

Paul Warren  
Chair of CPB Scrutiny Panel

29<sup>th</sup> November 2013

Dear Paul

**Re: CPB Scrutiny**

Thank you for your recent letter regarding feedback from the CPB Scrutiny Panel.

We appreciate the recognition of the Panel of the increasing time constraints on officers at a time of reduced resources. We would therefore be happy to complete the proformas in line with the detail of the one previously submitted for the Urban Environment Programme.

Regarding future meetings of the Panel we would welcome early confirmation of dates to ensure diary availability of Senior Responsible Officers. It would be particularly helpful if invitations are issued from the Scrutiny team as soon as possible so as officers are aware of the expectations and can prepare any information accordingly.

In relation to the recommendations 2, 3, 4 and 5 concerning scrutiny of engagement of the hardest to reach in October 2012, an update is provided below:

**Recommendation 2 – The Panel recommends that the Board signs up to the National Principles of Public Engagement in Wales and ensures that the 10 Principles are followed when any engagement work is being conducted.**

The CPB agreed to sign up to the National Principles of Public Engagement in Wales at its meeting on 5<sup>th</sup> December 2012 and the 10 Principles are factored into the design of engagement work undertaken.

The National Principles for Public Engagement in Wales have been published onto the 'Resources' pages of AskCardiff.com where they are available to both the public and partners. The principals themselves are adhered to daily by the CRC (Cardiff Research Centre) team both in the undertaking of consultation & engagement activities on behalf of the local authority and also in providing advice & guidance to a range of partners and stakeholders.

**Recommendation 3 – the CPB should produce an online engagement directory listing all relevant organisations who can be used to aid engagement practices.**

An Engagement Directory has been produced and is available at [www.AskCardiff.com](http://www.AskCardiff.com)

**Recommendation 4 – The Panel recommend that a communication strategy be developed which specifically addresses communication across the different workstreams.**

An Engagement Strategy has been developed (copy attached) and has considered a number of different options to improve communications across the different workstreams. It is not the intention of the Strategy to create more bureaucracy or additional reporting requirements for workstreams but instead to build upon the body of work already available. The Strategy has therefore focused on bringing greater coherence and awareness to some of the resources already available which include:

- Programme Highlight Reports
- Detailed minutes of the Cardiff Partnership Board
- Detailed minutes of the Cardiff Leadership Group
- Programme Summary Reports

Some of the actions to improve communication and engagement identified as part of the development of the strategy were progressed with immediate effect to support partnership working across organisations and included:

- A refresh of the partnership website;
- Streamlining of the Highlight Reports;
- A survey of partnership working in Cardiff
- A Partnership Development Session (held in May 2013)

The refresh of the Partnership website represented a significant piece of work given its importance in joining up partnership working and this has now been completed.

Two other key objectives of the Engagement Strategy have also been developed. These include a Partnership Newsletter and Policy Briefing. The newsletter is intended to provide a snapshot of partnership activity and the Policy Briefing will provide a summary of all major policy and legislative developments across Cardiff, Wales and the UK.

These elements will help identify linkages between the Programme Boards as well as strengthen the links between Neighbourhood Partnerships and city wide issues.

**Recommendation 5 – The Panel recommends the Board put a mechanism in place to ensure that all partners use and continually update the AskCardiff consultation logger.**

The Consultation Logger experienced a successful launch in 2011 with many beginning to routinely complete the form when undertaking consultation & engagement activities. The past twelve months have however witnessed a departure from this practice with management change and a turnover of staff responsible for a loss of impetus in the project.

It is proposed that a re-launch of the Consultation Logger be undertaken in conjunction with the refreshed AskCardiff.com in January 2014. Prior to this the content of the Consultation Logger will be an agenda point at the 'Partnership Business Intelligence data Group' where it will be examined as a fit for purpose tool. Following any necessary amendments the revised Logger will be disseminated via senior officers with members of CRC taking on the role of promoting the tool and encouraging its completion within the Authority. In addition, the consultation logger will also be promoted amongst partners.

I hope that you find this information reassuring and on behalf of the CPB team, I would like to thank the committee for this really helpful feedback.

Yours sincerely



**Sarah McGill**  
Acting Chair of the CPB