Cardiff Partnership Board
Minutes of the meeting held at 09:30 on Monday 18th February 2013

Attendance:
CPB Members:
Jon House (JH) (Chair) Chief Executive, Cardiff Council
Martin Critcher (MC) Group Manager, South Wales Fire and Rescue
Belinda Davies (BD) Superintendent, South Wales Police
Bayo Dosunmu (BDo) Senior Civil Servant, (SRO for Public Transport), Welsh Government (WG)
Sheila Hendrickson-Brown (SHB) Chief Officer, C3SC
Sharon Hopkins (SH) Executive Director of Public Health, Cardiff and Vale UHB
Sarah McGill (SM) Corporate Chief Officer – Communities, Cardiff Council
Alun Thomas (AT) Chief Superintendent, South Wales Police

Policy Support:
Rachel Jones (RJ) Operational Manager – Policy, Partnerships & Citizen Focus, Cardiff Council
Emma Robinson (ER) Policy & Engagement Officer, Cardiff Council
Anne Wei (AW) Strategic Partnership and Planning Manager, Cardiff and Vale UHB

In attendance:
Rhian Lloyd Thomas (RLT) Programme Manager, Education Improvement Partnership (EIP)
Paul Arkontopoulos (PA) Fairwater Sector Inspector, South Wales Police and Joint Chair of Cardiff West Neighbourhood Management Team
Steve Jarman (SJ) Operational Manager, Customer and Business Knowledge, Cardiff Council
Helen Keatley (Observer) Performance Audit Lead, Wales Audit Office

Apologies:
Adam Cairns (AC) Chief Executive, Cardiff and Vale UHB
Peter Greenhill (PG) Assistant Chief Officer, Wales Probation Trust
June Milligan (JM) Director General, Local Government and Communities, WG

1). Welcome, Minutes and Matters Arising

JH welcomed everyone to the meeting and welcomed Helen Keatley as an observer to the meeting. Helen is the Performance Audit Lead from the Welsh Audit Office and is auditing the Neighbourhood Management Programme. Brief introductions followed.

Apologies were received from AC, PG and JM.

The minutes of 5th December were agreed as an accurate record.

Matters Arising

Results of One Year On Survey

RJ reported the key findings from the One Year On survey, which was sent to all CPB members and operational staff. See Item 1.3

Development Session

A development session with the Leadership Group will take place on 7th May (13:00 – 16:30, Meeting Room D, City Hall) and will address the issues that have been raised from the One Year On survey

JH remarked that he was pleased with the way Business Intelligence is being used in
Neighbourhood Management areas. SH stated that Business Intelligence needs to continue to develop upwards to inform business on a strategic level.

RJ referred the group to the Demand for Public Services paper (included in a previous meeting) and that a formalised mechanism needs to be established to enable shared understanding between partners.

**Feedback from Leadership Group – Substance Misuse Paper**

RJ explained that the second Leadership Group meeting focused on Substance Misuse (Information Paper attached). The Leadership group are keen to meet with the CPB to further develop the links between the two groups. This will take place as part of the Development session on 7th May.

**CPB response to Sustainable Development White Paper**

A draft letter has been prepared and RJ invited comments. RJ flagged the fact that the paper proposes to put integrated partnerships on a statutory footing.

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**2) Budget Update**

JH asked the group for an update on each organisation’s budget preparations for 2013/14.

Cardiff Council’s draft budget is going to Cabinet on Thursday, proposing savings in the region of £27 million and will be presented to full Council the week after. Savings have been made in housing and social care budgets as well as the more high profile areas that have attracted media attention. In addition to this, the impact of Welfare Reform will have implications in terms of outcomes.

Over £100m of savings need to be made over the next 3 to 4 years, which will dictate new ways of working.

There is a need for the organisation to reduce approximately 300 posts in 2013/14. The Leader has recently met with SHB, and third sector representatives, to find ways of working together and reducing the impact of these savings in the third sector, and regarding community safety and health issues.

