Cardiff Partnership Board
DRAFT Minutes of Meeting held at 2:00pm on Tuesday 3rd November 2015

Attendance:
CPB Members:
Belinda Davies (BD) Chief Superintendent, South Wales Police
Sheila Hendrickson-Brown (SHB) Chief Officer, C3SC
Eleanor Marks (EM) Head of Communities Division, Welsh Government
Sarah McGill (SM) Director - Communities, Housing & Customer Service, City of Cardiff Council
Paul Orders (PO) Chief Executive, City of Cardiff Council (Chair)
Peter Greenhill (PG) Assistant Chief Executive, National Probation Service Wales
Abigail Harris (AH) Director of Planning, Cardiff and Vale University Health Board
Helen Warner (HW) Team Manager, Wales Community Rehabilitation Company
Helen Fletcher (HF) Natural Resources Wales
Peter Jenkins (PJ) Group Manager, South Wales Fire and Rescue Service

Policy Support:
Rachel Jones (RJ) Operational Manager – Policy, Partnerships & Community Engagement, City of Cardiff Council
Fiona MacLeod (FM) Performance Manager, City of Cardiff Council
Anne Wei (AW) Strategic Partnership and Planning Manager, Cardiff and Vale University Health Board

In attendance:
Mo Oswat (MO) Director, Mosaic – For Item 2

Apologies:
David Bebb Assistant Chief Executive, Wales Community Rehabilitation Company
Adam Cairns Chief Executive, Cardiff and Vale University Health Board
Nadia De Longhi Operations Manager, Natural Resources Wales
Sharon Hopkins Executive Director of Public Health, Cardiff and Vale University Health Board

1. Welcome, Minutes and Matters Arising

PO opened the meeting by welcoming attendees.

The minutes of 6th August were agreed as an accurate record.

Matters Arising

Matters arising from the meeting on the 6th August were noted.

- PO noted item 1.3 update on action undertaken to date on school governor appointments. Information shared and promoted through partners; distributed through weekly bulletin for health staff and posted on C3SC website. Will also be emailed as part of the next edition of C3SC’s update to networks and members in early November. Action to remain on matters arising to ensure progress is being made.
- SMG noted that introduction to the Ageing Well Plan for Cardiff has been

Secretariat: Include school governor appointments on matters arising and follow up on actions.
updated to include a reference to partnership arrangements. Plan approved and presented to Scrutiny Committee.

- PO noted Business Improvement District and Late Night Levy progress would be discussed under Item 2.
- RJ gave an update on meeting of joint finance officers, which was welcomed by the CPB. Support for the suggested priorities was agreed and also inclusion of Rhondda Cynon Taf CBC in meetings. It was agree to ask for an update to the CPB progress at a future meeting.
- RJ noted that ‘Make the Difference’ video series shared with members of CPB.
- Additional information included within the Needs Assessment including; Area trends for smoking; Transport modal shift data and School performance data.
- What Matters refresh discussed under Item 4.
- Invitations will be made to Scrutiny Committee in January to discuss What Matters and the CPB.
- RJ noted that meeting held to discuss contingencies for SARC and ATC on 6th October. Following joint LSB, a letter was sent to the Welsh Government and NHS Collaborative but no response had been received to date. It was agreed that a follow-up email should be sent by PO to request an update on progress.
- A meeting was held to discuss the ATC funding solution and resources had been identified within 2016/17 within existing resources but an ongoing solution needed to be considered as part of the overall night time economy.
- RJ noted that Edgar Cahn, founder of timebanking would be visiting Cardiff during the week commencing 9th November as Cardiff is the first city in UK to adopt Time Banking.

### 2. Business Improvement District / Late Night Levy

Mo Aswat from the Mosaic Partnership presented current position on Cardiff Business Improvement District (BID) and Late Night Levy (LNL) including focus on best practice examples. A discussion followed:

BD noted that focus must be on what is best for city and cited example of recent Rugby World Cup when Cardiff experienced in excess of 200,000 footfall. Work which happens overnight to keep city safe is not seen by businesses thus extent not fully appreciated and priority for Police is funding for night time economy.

SMG expressed concerns that BID must not be viewed as funding for statutory provision and should be viewed as crucial for keeping the city centre safer and creating a positive environment.

PO advised that meeting held with Simon Powell (SP), manager of M&S and Chair of the BID who had led in BID for Inverness and who is very positive about the process. PO suggested that a further meeting with SP be arranged to have agreement to take forward elements of managing the night time economy.

SHB queried BID process and if the risk of not being successful had been considered. MA confirmed that an initial draft would be available in the new year followed by a 3-4 month consultation process informing draft business plan in advance of June referendum. He noted that in terms of risk, 90% of BIDs are successful.

EM queried how payments are determined, MA advised that norm is 1-2% of total RV of city centre and not one amount per sector e.g. offices pay less than night time economy.

