. That the statutory responsibilities under the VAWDASV (Wales) Act 2015 be discharged through the VAWDASV Partnership Board.</li> <li>3. To note that an annual VAWDASV report against the strategy will be reported to the PSB in support of well-being plans submitted to Welsh Government.</li> </ol>	<p>R Haycock / M Ryan</p>
<p>11</p>	<p><b>Domestic Homicide Reviews (DHRs) – Regional Governance</b></p> <p>The PSB noted their responsibility in the arrangements for Domestic Homicide Reviews (DHRs) and considered a proposed new way of working for DHRs whilst maintaining the current governance arrangements through the PSB.</p> <p>The proposal was to more closely align DHR processes with statutory Safeguarding Adults/Child Practice Reviews. This would have the advantages of pooling expert knowledge, helping to identify any need for other reviews, limiting the impact on families of multiple reviews and developing a consistent approach.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. To endorse the proposal contained in this report.</li> <li>2. That DHR referrals are initially made to the PSB Chair who will notify the Safeguarding Board in order to convene the Joint Review Group and decide whether a single or joint review will proceed.</li> <li>3. That the PSB Chair/representative attends the Joint Review Group to discuss.</li> <li>4. That recommendations from the Joint Review Group be reported back to the PSB by the Chair/representative.</li> </ol>	<p>R Haycock / M Ryan / Chair</p>

12	<p><b>Single Integrated Plan 2016/17 – Annual Report</b></p> <p>The Board considered the final version of the SIP Annual Report which set out the PSB’s progress against the themes and priorities for 2016-17.</p> <p>The three themes were</p> <ul style="list-style-type: none"> <li>· Economy and Skills</li> <li>· Health and Wellbeing</li> <li>· Safe and Cohesive Communities</li> </ul> <p>There had been positive progress with no major concerns reported.</p> <p>The next step for the Plan would be consideration by the Council’s Scrutiny function.</p> <p><b>Pill Action Update</b></p> <p>Supt M Williams reported on progress on the Pill area plan. There was a focus on engagement with the community and developing solutions to bring long term benefits as well as tackling immediate problems.</p> <p>The pursuit of drug dealers had delivered early results and work was ongoing through a multi- agency approach.</p> <p>The Pill Area Focus Group was looking at interventions in particular areas of Pill and initiatives with young people.</p> <p>An inter-faith food festival would be held in the Autumn.</p> <p>Members noted the good progress and agreed there was a need to communicate the positive developments.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. To note progress against the Single Integrated Plan (SIP) and publish the Annual Report 2016/17 following presentation to the Performance Scrutiny Committee – Partnerships.</li> <li>2. To raise awareness and communicate the positive progress in Pill.</li> </ol>	<p>T McKim / N Dance / Theme leads</p> <p>All</p>
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<p><b>13</b></p>	<p><b>Apprenticeships</b></p> <p>The Board considered a report regarding apprenticeship programmes and a proposal to create a PSB shared apprentice model. This would provide a coordinated approach to apprenticeships, offer apprentices wider work experience and learning, and enable the PSB to quantify its collective impact on the skills agenda.</p> <p>It was noted that different organisations have arrangements in place and any change would need to consider these.</p> <p><b>Agreed</b></p> <ol style="list-style-type: none"> <li>1. PSB members to explore the scope and opportunity to deliver Apprenticeships within their organisation.</li> <li>2. To complete a mapping exercise of PSB organisations activity with apprenticeships in order to promote and identify collaborative opportunity.</li> <li>3. To coordinate through the PSB “Economy and Skills” theme, the impact of PSB member apprenticeships and how the approach can be coordinated in the future.</li> <li>4. To create a shared apprenticeship pilot programme as an example of what could be achieved.</li> </ol>	<p>D Price / All</p>
<p><b>14</b></p>	<p><b>Forward work Programme</b></p> <p>The draft forward work programme was submitted.</p> <p>Items to date for the 12 September meeting:</p> <ul style="list-style-type: none"> <li>• SIP 2017/18 Q1 performance reports</li> <li>• Safer Gwent</li> </ul> <p>Members to review their requirements for the forward programme and notify the PSB coordinator.</p>	<p>All</p>
<p><b>15</b></p>	<p><b>Date of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• 12 September 2017 (Newport City Homes, Nexus House)</li> <li>• 11 October 2017 (TBC) (additional meeting to consider Consultation Draft of the Local Well-being Plan)</li> <li>• 12 December 2017</li> </ul>	<p>All</p>

## Local Well-being Plan Development Update

### **Purpose**

This report outlines progress made so far on the development of the Local Well-being Plan and the further steps proposed for the Local Well-being Plan to be in place by 3<sup>rd</sup> May 2018.

### **Background**

The statutory guidance on the Well-being of Future Generations (Wales) Act 2015 (WFG Act) 'Shared Purpose – Shared Future' sets out a requirement for each Public Services Board to prepare and publish the Local Well-being Assessment for the local area no later than a year before it publishes its Local Well-being Plan. The guidance also states that the Local Well-being Plan must be published no later than 12 months following each local government ordinary election.

There are two main elements to the Local Well-being Plan:

- 1) The local objectives; and
- 2) The steps the board proposes to take to meet the objectives.

**Once the Local Well-being Plan has been published it will be the main work-plan and focus of the Newport PSB going forward.**

### **Progress**

#### Local Well-being Assessment

The Local Well-being Assessment was published on 2<sup>nd</sup> May 2017. In Newport these have been named Community Well-being Profiles. The Local Well-being Assessment comprises of one overarching Profile for Newport and 20 community level profiles at a ward level.

A sub group was convened by the PSB to develop the Local Well-being Assessment. This sub-group is now working on the development of the Local Well-being Plan.

#### Local Well-being Assessment – Emerging Priorities

In May three prioritisation workshops took place to determine the main priorities for the Local Well-being Plan.

All PSB members were invited to attend all three workshops. Other partners and professionals specific to that area were also invited, and all sectors were well represented in the discussions. At the workshops attendees were asked to prioritise issues identified from the Local Well-being Assessment, considering how they could maximise the PSB's contribution to the Five Ways of

Working and the Well-being Goals. A matrix and the “guide to maximising your contribution graph” (from the statutory guidance) were used to undertaken this task.

The main priorities identified from the workshops and agreed by the PSB on 20<sup>th</sup> June were:

Theme	Emerging Priorities
Environmental Well-being	<ol style="list-style-type: none"> <li>1) Newport has a clean and safe environment for people to use and enjoy</li> <li>2) Improve Air Quality across the city</li> <li>3) Communities are resilient to climate change</li> </ol>
Cultural Well-being	<ol style="list-style-type: none"> <li>4) People feel part of their community (community cohesion &amp; resilience).</li> <li>5) Participation in physical activity is important for people’s physical and mental well-being and resilience.</li> <li>6) Participation in arts, heritage and history is important for people’s well-being.</li> </ol>
Economic Well-being	<ol style="list-style-type: none"> <li>7) Improve the perceptions of Newport as a place to live, work, visit and invest</li> <li>8) Drive up skill levels for economic and social well-being</li> <li>9) Support regeneration and economic growth</li> </ol>
Social Well-being	<ol style="list-style-type: none"> <li>10) Provide children and young people with the best possible start in life</li> <li>11) Long and healthy lives for all (equalise up health life expectancy and life expectancy and health inequalities)</li> <li>12) Ensuring people feel safe in their communities, by reducing crime and antisocial behaviour and fear of crime.</li> <li>13) People have access to stable homes in a sustainable supportive community</li> </ol>

These have been adapted to remove duplication and give them a positive focus.

### Future Generations Commissioner

In drafting their Local Well-being Plan, each PSB must seek the advice of the Future Generations Commissioner. This is set out in the guidance over a 14 week period. Following the last PSB the Commissioner’s office was approached to start this process. Two meetings have taken place with a representative of the office.

At the end of the 14 week period (4<sup>th</sup> October 2017) the commissioner’s office will send written advice.

### Response Analysis – Part 1

The response analysis is the link between the Local Well-being Assessment and the Local Well-being Plan. The response analysis will inform the selection of local objectives and assess how local services (in a collective sense) are, and could be, addressing them.

The first part of the response analysis has been developed from the non-statutory guidance and will enable the PSB to:

*RA1: Better understand the outcomes the PSB should be working towards and the contributions their interventions could make to them.*

For each priority the following areas have been explored:

- 1) Outcomes
  - a. Short term (3-5 years)
  - b. Medium term (5-10 years)
  - c. Long term (10-25 years)
- 2) Links
  - a. To other emerging priorities
  - b. To Well-being Goals
- 3) Influences
  - a. To what extent can public service interventions influence the priority?
  - b. What other factors will influence this priority?
- 4) Evidence
  - a. Are there established outcome indicators which will guide monitoring and tracking arrangements?
  - b. Are there particular challenges or gaps in current evidence?
- 5) Current Local Interventions
  - a. What existing interventions are already in place locally?

The first draft of the Response Analysis part 1 will be available soon and sent out for feedback from members of the PSB.

## Next Steps

### Response Analysis – Part 2

The next part of the process is to complete the second part of the response analysis. This is also set out in the non-statutory guidance. As stated in the guidance this will enable the PSB to:

*RA2: More objectively consider the range of options for addressing particular priorities*

*RA3: Plan services delivery with a clearer idea of how particular activities and investments will translate into the desired outcomes, both in the short and long term.*

This part will be developed with partners in a number of intervention workshops. These workshops will explore interventions that could be put in place that would maximise the PSB's contribution to the Well-being Goals.

The workshops will betake place as follows:

Date	Workshop
28th September	Social Well-being
29th September	Environmental Well-being
11th October	Cultural Well-being
13th October	Economic Well-being

Appendix 1 shows the logic model approach set out in the guidance that will be used in the workshops.

### Developing Well-being Objectives

In line with the sustainable development principle the objectives should seek to adopt an integrated approach to delivering against multiple well-being goals.

The right balance should be struck between delivering for the short term and doing so in the context of long term priorities. E.g. action taken now by public bodies to improve well-being of people mustn't detrimentally affect the ability of future generations to meet their own needs.

The objectives should reflect where the PSB has decided that collective action can be taken that will have a positive impact on the state of well-being of the area.

PSBs must also take in to account the latest Future Generations Report as prepared by the Commissioner when setting well-being objectives.