In order to respond to this, partnership working needs to become more embedded, particularly on the neighbourhood level.

A final decision on the budget will be made on 28th February.

AT echoed a similar situation with South Wales Police. A combination of strategic policy and tactical delivery will mean that quality services will be delivered with less resource. The drive to work collaboratively in terms of estates i.e. community hubs is key to ensure local delivery. The impact on the public needs to be assessed.

A comprehensive spending review has already taken place pre elections. Post elections AT is expecting further major reforms. £47m needs to be saved as part of the major reforms and they are on target to meet this total. The next two years will be very difficult.

SH explained that C&VHB will receive flat cash for 2013/14, meaning a reduction of £80m (as last year). This translates to between 8-10% reductions on all budgets relating to internal providers. External providers will face a 5% reduction. The organisation must focus on quality of service and population outcomes and in relation to the Frances enquiry, needs to balance service provision with safety. This will be further compounded by Welfare Reform.

The first draft budget has been submitted to WG and a formal proposal will be submitted to the March Board meeting.

The South Wales Programme and its rationalisation of specialist services will also have a significant impact in Cardiff and the next two years will be extremely challenging.
MC explained that South Wales Fire and Rescue Service are currently undergoing a review of services but stated that there will be no change to existing stations in the area. They are working in partnership with other agencies like WAST (Welsh Ambulance Service Trust) to identify any opportunities to share facilities.

SHB shared that C3SC had had a positive meeting between Cardiff Council and C&VHB in what has been a tough time for the 3rd sector. C3SC has a 2 year agreement and SHB asked that other partner agencies involve 3rd sector partners in discussions regarding decisions being made.

SM explained that longer term services need to be aligned and cost of buildings needs to be reduced. She cited examples in Ely of joint working between Police, Health, Fire and 3rd sector and added that there is potential for more of this in a possible development of a city centre multi agency hub. Additional money has also been secured in order to respond to Welfare Reform.

BD echoed the importance of working in partnership from a Welsh Government perspective.

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<th>3). Education Improvement Partnership (EIP)</th>
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<td>Rhian Lloyd Thomas (RLT) from Lloyd Wilson Partnership, gave the Board an update on the development of an EIP in east Cardiff. She referenced the Bright Future Schools programmes in England as an example of the creation of a community hub within the school site and stressed the importance of partnership working in order to identify what this hub could offer and what is needed in the area. A new school building can cost anywhere in the region of £20m and, if only used for school lessons, will be used for just 15% of the calendar year. There are huge benefits of implementing an EIP and utilising the space as a community base; encouraging family community learning improves pupil attendance as the centre becomes a vital part of life for the local community. The EIP draws together a collective of schools and community partners in order to identify the key barriers to learning and is unique as it’s developed from the ground up, within a local context. RLT stated that in order to establish a long term strategy for the partnership and not replicate activity, key organisations have been approached to understand the context behind the long term strategic development. The first meeting was held in January, including representatives from 3rd sector and police, to identify to underlying community issues and a number of consultation events between staff, pupils and the community are underway. It is important that the political situation is understood and RLT invited the Board to ask questions and suggest names of partners who need to be involved. JH reiterated that the organisational and political issues surrounding the development of the EIP are not easy and that this is the first EIP in Wales. The stark reality of the situation is that only 12% of pupils achieve A* - C GCSE grades so something clearly has to be done to improve these outcomes. SHB welcomed the opportunity to meet with RLT and suggested she contact the Communities First East team who are tasked with educational improvement as part of their programme.</td>
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**Action:** Board to contact RLT with questions and suggested names

**Action:** RLT to meet with C3SC
AT explained that the Police and partners already work closely in Llanrumney regarding restorative justice issues. Belinda Davies and Steve Murray from SWP have done a lot of work in this area. He highlighted the fact that there are high levels of community tension that could increase from September due to unseen boundaries between the two areas.

