Neighbourhood Partnership Action Plan Progress Report

This Action Plan represents the actions as set out in the WAO Proposals for Improvement as part of their Stage 2 Review of neighbourhood management and the Recommendations contained within the Building Communities White Paper.

<table>
<thead>
<tr>
<th>WAO Proposal for Improvement</th>
<th>Actions</th>
<th>Timescale</th>
<th>Responsibility</th>
<th>Progress (as of 13/11/13)</th>
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<tbody>
<tr>
<td>1. A shared understanding and commitment by members of neighbourhood management teams that devoting time and working together to solve local issues is the best way to positively impact on people’s lives and address complex local issues</td>
<td>1.1 Neighbourhood Management to be rebranded as ‘Neighbourhood Partnership’ to better reflect the role and activities that take place. This aims at addressing concerns relating to the understanding of what neighbourhood working is about.</td>
<td>November 2013</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager and Neighbourhood Chairs</td>
<td>Neighbourhood Partnerships now used as a brand on all documents/references – this will be followed up with a formal re-launch in early 2014 once the Lead Members have been appointed.</td>
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<td></td>
<td>1.2 Review of all existing Neighbourhood Action Plans to ensure that they reflect current community, partner and member priorities and are deliverable in the current economic climate</td>
<td>December 2013</td>
<td>Neighbourhood Chairs</td>
<td>All Neighbourhood Action Plans have been reviewed and updated. Task Groups have also been established to take forward delivery of a streamlined number of priorities.</td>
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<td>1.3 Review of Ask Cardiff website and neighbourhood intelligence reports to aid problem solving and access to local data</td>
<td>December 2013</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager</td>
<td>A review of Ask Cardiff is underway and the functionality for accessing data is being improved. This</td>
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should be completed by end of December.

A draft template for the new intelligence reports has been produced. *(Appendix 1)*

| 2. A recognition that a few individuals have been instrumental in driving the neighbourhood approach to working collaboratively across Cardiff and that resilience must be developed so that the progress continues should these individuals change roles |
|---|---|---|
| 2.1 All new Cardiff Council Operations Directors to have a “sponsor” responsibility for one of the six neighbourhoods – this will ensure all Directorates are engaging in locality working and informing corporate decision making |
| From September 2013 | Christine Salter Interim Section 151 Officer | New Operations Directors have been given responsibility for a neighbourhood – this will need to be reviewed in relation to the level of their involvement |
| 2.2 Appointment of Lead Elected Member for each neighbourhood to facilitate member involvement in neighbourhood working |
| December 2013 | Cllr Lynda Thorne, Cabin Member for Communities, Housing & Social Justice | Draft role profiles have been prepared for discussion with Cllr Thorne. |
| 2.3 Recruitment of Six Neighbourhood Partnership Officers to reflect increased responsibilities of the role in relation to service delivery |
| October 2013 | Rachel Jones, Policy & Partnerships Manager | Recruitment completed – an Induction will be undertaken to cover new roles and responsibilities |
| 3. A genuine commitment to continually improve neighbourhood management |
| 3.1 Development of a White Paper to build on the findings of the Green Paper consultation (undertaken 26th April-7th June) and further develop neighbourhood arrangements. The White Paper will be considered by Partner decision making processes |
| Cardiff Council Cabinet – 10th October | Various – timescales to be included in White Paper | White Paper published – recommendations are as per below |
arrangements in October and November and will include recommendations regarding:

- Communications and increased use of social media
- Increased Member and Senior Management involvement (including Community Councils)
- Review of other forums such as PACTs
- Alignment of grant funding with local need identified in neighbourhood action plans
- Further embedding operational delivery (e.g. reducing NEETs/informing adult learning, community trigger pilots)

