Cardiff Partnership Board
Minutes of the meeting held at 14:00 on Wednesday 17th April 2013

### Attendance:
**CPB Members:**
- Belinda Davies (BD) - Superintendent, South Wales Police
- Sheila Hendrickson-Brown (SHB) - Chief Officer, C3SC
- Sharon Hopkins (SH) - Executive Director of Public Health, Cardiff and Vale UHB
- Justin Jones (JJ) - Station Commander, South Wales Fire and Rescue
- Eleanor Marks (EM) - Director, Communities Division, WG
- Sarah McGill (SM) (Chair) - Corporate Chief Officer – Communities, Cardiff Council
- June Milligan (JM) - Director General, Local Government and Communities, WG
- 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:
- Councillor Richard Cook - Cabinet Member for Health, Social Care and Wellbeing, Childrens Services, Cardiff Council
- Lee Patterson - Community Education Officer, Youth Service, Cardiff Council
- Bethan Domaille - Youth Council Member
- Sam Patterson - Youth Council Member
- James Humphry - Youth Council Member
- Emma Congalves - Youth Council Member
- Sabiha Azad - Youth Council Member
- Matthew Price - Principal Officer, Land Use/Transport Planner, Cardiff Council
- Will Lane - Operational Manager, Environment, Cardiff Council & Joint Chair Cardiff South West Neighbourhood Management Area
- John Hallett - Action for Caerphilly and Ely (ACE) Communities First Cluster Manager & Joint Chair Cardiff South West Neighbourhood Management Area
- Lauren Walsh - Youth Work Assistant

### Apologies:
- Adam Cairns (AC) - Chief Executive, Cardiff and Vale UHB
- Martin Critcher (MC) - Group Manager, South Wales Fire and Rescue
- Peter Greenhill (PG) - Assistant Chief Officer, Wales Probation Trust
- Jon House (JH) - Chief Executive, Cardiff Council

### 1). Welcome, Minutes and Matters Arising

**SM welcomed everyone to the meeting, who chaired the meeting in JH’s absence. Brief introductions followed.**

**Apologies were received from AC, MC, PG and JH.**

The minutes of 18th February were agreed as an accurate record.

**Matters Arising**

**Development Session**
A partnership development session has been arranged for 7th May (1:00pm – 4:00pm, Room D, City Hall)
A draft agenda is attached and RJ invited the Board to suggest possible content. SH asked that the session allows time to examine not only cross programme barriers, but cross organisation issues.

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<th>Action: Suggestions for session to be forwarded to RJ (ALL)</th>
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**CPB response to Sustainable Development White Paper**
**Integrated Planning Response**
**Welfare Reform Subgroup Membership**
The above papers were included for information.

### 2). Children and Young People Participation Plan

SM welcomed Councillor Richard Cook (Cabinet Member for Health, Social Care and Wellbeing – Children’s Services), Lee Patterson (Community Education Officer, Youth Services, Cardiff Council) and members of Cardiff Youth Council.

RC began by explaining Cardiff Council’s commitment to children and young people’s participation and referenced the United Nations Convention of the Rights of the Child (UNCRC) which places on duty on public bodies to involve children and young people in decisions that will affect their lives. RC stressed that this can only be achieved by working in partnership and referenced the Children and Young People symposium held in March and the positive news that followed from Cardiff Bus, stating they have reduced bus fares for 16-18 year olds.

He also congratulated the work of the Families First Young Commissioners who have recently won the Innovation Champion Award at the Welsh National Procurement Awards 2013 in recognition of their innovation and commitment which placed the views of children and young people at the centre of the decision making process during the commissioning process of new services.

SP thanked RC for his introduction and provided some background information on Cardiff Youth Council. The group was set up in 2011 to advocate positive change for and by young people (between 11 and 25 years old). Following a Youth Council conference, held last March and attended by over 200 children and young people, three key priorities were identified. (Employment, Transport and Youth Activities). These priorities formed the focus of today’s presentation.

Members of the Youth Council then talked the Board through their presentation. Key points include:

- the development of affordable, friendly and appropriate youth activities
- use of Sprout website to develop a directory and increase awareness
- use co-production principles to develop a Youth Café
- ensure links are made between youth activities from all partner organisations
- link youth activities with the proposed volunteer academy so that young people can lead and delivery activities peer to peer
- support the development of the Safe Haven pilot so that young people have a place of safety to go to when exposed to intimidating or threatening situations

JH stated that it will be important to continue dialogue with Cardiff Bus to explore the impact of the reduced fares for 16-18 year olds.

SP then closed the formal presentation and welcomed discussion from the Board.

AT thanked the group for their professional presentation and supported their proposals, welcoming the opportunity to work more closely. He acknowledged that the Police service need to improve their engagement with young people across the city and offered support for the development of the Youth Café and Safe Haven pilot to contribute to the
safety of youth in the city.
SH reiterated AT’s response and stated that Cardiff and Vale UHB are extremely open to collaborating. In reference to volunteering, she stated that there is a need to develop opportunities within the health board and would welcome further discussion with young people to develop this. She highlighted that there is a huge raft of opportunities available within the organisation, not just those in the medical arena.