RLT explained that the process will be implemented gradually, recruiting a new head teacher for a single school who will create the staffing structure and curriculum over the space of a year.

Julia Houlston Clark (Restorative Approaches Manager, Cardiff Council), Simon Morris (Achievement Leader, Youth Support, Cardiff Council), and Adam Rees (Communities First Cluster Manager, C3SC) are all part in the EIP development team.

SM asked for a list of all involved to avoid duplication

SH mentioned the School Health Improvement programme which is delivered as a stand alone project but also routed through the Neighbourhood Management programme. She asked that the EIP members join other programme meetings and boards to ensure a coherent, joined up approach to improving outcomes in the area and to make these interventions sustainable.

JH told the Board that Nick Jarman (Corporate Director People, Cardiff Council) will be leaving the Council in April / May 2013. Nick has been heading up the EIP from the Council.

SHB stated that the leadership of the EIP is a very important role and asked the Board to think about the role the CPB can play. The EIP has 4 months to change generations of behaviour and opinions. She asked that any organisational barriers be fed back to the next CPB so that the CPB can help drive this agenda forward.

JH thanked RLT for her update

**Action:** RLT to forward list to SM, via Partnership Secretariat

**Action:** RLT to feed back any organisational barriers relating to EIP to CPB

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4). Issue in Focus: Urban Environment

This item was deferred to the next CPB meeting on 17th April.

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5). Neighbourhood Area Review: Cardiff West

Paul Arkontopoulos, Fairwater Local Inspector and Joint chair of Cardiff West NM area gave a presentation on the area highlighting issues affecting the area. Simon Morris, Achievement Leader, Cardiff Council and Joint Chair of Cardiff SW, sent his apologies for the meeting.

(Please refer to Agenda Item 5.1 Supporting Documents)

He explained that despite the area being in the majority an affluent area, there are hidden pockets of deprivation where the affects of Welfare Reform are a serious concern. It is a rural area with poor transportation links and no Communities First or Families First provision.

He explained that a dedicated task group has been set up to address Poverty and Social Inclusion.

The group wish to improve the sense of community in the area through the formation and distribution of newsletters and importantly, want to increase the access and provision of
IT facilities in the area to aide people who need to access benefit information and accounts online.

JH thanked PA for his update and stressed the importance of this agenda. He was glad to see Neighbourhood Management is focussing on it and that Cardiff West is driving this forward. Welfare Reform will affect 35,000 households across the city.

JH added that digital inclusion also affects the elderly and the isolated (who do not leave their home) and includes the need to offer support and assistance to self serve, not just improving access to facilities.
A pilot project, enabling wi-fi connectivity in a Nelson House is currently underway and will be trialled for a year.

SH added that learning from this work needs to be applied to health’s over 50 online health checks

SM stated that intergenerational work could assist with supporting elderly people to become more digitally included and partners could identify areas where young people could become involved. Volunteering as part of the Welsh Baccalaureate could help with this.

**6). Welfare Reform and Tackling Poverty Update**

SM informed the Board that a scrutiny review took place for on Welfare Reform and thanked those who attended. Recommendations following this review will be brought to the next meeting.

Following the consultation on the Council Tax Reduction Scheme, Welsh Government have decided not to proceed with a 10% reduction in funding to each local authority. Whilst this is good news, it is not helping with ensuring clear messages are communicated to the public.

Communicating clear messages is an ongoing process, particularly relating to the under occupation rule. Council officers have visited 50% of tenants so far and housing associations have reported to have met with 75% of their tenants to explain and assess the new regulations. Approximately 200 households are registered to transfer and 21 have done so already.

BD stressed that communication needs to be streamlined and steer is needed on what messages to prioritise as different local authorities are taking different views.

A discretionary housing payment exists but people need to apply in good time so the application can be processed. Officers are expecting a rush for these discretionary payments and people wanting to move house closer to 1st April and during the Summer when the benefit cap will be introduced.