<table>
<thead>
<tr>
<th>White Paper Recommendation</th>
<th>Actions</th>
<th>Timescale</th>
<th>Responsibility</th>
<th>Progress</th>
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<tbody>
<tr>
<td>R1</td>
<td>Re-launch and rebrand Neighbourhood Management as ‘Neighbourhood Partnerships’ to better reflect the role and activities that take place</td>
<td>December 2013</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager and Neighbourhood Chairs</td>
<td>Neighbourhood Partnerships now used as a brand on all documents/references – this will be followed up with a formal re-launch in early 2014 once the Lead Members have been appointed</td>
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<td>R2</td>
<td>Adopt a newly focussed Neighbourhood Partnership Structure with clear strategic and delivery</td>
<td>December 2013</td>
<td>Rachel Jones, Policy &amp;</td>
<td>New structure agreed as part of the White Paper</td>
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<tr>
<td><strong>R3</strong></td>
<td>Produce updated Terms of Reference for the Neighbourhood Partnerships</td>
<td>December 2013</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager</td>
<td>Draft Terms of Reference prepared and circulated to Neighbourhood Chairs for comment <em>(Appendix 2)</em></td>
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<td><strong>R4</strong></td>
<td>Identify a Lead Elected Member for each Neighbourhood Partnership Strategic Group</td>
<td>December 2013</td>
<td>Cllr Lynda Thorne, Cabin Member for Communities, Housing &amp; Social Justice</td>
<td>Draft Role Profiles developed for discussion with Cllr Thorne</td>
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<td><strong>R5</strong></td>
<td>Revise the Strategic Neighbourhood Partnership Group/ Elected Members Meetings to enable greater local focus and discussion on intelligence and problem solving.</td>
<td>December 2013</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager</td>
<td>New format of agendas to be implemented from early 2014 <em>(Appendix 3)</em></td>
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<td><strong>R6</strong></td>
<td>Identify Lead Directors across Partners to act as a “sponsor” for each Neighbourhood Partnership.</td>
<td>December 2013</td>
<td>Christine Salter, Interim Section 151 Officer</td>
<td>New Operations Directors have been given responsibility for a neighbourhood – this will need to be reviewed in relation to the level of their involvement</td>
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<td><strong>R7</strong></td>
<td>Formalise Community Council involvement in the Strategic Neighbourhood Partnership meetings</td>
<td>January 2014</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager</td>
<td>Letter drafted inviting one representative per Community Council (Cardiff North - Lisvane and Old St Mellons; Cardiff West -</td>
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<td>R8</td>
<td>Increase alignment of resources at a neighbourhood level with a clear focus on meeting identified need.</td>
<td>April 2014</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager and Neighbourhood Chairs</td>
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<td>Commitment made in Cabinet report of 10th October 2013 – “Proposals for a review of Council Grant Funding” to allocate £30k per neighbourhood to support local priorities identified in the Action Plan. Guidelines to be prepared. Service mapping is being undertaken in relation to Families First/Communities First/Flying Start regarding provision. A partner asset management workshop was undertaken on 13th September to look neighbourhood asset strategies.</td>
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<td>R9</td>
<td>Implement a “Community Trigger” pilot to enable increased multiagency problem solving in response to anti-social behaviour</td>
<td>March 2014</td>
<td>Rachel Jones, Policy &amp; Partnerships Manager and</td>
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<td>Specification for work to be developed to include: • Review of findings of pilots in England</td>
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| R10 | Establish Neighbourhood Partnership Task Groups to provide a ‘Team around young people who are NEET’ and a basis for focusing post-16 casework and co-ordinating the commissioning of services | October 2013 | Simon Morris, Achievement Leader – Youth Support Services | Pilot will consist of 3 initial EET panels operating across the 6 Neighbourhood Partnership Areas:  
- **Cardiff South West** and **West**- 1 panel excluding Riverside (Lead – Mark Willmore)  
- **Cardiff East and North** – 1 panel servicing Cardiff East inclusive of Pentwyn (Lead – James Healan) | Neighbourhood Chairs |  
- Review of existing processes in Cardiff in responding to ASB  
- Establishment of a pilot area and development of a protocol for how the trigger would operate in Cardiff  
- Testing the protocol and follow up on actions which happened as a result.  
- Production of a report at the end of the pilot and any recommendations for going forward |
<table>
<thead>
<tr>
<th>Cardiff South East – 1 Panel (Lead – James Healan)</th>
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<tr>
<td>Initial City wide meeting took place on the 8th of November with key frontline partners - roll out period began November 25th 2013 – until 31st March 2014 with first progress reports presented to each NPA by January 2014</td>
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<td>The structure will be a panel of frontline workers, initially Communities First, Youth Service, Families First i.e Learning Coaches and Careers Wales meeting on a monthly basis to discuss personalised data using a local registers of named individuals.</td>
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<td>Each lead will initially attend the relevant NPA Operational and Quarterly</td>
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<td>R11</td>
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<td>R12</td>
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<td><strong>R13</strong></td>
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<td><strong>R14</strong></td>
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<td><strong>R15</strong></td>
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</tbody>
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| **R16** | **Revise the Ask Cardiff Website and Neighbourhood Intelligence Reports to provide more user-friendly and localised data for access by stakeholders** | January 2014 | Rachel Jones, Policy & Partnerships Manager | A review of Ask Cardiff is underway and the functionality for accessing data is being improved. This should be completed by end of December. A draft template for the new
| R17 | Undertake a review of other partnerships, networks and groups operating at the Neighbourhood Partnership level to ensure networks are joined up | December 2013 | Rachel Jones, Policy & Partnerships Manager | Six new NPOs have now been recruited and this will form part of their new workplans. |
| R18 | Undertake a South Wales Police review of the effectiveness of PACT meetings | March 2014 | Rachel Jones, Policy & Partnerships Manager | A letter from Cllr Thorne was sent to the Police & Crime Commissioner on 4th November requesting that a review is undertaken (Appendix 5) |
The Cardiff East Neighbourhood Management Area is comprised of the Electoral Divisions of Llanrumney, Rumney and Trowbridge (please go to the Cardiff Online Mapping Portal) and covers most of the Rumney/St Mellons Neighbourhood Police Sector. The area is home to 36,000 people, which is just over 10 percent of the city’s population.