## **Recommendations**

### Targeted priorities and interventions

The Local Well-being Plan unlike the Single Integrated Plan should be targeted and focused. The PSB will need to consider and decide on the things that they can have a collective added value on and maximise the contribution to the Well-being Goals.

#### **Option 1**

For the PSB to agree to rationalise the number of emerging priorities so the collective efforts can be focused.

#### **Option 2**

For the PSB to identify a number of key cross-cutting interventions that would span the 13 priorities and maximise contribution to all the Well-being Goals

#### **Preferred Option & Why**

Option 2 is the preferred option as this would support the sustainable development principle of working in an integrated way.

## **Timetable**

A full timetable is listed below which details the activities that have already been completed and the activities that need to be undertaken in order to develop the Local Well-being Plan.

Date	Item
<b>Local Well-being Assessment Development</b>	
7 <sup>th</sup> Jun 2016	Project Plan agreed by PSB (complete)
13 <sup>th</sup> Sep 2016	Progress Report to PSB (complete)

Date	Item
13 <sup>th</sup> Dec 2016	Consultation Draft to PSB (complete)
21 <sup>st</sup> Dec 2016 – 12 <sup>th</sup> Feb 2017	Consultation Period (complete)
14 <sup>th</sup> Mar 2017	Consultation Report to PSB (complete)
25 <sup>th</sup> Apr 2017	Final version signed off by PSB (complete)
3 <sup>rd</sup> May 2017	Published Local Well-being Assessment (complete)
<b>Local Well-being Plan Development</b>	
11 <sup>th</sup> May 2017	PSB Members' Workshop (complete)
23 <sup>rd</sup> / 24 <sup>th</sup> / 25 <sup>th</sup> May 2017	Prioritisation Workshops (complete)
20 <sup>th</sup> Jun 2017	Draft approach for Local Well-being Plan to PSB (complete)
29 <sup>th</sup> Jun 2017	Approached the FG Commissioner's office to start the 14 week advice period (complete)
Jul-Aug 2017	Develop first part of Response Analysis using RA1 template
17 <sup>th</sup> Aug 2017	FG Commissioner's Office attended a Sub Group Meeting (complete)
<b>12<sup>th</sup> Sep 2017</b>	<b>Progress Report to PSB</b>
Sep-Oct 2017	Develop second part of the Response Analysis in workshops
4 <sup>th</sup> Oct 2017	Future Generations Commissioner's advice received
Oct 2017	Develop Local Well-being Plan
Oct 2017	Develop Well-being Objectives
21 <sup>st</sup> Nov 2017 - tbc	Consultation Draft of Local Well-being Plan to PSB
Nov 2017 - Feb 2018	Statutory 12 week public consultation period
Feb 2018	Finalise Local Well-being Plan in light of consultation
13 <sup>th</sup> Mar 2018 – tbc	Consultation Report to PSB
Mar 2018	Sign off of Local Well-being Plan by Natural Resources Wales Board
26 <sup>th</sup> Mar 2018	Sign off of Local Well-being Plan by Full Fire Authority
28 <sup>th</sup> Mar 2018	Sign off of Local Well-being Plan by ABUHB Board
18 <sup>th</sup> & 24 <sup>th</sup> Apr 2018	Sign off of Local Well-being Plan by Newport City Council Cabinet and Council
1 <sup>st</sup> May 2018 – tbc	Local Well-being Plan to be agreed by PSB
3 <sup>rd</sup> May 2018	Public Local Well-being Plan

### **Sub-Group**

<a href="mailto:tracy.mckim@newport.gov.uk">tracy.mckim@newport.gov.uk</a> <a href="mailto:emma.wakeham@newport.gov.uk">emma.wakeham@newport.gov.uk</a>	Policy, Partnership & Involvement, Newport City Council
<a href="mailto:Andrew.Robinson@cyfoethnaturiolcymru.gov.uk">Andrew.Robinson@cyfoethnaturiolcymru.gov.uk</a>	Natural Resources Planning (East), Natural Resources Wales
<a href="mailto:j-scrivens@southwales-fire.gov.uk">j-scrivens@southwales-fire.gov.uk</a>	Operations Management, SW Fire & Rescue
<a href="mailto:leah.macdonald@wales.nhs.uk">leah.macdonald@wales.nhs.uk</a>	Partnerships & Networks, ABUHB

### **Further information**

[Community Well-being Profile \(Local Well-being Assessment\)](#)

[Well-being of Future Generations \(Wales\) Act 2015 – The Essentials](#)

[Shared Purpose: Shared Future – Statutory Guidance on the Well-being of Future Generations](#)

[Public Services Boards: guidance on the use of evidence and analysis](#)

[National Indicators](#)

# Appendix 1

## RA2 & RA3: Linking Interventions to Outcomes

### Priority/Outcome:

Intervention	Inputs	Outputs		Outcomes		
		Activities	Participation	Short Term 0-5 years	Intermediate Term 5-10 years	Long Term 10-25 years
<i>Describe the proposed intervention</i>	<i>What staff, budgets, training would be necessary?</i>	<i>What would the intervention do?</i>	<i>Who are the target audience?</i>	<i>What would be the short term outcomes?</i>	<i>What would be the intermediate term outcomes?</i>	<i>What would be the long term outcomes?</i>

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Ysk Ior/Gofynnuch am **Scrutiny**  
Ddar Bwl/Enw Cysf **20170726-PARTNERSHIPS**  
Tel/Ffôn **01633 656656**  
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Ddiwr **25 August 2017**



Councillor Majid Rahman,  
Chairperson of the Performance Scrutiny  
Committee - Partnerships

C/O Scrutiny Office  
Civic Centre/Canolfan Ddinesig  
Newport/Casnewydd  
South Wales/De Cymru  
NP20 4UR

### **Summary**

This is a letter from the **Performance Scrutiny Committee - Partnerships** to the **Public Services Board** following the meeting of the Committee held on 26 July 2017 with regard to:

- Single Integrated Plan Annual Report;
- Local Well-Being Assessment; and
- Scrutiny Annual Forward Work Programme.

Dear Chair of the Public Services Board,

I am writing to update the Public Services Board on the inaugural meeting of the Performance Scrutiny Committee - Partnerships met on 26 July 2017.

This was the first meeting of this Committee since the establishment of a separate Committee in May 2017, to scrutinise the work of the Council's partnership arrangements. This Committee has within its terms of reference the statutory duty placed on the Council through the Wellbeing of Future Generations Act 2014 in relation to Scrutiny of the PSB. As part of this role, the Committee has agreed to forward its minutes, and any actions agreed to the PSB for consideration.

### **Single Integrated Plan Annual Report;**

The Committee received the SIP Annual Report and received brief summaries from the Theme Leads on the progress within the 3 themes. The full summary of discussion can be found in the **attached** minutes of the meeting.

### **Local Well-being Assessment**

The Committee also received the Local Well-being Assessment for information. It was noted that in preparing its assessment of local well-being each PSB was required to fully consult with a number of statutory consultees. In Newport this had

included the Council's Streetscene, Regeneration and Safety Scrutiny Committee under the previous Committee structure, and that the comments of the Scrutiny Committee were taken into account in the preparing the final Assessment.

### **Annual Forward Work Programme**

The Committee agreed its Annual work programme for 2017/18, and its schedule of meetings for the year. The full work programme is available online, below is a summary of the reports from the PSB that will be considered by the Committee:

<b>Report</b>	<b>Role of Scrutiny</b>	<b>Timescale</b>
Single Integrated Plan	Performance Scrutiny – of the PSB Partnership and its achievement of the objectives within the plan.	<i>July 2017</i>
SIP Quarter 2 Performance Update	Performance Scrutiny – of the PSB Partnership, and its performance against SIP objectives.	<i>January 2018</i>
Wellbeing Assessment	Receive for information.	<i>July 2017</i>
Draft Wellbeing Plan	Consultation on the draft Plan before it is adopted.	<i>November 2017</i>
	Receipt of final Plan for information.	<i>April 2018</i>
Single Integrated Plan (SIP)	Performance Scrutiny – of the PSB Partnership and its performance against the SIP objectives	<i>July 2018</i>
Review of PSB Scrutiny Arrangements	Performance Scrutiny – Effectiveness of Partnership Arrangements	<i>June 2018 (annually)</i>

The Committee will also receive all agendas, minutes and summaries of business from the PSB meetings as they become available.

If you have any response or comment on Committee's meeting, I would be grateful if you could provide this by 20 September 2017. Your response will be submitted to the Committee for consideration at its next meeting on 27 September 2017.

Yours sincerely,



Councillor Majid Rahman  
Chair of Performance Scrutiny Committee - Partnerships

Email: [Scrutiny@newport.gov.uk](mailto:Scrutiny@newport.gov.uk)

# Minutes



## Performance Scrutiny Committee - Partnerships

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Date: 26 July 2017

Time: 4.00 pm

Present: Councillors M Rahman (Chair), J Clarke, J Cleverly, D Davies, R Hayat, M Linton, S Marshall, R Mogford and T Suller

In Attendance: R Cornwall (Head of People and Business Change), K Duffin (Head of Regeneration Investment and Housing), W Beer (Public Health Wales), Chief Inspector D Morgan (Gwent Police) Inspector R Jenkins (Gwent Police), V Self (Service Manager), S Calnon (Youth Service Manager), E Mulligan (Chief Democratic Services Officer, M Lawrence (Overview and Scrutiny Officer), N Barnett (Democratic Services Support Officer)

Apologies: None

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### 1 **Declarations of Interest**

None.

### 2 **Public Services Board - Single Integrated Plan (SIP) Annual Report**

The Head of People and Business Change introduced the Single Integrated Plan (SIP) and the Theme leads to Members. The Committee were advised that each of the three SIP themes had previously been presented to the most relevant Scrutiny Committee, however since this Committee had been established for the purpose of meeting the statutory requirement to scrutinise the work of the whole Public Service Board (PSB) Partnership, the complete SIP was being presented to this Committee for consideration.