**7). Partnership Business Intelligence**

JH invited Steve Jarman to the meeting who provided the Board with an update on Partnership Business Intelligence.

He explained that the Partnership Data Group are taking forward the recommendations made by the Partnership Scrutiny Panel and that this group (with representation from BCU, C&VHB, Public Health Observatory and data analysts from Cardiff Council) examines issues regarding data protection, information security and ICT.

**Action:** SM to forward details of Digital Inclusion Task Group to SH

**Action:** Recommendations from scrutiny to be brought to next meeting

**Action:** PG and SHB to identify rep from their
The board highlighted that representation needs to include the Probation Trust and 3rd sector.

A huge amount of data and business intelligence is available; colleagues across the partnership just need to be made aware that it is available. The Data group work closely with Programmes, workstreams and Neighbourhood Management teams but there is still an amount of awareness raising needed to promote the intelligence available.

SJ informed the group that the ASK Cardiff website has been re-launched and contains the latest Census information, with electoral division profiles. A consultation logger, which has been developed via the data group, will help to reduce duplication amongst partners.

He explained that the group are currently examining the possibility of sharing technology between organisations and that this is a key area to improve intelligence going forward.

SJ provided the Board with an update on the Schools Super Survey, which has been financially supported by the Council (Education), C&VHB and Neighbourhood. Nearly 7,400 children and young people have already completed the survey and all 21 secondary schools will have been involved by the end of this year’s summer term. The team will focus their engagement with those not in education or training during the Summer.

The survey is conducted using 30 WI-FI enabled laptops which can be set up anywhere, including outside a classroom environment.

SJ also updated the Board on the results of the consultation on the Council Tax Reduction Scheme; highlighting that the results go beyond merely expressing an agreement or disagreement but shows the real impact of changes i.e nearly 70% of those claiming benefit felt that they would struggle to pay utility bills as a result. The individual comments within the document provide a stark story behind the data.

SH added that the health profiles, prepared in collaboration with schools, have been informed by the School Super Survey which has provided a systematic insight into the opinions and views of young people. Work is progressing in Children’s services with regard to other age groups and widening it to the Vale of Glamorgan.

JH reiterated the importance of encouraging the use of these tools across the partnership and recognised that the partnership’s use of business intelligence is being picked up nationally.

(A discussion on the Consultation on Public Health Bill then followed – see Item 10)

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<th>8). Partnership Scrutiny</th>
<th>Action: Green Paper to be distributed to Board and partners</th>
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<td>The most recent scrutiny panel meeting on 29th January focussed on how programmes are addressing geographical inequality across the city.</td>
<td>Action: Meeting to be arranged between RJ, MD and PW</td>
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<td>RJ explained that a Green Paper on Neighbourhood Management is being prepared to stimulate discussion on the way forward for this programme. Once finalised, this paper will be distributed to all partners.</td>
<td>Action: All to let RJ know if they can</td>
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<td>RJ and Mike Davies (Head of Scrutiny, Performance and Improvement) are to meet with Paul Warren (Chair of Partnership Scrutiny Panel) to discuss alternative solutions to resourcing the panel in the future.</td>
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on the way forward.  

9). Regional Collaboration

RJ reported that she has received good feedback on the Regional Collaboration Fund bids, details of which are included in Item 9.1. The possibility of a joint LSB between Cardiff and the Vale of Glamorgan will increase the opportunity for further collaboration on a regional level.

10). Welsh Government Public Health Bill Consultation

Welsh Government have initiated a public consultation on the need for legislation to improve the public health of the population, which is currently the worst in Europe. The consultation asks if more general legislation should be created to steer public bodies against a lot of specific legislation that already exists such as laws regarding tobacco and seatbelts.

SH stressed the importance of the need to embed any future legislation and for clarity over the added value legislation would bring.

RJ added that the Policy and Legislation Update (Item 12.5) will act as a screening tool to flag any future issues. She stated that partners are being subject to many additional duties (such as the new ASB Bill and Domestic Violence White Paper) without any additional resources to be able to respond.

