



**Dyddiad y Cyfarfod / Date of Meeting: 16.11.17**

**Rhif yr Eitem / Item Number: 8**

**Teitl / Title: Diweddariad Grwpiau Gwaith / Workstreams update**

**I ystyried a sylwi ar y materion canlynol:**

- I nodi'r cynnydd gan y grwpiau gwaith ers y diweddariad ym mis Gorffennaf 2017.
- I nodi yr arian sydd ar gael gan Lywodraeth Cymru yn ymwneud â chasglu data eiddo ac i gymeradwyo cynnig y Grŵp Ystadau i wneud cais ar y cyd am arian i wneud gwaith mapio ac i ddadansoddi'r sefyllfa bresennol.
- I ystyried unrhyw arweiniad pellach i'r grwpiau gwaith.

**To consider and comment on the following issues:**

- To note the progress made by the workstreams since the update provided in July 2017.
- To note the Welsh Government funding available relating to property data capture and to approve the Estates Collaboration Workstream's proposal to bid for a collaborative approach to mapping work and an analysis of current estates.
- To consider any further direction to be given to the workstreams.

**I Drafod**

**For Discussion**

**A oes angen penderfyniad: Nac Oes**

**Decision required: No**

**Cynigwyd gan / Proposed by:**

Kate Thomas, Tîm Cefnogi'r BGC / PSB Support Team

## Workstreams Update

### 1. Background

- 1.1 A number of collaborative groups were established by the LSB in early 2015. The current PSB workstreams groups are:
- Strategic Approach to Collaborative People Development
  - Transport
  - Estates Collaboration
  - IT – Cyber crime
  - Procurement
- 1.2 Following consideration of the last update provided in July 2017, the PSB requested that the workstreams focus on only two/three main areas and report back on tangible outcomes to this PSB meeting. The collaborative work undertaken by the groups to date was noted but it was felt that a clear focus and specific outcomes needed to be evidenced going forward.
- 1.3 All workstreams were informed of this requirement and support for the groups continues to be given by the PSB Support Team.

### 2. Update

- 2.1 Only two groups have met since July and made progress – the Estates Collaboration and Cyber Crime workstreams. The other three groups have not identified their two/three priority areas.
- 2.2 The Procurement Group has not met due to other collaborative work between Pembrokeshire and Carmarthenshire Councils resulting in the Council not being able to commit resources to the group, following a change in personnel.
- 2.3 With regards the **Transport Group**, the Chair, Steve Pilliner from the Council, has advised that limited progress has been made during the summer months due to resource pressures. Work on the programme will be developed over the coming months to provide an update for the PSB at its next meeting.
- 2.4 The Chair of the **Strategic Approach to Collaborative People Development Group**, Caroline Newman from Coleg Sir Gâr, has reported that collaborative working has been taking place on a more informal basis with effective working relationships having been developed. Partners have been working together to identify opportunities around the Graduate Programme being developed by Academi Wales. The focus of that Programme is about supporting the 'One Public Service' agenda and the implementation of the Well-being of Future Generations Act. The group is anticipated to reconvene before Christmas.
- 2.5 The **Cyber Crime Group** is a newer group and met in March and November this year. John Williams from the Council was appointed Chair at the November meeting. Agreed priorities are to develop an e-learning package for all public service staff and to raise awareness

among staff of cyber-crime. Approval is to be sought from partners for contributing towards an e-learning package and early consideration has been given to the content and frequency of the training. Discussions are to be held with procurement colleagues and the next workstream meeting will focus on developing the specification for the e-learning. In relation to raising awareness of cyber-crime among staff, further work is to be progressed by officers identified as leads for cyber-crime in their organisation. Many of these attended the PSB 'train the trainer' session held in September 2016 and officers on the workstream are to lead in ensuring good participation by relevant staff in a further training sessions to be arranged by the police. The workstream group will take the lead in ensuring consistent and current information is provided across public services and the lead officers will be responsible for disseminating this information regularly to staff to ensure increased knowledge helps to protect our staff, families and clients.

2.6 The **Estates Collaboration Group** met in September and October and has identified its key short-term priorities to be progressed before this meeting of the PSB. These are outlined below with updates provided:

- a. Job's Well Road Campuses Collaboration – representatives from UWTSD, HDUHB, Coleg Sir Gâr and the Council have met to discuss opportunities to collaborate on maintaining the grounds at the different establishments that make up the Job's Well Road Campus. The group will be identifying in early November what works were currently carried out at each establishment and by whom, what works are required going forward and the current and future capacities of each organization. This will establish whether there is scope to undertake a 'quid pro quo' arrangement on this campus or if the wider estate in the county has to be included in creating an equitable arrangement with the available resources, with a view to establishing new working arrangements from 1<sup>st</sup> April 2018.
- b. Police Courier Service – a review is taking place of the internal mail courier service as mail volumes and service demand has reduced. The service is run across the Police estate to transport mail, materials and equipment and it also carries mail for Carmarthenshire County Council to its main locations. The route covers all main towns across the Dyfed Powys area, and equates to approximately two Full Time Equivalent staff. Handypersons are currently used to deliver this service so these roles will, in future, be allocated predominantly to maintenance activities and driving duties allocated elsewhere. Discussions are taking place between partners to consider existing courier services, any spare capacity and the potential for a joint solution. The review will be completed by the end of December.
- c. Room booking (Phase 1) – align policies  
Partners are currently sharing and discussing their current policies with a view to harmonising them. It is felt that it would be beneficial to have a policy of not charging partners for use of rooms and there will need to be further consideration given to prioritising requests for bookings to ensure that organisations still have sufficient access to their own rooms. Partners are in the process of uploading meeting room information on the central Welsh Government e-PIMs system.

- 2.7 Further medium term priorities to be progressed by April 2018 have been identified as:
- a. Joint handyperson scheme
  - b. Identification of specific future joint tendering opportunities with the Council's forward work programme for property-related procurement already shared with PSB partners.

- c. Room booking – phase 2 – develop website for availability to supplement e-PIMS system if required, and to consider charging and prioritisation issues in light of booking policies shared.
  - d. Mapping of property-related collaboration.
- 2.8 PSB partners were asked to agree to a number of principles developed by the Estates Collaboration workstream:
- 1. PSB partners to be offered first refusal prior to open marketing of surplus property for sale or rent.
  - 2. PSB partners to exhaust the availability of PSB partner properties before acquiring / renting privately-owned property.
  - 3. The use of external consultants for property related work should only be considered if there is no capacity / capability amongst PSB partners.
  - 4. All future frameworks and service contracts to involve and specifically name PSB partners where appropriate and beneficial to do so.

Responses have been received to date from MAWWFRS, Coleg Sir Gâr, HDUHB, OPCC, Council and WG.

All have confirmed support for the principles. The Arts Council has confirmed that it has no estates. A response is awaited from UWTSD.

Coleg Sir Gâr has raised the issue of the Council being unable to accept a property consultancy instruction from the College as there is a restriction prohibiting this in the Local Government Act 1971. This is to be further explored.

- 2.9 Welsh Government funding has been announced under the Asset Collaboration Programme Wales via the National Asset Working Group. The funding is aimed towards better property data capture along with maintaining and updating asset information on e-PIMS, with up to £20K available per organisation, depending on the size of the portfolio. The Workstream has discussed the potential use of this funding and, in addition to bids from individual organisations, would propose a collaborative approach to mapping work and an analysis of current estates.