

Item 1.1



Cardiff Partnership Board

Minutes of the meeting held at 2:00pm on Thursday 5th February 2015

Attendance:	
CPB Members:	
Belinda Davies (BD)	Chief Superintendent, South Wales Police
Peter Greenhill (PG)	Assistant Chief Executive, National Probation Service Wales
Victoria Harris (VH)	Wales Community Rehabilitation Company
Sheila Hendrickson-Brown (SHB)	Chief Officer, C3SC
Sharon Hopkins (SH)	Executive Director of Public Health, Cardiff and Vale University Health Board
Stephen Jones (SJ)	Superintendent, South Wales Police
Sarah McGill (SM)	Director - Communities, Housing & Customer Service, City of Cardiff Council
Paul Orders (PO)	Chief Executive, City of Cardiff Council (Chair)
Policy Support:	
Rachel Jones (RJ)	Operational Manager – Policy, Partnerships & Community Engagement, City of Cardiff Council
Philippa Fido (PF)	Principal Policy and Development Officer, City of Cardiff Council
Anne Wei (AW)	Strategic Partnership and Planning Manager, Cardiff and Vale University Health Board
In attendance:	
Carl Davies (CD)	Prevent Co-Ordinator, City of Cardiff Council
Andrew Gregory (AG)	Director – Strategic Planning and Highways, City of Cardiff Council
Martin Hamilton (MH)	Chief Officer, Change and Improvement, City of Cardiff Council
Neil Hanratty (NH)	Director - Economic Development, City of Cardiff Council
Dylan Owen (DO)	Corporate Policy Manager, City of Cardiff Council
Jane Thomas (JT)	Assistant Director - Communities, Housing & Customer Service, City of Cardiff Council
Apologies:	
Adam Cairns	Chief Executive, Cardiff and Vale University Health Board
David Bebb	Assistant Chief Executive, Community Rehabilitation Centre Wales
Abigail Harris	Director of Planning, Cardiff and Vale University Health Board
Peter Jenkins	Group Manager, South Wales Fire and Rescue Service
Eleanor Marks	Head of Communities Division, Welsh Government
Gareth O’Shea	Head of Operations South East Wales, Natural Resources Wales

1). Welcome, Minutes and Matters Arising	ACTION
<p>PO opened the meeting by welcoming attendees. Apologies were received from Adam Cairns, David Bebb, Abigail Harris, Peter Jenkins, Eleanor Marks and Gareth O’Shea.</p> <p>The minutes of 5th December 2014 were agreed as an accurate record.</p> <p>Matters Arising</p> <p>The matters arising from the meeting on the 17th October were noted.</p> <p>PO requested that there was an additional report back to the CPB from Education on the improvement arrangements for school governors. PO also requested that there was further involvement and engagement from education and schools in their respective Neighbourhood Partnership teams. There needs to be additional support provided to</p>	<p>Nick Batchelar to provide update on school governors.</p>

<p>The Pupil Offer and the six Challenge Cymru schools which have been identified by the WG in Cardiff.</p> <p>RJ suggested that there should also be a review of what schools receive in terms of additional support. There are a number of schemes and grants that are available for schools across Cardiff to access and provide additional support to students, however, there seems to be a disparity in the schools that apply and receive for the funding and the identified need across the city. It may be that certain schools aren't aware of these opportunities, or not applying, but more needs to be done to ensure that additional resource is based on need.</p> <p>PO requested that an initial planning session be arranged with Change Advisors and Head Teachers, to consider how this approach can be applied and progressed in Cardiff with a focus on the six Challenge Cymru Schools and Looked After Children.</p>	<p>Nick Batchelar to arrange planning session.</p>
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<p>2). Budget Position</p>	
<p>RJ introduced the Consultation Results and Feedback Report on the 2015/16 budget proposals for the City of Cardiff Council and outlined some of the headline findings. The report found that there was:</p> <ul style="list-style-type: none"> • A good level of understanding by respondents of the financial pressures facing the public and third sector in Cardiff • Wide support for most of the high level proposals that were outlined in the Changes for Cardiff document • An acknowledgment and support for the Council to explore new ways of working including looking at alternative delivery models and interest from the community in taking on assets • High level of interest by respondents in becoming involved in service delivery / volunteering. But also a number of concerns were raised around ensuring any such arrangements would benefit from the correct level of support and scrutiny • A number of concerns raised that a geographical gap in services may arise through implementing a number of the proposals. <p>RJ also drew attention to the additional appendix that had been produced to support the additional interest that there had been around the proposals for the Library Service.</p> <p>There will be a number of Stepping Up workshops taking place throughout February and March to provide additional support to individuals and groups who have expressed an interest in taking on a community building or service. However, no decisions on individual buildings will be made prior to the final budget being agreed.</p> <p>PO outlined the need for any Community Asset Transfers (CAT) taking place to be progressed as priority and that the guidance and procedures that support the CAT process need to support and facilitate this position.</p> <p>SH stated that the engagement that had begun with the Cardiff Debate and continued with the 2015/16 Budget consultation needed to continue. With increased engagement and involvement from Cardiff's communities the issues that arise through the process can be addressed and solutions explored.</p> <p>BD agreed stating that there was a need to constantly engage with the public to mitigate the impact of the financial position and the inevitable changes in service delivery that will arise.</p> <p>RJ explained that the work on the Cardiff Debate and engaging with the public would continue and that a plan to progress this approach would be developed with all partners.</p>	