SH asked the Board to consider a partnership response to WG’s consultation on the need for a Public Health Bill. AW will draft and circulate a response in time for tomorrow’s deadline.

Action: AW to circulate draft response

11). Programme Performance

RJ talked through the Programme Performance Summary Report and updated the Board on the following exceptional issues.

- Healthy Options – is being progressed. City Management and Public Health are piloting healthy options at a city event and healthy options are detailed within Cardiff Catering’s policies.
- Cashless systems – resolved. A new system will be implemented in secondary schools, as part of a project proposal next year.

All other issues are being resolved in the Programme Boards and only exceptional issues will be escalated to the Board.

RJ explained that a basket of indicators has been prepared for the Safer, Cohesive Communities and the Families and Young People Programme Boards.

12). Horizon Scanning and Any Other Business

South Wales Programme – Consultation Developments

First round of consultation closed before Christmas. A second workshop will be held in March to identify the benefit criteria that will assess options and the consultation will close at the end of April. The Community Health Council has an 8 week consultation process and all Health Boards have to demonstrate how we arrived at the preferred option and that all are in agreement.

BD highlighted the Silk Commission’s Call for Evidence. Responses need to be submitted by 1st March.
**Families First Update**
Mobilisation phase will end by 1st April. A Provider Launch on 30th January was received positively. Tros Gynnal Plant has been awarded the Team Around the Family (TAF) contract. Learning from the East and West Pathfinders will be used to roll out the programme city-wide by April.

**Communities First Update**
Cardiff Community Housing Association (CCHA) is now managing the STAR Communities First Cluster. All clusters are now recruiting for posts and ensuring their delivery is aligned with other programmes across the city.

**Information Commissioner’s Office; Protecting People and Protecting Information**
A letter from the Minister for Communities and Local Government and the Information Commissioner was provided for information regarding sharing personal information and data. This led to a discussion on the Safer South Wales and All Wales Community Safety away day, taking place on 25th Feb. There needs to be further clarity of the role of the Community Safety Board as there is a danger that the focus will not encompass other cross-cutting issues that affect and relate to the wider community safety agenda.

**Symposia Update**
The Community Safety symposium on 30th January was very well attended; the Police and Crime Commissioner attended as a speaker. The Children and Young People’s symposium is on 5th March and will be coupled with the formal launch of Families First. Unfortunately the Health, Social Care and Well-being symposium was cancelled as there wasn’t the same level of interest. The reasons why this was the case needs to be identified to avoid this occurring again.

**Partnership and Legislation Update**
RJ referred the Board to the Policy and Legislation update which provides a synopsis of new policies and legislation that are likely to have an impact on both individual organisations and collective partnership working in Cardiff. Information on the Play Sufficiency Assessment was included in this document. Any views relating to this should be fed back to Malcolm Stammers (Leisure and Play, Cardiff Council)

**What Matters / Neighbourhood Management Annual Review**
The Partnership Secretariat is preparing the What Matters and Neighbourhood Management Annual Review.

**Sexual Assault Referral Centre (SARC)**
BD asked for an update on the funding issues facing the SARC. SM stated that a small amount of money has been secured via the Safer and Cohesive Communities Programme Board to enable the SARC to continue operation until the end of the financial year. A bid which has refocused the model to be more sustainable has been submitted to the Regional Collaboration Fund.

**13). Date of Next Meeting**
- Wednesday 17th April, 14:00 – 16:30 Tiger Bay Room 2, @Loudon Square, Butetown
- Friday 14th June, 10:00 – 12:30, Venue tbc
- Monday 9th September 2013 – Venue tbc
- Friday 18th October, 10:00 – 12:30, Venue tbc
- Tuesday 17th December, 14:00 – 16:30, venue tbc
- Friday 21st February, 10:00 – 12:30, Venue tbc