The theme lead from Public Health Wales presented the Health and Well-being theme to the Committee. Discussions included the following:

#### **Food & Nutrition**

- Progress had been made in promoting physical activity and trying to promote healthy nutrition in early years. Schools have been encouraging children to walk to school with the 'Mile a Day' campaign. This scheme would also impact on school run traffic congestion, to reduce the numbers of cars traveling to school.
- With regard to the new pilot scheme starting in September, where school nurses would record height and weight of children, and inform parents if their child is in a dangerous weight range. Members voiced concerns that this may lead to a backlash from parents

and asked if school nurses were being prepared for this. Members were assured that nurses had been trained in how to approach this with parents and that consideration had been given to the wording used in letters to parents, learning from the backlash against Public Health England when this initiative was launched there last year.

- The Committee queried whether the funding for breakfast, dinner time and after school clubs would cease when the Communities First funding ended, and were advised the impact of the ending of this funding would be considered by the PSB in September.

## **Smoking**

- The Committee were advised that the smoking rate in Newport was in line with the Welsh average, although not yet meeting the UK average. Members discussed the Just B programme aimed at reducing smoking related inequalities in health using strong peer networks to promote positive messages. NHS Stop Smoking services are being promoted and services being offered to help people to quit, and work being done with ASH Wales to stop smoking in school gates.
- The use of electronic cigarettes was discussed and the extent to which their use led to smoking tobacco. There were currently no targets relating to electronic cigarettes and it is not recommended as a substitute to pregnant smokers, as not enough was known about the effects, instead steering people towards supported smoking cessation programmes in place.
- Concern was raised about the impact of smoking shisha with no filter other than water and the impact of the substances upon young people and possible future addiction. It was asked if this could be looked into further in terms of future addiction. Committee were advised that currently there was no prevention work currently, but advised there is a group named Minority Ethnic Community Health Association for Newport: Initiating Change (MECHANIC) who have had conversations regarding providing support. The Health & Wellbeing Lead agreed this is something to look into and report findings back.

## **Mental Well-being**

- Concern was expressed at the increase of mental health issues for young people, and a Member questioned whether there were any distinguishable differences with planning for adult mental health. The Lead advised that most mental health issues are laid down in childhood and support needs to be available earlier. A meeting had been held with the Children and Adolescent Mental Health Services (CAMHS) and now Youth Workers, School Nurses and GPs can make referrals to multi agency panels. He concluded that the support available needs to be coordinated to provide effective support.
- The Committee queried whether Autistic Spectrum Disorder was included in the above mentioned coordinated support arrangements, as there was still a stigma associated with this. Members suggested this was something that could be addressed in schools.

## **Alcohol and Drug Misuse**

- It was noted that whilst there was a reduction of the use of alcohol amongst young people, however, concerns were raised regarding the increase of solvent abuse amongst young people. The Committee were advised that Newport LIVE were running diversionary activities to help educate young people and that the PSB was looking at ways deal with preventative issues upstream.
- It was advised that there has been a data sharing agreement with the Licensing department across Gwent to target enforcement on problem premises which are selling cheap alcohol.

## **Economy and Skills**

The Head of Regeneration Investment and Housing introduced the Economy and Skills theme to the Committee, The Committee were advised of the key highlights for the year such as the City Deal for the Cardiff City Region, meetings with Virgin to extend the digital connectivity in the City, and the £14 million Vibrant and Viable Places development. The Committee were also advised that perceptions of people living in Newport had improved, rising from 24% last year to 70% this year.

The Newport Station footbridge work had been delayed due to lack of funding, although the Council were working close with Network Rail to restart the works.

The following was discussed:

- The Committee queried news story that all new petrol and diesel vehicles from 2040 will be abolished. Committee were advised that an Energy Manager has recently been appointed, and will be writing a strategy and implementing plan for Newport. It was also advised that there would be electric points at Civic Centre.
- A Member proposed that due to the imminent removal of the Severn Crossing tollgate barrier, there would be greater opportunity to work with Bristol. Members were advised that Great Western Cities was a great opportunity to work together and full advantage of the opportunity needs to be taken.
- Members praised the positive improvement in the City Centre including Friars Walk and new developments, but were concerned about homelessness in the city centre and enquired if it is a Council or Police issue. Members were advised that both need to work together to tackle the issue and that consideration was being given to applying for Purple Flag accreditation for the City Centre. A Homelessness Working Group has been set up and the Wallich were looking at funding and Health had set up additional services for Homeless people. Homelessness is a multi-agency issue and the answer is for all partners to work together on solutions.
- The Committee queried zero contract hours, and advised the vulnerable need help to get qualifications. The Committee were told that we want to help every young person possible. A contract has been signed with I-Tech to provided services for young people that are unique to any Council in Wales. All services working together have been reduced over the last four years.

- Concerns were raised about the accessibility issues with the Convention Centre. It was advised that key part is to connect the benefits from the Convention Centre with local communities. There was a need to make certain that local businesses are going to gain from the opportunity. Also advised that studies are being taken from Planning permission, some impact is expected but nothing significant. In relation to the community benefits of the new convention centre, it was asked if Celtic Manor could be invited discuss this with the Committee, particularly in relation to what this will bring to the community
- EU programmes were discussed and the Committee were advised that the funding was available until 2020, and there would be challenges to replace these when funding ends.
- Safety protocols on WIFI usage was queried in relation to cyber bullying and excesses. The Committee were advised that the public WIFI across the city has been a great success. It was open access but secure. Individual's ability to manage their data was a different issue however an authority we were safe. It was agreed that more needs to be done, and there was a suggestion to have a safety disclaimer link before using the WIFI, but did advise that work has been done in schools to make children safe.
- The Committee were advised that there would be a number of public sector apprenticeships across all partners. A Member mentioned that the free training offered by Trade Unions could be utilised as part of skills training. The Committee were advised that the Council are looking to work with any partner willing to work on this.
- It was asked if there are age limits on older people for apprenticeships. The Committee were advised that Government are only funding up to aged 24. The Committee also queried about City and Guilds training at Gwent colleges, stating qualification is not recognised and cannot take it onto site without a National Vocational Qualification (NVQ) and Construction Skills Certification Scheme (CSCS) card. The Committee was advised that this could be explored with Coleg Gwent who were a partner on the Public Service Board.
- The Workplace Academy was discussed and it was explained that the process was centralised and the Department for Work and Pensions also have a database of those who are looking for work. At the jobs fair for the Convention Centre everyone on the database got contacted and that 80 of those people got a job.

### **Safe and Cohesive communities**

Chief Inspector David Morgan was introduced and presented the portfolio to the committee. The main highlights were the PSPO and praised the positive work from both Gwent Police and the Pill community.

The following comments and queries were discussed:

- The Committee were advised that hate crime figures in the report do not differentiate between the figures for LGBT, BME and Transgender. The Chief Inspector advised that hate crime has moved significantly in the last two years, and although we do not have a Newport Pride Event, it could be organised fairly easily. Any hate crimes were flagged up

immediately in the morning meetings and the Committee were also told that the Rainbow group are linked to the PSB.

- The Committee were pleased to see the link between shoplifting and drug dealing being made. Comment was made that food was most stole item, and were told that shops have encouraged to take more responsibility in providing CCTV evidence and writing reports to the Police due to it taking up a lot of resources.
- It was asked what kind of engagement could assist in building a rapport with young people, and that some youths congregate outside shops such as McDonalds to use the Wifi, which can intimidate people. The Committee were advised that specialist youth workers are working with young people in this area and that discussions had taken place with local businesses regarding free WiFi but they had refused to turn off the Wifi due to their customer usage.
- Query was made about reoffending and whether youth workers ask young people what help they need. It was advised that child's upbringing is looked at, and is subject to a mutli-agency approach and involving Social Workers, Police and probation. This had resulted in the reoffending rates having dropped substantially. It was also advised that Police and Fire Brigade make visits to schools.
- The Committee commented on city wide problem with off road bikers, used to use land at the SDR but now have nowhere to ride. Members asked if there was any land that bikers could use. The Police advised that the issue with purchasing land to create a track is the ongoing management of that land, and the associated Public Liability Insurance.
- The Committee also raised the issue of public noise nuisance and drug running. It was advised that this will be looked into and which agencies were able to contribute to help solve this.
- The recent incident at a mosque in London was mentioned and raised concerns of something similar happening in Newport. It was advised that there was more of an issue with right wing extremism than Islamic. The Police advised that inter-faith groups have been created and that the Police had visited and reviewed the security in every mosque in the city. It was agreed that the PREVENT agenda also tackles right wing extremism. The Police also advised that all Police probationers receive race awareness training in a mosque. The PREVENT training pack was offered to the Committee.
- It was advised that engagement from the public had increased to thousands on a regular basis. Link in information report was offered to be emailed to committee to access.

#### **Resolutions and Actions:**

The Committee agreed to receive the update on the Single Integrated Plan and note the progress being made by the Public Services Board. The questions raised and comments made by the Committee would be forwarded to the PSB.

The Committee agreed to nominate the Chair of the Committee to attend and observe the Public Services Board meetings on behalf of the Committee.

### 3 **Public Services Board - Local Well-being Assessment (Community Well-being Profiles)**

The Chief Democratic Services Officer advised the Committee that the Public Services Board were required to send a copy of the published Local Well-being Assessment to this Scrutiny Committee and indicated the link the report for Members information.

#### **Resolutions and Actions:**

The Committee received the Local Well-being Assessment.

### 4 **Annual Forward Work Programme**

The Chief Democratic Services Officer presented the Forward Work Programme to the Committee. In answer to a query about when the Briefing Sessions were to be programmed, the Overview and Scrutiny Officer explained that meeting the new statutory requirement to scrutinise the Public Service Board was the priority of the Committee's focus, before scrutinising other partnership working and advised that briefings upon the Shared Resource Services and the Education Achievement Services would be scheduled first for this Autumn / Winter, with briefings upon Norse and Newport LIVE to be scheduled for later the following year.

#### **Resolutions and Actions:**

The Committee:

- i. Approved its Annual Work Programme for 2017/18;
- ii. Approved the schedule of meetings for 2017/18;
- iii. Agreed to a start time of 5pm for its meetings, with a Committee only pre meeting at 4:30pm;
- iv. Requested that background reading links for papers are included for reference where possible in reports to the Committee.

The meeting concluded at 19:05.