Similarly, SHG and EM welcomed the opportunity to work more closely with young people, via the Youth Council, in their respective organisations.

RJ suggested that an action plan be prepared so key pieces of work can be taken forward against the priority areas. Findings from the School Super Survey should also be taken in account.

The group discussed volunteering opportunities and the need to draw together opportunities into a framework. Access to these opportunities also needs to be addressed as work experience is currently only offered to those in schools. SM cited examples of volunteering opportunities in Channel View Leisure Centre (working with NEETS) and developing opportunities in the Council’s maintenance workforce which is trying to address the gender imbalance that exists in these service areas.

SHB added that there needs to be recognition of those who are not currently engaged through existing engagement mechanisms and would encourage developments to address the full diversity of young people across the city. She suggested that existing Youth Council members could mentor new members.

EM highlighted the consultation beginning at the end of April that will examine Welsh Government’s relationship with the third sector and encouraged the Youth Council to respond, with particular references to how both sectors can support youth volunteering. Similarly, the Youth Council are strongly encouraged to respond to the Neighbourhood Management Green Paper consultation.

SH stated that clear pathways following volunteering opportunities need to be identified so the work can tackle issues relating to NEETs, ensuring that placements are linked to formal qualification and employment progression where appropriate.

RJ explained that there needs to be a coherent approach, involving appropriate officers from partner organisations (including HR) so that young people have one access point into the whole plethora of opportunities across partner organisations.

The Board welcomed this opportunity to demonstrate the full support from all partners in Cardiff at the strategic level to this agenda and look forward to the development of the action plan, and specific initiatives to drive this forward.

3). Issue in Focus: Urban Environment
MP talked the Board through the presentation on transport issues across Cardiff. (Please refer to attached presentation for further information.) Following the presentation there followed a brief discussion about the relationship between the public sector and private, commercial car parks. AT explained that the Police service encourage the public to use these car parks as opposed to on street parking from a safety perspective and asked if there was any dialogue between officers and the private car parks.

SH expressed interest in the sustainable personalised planning programmes and the positive impact it has had, particularly where the programme ran in north Cardiff and

Action: MP to provide response re: dialogue with private car parks

Action: MP to contact AW to
asked how the health board could help to facilitate the rolling out of this programme. MP responded to say that unfortunately these programmes were only carried out in targeted areas but would welcome the opportunity to discuss further opportunities. AW added that the South Wales Programme and the reconfiguration of specialist hospital services would welcome discussions with transport officers regarding the preferred options being put forward.

Similarly, there is an opportunity for the Walkable Neighbourhood Plan scheme to be disseminated via the Neighbourhood Management Areas and for Neighbourhood Management to feed into intelligence on problem hot spots such as dangerous road crossings etc.

SHB added the problem of radial transport around the city and that connection within areas still needs development.

EM explained how safer transport networks are improving the rate of accidents, particularly in disadvantaged areas. MP explained that road safety data is available, via online MAST tool, to identify these areas. SM asked that this intelligence be fed into Neighbourhood Management teams and the research data be analysed as part of wider business intelligence analysis on local levels.

SM thanked MP for his presentation.

4). Neighbourhood Area Review: Cardiff South West

SM welcomed WL, JH and LW to the meeting. WL introduced the issue of food and fuel poverty, which is a key risk in Cardiff South West. The project in discussion is a prime example of neighbourhood management being able to deliver local solutions and can provide a template to be rolled out to other areas. He provided some background to the Dusty Forge, a youth centre working in partnership with many other agencies; Job Centre Plus, Communities First, Careers Wales, Youth Service and Prince’s Trust. The centre adopts a welcoming approach and offers informal advice.

JH talked the Board through the presentation. Please refer to attached document for further information.

LW then gave a very honest and open account of her own personal experience of accessing services at the Dusty Forge and how she has now gained employment at the centre, after volunteering there previously. She stressed the importance of the ethos of the Dusty Forge being welcoming and open, and how the staff and volunteers there encouraged participation in a way that didn’t make her feel humiliated and under pressure. She feels listened to and important. The centre offers practical help to real issues in their local area and she now feels ready to support others in her community to become more engaged with the centre and encourage others to open their eyes to community life.

SM thanked WL, JH and LW for their extremely engaging presentation.

SH suggested that this project be reflected in the Green Paper as a possible case study and that the number of participants and its reach be communicated so that this can be shared with other areas and services.

The Board recognised that it is the approach and principles adopted by this project that is key and it is this that needs to be rolled out, that is the real re-connection with members

Action: MP to feed MAST data into NMT and Partnership Data Group

Action: WL & JH to prepare ‘Principles’
of the local community and SM asked the NM Chairs to prepare a piece of work on the principles that made this project a success that could be brought back to the Board. SM asked if they had considered looking at a social enterprise model to make the project sustainable.