The main residential communities of Cardiff East are located north of the main railway line. There is a mix of housing tenures, with over 30% of the dwelling stock in Llanrumney and Trowbridge EDivs being in the social rented sector. To the south of the main railway line are the employment and business areas of Wentloog, as well as the Shirenewton Traveller site.

The area has a range of community facilities and services. Eastern Leisure Centre provides a focus for sports and recreation activities. The Crickhowell Road, (St Mellons) and Countisbury Avenue (Llanrumney) Hubs now include a variety of advice and information services, as well as established library and learning functions. Youth services are delivered from centres in Llanrumney, St Mellons and Rumney.
Headline Trends

This section contains headline data on trends in key socio-economic and community safety related themes. For further information and more detailed analysis please visit our dedicated intelligence website.

Unemployment

- Cardiff East’s claimant count rate has followed a similar trend to the Cardiff average since Jan 2012, but has consistently been the higher of the rates.
- In Oct 13, Cardiff East’s rate was 5.0% compared to 3.9% for Cardiff. This was down from 5.6% in Jul 13 and 6.3% in Oct 12, representing declines of 126 and 292 claimants respectively.
- The chart also tracks the highest and lowest EDiv and LSOA rates in the NMA over the period, these ranges are highlighted by the grey areas.

NEETS

- The true scale of NEETs aged 16 – 24 in both Cardiff East and Cardiff as a whole is a major concern. More than 1 in 4 of those not in full-time education are in receipt of JSA or other workless benefits.
- The equivalent figures for Cardiff, while still high, are significantly lower than the East NMA.
- Between May 2012 and May 2013 there was a slight decrease in the numbers and proportions of 16 – 24 year olds in receipt of workless benefits.

Community Safety

- Since Sept 2012 the ASB rate per 1,000 population in Cardiff East has predominantly exceeded the rate for Cardiff, only falling below it in Dec 2012 and May 2013.
- Over this time the NMA rate fell to a low of 2.2 per 1,000 in Dec 2012 but peaked at 4.9 per 1,000 in July 2013.
- In Sept 2013, there were 118 (3.3 per 1,000) ASB offences in the NMA compared to a Cardiff figure of 3.1 per 1,000. This was down from 3.7 per 1,000 in both June 2013 and Sept 2012.
- In Q2 2013/14, there were 639 crimes in Cardiff East; down 3.0% from 659 in the previous quarter, but up 6.0% from 603 in Q2 2012/13.
- Violence against the person (27.5%) was the most frequent crime in the NMA, in contrast to Other thefts for Cardiff as a whole.
- Violence against the person, Criminal damage, Burglary of other premises, and Other offences were all more common in the NMA than in Cardiff.
East Neighbourhood Partnership Priorities

Priority 1: Community Safety

- Between Apr and Sept 2013 the rate of domestic incidents per 1,000 population in Cardiff East has consistently exceeded the equivalent figure for Cardiff.