# Public Services Board (PSB)

12 September 2017

## Review of Terms of Reference for PSB Sub-groups

### Purpose

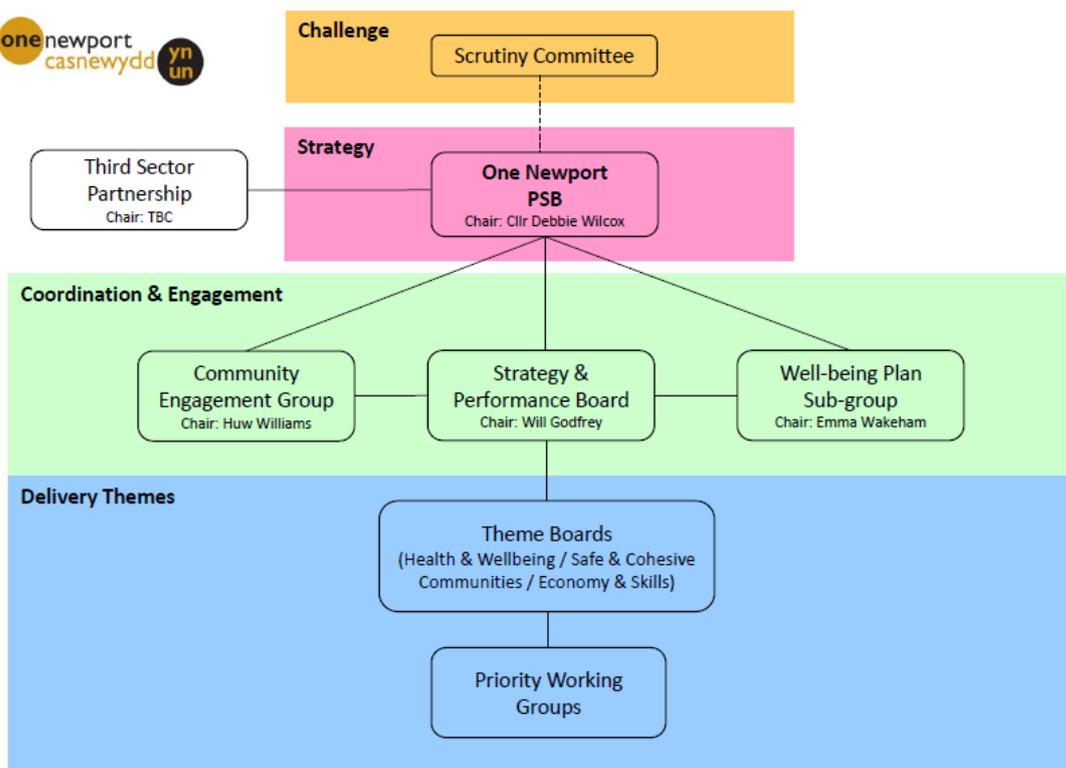
To review and amend the terms of reference for the One Newport PSB sub-groups.

### Background

The public services board reviewed its terms of reference (ToR) during the first meeting held after the local government election. At this meeting held in June the board appointed a Chair, Vice Chair, reviewed its terms of reference and confirmed its membership.

To support the PSB in undertaking its functions a number of sub-groups exist that play an important role in researching and developing the local assessment of well-being & local well-being plan; and delivering the priorities of the single integrated plan.

The sub-groups must include at least one statutory member of the PSB, who can choose an appropriate representative to attend to contribute to the work of the sub-group. The functions of these groups are guided by the PSB's terms of reference.



July 2017

The delivery theme groups reflect the themes of the current Single Integrated Plan and will need to be revised once the Wellbeing Plan is finalised.

## Proposal

For the PSB to review the terms of reference for each of the sub-groups, which are as follows:

- One Newport Strategy & Performance Board (formally SIP Board)
- Well-being Plan Sub-group
- Community Engagement Group
- Single Integrated Plan Theme Board
- Single Integrated Plan Priority Working Group

The terms of reference for these sub-groups are shown in Appendix A.

## Recommendations

PSB members are asked to:

1. Consider the changes made to the Single Integrated Plan (SIP) Board and discuss the proposed draft terms of reference for the new Board. The changes include the following:
  - a. Agree the change in name to the 'One Newport Strategy & Performance Board'.
  - b. Agree the change to the membership to include all statutory members (Newport City Council; Aneurin Bevan University Health Board; South Wales Fire & Rescue Service; and Natural Resources Wales) and identify who these representatives are.
  - c. Agree the updated roles & responsibilities.
  - d. Suggest further amendments as appropriate.
2. Agree the revised terms of reference for each of the remaining sub-groups in accordance with the PSB ToR or suggest further amendments.
3. Note that the delivery theme boards will be reviewed in April to reflect the requirements of the Wellbeing Plan.

**Timetable**      Immediate

**Contact**      Tracy Mckim, Emma Wakeham & Wayne Tucker  
Policy, Partnership and Involvement Team  
[one.newport@newport.gov.uk](mailto:one.newport@newport.gov.uk)

## Strategy and Performance Board

### Terms of Reference

#### August 2017

#### Purpose

- 1) To co-ordinate and monitor the delivery of the themes and priorities as set out in the Single Integrated Plan (SIP) / Well-being Plan on behalf of the Public Services Board (PSB).
- 2) To ensure that sustainable development is an overriding principle of the group's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
  - a. **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
  - b. **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
  - c. **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
  - d. **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
  - e. **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

#### Responsibilities

- 3) On behalf of the PSB there are three main areas of responsibility for the Board:
  - Co-ordination;
  - Performance Management; and
  - Statutory Accountability

#### Co-ordination

- 4) To co-ordinate the delivery of the SIP / Well-being Plan themes and priorities.
- 5) To ensure robust project management and governance arrangements are in place within the partnership delivery mechanisms.
- 6) To ensure appropriate systems are in place to achieve improvements and that managers and front line staff across agencies are working together effectively.
- 7) To facilitate new models of service delivery by exploring the pooling of resources and better alignment of services and joint / shared services.
- 8) To undertake pieces of work identified by the Public Services Board (PSB) which support the delivery of its functions and to report on progress made.

- 9) To ensure links with local partnership groups / boards are maintained to support the board in carrying out its functions e.g. Family Support Services Board, etc.

#### Executive and Performance Management

- 10) To ensure delivery plans are clear with measurable performance targets that relate to the outcomes defined against each of the priority areas, in line with the Performance Management Framework (PMF).
- 11) To evaluate theme performance on a quarterly basis by reviewing the dashboards and challenging the leads, theme boards & working groups on their delivery.
- 12) To report to the PSB, on the actions the Strategy and Performance Board will undertake to address any underperformance and to reduce risk for each theme.

#### Statutory Accountability

- 13) To ensure that theme boards and working groups take account of the statutory responsibilities held by the PSB in the planning and delivery of services.
- 14) To receive and approve reports / plans from those delivering against said statutory responsibilities so that the PSB can be assured that these responsibilities are being met.

#### **Membership**

- 15) Membership of the Strategy and Performance Board should include senior leaders within those organisation with either a statutory responsibility as outlined within current guidance ([Shared Purpose: Shared Future](#)) and/or a lead responsibility for one of the current SIP / Well-being Plan themes listed below:

- Economy & Skills Theme
- Health & Wellbeing Theme
- Safe & Cohesive Communities Theme (discharges the function of the Community Safety Partnership for the PSB)

- 16) The current membership is as follows:

- Chief Executive, Newport City Council (NCC) – Chair
- Local Police Unit Commander, Heddlu Gwent Police
- Public Health Wales Consultant for Newport, Public Health Wales
- Senior representative from Aneurin Bevan University Health Board
- Senior representative from Natural Resources Wales
- Senior representative from South Wales Fire & Rescue Service
- Strategic Director (Place), NCC
- Invited leads as required for Tackling Poverty, Vulnerable Groups or any other topics areas identified by the group

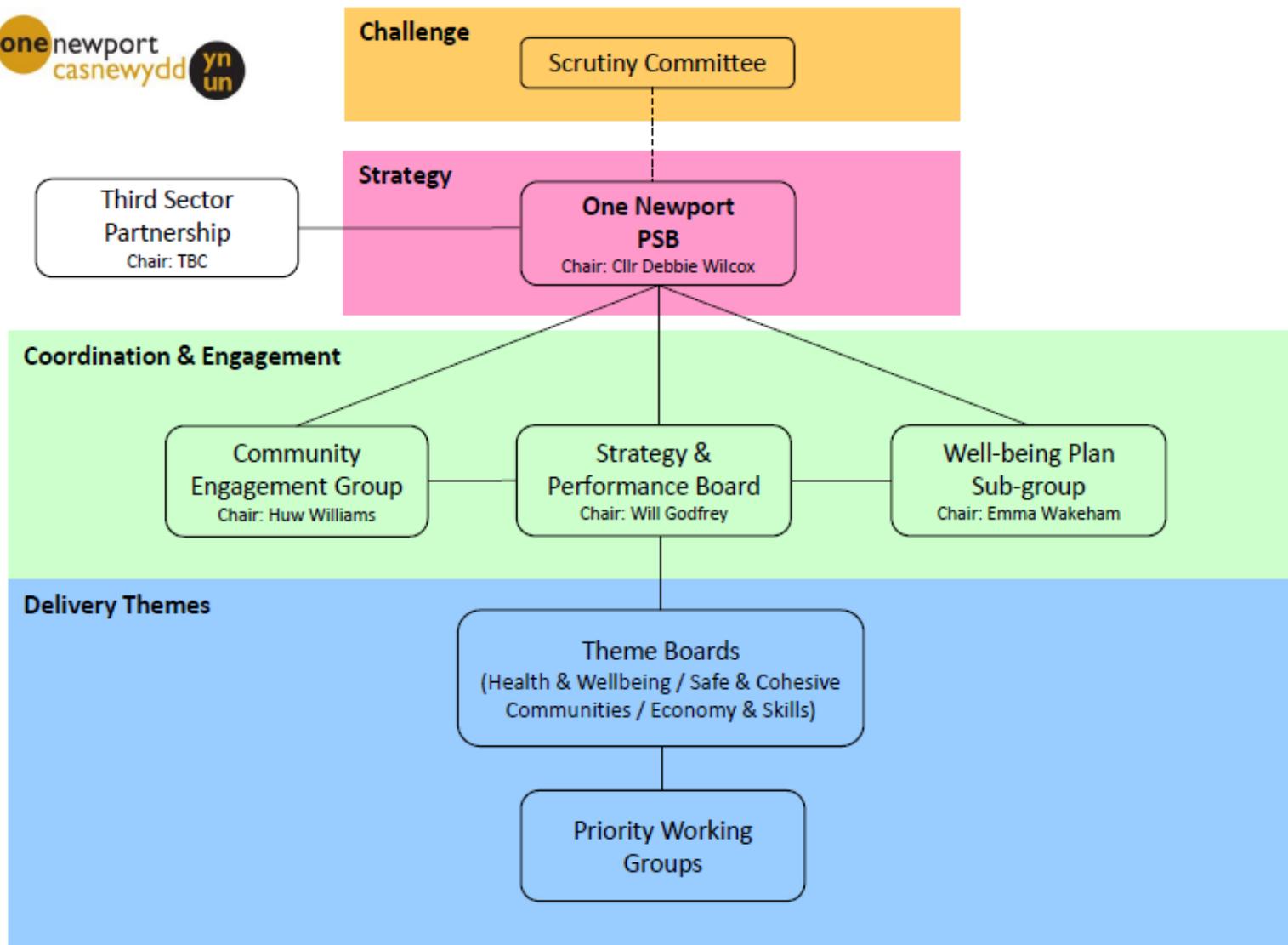
- 17) Membership should be reviewed on an annual basis.