<p>SM felt that there was a need to mainstream this ongoing conversation and ensure that public consultation and engagement is fed into all service redesign. The City of Cardiff Council is currently streamlining the organisation development proposals, addressing areas of; immediate concern, requiring development, making savings and reshaping services.</p> <p>SM proposed that a partnership approach should be taken to ensure that the infrastructure and delivery model for the public is coherent and accessible, supporting the key priorities for the city. If agreed, the basic framework of the organisational development proposals could replace the priority workstreams.</p> <p>RJ stressed that the arrangements need to work practically, ensure that there are no additional resource implications, and that partnership representation was made within the arrangements.</p> <p>SH stated that she would be interested to see how some of the other partnership areas would map across, and would like the opportunity to review the arrangements and ensure that any key areas for Health are added before agreeing to take forward the arrangements in partnership.</p> <p>PO stated that these arrangements need to focus on changing the shape of public services in Cardiff and address specific issues.</p> <p>BD agreed that the Police would be willing to support these arrangements where appropriate and would welcome the opportunity to further explore shared assets.</p> <p>PG agreed that he would also like to review the arrangements and see how they would fit with probation.</p> <p>SM would welcome feedback on the arrangements. Those outlined were just a starting point that will streamline reporting, standardise the approach across the partnership, and establish accountability. While recognising that changes and additions will need to be made to support the wider partnership arrangements there is a need to be disciplined about additions and ensure that the arrangements do not become unwieldy.</p>	<p>Partners to review OD arrangements and provide comments, additions.</p>
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<p>3). Programme Focus – Safer and Cohesive Communities: Prevent and Channel Project</p>	
<p>Martin Hamilton, Chief Officer for Change and Improvement, City of Cardiff Council and Carl Davies, Prevent Co-ordinator, City of Cardiff Council were in attendance to provide an update on the work of Prevent and the Channel Project in Cardiff.</p> <p>MH said whilst there has recently been increased media attention on extremism in Cardiff with a number of high profile convictions and arrests taking place, there is a huge amount of work that takes place through the prevent arrangements in Cardiff. There is good partnership working supporting the agenda with arrangements for both prevent and contest being a priority and widely supported by the partnership.</p> <p>CD stated that there has been steady progress mainstreaming the prevent work in Cardiff and raising awareness of issues across organisations and integrating important messages with both strategic and operational staff.</p> <p>Some of the achievements to date include; Wrap training programme being delivered to over 600 staff in Health, Education and Social Services and The Getting on Together project is being delivered in secondary schools in Cardiff. An identified area for improvement would be the delivery of the Getting on Together workshop with primary</p>	

age children, to ensure that positive messages and education is embedded at a younger age. A funding bid is being submitted to the Home Office to support the development of this work.

An event with the Cardiff Muslim community has recently been held which has identified six priority workstreams that need to be addressed:

1. Education
2. Youth Work, focussing on a counter narrative
3. Safe spaces for the community to come together
4. Develop Muslim organisations and institutions, to make them more accessible
5. Improve media perception, and develop and point of contact to for positive messages
6. Provide equal opportunities

BD agreed that progress was being made, and felt that it's really important to continue to hold the difficult conversations as it is the only way that progress will be made.

SH stated that this would provide us with the opportunity for joint working within communities and encourage the different communities of Cardiff to work together.

PO queried what the Getting on Together work with primary schools and bid to the home office included.

CD stated that the work with schools is proposed to expand and include children in year 6. The messages used would be geared at a lower level and delivery centred around play – it would not be the same package as that used in the secondary schools.

SH queried whether this approach had been tested with children of this age previously.

CD explained that no work had previously been attempted with this age group, and that a programme would need to be developed.