- During the six-month period the NMA rate peaked at 2.9 per 1,000 in Aug 2013 before falling to a low of 1.5 per 1,000 in Sept 2013.

- In Sept 2013 there were 54 domestic incidents in the NMA. The rate of 1.5 per 1,000 was above the Cardiff figure of 1.2 per 1,000, but was down from 1.7 seen three months earlier in June 2013.

Priority 2: Social Inclusion

- The proportion of Cardiff East working-age population in receipt of ‘Workless benefits’ has remained almost double that of Cardiff as a whole.

- The rate for both areas has declined slightly between May 2012 and May 2013. The statistics for August 2013 will be published on NOMIS in January 2014.

- The recipients of ‘workless benefits’ in Cardiff East are effectively NEET. This means that almost 1 in 4 working age (16 to 64) residents in Cardiff East are NEET compared with one in 8 in Cardiff overall!

Priority 3: Environment

Fixed Penalty Notices (littering /fly tipping etc)

This data will not be available, relevant officer has been made redundant!
• Whilst primary school attendance improved across Cardiff by almost 2 percentage points in 2012/13 from 91.90% to 93.88%, the same rate of improvement in Cardiff East was much lower at 0.4 percentage points (91.60% to 92.06%).

• Attendance rates for secondary schools in Cardiff East have been below the city average for some time and partners have developed a significant amount of work to address this issue, the effect of which is starting to show with attendance in 2012/13 improving by over 1 percentage point from 87.90% to 88.94% on the previous year.

Updates on Cardiff East Neighbourhood Partnership Meetings

Summary of key decisions / discussions at Cardiff East Neighbourhood Partnership Strategic Meetings:

• Shop watch group established at Countisbury Avenue, inviting traders to form a group to work on crime, ASB and environmental issues;

• Summer Activities programme planning group established will have events including Annual play day and STAR FC and also in St Mellons and Llanrumney Hub activities funded through Neighbourhood Management, including a ‘CSI’ children’s event with SWP;

• Community Dog Show organised to take place during the summer in order to raise profile of the Neighbourhood Management priority regarding dangerous dogs;

• Environmental sub group established in order to prioritise areas that require targeted assistance, skip amnesty and community clean-up day organised for Autumn 2013.
Major Emerging Issues in Cardiff East

- A Lunch Club was launched during the summer holidays at Greenway Primary School. The school has a high level of children in receipt of free school meals, the lunch club provided a hot meal whilst allowing the children some play time and opportunity to learn healthy cooking skills, this project was seen as a key opportunity to allow children to gain at least one hot meal during the day which they may not have had to opportunity to receive. The NMG are awaiting figure/updates in order to identify if this could be a programme that could be extended to other primary schools during school holiday times.

- The Environmental sub group had identified an issue at the st Mellons estate whereby residents were not disposing of rubbish correctly or presenting their recycling appropriately, The Local Housing Associations along with members of the Waste Management Team from Cardiff Council, arranged a skip amnesty and litter clearing event to take place in October. It is hoped that these events will continue in the future and will be available to residents in other areas of Cardiff East.

- Dangerous Dogs in the area are an issue that was identified as part of the Action Plan for the area, following on from the success of the Cardiff East Community Dog show plans are taking place to organise a sponsored dog walk which will hopefully bring together a group of regular dog walkers who will establish themselves in the area. This group will work with partners raising awareness of responsible dog ownership and also intelligence gathering regarding fly tipping, criminal activities and ASB.

- Planning meetings being held in preparation of Operation Bang period, specifically looking at policing arrangements and diversionary activities. Prevention measures will include temporary closure of gullies in Llanrumney. Timetable of diversionary activities over Operation Bang period being collated for circulation to the wider group.