## Meetings

- 18) Meetings will take place on a quarterly basis. Two-thirds of the membership should be present for the meeting to be quorate. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 19) All members of the group should be empowered by their organisation to make decisions on behalf of that organisation. Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 20) Any member of the group may request that an item be placed on the agenda of a forthcoming meeting.
- 21) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

## Support Arrangements

- 22) Support will be provided by the Policy, Partnership & Involvement Team within Newport City Council. This support includes:
  - Provision of meeting agendas, minutes and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference.
  - Production of population data, performance management, other evidence, information or advice as necessary.



July 2017

## One Newport Well-being Planning Sub-Group

### Terms of Reference

### July 2017

#### Purpose

- 1) To plan and develop the Local Well-being Plan in accordance with the steps outlined in the Well-being of Future Generations (Wales) Act 2015 on behalf of the Public Services Board (PSB).
- 2) To ensure that sustainable development is an overriding principle of the group's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
  - **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
  - **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
  - **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
  - **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
  - **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

#### Responsibilities

- 3) On behalf of the PSB these are the three main areas of responsibility for the group:
  - Ensuring continued dialogue with the Future Generations Commissioner;
  - Developing the Response Analysis; and
  - Developing the Well-being Plan.

#### Ensuring continued dialogue with the Future Generations Commissioner

- 4) To communicate with the Future Generations Commissioner on the process for developing the Well-being Plan at the beginning of the 14-week period set out in the guidance.
- 5) To ensure there is continued dialogue with the Commissioner throughout the 14-week period on progress being made.
- 6) To respond to feedback from the Commissioner's Office regarding the well-being assessment and well-being plan.

#### Developing the Response Analysis

- 7) To agree a template for developing the response analysis.
- 8) To work with partners to better understand the outcomes the Public Services Board (PSB) should be working towards and how their interventions could contribute to them.

- 9) To co-ordinate intervention workshops with partners to consider the range of options for addressing priorities both short and long term.

#### Developing the Well-being Plan

- 10) To develop a set of well-being objectives for the PSB from the identified priorities.
- 11) To develop targeted priorities and interventions for the PSB to agree.
- 12) To prepare a draft well-being plan for a 12-week statutory consultation.
- 13) To work with the Engagement Group to support the statutory consultation process.
- 14) To review the consultation responses and finalise the plan for sign-off by statutory partner organisations and for final agreement by the PSB.
- 15) To develop proposals for performance management and governance arrangements for the well-being plan to be agreed by the PSB.
- 16) To review the well-being assessment on an annual basis to support the development of the annual progress report.

#### **Membership**

- 17) Membership should include:
  - Senior Policy & Partnership Officer, Newport City Council (Chair);
  - Policy, Partnership & Involvement Manager, Newport City Council;
  - Additional support from the Policy, Partnership & Involvement Team, Newport City Council (if required);
  - Representative from Aneurin Bevan University Health Board;
  - Representative from Natural Resources Wales;
  - Representative from South Wales Fire and Rescue Service; and
  - Other members as appropriate.

#### **Meetings**

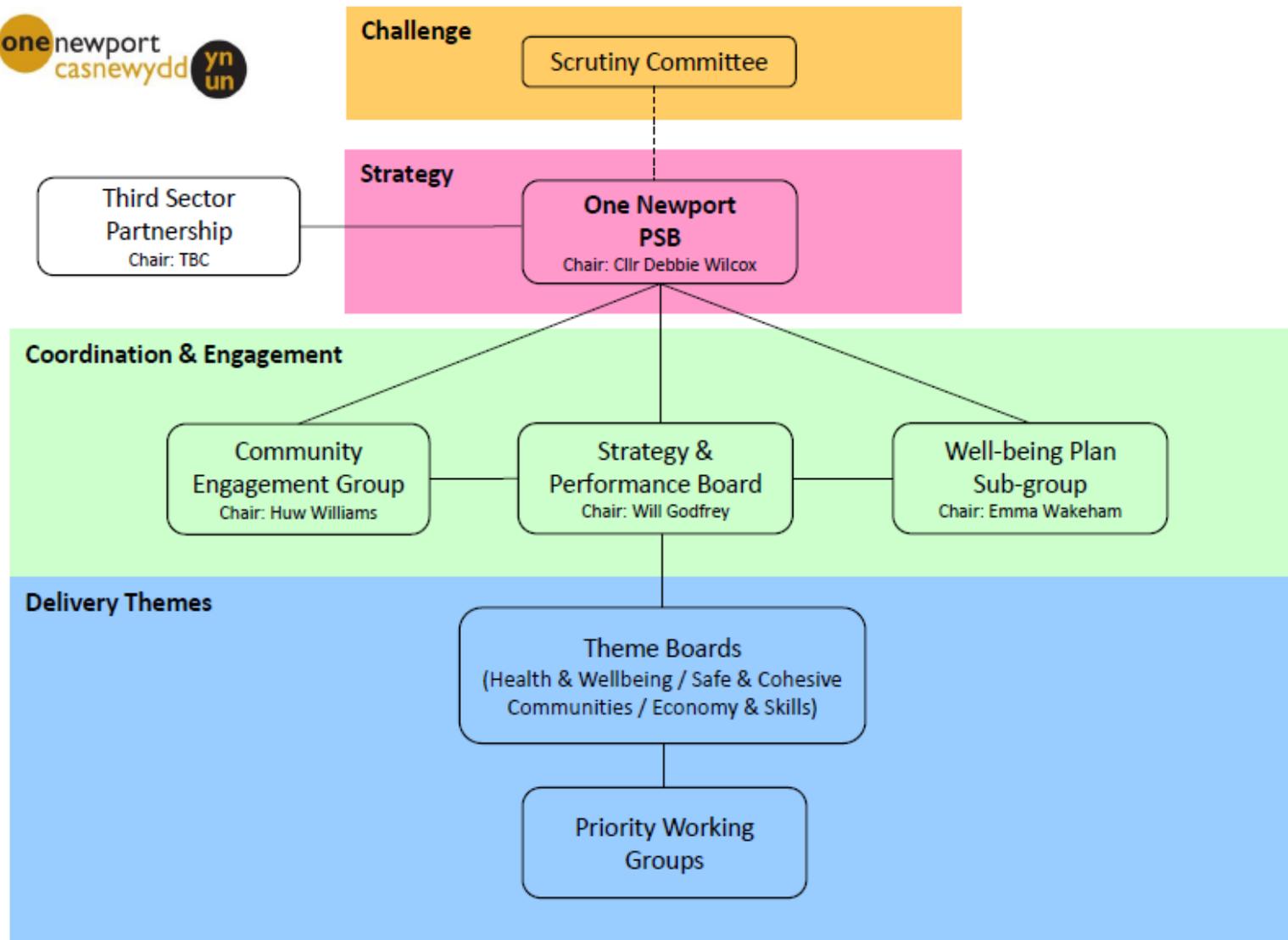
- 18) Meetings will take place on a quarterly basis (additional meetings can be arranged when required). Two thirds of the membership should be present for the meeting to be quorate. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 19) Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 20) Any member of the group may request that an item is placed on the agenda of a forthcoming meeting.
- 21) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

## Support Arrangements

22) Support will be coordinated by the NCC Policy, Partnership & Involvement Team working with members of the group. This support includes:

- Provision of meeting agendas, minutes and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference;
- Providing performance & population data, other evidence, information or advice as necessary; and
- Supporting communication with and from the group.

DRAFT



July 2017

**Community Engagement Group**  
**Terms or Reference**  
**UPDATED Aug 2017**

### **Purpose**

- 1) To advise on the development and co-ordination of consultation and engagement activities conducted across the Public Services Board (PSB) and its partners including Newport City Council; acting as a 'critical friend' and also as an advisor to colleagues who engage with stakeholders associated with the PSB and its partners.
- 2) To ensure that sustainable development is an overriding principle of the group's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
  - a. **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
  - b. **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
  - c. **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
  - d. **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
  - e. **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.
- 3) The core aims of the group are to:
  - Co-ordinate consultation activity;
  - Communicate consultation and intelligence;
  - Contribute to a central data resource;
  - Share best practice;
  - Enable citizen's to participate; and
  - Effectively engage with the people, communities and groups we represent.

### **Responsibilities**

- 4) Members are responsible for the following on behalf of the PSB:
- 5) To champion and encourage the use of engagement and consultation across their organisation.
- 6) To contribute to the development and implementation of a new Engagement Action Plan.
- 7) To provide the group with feedback about their current and planned consultation and engagement work to avoid duplication.

- 8) To share results / intelligence gained via their consultation and engagement activity with the group.
- 9) To feedback on relevant intelligence from the group to appropriate officers in their organisation.
- 10) To commit to developing and contributing to a single resource / data repository where all consultation and engagement activities across the partners can be stored and accessed easily.
- 11) To share knowledge of best practice and lessons learned.
- 12) To provide effective, appropriate and ethical opportunities for stakeholders to express their views.
- 13) To actively seek the views from those groups identified as 'seldom heard'.
- 14) To identify and reduce barriers that prevent engagement.
- 15) To raise awareness of the importance and benefits of involving stakeholders in decision making processes.
- 16) To adhere to the National Participation Standards when carrying out consultation and engagement practices.
- 17) To contribute to the development of the Local Assessment of Well-being.