PO queried how BID and NTL operated, MA cited Nottingham collaborative approach.
as an example of best practice. PG noted emphasis on bringing respective sectors together. MA advised that if BID not there, then valid to look at NTL and they could be considered and developed alongside each other.

PO summarised outcome of discussion to now focus on BID as key objective and meet with SP to seek agreement and that a political perspective would be taken. PO also expressed view that Nottingham model of exempting BID from NTL considered a good approach. By January CPB meeting, a business case would need to be developed to include the elements required by partners.

Discussion on rest of city outside of the city centre followed and BD advised that a lot of resources which go into policing other parts of the city and noted the trend of displacement from city centre. As there may be licencing issues, PO asked that Dave Holland should be involved. SMG endorsed twin track approach of considering a BID and LNL alongside each other.

### 3. Wellbeing of Future Generations Bill

RJ presented an overview of Wellbeing of Future Generations Act (FGA) draft guidance and noted that Cardiff Partnership is around 80% compliant with requirements and focus needs to be on use of existing reporting mechanisms, i.e. dual reporting.

Milestones are to be determined by Welsh Government but these have not yet been published. RJ also noted that sources of data for statutory indicators are being reviewed at present as part of the WG Consultation as it is likely that PSBs will need to report against them. The review is looking at whether these indicators are consistent with What Matters Indicators and whether data sources are appropriate for use at a local level. When complete, this work will be shared with Partners. Discussion regarding impact on public service boards followed and resource requirements recognised as an issue.

AH noted that mapping to be carried out for NHS outcome indicators.

Partners agreed to consider new partnership arrangements to reflect WG guidance and joint LSB arrangements.

PO advised importance of developing existing arrangements which are strong. EM endorsed this view and reaffirmed that operational arrangements working well in Cardiff.

### 4. What Matters Refresh

RJ gave an overview of draft What Matters Refresh noting that amendments are still needed and circulated a check list for reference and a summary of key indicators highlighting position from five years ago. RJ also tabled a draft action plan template which will be used to focus on core priorities and begin to demonstrate FGA well-being goals, current progress and to provide a focus for core priorities.

PO noted need to hone liveability agenda and focus on investment in early prevention as an overarching principle, i.e. framework in early intervention.

AH noted that as fastest growing city in the UK, refresh should be horizon focussed and also noted that funding model for health does not focus on population projections. Blueprint work being carried out at present to report Jan / Feb describing opportunities / consequences for growth.
SMG expressed that the refresh also needed to reflect move towards better understanding of locality partnerships and efficiencies.

SHB considered refresh impressive and advised that C3SC working on eight principles of engagement which would be shared with Partners.

Meeting agreed to provide feedback to RJ including high level actions for shaping delivery in bullet point form by Friday 13th November. Once incorporated, a further session will be held to refine via shared discussion (to take place on 2nd December).

### 5. Budget Positions

PO advised that Council finalising proposals at present and would take Partners through these when possible – it was likely that consultation would be public on 11th December.

### 6. Update on Vulnerable Persons Relocation Scheme

SMG gave an update on Vulnerable Persons Relocation Scheme and Task Group focus on sharing best practice. Meeting agreed that CPB should include update as a Standing Item given the focus on the scheme.

### 7. Domestic Homicide Review

RJ advised that two reviews are in the process of being undertaken. For the first review, all organisations involved have carried out internal management reviews. The 2nd review is still at its early stages.

There is a shared commitment by statutory partners to resource and that volume of work is considerable resulting in a resource issue for Partnership. It was suggested that there should be a join up with Safeguarding Board to try and share resources and expertise.

SMG proposed that join up with Safeguarding be discussed with Tony Young.

### 8. Programme Performance

All eight programme reports noted as accepted.

RJ raised the concerns about future capacity supporting Neighbourhood Partnerships given that the Chairs were undertaking this role in addition to their day jobs and this would need to be considered further as part of any refresh of the Partnership in the new year.

It was suggested that as part of the refresh there could be a stakeholder event in the new year to relaunch the What Matters Strategy and raise awareness of WFG Act

### 9. Horizon Scanning and Any Other Business

PO noted that Wales Audit Office feedback on Corporate Assessment expected early December.

RJ advised that Community Safety review needed to be undertaken with focus on funding arrangements, RJ also noted that a significant amount of new legislation has recently been introduced which as a Partnership we need to be fully aware of the requirements. A positive report had been received from Wales Audit Office on Community Safety in Cardiff.
## 10. Dates of Next Meeting

**Dates of next CPB Meetings:**

- Monday 18 January 2016, 1-3.30pm, Committee Room 1, County Hall
- Friday 11 March, 1-3.30pm, Committee Room 4, County Hall
- Tuesday 24 May, 1-3.30pm, Tiger Bay Room 2, Loudoun Square
- Tuesday 5 July, 1 – 3.30pm Committee Room 1, County Hall
- Tuesday 6 September, 1-3.30pm, Committee Room 4, County Hall
- Tuesday 22 November, 1-3.30pm, Tiger Bay Room 2, Loudoun Square