Glossary of Terms:

ASB: Anti-Social Behaviour
CRC: Cardiff Research Centre (Cardiff Council)
EDiv(s): Electoral Division(s)
LSOA(s): Lower Super Output Area(s)
Niche RMS: Niche RMS is a single, unified, operational policing data management system
NMA(s): Neighbourhood Management Area(s)
NOMIS: National Online Manpower Information Service
SWP: South Wales Police
Appendix 2
Neighbourhood Partnership Operational Group
Terms of Reference

1. Overview

1.1 Neighbourhood Partnerships provide a structured way of bringing citizens, service providers and decision makers closer together to develop tailored solutions for the local community.

1.2 Recognising the role of elected members as local champions and ensure their active participation in shaping the priorities of their area, a Neighbourhood Partnership Strategic Group will be established for each Neighbourhood Partnership. This will bring together all elected members for that area as well as Community Council representatives.

1.3 To ensure that the strategic priorities are delivered, a Neighbourhood Partnership Operational Group will be established from the existing Neighbourhood Management Teams and will consist of officers from different partner organisations who will be responsible for the operational delivery of that area’s agreed priorities.

1.4 The Operational Group will be co-chaired by a Manager from Cardiff Council and a Manager of a partner organisation, as is the case under current arrangements to ensure wider ownership across the Partnership. The Chairs of the Operational Group will meet quarterly with the Strategic Group to discuss local priorities and report on progress.

2. Aim:

2.1 To provide operational management for the delivery of the Neighbourhood Action Plan. This will involve:

- Ensuring that Neighbourhood Partnerships are tackling neighbourhood issues to improve the quality of life for residents in Neighbourhood Partnership Areas (NPA)
- Leading on the development and delivery of Neighbourhood Action Plans by ensuring involvement of elected members, stakeholders and the community
- Analysing and reviewing local data and intelligence to inform priorities
- Working across organisational boundaries to problem solve and join-up service delivery in response to local issues
- Aligning resources such as the Neighbourhood Partnership Fund, Communities First, Families First and Flying Start.
- Sharing best practice across the city with other Neighbourhood Partnerships via the Neighbourhood Partnership Programme Board
- Ensuring that the priorities and issues of the Operational Group are known to the Cardiff Partnership Board and Neighbourhood Strategic Group.
3. **Objectives**

3.1 **To understand the neighbourhood, bringing together knowledge and information from all partners – including the views of local citizens – within a comprehensive multi-agency Neighbourhood Profile, by:**

- Obtaining and analysing local area data held by partners, to monitor change and identify trends and changing needs of communities to effectively prioritise actions and plan for the future.
- Ensuring regular community consultation, engagement and feedback on issues, concerns and priorities within the Neighbourhood Partnership area.
- Developing and maintaining a database of local resources, including community facilities and assets, stakeholder/community networks and service infrastructure.

3.2 **To develop partnership working at a neighbourhood level, working with the appropriate public and third sector agencies, community leaders and local businesses by:**

- Facilitating and co-ordinating joint working around identified priorities.
- Engaging with the Neighbourhood Partnership Strategic Group to identify priorities and overseeing the delivery of local action.
- Promoting an evidence-based, problem-oriented approach to delivering public services, in partnership with the third sector and business community, that helps meet the identified needs and aspirations of the citizens of the area.
- Increasing the alignment of resources at a neighbourhood level with a clear focus on meeting identified need, efficiencies and savings achieved through partnership working and problem-solving approaches in conjunction with programmes such as Communities First, Families First and Flying Start.

3.3 **To tailor local services by:**

- Ensuring services are appropriate and responsive to the needs of the citizen;
- Recommending changes to services that will improve the quality of life for citizens;
- Identifying gaps or duplication to effective public service delivery

3.4 **To communicate improvements and progress back to individual partners, and communities by:**

- Ensuring there is an effective communication strategy in place and relevant local information is regularly reported to elected members and communities.

3.5 **To promote community engagement and tackle inequality within Neighbourhood Partnerships by:**
• Establishing Neighbourhood Partnership Task/Project Groups to focus on vulnerable groups and priorities such as “Team around the NEET”;
• Working with and through established local community groups and networks to promote cohesion, recognise diversity and ensure equality of opportunities for all citizens by promoting the principles and practice of Co-production.