5). Neighbourhood Management Green Paper
RJ explained that the Green Paper consultation starts on Thursday 25th April until 7th June, following a statement at Council. She stressed the importance that the paper and its development must be owned by the partnership as a whole. The paper aims to build momentum on the established neighbourhood management areas and looks at how it can engage more directly with citizens, Elected Members and stakeholders to problem solve on the local level.

Consultation events are planned in each of the six areas, along with specific sessions with young people, and there is an online survey. Once responses have been collated there will be a debate at Council on the findings and a White Paper will be developed for approval by partners and the Cabinet.

RJ asked that all respond and contribute to the consultation.

The Board asked that partner organisations’ logos were added to the document and that CPB members added their own personal statements to the introduction. JM proposed that case studies from each partner be added; referencing Health’s GP led work that could be included.

Action: all to respond to consultation and share within individual organisations
Action: Partner statements / case studies to be submitted to RJ

6). Welfare Reform and Tackling Poverty Update
SM stated that the Welfare Reform Task Group has been the best example of a partnership response, due to the speed of response and levels of engagement across partners. This has been down to the real time sharing of data and its analysis and communicating and training a common message to ensure services and organisations are brought together and the public correctly signposted.

4,000 houses are currently under occupied and so far, 30 people have moved property. The group will continue to meet to ensure that the message is embedded across programmes and in recognition of the fact that the impact of reform will not be seen for a while.

7). Partnership Scrutiny
The Scrutiny Panel will examine asset management at their next meeting. The Welsh Audit Office is conducting an All Wales review into NEETs so the Panel are postponing this priority to a later date.

The Board suggested that in the future the Panel look at thematic issues, such as communication and consultation, rather than issue based agendas.

There followed a discussion as to whether a separate session between the CPB and the Panel needs to take place. It was agreed it would impractical at a CPB meeting but a separate lunch meeting could be arranged. In light of their next topic, asset management, it was suggested to hold the meeting at @Loudoun.

Action: Decide if a separate session between CPB and Scrutiny Panel needs to take place

8). Programme Performance
RJ provided a summary of the Programmes Highlight Reports.
Families and Young People Programme Board
RJ highlighted the Intelligence Report and draft Outcome Report which are bringing key
data together and being developed for all programmes. The Outcome Report will demonstrate what the workstreams have delivered and provide the evidence base for end of year reporting.

Estyn’s Monitoring visit will take place between 24th and 28th June. A NEETs position paper is currently being prepared and will be brought to the next CPB meeting.

RJ flagged the Briefing on Child Poverty; highlighting stark figures such as 48% of children in Butetown are currently living in poverty.

SH referenced the work of the Welfare Reform group and suggested that a similar partnership response be implemented to align activity and services against this important agenda.

RJ stated that a Council Cabinet paper is being prepared addressing NEETs, Participation and Child Poverty and the statutory responsibilities across these issues. This paper can be used as a starting point to prepare a partnership response. SM asked that Eryl Powell’s Food Poverty Paper be included in the preparation of this paper.

### Safer and Cohesive Communities Programme Board

A draft response pathway for adults who are subject to human trafficking was presented for ratification from the Board. SM added that whilst this is in addition to statutory responsibilities, in order to prevent any gaps in provision Housing are working with BAWSO on this response pathway. This piece of work will be kept under review.

SHB will share this pathway with third sector organisations to raise awareness within the sector.

JM added that partnership feedback could strengthen intelligence around the issue of human trafficking and use local knowledge, through PCSOs, Health and locality working, to help identify the real nature of the issue. Any findings to be reported back to WG’s Anti Human Trafficking Officer, Steve Chapman.

BD added that SWP have prepared a report relating to Human Trafficking and is happy to share it amongst partners.

### 9). Horizon Scanning and Any Other Business

#### Budget Updates

Nothing to report

#### Regional Collaboration Fund

Six out the seven bids have been approved. The seventh is expected to be approved next week. A programme board needs to be established to drive these projects forward. An SRO and Lead Cabinet Member have been identified.

Work is needed to scope the joint LSB between Cardiff and the Vale of Glamorgan. The Vale of Glamorgan LSB members are revisiting their needs assessment. SH suggested that a member from their LSB should join the CPB research and data group to ensure alignment.

#### Draft Social Services and Wellbeing Bill (Wales) Cabinet Report included for information

### 10). Date of Next Meeting

- Friday 14th June, 10:00 – 12:30, Committee Room 1, County Hall
- Monday 9th September 2013 – Conference Room, Cardiff Bay Police Station
- Friday 18th October, 10:00 – 12:30, Committee Room 1, County Hall
- Tuesday 17th December, 14:00 – 16:30, HQ Corporate Meeting Room, Whitchurch Headquarters
- Friday 21st February, 10:00 – 12:30, Committee Room 1, County Hall

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**Action:** NEET position paper to be brought to next CPB meeting

**Action:** Cabinet Paper be developed into partnership response to Child Poverty

**Action:** Partners agreed to endorse the draft pathway

**Action:** BD to share Human Trafficking Report with partners

**Action:** Project brief for joint LSB needs to be scoped

**Action:** extend invitation to Vale LSB to join Cardiff’s Data Group