PO queried whether there was a need to strengthen the network of young Muslim 'leaders' to influence their contemporaries.

CD stated that there is ongoing work with Cardiff Youth Service to identify appropriate young people and develop critical thinking about what being a Muslim and being a British means to young people and their communities.

PO queries if the roll of the WRAP training programme was too slow and if there was need in additional senior management support in ensuring the roll out across organisations.

CD explained that progress was now being made with the roll out. Previously organisations had been targeting the wrong people to receive the training. All secondary schools have now been trained and all primary school will have been completed by the end of 2015/16, Health and Social Services are delivering people who work with vulnerable individuals.

PO stated that the targeting of resources and how the training was put into place needed to be better understood and would like all CPB leads to support the delivery of WRAP training within their organisations.

Secretariat: Letter from CPB to partners, supporting WRAP training

4). Liveable City Report

Martin Hamilton, Chief Officer for Change and Improvement, City of Cardiff Council and Dylan Owen, Corporate Policy Manager, City of Cardiff Council were in attendance to present the Liveable City Report.

MH – The Liveable City Report has been developed as a high level ‘State of the City’ document, which will provide an overview of Cardiff’s position and performance in comparison with other major cities, particularly UK core cities against each of the 7 strategic outcomes. The report will complement the strategic needs assessment, will benchmark Cardiff’s performance against other UK and European cities and is intended to be a public facing document, providing the high level information in a way that is accessible to our communities and which highlight issues within the city.

The purpose of the report therefore is to provide an objective statement on the city’s performance, it will helping the public understand the issues facing the city and helping to identify areas where Cardiff is not performing as well as other comparator cities. It is a document that provides a statement on the city’s performance against a range of indicators and is not a measure of organisational performance.

SH saw the benefit in having a public facing document outlining the high level data that’s used to assess Cardiff performance and identify need. However, it is important that the document includes the relevant high level indicators to provide a balanced picture of the city.

RJ added that there was a need to be clear about the purpose of the report. There is a statutory requirement for a strategic needs assessment to be produced for Cardiff, which is currently in the process of being updated as part of the What Matters refresh. If the liveable city report is to act as a front facing document then there will need to be consistency in content and branding, with the strategic needs assessment providing the in-depth analysis of the data, and identifying needs of the city that the partnership will be required to respond to.

RJ added that the What Matters data group was being re-established to review the needs assessment and should be used to inform and agree the amendments made to the liveable city report to ensure that it is representative of the partnership.

PO requested that the Liveable City Report be reviewed by the data group and that an updated list of indicators be brought to the next meeting of the CPB for agreement. The Liveable City Report could then be completed following input and consideration by all partners in Cardiff so that it provides a balanced statement on city performance.

MH & DO to consult with data group and update report as necessary.

5). Asset Management in Cardiff

Corporate Asset Management

Neil Hanratty, Director – Economic Development, City of Cardiff Council introduced the new Corporate Asset Management Arrangements in Cardiff, which will support the implementation of the Corporate Asset Management Plan for the City of Cardiff Council.

PO Outlined that assets in Cardiff are a significant issue, which has been recognised by the Council and its partners. Moving forward it is not practical that as a sector we continue to maintain the number of assets that are currently held by organisations within the partnership. Equally, there is a need to recognise, if rationalisation of assets is to take place, then it should do so in partnership to ensure that we’re still able to meet the needs of our communities.

NH - As a sector we own £3 Billion worth of assets, with £1 Billion of this with the Council,

which all have growing maintenance costs associated with them. Whilst there is a need to review the assets that are held by the Council it's important to recognise that 2/3rds of the Council's property portfolio are Schools.

A property strategy has been developed to address a number of these issues with three key themes; rationalisation, modernisation, and collaboration. Given the number of schools in Cardiff there is a real opportunity for using these facilities more and collaborating with our partners to seek additional and alternative uses. To accompany the strategy an annual asset plan has been developed which will, evaluate the state of assets, and identify opportunities for disposal or investment. These plans are also held by directorate and neighbourhood. Moving forward an asset group will be meeting on a monthly basis to asset and evaluate the Council's assets, with partners being involved on a bi-monthly basis to ensure that wider issues are taken into account on any decisions being made.

RJ suggested that it was important to look at services as well as assets, and that when decisions are being made on assets there is a need to take into account any impact that this could have on services, and providers that operate from a building or in an area.

SM added that it would be imperative to have the appropriate representation for each of the partners' present, with an understanding of strategic plans and organisational direction, and service delivery.

Hub Strategy

Jane Thomas, Assistant Director, Communities Housing and Customer Services, City of Cardiff Council is in attendance to provide an update on the background of the Hub Strategy and outline the proposed next steps in the roll out of the strategy.