4. **Membership**

4.1 The Group will be co-chaired by a Manager from Cardiff Council and a Manager of a Partner Organisation.

4.2 The Membership of the NPA Neighbourhood Partnership Operational Team will be a matter for local decision, however the minimum core membership will include;

• Designated senior manager(s) of Cardiff Council
• Neighbourhood Police Inspector for the area
• Third Sector representative
• Health representative
• Other partner organisations as appropriate (e.g. South Wales Fire & Rescue Service).

4.3 Observers can request to attend the meetings, or may be invited to attend at the request of the Group. Observers are admitted at the discretion of the Chair.

5. **Administration**

5.1 A short update report will be written after each Neighbourhood Partnership Operational Group for circulation to Elected Members and other stakeholders, including attendees, progress on delivery and actions agreed.

5.2 The Neighbourhood Partnership Officer will be responsible for the administration of the Group and for undertaking the management_updates of the Neighbourhood Action Plan, Neighbourhood profile, quarterly Neighbourhood Performance report and other databases;

5.3 Items for Neighbourhood Partnership meeting agendas must be submitted to the Neighbourhood Partnership Officer, who shall agree the agenda with the Chair in advance of the meeting;

5.4 The agenda, previous minutes and supporting papers will be circulated by the Neighbourhood Partnership Officer a minimum of five working days before the relevant meeting.

6. **Meetings**

6.1 Frequency of meetings will be decided upon locally although it is recommended that meetings take place at least quarterly to inform the Strategic Group meetings. It
should be highlighted that the Neighbourhood Operational Team is a virtual team and a measure of success will be the level of interaction among members between meetings.

6.2 Neighbourhood Partnership Team members will attempt to reach decisions by consensus. Where there is a difference of view on a matter on which it is necessary to take a decision, the matter will be referred to the Neighbourhood Partnership Programme Board to resolve in consultation with leads from other partner agencies.

7. **Sub Groups**

7.1 The Neighbourhood Operational Team should establish any sub groups or task & finish groups deemed appropriate. Membership of such groups is to be determined according to need.

8. **Governance and Reporting Arrangements**

8.1 The Neighbourhood Operational Group will be required to submit quarterly performance highlight reports to the Cardiff Partnership Board. These reports will also be made available to the Strategic Group.

8.2 An annual report on the activities/progress of Neighbourhood Partnerships will be produced alongside the development of the “What Matters” annual report.

8.3 The Neighbourhood Operational Group will provide local area intelligence reports and information to the Strategic Group and the Cardiff Partnership Board where appropriate.

9. **Neighbourhood Partnership Funding**

9.1 A local grant budget of £30,000 will be provided for each Neighbourhood Partnership Area to support pump-priming of local activities which clearly demonstrate local need and are consistent with the priorities of the Neighbourhood Action Plan.

9.2 The Neighbourhood Partnership Operational Group will act as the decision making body for the approval of any local grant applications. Any decision must be subject to the applications meeting, as a minimum, the requirements outlined in 9.3 (below).

9.3 Local applications must:
- Include clear evidence of need (including any consultation and engagement with the community)
- Be aligned with the priorities of the Neighbourhood Action Plan.
- Demonstrate that relevant partners have been engaged
- Be developed in line with the principles of co-production
- Be endorsed by at least one local elected member
- Add value to existing programmes, particularly strategic programmes such as Communities First to ensure maximum impact.
9.4 Funding applications will be considered and approved against the agreed criteria by the Operational Group to ensure any joint working is encouraged and duplication of activity identified.

10. Conduct

10.1 Meetings are to be conducted in a spirit of mutual respect and in line with the Council values and those of the Cardiff Partnership.
Appendix 3  
Neighbourhood Partnership Strategic Group  
Terms of Reference  

1. Overview  

1.1 Neighbourhood Partnerships provide a structured way of bringing citizens, service providers and decision makers closer together to develop tailored solutions for the local community.  

1.2 To recognise the role of elected members as local champions and ensure their active participation in shaping the priorities of their area, a Neighbourhood Partnership Strategic Group will be established for each Neighbourhood Partnership. This will bring together all elected members for that area as well as Community Council representatives.  