### **Membership**

- 18) Membership of the group will be made up of representatives from the statutory partners of the PSB and representatives of key partner organisations. Members must be the key contact for all consultation and engagement activity in their service area / organisation.
- 19) The current membership is as follows:
  - Huw Williams, Policy, Partnership & Involvement Team, Newport City Council (NCC) – Chair
  - Tracy Mckim, Policy, Partnership & Involvement Team, NCC
  - Lianne Saladino, Policy Partnership & Involvement Team, NCC
  - Ellie Mulligan, Scrutiny Team, NCC
  - Ann Culverwell, Children's Rights / Complaints, NCC
  - Kathryn Thomas, Community Connectors, NCC
  - Leah McDonald, Aneurin Bevan University Health Board (ABUHB)
  - Emma Davies, NRW
  - Emma Davies, South Wales Fire & Rescue Service (SWFRS)
  - Inspector Paul Davies Gwent Police
  - Maria Chapman, Police and Crime Commissioners Officer
  - Jonathan Conway, Newport City Homes
  - Jane Shatford, Gwent Association of Voluntary Organisations (GAVO)
  - Val Jackson, Engage Project, GAVO
  - Bablin Molik, Engage Project, Sight Cymru

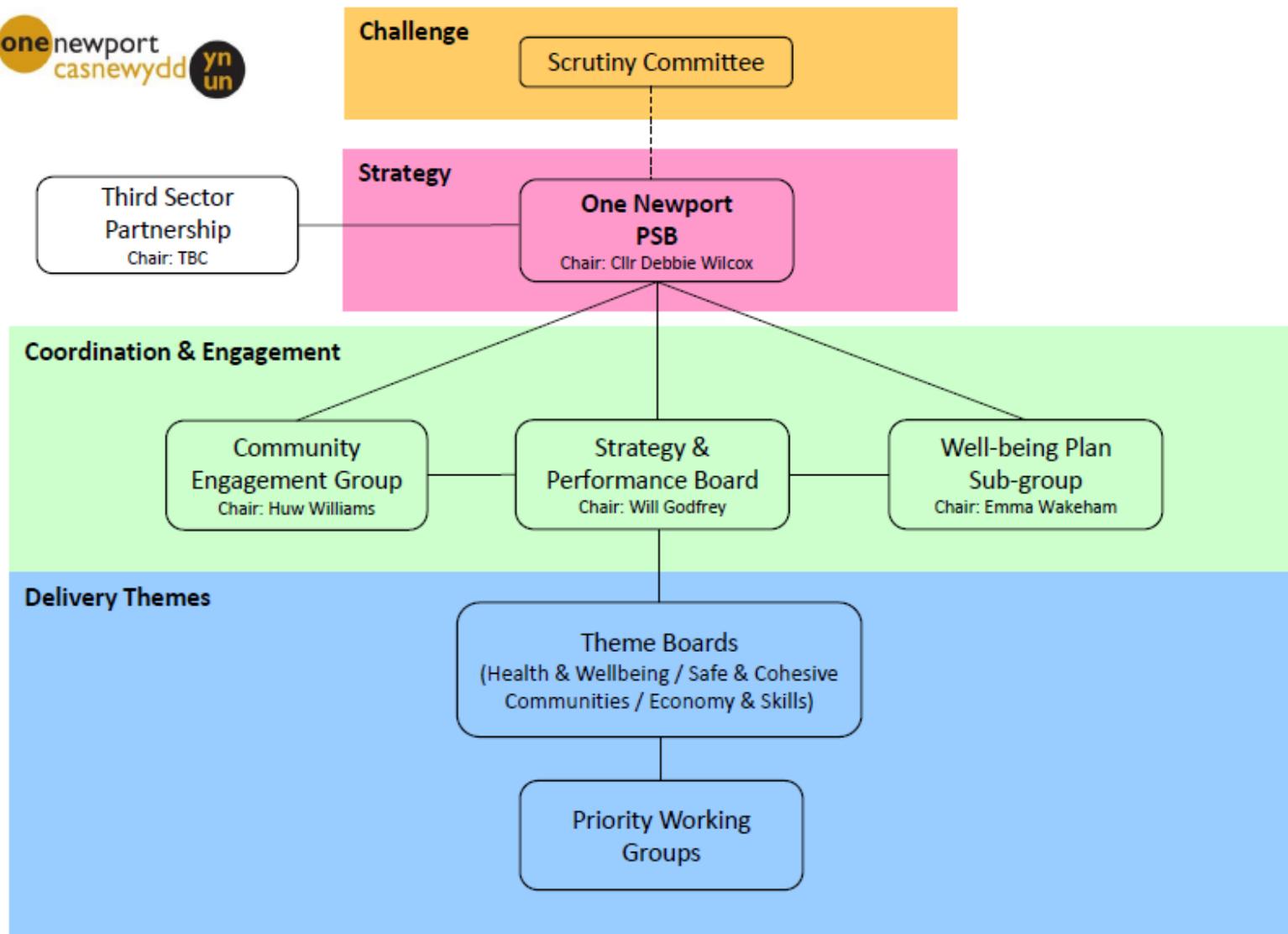
20) Membership should be reviewed on an annual basis.

### **Meetings**

- 21) Meetings will take place on a quarterly basis or more frequent as required i.e. where significant engagement activity is planned. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 22) All members of the group should be empowered by their organisation to make decisions on behalf of that organisation. Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 23) Any member of the group may request that an item be placed on the agenda of a forthcoming meeting.
- 24) Technical experts and guests (non-members) may be invited to meetings to advise on specific agenda items and/or issues.
- 25) There will be regular group email contacts to keep members up to date with new initiatives, consultation results, etc. Members may be contacted between meetings for advice should the need arise.
- 26) Sub-groups may be formed to work on specific issues as appropriate.

### **Support Arrangements**

- 27) Support will be coordinated by the NCC Policy, Partnership & Involvement Team working with other group members. This support includes:
  - Provision of meeting agendas, minutes and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference.



July 2017

**Single Integrated Plan (SIP) Theme Board  
Terms of Reference  
UPDATED July 2017**

**Purpose**

- 1) To enable the theme lead to co-ordinate and monitor progress against the priorities in the specified theme.

**Responsibilities**

- 2) On behalf of the Public Services Board (PSB) there are three main areas of responsibilities:
  - Co-ordination;
  - Performance management; and
  - Budget monitoring.

Co-ordination

- 3) To co-ordinate the delivery of the specified theme.
- 4) To ensure robust project management and governance arrangements are in place within the theme partnership delivery mechanisms.
- 5) To ensure appropriate systems are in place to achieve improvements and that managers and front line staff across agencies are working together effectively.
- 6) Prioritising those projects and activities that will have the greatest beneficial impact.
- 7) To ensure sustainable development is an overriding principle of the Board's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
  - **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
  - **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
  - **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
  - **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
  - **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.
- 8) To take on the responsibility for any statutory duties as agreed by the PSB. For example, the Safe and Cohesive Communities Theme Board will act as the Community Safety Partnership and take on any duties such as establishing a Domestic Homicide Review when necessary.

### Performance Management

- 9) To ensure that delivery plans are clear with measurable performance targets that relate to outcomes defined against each of the priority areas, in line with the Performance Management Framework (PMF).
- 10) To monitor theme performance on a quarterly basis by reviewing priority delivery plans and identifying:
  - Key performance measures;
  - Key achievements and successes;
  - Underperformance;
  - Risks.

And report to the SIP Board as per the PMF.

### Budget monitoring

- 11) To oversee and monitor core and grant funding (appropriate to the theme) by:
  - Ensuring a clear annual budget plan is developed;
  - Reviewing quarterly budget reports; and
  - Ensuring spending is in line with theme priorities and projects.
- 12) Overall operational management and accountability for budgets will sit with the Newport City Council (NCC), Policy, Partnership & Involvement Team.

### **Membership**

- 13) Membership should include:
  - Theme Lead (Chair);
  - Theme Co-ordinator; Policy, Partnership & Involvement Team, Newport City Council;
  - Additional support from the Policy, Partnership & Involvement Team (if required);
  - Priority Leads; and
  - Other members as appropriate to theme.
- 14) Membership should be reviewed on an annual basis at the same time as the terms of reference.