JT – The vision of the hub strategy in Cardiff is: “Cardiff’s Citizens will be able to access the services they **need** in the way they **want** to, through **joined up** services and **closer working** between Cardiff Council and its partners.”

These services are delivered face to face through hub facilities located across the city on a need basis. The aim is to provide accessible quality services, but reduce costs and staffing through providing a smaller number of buildings with multi-skilled staff. The pilot initially run across this city received excellent feedback. 94% of customers stated that they were very satisfied with the services they received from staff

A number of future hubs are proposed to be developed across the city:

- Ely & Caerau – Continued development
- City Centre – Relocating and proposal of additional services
- Grangetown – Delivery during 2015
- STAR – Delivery expected late spring 2016
- St Mellon’s - Potential to expand
- Llanrumney – potential to further develop building and services
- Llanedeyrn / Pentwyn – Proposed hub as part of Maelfa development, co-location with Police
- Llanishen – Options currently being considered
- Llandaff North – Consultation ongoing
- Fairwater – Consultation ongoing

Any additional hubs would only be considered as part of large scale housing developments in the city, dependant on need and affordability.

SH stated that she felt it was important for any health to be involved in future plans and developments.

NH ensure partner involvement in the bi-monthly asset board meeting

<p>BD would welcome exploring opportunities to join a hub in other areas of the City.</p> <p>SM stated that it was a strategic decision on an individual basis to determine what was included in each of the hub facilities. It is important to use the hub framework to ensure the services that are developed within a building match the needs that have been identified in the surrounding communities.</p> <p>PO suggested that the Schools Organisation Planning work would provide opportunities for further collaboration and that Health should be included in discussions</p> <p>Local Development Plan</p> <p>Andrew Gregory, Director, Strategic Planning and Highways, City of Cardiff Council is in attendance to provide an update on the Local Development Plan in Cardiff and outline the planned communities that have been agreed</p> <p>AG introduced the sites that are currently being looked at and planned in Cardiff to facilitate the Local Development Plan and associated growth in population. Work is underway with the developers to ensure that the communities that are developed through the plan will not just be housing, and will include the facilities to support the communities which will populate the areas.</p> <p>There are nine major settlements being proposed, which will provide opportunities for the development of new public sector hub work to identify the needs of those communities and respond appropriately. Health needs are being given consideration in all of the plans including ensuring quality of movement, and the related infrastructure required to support this.</p> <p>There are opportunities for join up around new building, facilities and services in these areas and there will be a need to work with partners to ensure the potential of all sites are met. There is appetite and opportunities for partners to be involved at each stage of the planning and development of the sites.</p> <p>SH stated that there was a big appetite for health to be included in all of the plans and they would like to be included in all discussions moving forwards.</p> <p>SM stated that some conversations had already taken place with partners but there was a need to ensure consistency around this approach. SM suggested that this should be picked up through the asset management arrangements with partners outlined by NH.</p>	
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<p>6). South Wales Programme</p>	
<p>SH provided an update on the progress of the South Wales Programme. There is a need to progress the pace of the implementation of the South Wales Programme, as it stands a number of the proposed changes are at risk and mitigations have been put in place to support interim arrangements.</p> <p>PO queried whether there was anything that could be done by partners to support the programme.</p> <p>SH would like support in escalating the conversation with the WG if / when appropriate.</p>	

<p>7. Horizon Scanning and Any Other Business</p>
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<p>Item:</p> <p>7.1 WLGA Briefing – Reforming Local Government: Power to Local People was raised for the attention and information of the board.</p>	
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<p>8. Dates of Next Meeting</p>	
<p>Dates of next CPB Meetings:</p> <ul style="list-style-type: none"> • Wednesday 15th April 2015, 2:00pm – 4:30pm, Conference Room 1, Cardiff Bay Police Station • Thursday 4th June 2015, 10:30am – 1:00pm, Committee Room 2, County Hall • Thursday 3rd September 2015, 3:00pm – 5:30pm, Committee Room 2, County Hall • Tuesday 3rd November 2015, 2:00pm – 4:30pm, Tiger Bay Room 1, @Loudoun <p>Dates of next Joint LSB meetings:</p> <ul style="list-style-type: none"> • Tuesday 5th May 2015, 2:00pm – 4:30pm, Ely Hub, Cardiff • Tuesday 21st July 2015, 2:00pm – 4:30pm, Vale of Glamorgan (TBC) • Tuesday 6th October 2015, 1:30pm – 4:00pm, Cardiff (TBC) 	