1.3 To ensure that the strategic priorities are delivered, a Neighbourhood Partnership Operational Group will be established from the existing Neighbourhood Management Teams and will consist of officers from different partner organisations who will be responsible for the operational delivery of that area’s agreed priorities.  

1.4 The Operational Group will be co-chaired by a Manager from Cardiff Council and a Manager of a partner organisation, as is the case under current arrangements to ensure wider ownership across the Partnership. The Chairs of the Operational Group will meet quarterly with the Strategic Group to discuss local priorities and report on progress.  

2. Aim  

2.1 To provide strategic direction for the locality work undertaken by the Neighbourhood Partnership Operational Group. This will involve:  

- Balancing local views with service area pressures, emerging business intelligence and predicted trends for the area.  
- Ensuring that Neighbourhood Partnerships are tackling neighbourhood issues to improve the quality of life for residents in Neighbourhood Partnership Areas (NPA)  
- Contributing to the development and delivery of Neighbourhood Action Plans  
- Ensuring that the priorities and issues of the Strategic Group are known to the Operational Group as well as the Cardiff Partnership Board.  

3. Objectives  

3.1 To discuss local priorities and inform the development and delivery of the Local Neighbourhood Action Plan
3.2 To bring together all elected members and Community Council representatives ensuring a strong democratic voice within the Neighbourhood Partnership.

3.3 To represent the views of the electorate in shaping local services

3.4 To inform the strategic priorities of the city’s statutory What Matters Strategy and the identification of priority workstreams.

3.5 To consider local area intelligence, monitor changes and identify trends

3.6 To review the progress of the delivery of the Neighbourhood Action Plan, providing support and challenge as necessary

3.7 To help enable the Cardiff Partnership’s principles of Co-Production to be embedded within the community and ensure that a citizen centred approach is taken.

4. Membership

4.1 Membership will include Elected Members from all wards included within the Neighbourhood Partnership boundary as well as Community Council Representatives where relevant.

4.2 A Community Council representative will be in attendance to represent the Community Council within that locality. Where there are more than one Community Council within a Neighbourhood Partnership Boundary, there will be a representative for each Community Council.

4.3 A Lead Director from Cardiff Council will be identified to act as a “sponsor” to ensure senior level buy in within the Council and to ensure issues are unblocked. Other partners may wish to nominate in due course.

5. Chairing

5.1 The Neighbourhood Partnership Strategic Group will be Chaired by an appointed lead Elected Member, and in their absence, the appointed Deputy.

5.2 The Lead Elected Member will be responsible for;

- Working with the Neighbourhood Partnership Operational Group Chairs to set the agenda for each Strategic Neighbourhood Partnership Group Meeting
- Chairing Neighbourhood Partnership Strategic Group Meetings for that area
- Facilitating Elected Member and Community Councillor Involvement in the delivery of the neighbourhood action plan.
- Reviewing delivery and progress and helping to ensure that priorities identified are addressed.
- Act as a Champion and lead spokesperson for each Neighbourhood Partnership Area
• Promoting neighbourhood working and engaging with partners on major issues as appropriate.

5.3 The Neighbourhood Partnership Officers will provide the secretariat function. They will be responsible for:

• Ensuring that an agenda, previous minutes and supporting papers will be circulated by the Neighbourhood Partnership Secretariat a minimum of five working days before the relevant meeting.
• Ensuring information from the Neighbourhood Partnership Operational Group is circulated on a regular basis.
• Ensuring that appropriate representatives of the Operational Group attend the Strategic meeting as required.
• Updating the group on emerging locality trends and intelligence.
• Facilitating engagement up with other programmes such as Families First and Communities First

5.4 The Chairs of the Operational Group will attend the Strategic Group to:

• Provide progress reports on the delivery of action plans
• Provide an update on operational issues as necessary
• Ensure Member views are fed into the operational group

5.5 Observers can request to attend the meetings, or may be invited to attend at the request of the Group. Observers are admitted at the discretion of the Chair.

6. Meetings

6.1 Meetings will be held on a quarterly basis and diarised as part of the Council’s annual meeting calendar.

6.2 Any complaints received about any members will be dealt with by the Lead Elected Member. Where complaints are received about the Lead Elected Member the Local Government Code of Conduct for Members should be adhered to.