### **Meetings**

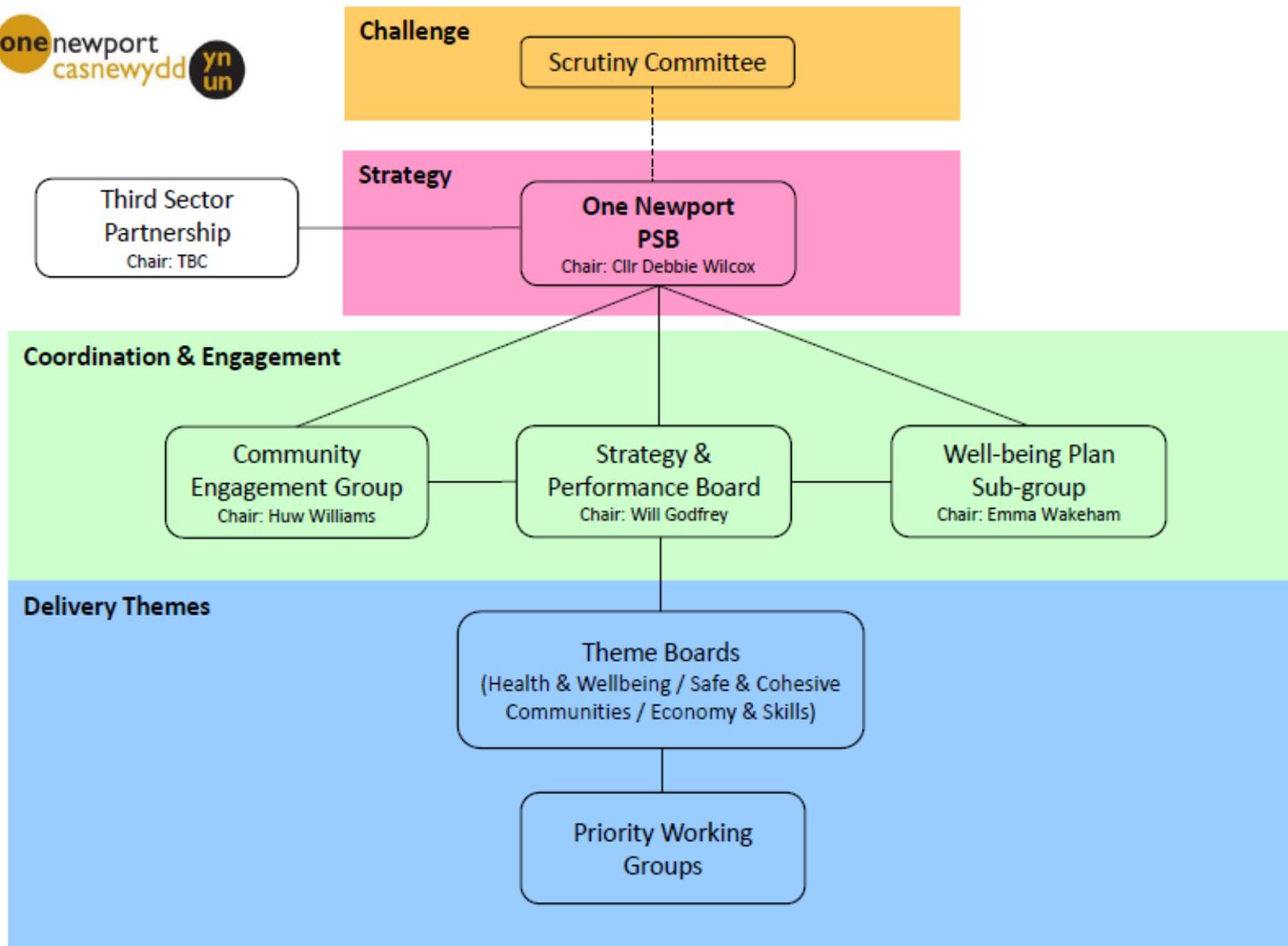
- 15) Meetings will take place on a quarterly basis. Two thirds of the membership should be present for the meeting to be quorate. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 16) Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 17) Any member of the group may request that an item is placed on the agenda of a forthcoming meeting.
- 18) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

## Support Arrangements

19) Support will be coordinated by the NCC Policy, Partnership & Involvement Team working with the theme lead and group members. This support includes:

- Provision of meeting agendas, minutes and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference;
- Collation of performance information;
- Providing population data, other evidence, information or advice as necessary; and
- Supporting communication with and from the group.

DRAFT



July 2017

**Single Integrated Plan (SIP) Priority Working Group  
Terms of Reference  
UPDATED July 2017**

**Purpose**

- 1) To enable partners to deliver against the projects as set out in the specified priority and report on progress.

**Responsibilities**

- 2) On behalf of the Public Services Board (PSB) there are two main areas of responsibility for the group:
  - Delivery; and
  - Performance management.

Delivery

- 3) To co-ordinate the delivery of the projects as defined in the delivery plan.
- 4) To ensure robust project management and governance arrangements are in place.
- 5) To ensure appropriate communication systems are in place to achieve improvements and that managers and front line staff across agencies are working together effectively.
- 6) To ensure sustainable development is an overriding principle of the group's activities. This means acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This means working in ways that take into account:
  - **Long term:** The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
  - **Prevention:** How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
  - **Integration:** Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
  - **Collaboration:** Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
  - **Involvement:** The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

Performance Management

- 7) To develop a clear delivery plan with timescales, measurable performance measures and targets that relate to projects as defined for the priority area, in line with the Performance Management Framework (PMF).
- 8) To monitor priority performance on a quarterly basis by updating delivery plans with:

- Project Progress;
  - Performance measures;
  - Identifying underperformance; and
  - Risks.
- 9) Where performance is below the expected level (or significantly above) explore the causes and identify potential remedies. Where unable to do this reference should be made to the Theme Board.

### **Membership**

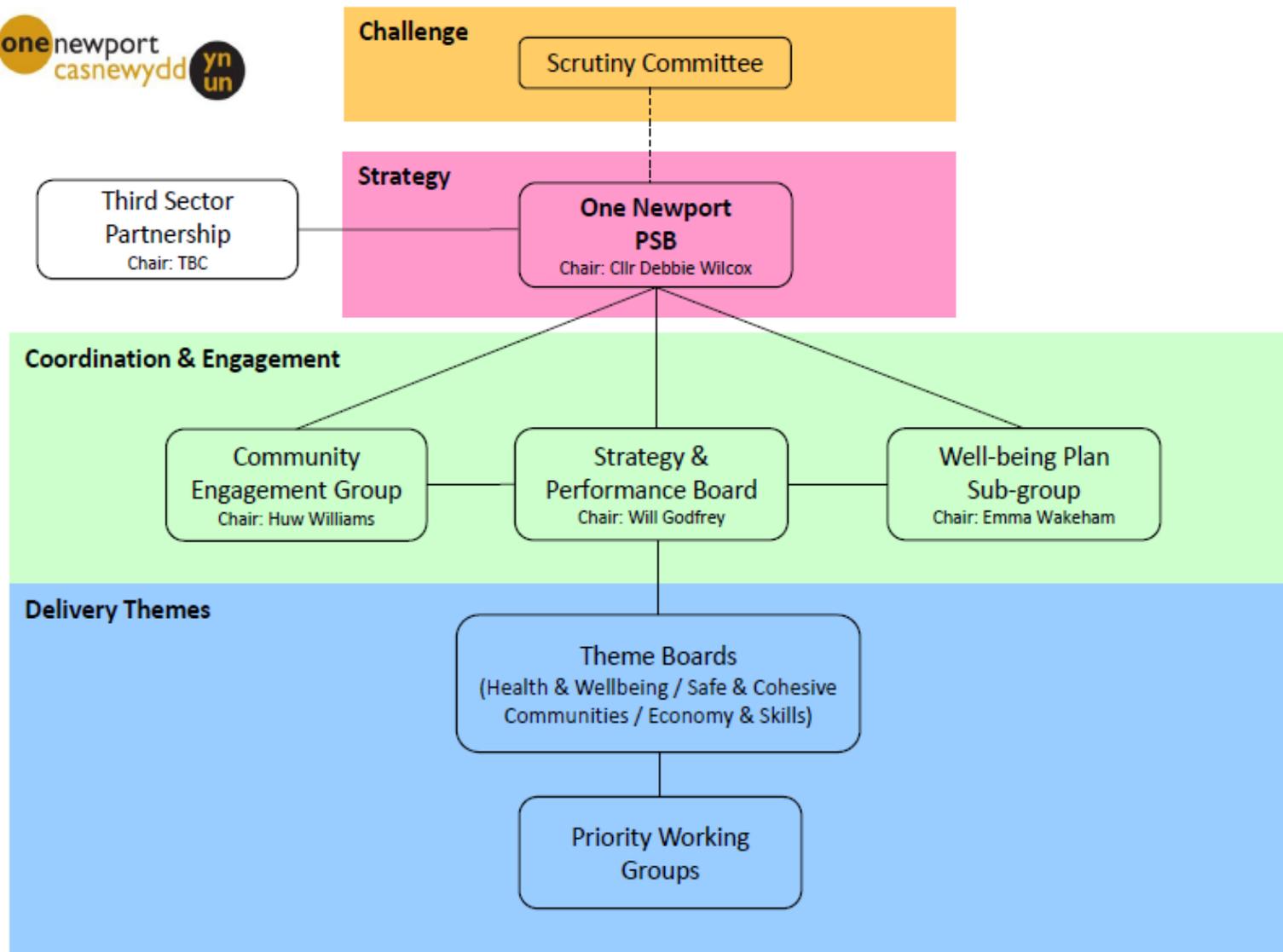
- 10) Membership should include:
- a) Priority Lead/Chair (As agreed by the Theme Board);
  - b) Theme Co-ordinator, Policy, Partnership & Involvement Team, Newport City Council; and
  - c) Other members as appropriate to the priority.

### **Meetings**

- 11) Meetings will take place as required. Two thirds of the membership should be present for the meeting to be quorate. Substitutes are allowed at the chair's discretion, and should be empowered to make decisions for the individual they stand in for.
- 12) Decisions will be agreed by consensus amongst the full members. Where consensus cannot be reached a simple majority of those members present will be sufficient.
- 13) Any member of the group may request that an item is placed on the agenda of a forthcoming meeting.
- 14) Technical experts and guests may be invited to meetings to advise on specific agenda items and/or issues.

### **Support Arrangements**

- 15) The Priority Lead/Chair will provide the following support:
- Provision of meeting agendas, action logs and papers, to be sent to all attendees at least one week prior to each meeting enabling the time available at meetings to be devoted to matters in which members input can make a difference.
  - Collation of performance information.
- 16) The Policy, Partnership & Involvement Team, Newport City Council will provide additional support around:
- Providing population data, other evidence, information or advice as necessary.
  - Supporting communication with and from the group



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# Newport Public Services Board

12 September 2017

## Single Integrated Plan Performance Management

### **Purpose**

To offer the Board the opportunity to scrutinise quarter 1 progress of each theme as set out in the Single Integrated Plan (SIP).

### **Summary**

The One Newport Performance Management Framework 2017-18 specifies that performance of each of the SIP Themes are to be reported to the Public Services Board (PSB) on a quarterly basis as per timetable overleaf.

A performance dashboard has been compiled for each of the Themes for the third quarter:

- Economy & Skills (Theme Lead: Bev Owen)
- Health & Wellbeing (Theme Lead: Will Beer)
- Safe & Cohesive Communities (Theme Lead: Supt Matthew Williams)

The dashboards set out a summary of performance under the following headings:

- Key achievements & successes
- Underperformance & risks
- Key performance measures
- Plans for next quarter

These reports have already been reviewed by the SIP Board on the 23<sup>rd</sup> August 2017.