7. Neighbourhood Funding

7.1 A local grant budget of £30,000 will be provided for each Neighbourhood Partnership Area to support pump-priming of local activities which clearly demonstrate local need and are consistent with the priorities of the Neighbourhood Action Plan.

7.2 The Neighbourhood Partnership Operational Group will act as the decision making body for the approval of any local grant applications. Each bid will require endorsement from at least one local member, in line with the submission requirements for any local application, as outlined in 7.3.

7.3 Local applications must:
• Include clear evidence of need (including any consultation and engagement with the community)
• Be aligned with the priorities of the Neighbourhood Action Plan.
• Demonstrate that relevant partners have been engaged
• Be developed in line with the principles of co-production
• Be endorsed by at least one local elected member
• Add value to existing programmes, particularly strategic programmes such as Communities First to ensure maximum impact.

7.4 Funding applications will be considered and approved against the agreed criteria by the Operational Group to ensure any joint working is encouraged and duplication of activity identified.

8. **Conduct**

8.1 Meetings are to be conducted in a spirit of mutual respect and in line with the Council and the Cardiff Partnership’s values.
## APPENDIX 4 – NEIGHBOURHOOD PARTNERSHIP SUMMARY REPORT

<table>
<thead>
<tr>
<th>Name of Neighbourhood Partnership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Meeting</td>
<td></td>
</tr>
<tr>
<td>Percentage Attendance</td>
<td>79% (19 out of 24 members)</td>
</tr>
</tbody>
</table>

### SUMMARY OF KEY ISSUES EMERGING FROM THE MEETING

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### KEY ACTIONS TO BE TAKEN AS A RESULT OF THE MEETING

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### ISSUES FOR REFERAL TO CARDIFF PARTNERSHIP / CABINET

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- 

### FUTURE EVENTS / ACTIVITIES

- 
- 
- 

### DATES OF NEXT MEETINGS

- Neighbourhood Partnership Strategic Group – Date/venue
- Neighbourhood Partnership Operational Group – Date/venue
- Children & Young People Task Group – Date/venue

### FURTHER INFORMATION

For further information, please contact XXXX, Neighbourhood Partnership Officer (add in contact details)

[www.askcardiff.com](http://www.askcardiff.com)
[www.cardiffpartnership.co.uk](http://www.cardiffpartnership.co.uk)
Dear Alun

Partnerships and Communities Together (PACT) Meetings

The Cardiff Partnership has recently produced a White Paper – “Building Communities – A New Approach to Neighbourhood Working” – as part of our ongoing commitment to improving partnership working across our six neighbourhoods. A copy is attached for your information.

The key findings of the consultation period highlighted the recognised value of effective multi-agency working and also the need to further engage the community directly in both identifying the priority issues and also in helping us to solve them.

One of the engagement mechanisms which featured strongly in the feedback was the role of PACTs and whether they were the best forum for engaging partners in responding to local concerns. As is often the case, these meetings are usually attended by the “usual suspects” and are frequently concerned with non-policing issues which require wider partner input.

Given that resources are continuing to reduce, the Cardiff Partnership has therefore considered whether there would be scope for exploring how we manage the new Neighbourhood Strategic Groups (which include elected members and Community Council representation) with the PACT process and if there is potential for these two mechanisms to be brought together.

As such one of the recommendations of the White Paper (R18) is to ask South Wales Police to undertake a review of the effectiveness of PACT meetings and to consider Neighbourhood Partnership structures to ensure complementarities and the avoidance of duplication. In particular we would like to request that the review considers:

- How we ensure there is no confusion amongst residents and partners in the role of PACT and Neighbourhood Partnerships;
- That there are clear lines of sight of engagement for local issues relating to Police and other Partners;
- What the best way is for ensuring that local issues are tackled in partnership.
• That the resource contributions in supporting PACTs are reviewed and whether this could be better utilised via a different mechanism.

Members of the Cardiff Partnership would be happy to discuss this with you and the Chief Constable further and also offer any assistance in undertaking any review as appropriate.

Yours sincerely

Cllr Lynda Thorne
Cabinet Member for Communities, Housing & Neighbourhood Renewal

cc Peter Vaughan, Chief Constable, South Wales Police
Belinda Davies, Chief Superintendent, Cardiff BCU