### **Recommendations**

PSB members are asked to scrutinise the attached reports and agree as a true reflection of the performance in quarter 1. When scrutinising the following questions should be considered:

- 1) Performance Measures
  - Are the performance measures on track to achieve target by the end of the year?
- 2) Underperformance & Risks
  - Are there mitigating actions in place and are they appropriate?
  - Will the mitigating actions achieve the desired outcome?
- 3) Do you have any questions for the Theme Leads which have not been addressed in these reports?

## Timetable

PSB Meeting	Quarter
12 <sup>th</sup> September 2017	Q1
12 <sup>th</sup> December 2017	Q2
March 2017 (To be arranged)	Q3
June 2017 (To be arranged)	Annual Report

## Contact

[emma.wakeham@newport.gov.uk](mailto:emma.wakeham@newport.gov.uk)

Policy, Partnership & Involvement Team

Newport City Council

### Key Achievements & Successes

#### Economic Infrastructure

- City Centre Masterplan refresh is underway
- National Software Academy to relocate to city centre Information Station to allow for expansion
- Tenders requested for the Wales and Borders rail franchise (for return late September)
- Public consultation launched on Active Travel Plans, asking residents what they want from cycling and walking routes across the city
- Initial analysis underway regarding potential for neighbourhood hubs
- VVP legacy schemes – Phase 2 of POBL’s scheme to create apartments at Griffin Island is on site; initial stripping work has commenced at 123-129 Commercial Street.
- Development designs for Market Arcade progressing well
- Preparation of HLF bid for Transporter Bridge regeneration scheme, with improvements / repairs of the bridge and creation of a better visitor centre / improved visitor facilities
- Potential options for investment in energy efficiency schemes are developing

#### Skilled Population

- Year 11 NEET figures for Newport published by Welsh Government, show reduction to 1.7% taking Newport below the Welsh average for the first time.
- Audit undertaken to assess sufficiency of youth support and identify gaps
- City Skills audit undertaken by Employability and Skills Group
- Joint work with Celtic Manor Resort to stage Jobs Fair
- Work underway to identify employment/training opportunities afforded by 21<sup>st</sup> Century Schools, M4 Relief Road and new Convention Centre for support through Employability & Skills Group
- Mapping exercise underway to develop shared PSB apprenticeship scheme

#### Economic Growth

- City Deal agreement to invest in £38 million Compound Semi-conductor cluster at former LG site, creating 2,000 jobs
- Vacant Commercial Floor Space Grant and General Business Grant launched by NCC
- Key conferences attracted to Newport; bidding underway for profile sporting events

### Underperformance & risks

#### Mitigating actions

Lack of funding for Newport railway station footbridge

Continue to promote the scheme and look for alternative sources of funding

### Performance Measures

Performance Measures	Target	Actual	RAG
Reduction in number of Year 11 school leavers not in employment, education and training (NEET)	1.9%	Figure available year end	
Reduction in number of Year 13 school leavers not in employment, education and training (NEET)	3.0%	Figure available year end	
Increase in city centre footfall (Commercial St and Bridge St counters)	April–June 2016 3,372,807	April – June 2017 3,285,805	A
No. of people supported into skills and work related activity (across Employability and Skills Group)	2000	Half yearly figure	
No. of people supported into employment (across Employability and Skills Group)	1000	Half yearly figure	
No. of people who maintained their employment for at least 13 weeks (across Employability and Skills Group)	600	Half yearly figure	

### Plans for next quarter

Pilot the Lorawan project (the project will use the public wi-fi network to monitor flood risk, air quality and waste in the city)

Newport Food Festival to increase city centre footfall / promote city

Pop-up business school and free test trading opportunities in city centre

Submit Levels Landscape HLF grant application to improve access to internationally important area, supporting economy / improving perceptions of Newport.

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## Priorities

Alcohol & Drugs	Food & Nutrition
Healthy Ageing, Independence & Resilience	Mental Well-being & Resilience
Physical Activity / Active Travel	Smoking & Tobacco Control

## Key Achievements & Successes

**Alcohol & Drugs:** Alcohol outreach programme supporting a number of street drinkers in the city. Blue Light Project is currently under development.

**Food & Nutrition:** “Fitfun” (family weight management programme) piloted with Nursery and 4-7 age group.

**Healthy Ageing, Independence & Resilience:** Living Well, Living Longer programme launched for Newport. Health check are being targeted at 40-64 yr olds in deprived areas of the East of the city.

**Mental Well-being & Resilience:** All Newport PSB organisations committed to becoming Dementia Friendly organisations in May 2017. A multi-agency suicide prevention approach has been adopted to provide signage on 6 bridges around Newport. Firefighters have also been trained in suicide prevention.

## Underperformance/Risks

Foodwise programme currently not running in Newport

Partnership Officer currently signed off which is having impacts on some of the projects

No weight management programme for families currently in place

## Mitigating actions

Plans to pilot a Foodwise support worker with links to the GP surgeries

Reviewing regularly

This could be part of Families First programme going forward depending on specification

## Performance Measures

Performance Measures	Yearly Target	Actual	RAG
No. attending steroid and image enhancing drugs (SIED) awareness training	30	0	Red
No. of primary referrals to blue light project	10	0	Red
No. of secondary referrals to blue light project	30	0	Red
No. of children enrolled in “Fitfun”	16	14	Amber
% completing Fitfun	70%	36%	Red
% uptake of Living Well, Living Longer	?	50%	
No. of dementia champions	20	4	Amber
No. of dementia friends	500	282	Green
No. attending stress control / activate your life	500	232	Green
Schools engaged in JustB smoking prevention programme	4	0	Amber

## Plans for next quarter

Roll out SIED training. Recruit blue light worker

Newport Live to sign up to dementia friends, smoke free outside spaces and breastfeeding premises welcome scheme.

Agree funding and recruit Foodwise support worker to run pilot linked to GP surgeries

Start delivery of JustB programme

Active Travel statutory consultation process to start. Walk the Port walking event to take place. Crindau cycling route to be developed to link in to Connect 2 route.

St Joseph’s RC High School are hosting a Young people Mindfulness Conference (October 27th) where they will receive their award for being the first Dementia Friendly School in Wales.

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<b>Key Achievements &amp; Successes</b>	
ASB diversionary activities - coached rugby and football sessions underway at Pill Millennium Centre. I-Zone van working in Friars Walk and Pill ASB hotspots. Saturday Project for young people involved in or on cusp of ASB. HUB youth club sessions in place in each C1st cluster	
Newport Live 'Positive Futures' wins Street Games National Project of the Year Award for 2017, for diversionary activities and development of young people	
Operation Ash - deliberate fire setting 'day of action' in Duffryn. Involving the community to remove waste and educate to prevent deliberate fires	
Alignment of YOS and Preventions Team. Joint Youth Worker now in place	
Purple Flag night-time assessment completed. Night-time economy survey completed. Decision being taken on when Purple Flag application should be submitted	
Proactive Police ASB operations in city centre to remove 'ring-leaders' are reducing incidents	
Rough Sleepers Group in place to tackle issues in the city centre	
Delivery of 'Solutions not Sides' programme with schools and community groups in Newport. The programme focuses on tackling Islamophobia and Anti-Semitism	
Delivery of Hate Crime Awareness Training sessions by Victim Support to NCC and partner agencies	
On-going delivery of the Vulnerable People Resettlement Programme with additional households relocated to Newport.	

<b>Risks</b>	<b>L/M/H</b>	<b>Mitigating Actions</b>
Running less ASB diversionary activities due to key programmes ending	M	Using annual grant funding. HUB sessions now in place at a reduced level
Policing operations increasing first time entrants into youth justice system e.g. Op Jewel	L	Focus on preventing reoffending from this cohort
City Centre perception of safety during night-time	L	Proactive policing using ASB powers. Zero tolerance of street drinking. Partnership approach to Purple Flag improvements

<b>Performance Measures</b>	<b>Target</b>	<b>Actual</b>	<b>RAG</b>	
ASB - Diversionary sessions:	No. of participations	40,000	11,134	G
	No. of individuals	10,000	2,665	G
ASB - Incidents reported to the Police (reduction on same period last year)	Reduction	-444 (2,081)	G	
ASB - Deliberate fires reported to SWFRS	700	203	G	
Youth Justice - restorative justice referrals (RFDs)	40%	56%	G	
Youth Justice - reoffending rates	Rate of reoffending pre court	< 30%	13%	G
	Rate of reoffending post court	< 50%	53%	A
City Centre - how has the night-time experience changed over the last 2 years:	Baseline		G	
	Changed for the better	N/A		37%
	Stayed the Same	N/A		15%
City Centre – at night-time do you feel more or less safe than 2 years ago: (Survey April 2017)	Baseline		A	
	More	N/A		22%
	Less	N/A		16%
	No change	N/A		62%
Community Cohesion – Hate crimes	Increase reporting	79	N/A	

<b>Plans for next quarter</b>
Upgrade of multi-use games area at Pill Millennium Centre
Pill Action Day/Operation Absorb to build confidence in Police & partners
Commence enforcement of Pill Public Spaces Protection Order (agreed by Council 25 July)
Operation Ash roll-out to Ringland. Gaer Firebreak project
Summer holiday provision including NP20 music and DJ-ing project, in partnership between Youth Service, Newport Live and Meze Lounge

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## One Newport Public Services Board

### Forward Work Programme

21 November 2017	<ul style="list-style-type: none"> <li>• Consultation Draft of Local Well-being Plan</li> </ul>
12 December 2017	<ul style="list-style-type: none"> <li>• SIP Q2 performance reports</li> <li>• Partnership Evaluation – Action Plan progress</li> <li>• Safer Gwent – governance</li> <li>• PSB Apprenticeships model</li> </ul>
13 March 2018	<ul style="list-style-type: none"> <li>• Local Well-being Plan – Consultation responses</li> <li>• SIP Q3 Performance reports</li> <li>• Scrutiny letter giving feedback on Q2 performance reports &amp; Well-being Plan consultation</li> </ul>
1 May (TBC)	<ul style="list-style-type: none"> <li>• Final Local Well-being Plan</li> </ul>
June 2018	<ul style="list-style-type: none"> <li>• SIP Annual Report</li> <li>• Partnership Evaluation – Action Plan progress</li> </ul>

Note: Any member of the Board may request that an item is placed on the agenda of a forthcoming meeting. Please notify the [Secretariat](#) of any items at least four weeks prior to the meeting concerned. Late items may be accepted at the discretion of the Chair.

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