Cardiff Partnership Board
Minutes of the meeting held at 3:00pm on Tuesday 23rd October 2012

Attendance:
CPB Members:
Jon House (JH) (Chair) Chief Executive, Cardiff Council
Martin Critcher (MC) Group Manager, South Wales Fire and Rescue
Peter Greenhill (PG) Assistant Chief Officer, Wales Probation Trust
Sheila Hendrickson-Brown (SHB) Chief Officer, C3SC
Sharon Hopkins (SH) Executive Director of Public Health, Cardiff and Vale UHB
Sarah McGill (SM) 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 - Partnership & Citizen Focus, Cardiff Council
Sheena Lawson (SL) Partnership & Policy Team Manager, Cardiff Council
Emma Robinson (ER) Policy & Engagement Officer, Cardiff Council
Anne Wei (AW) Strategic Partnership and Planning Manager, Cardiff and Vale UHB

In attendance:
Paul Hollard (PH) Director of Planning & Chief Operating Officer, Cardiff and Vale UHB
Professor Terry Marsden (TM) Director for Sustainable Places Research Institute, Cardiff University
Nick Tune (NT) Director, BRE, Wales and South West
Gareth Newell (GN) Business Development Manager, Cardiff Council

Apologies:
Adam Cairns (AC) Chief Executive, Cardiff and Vale UHB

1). Welcome, Minutes and Matters Arising

SM welcomed everyone to the meeting. JH joined the meeting mid way through Item 1.

The minutes of 21st September were agreed as an accurate record.

Matters Arising

Domestic Violence Audit
A draft document has been submitted to Welsh Government following the last meeting of the Domestic Violence and Sexual Abuse Forum on 17th October.

Issue in focus: Trafficking

Nici Evans, Partnership Development Manager has now been appointed as a lead. It will be proposed at Scrutiny on 31st October that Cardiff Council will work within a wider multi agency framework and will be key members of the Cardiff Human Trafficking Forum. The multi agency forum group was well attended, is progressing well and has protocols in place.

Partnership Scrutiny

Probation Service has nominated Angela Gascoigne from their Board to join the Cardiff Partnership Board’s Scrutiny Panel.
## Issue in focus: Health – South Wales Programme

PH extended AC apologies and began by introducing the background to the South Wales Programme, which will ensure the quality and safety of specialist services received by some of the most vulnerable patients (obstetrics, neonatal care, paediatrics, accident and emergency and major trauma) by securing the long term viability of these services across South Wales.

These specialist services are most affected by the UK-wide medical recruitment difficulties and there needs to be ‘critical mass’ of expertise to support the training of junior doctors.

Over 90% of hospital based services will continue to be delivered locally and community services will continue to be developed to bring care even closer to home. It is for these specialist services that there is a need to consider whether the pattern of services should change.

Clinicians have currently been developing ideas as they believe that the current pattern of service delivery is unsustainable. There are currently seven specialist centres which probably need to be reduced to 4 or 5. There are currently fixed points of specialist delivery in South Wales (Morriston, UHW, Critical Care Centre, Aneurin Bevan) so need to address what the 5th would look like.

Issues specific to the specialist areas are:

**Obstetrics**: Not all obstetric units in South Wales comply with expert standards, some women need an obstetrician present during labour and it’s important that obstetric units are supported by a 24/7 paediatric service on the same hospital site.

Advice received from clinicians so far states that antenatal and community midwifery services should continue as they are and women should still have the choice of a home birth or a birth at a midwifery unit, as now. However, consultant led obstetric care should be concentrated on four or five hospital sites.

**Neonatal care**: There is a need to ensure there are separate rotas for level two (high dependency) and level three (intensive care) neonatal care and that care is provided by doctors with specialist training in neonatology.

Clinician advice suggests that in order to achieve these separate rotas care must be centralised. Level two care should be concentrated on four or five sites and level three care should be on two or three of those four or five sites. Level Three care is currently available at Cardiff, Swansea and Royal Gwent.

**Paediatrics**: Sick and injured children should be assessed within four hours by a doctor with specialist training. Children admitted to hospital overnight should be seen once every 24 hours by a consultant or someone with equivalent specialist training. Specialist training for paediatricians should be based in hospitals, with the hospital seeing at least 4,000 patients a year. Clinicians’ advice states that most children can continue to be cared for safely and well by local paediatric services. For the small number of children who need to be admitted, inpatient services should be concentrated on four or five hospital sites and that very specialist children’s services and intensive care services should stay at UHW.

**A&E and Trauma**: There are currently no formal trauma centres in South Wales and doctors training in emergency medicine are at a premium because of a UK shortage. Clinical advice so far suggests the consideration of developing a trauma centre that could exist on one site (UHW or Morriston) or split over both. Consultant delivered A&E services should be centralised on four or five hospital sites and that local emergency service provision should continue at all existing sites but there is a need to think differently about how they are provided.

The services concerned will continue in Cardiff and the Vale and they are already a specialist centre. It is the implications of the changes to the surrounding areas, such as the Royal Glamorgan and Princess of Wales hospitals, that are of concern and how this would look like.
will affect the flow of patients into Cardiff and the Vale.

Currently, there is an engagement phase running until 19th December 2012 involving listening to staff, patients and residents about the issues outlined above and the clinical advice received in order to establish what type of changes are needed. Following review of this feedback (on a UHB and also a regional basis) a series of options will be drawn up to present for formal public consultation (scheduled to start from late January 2013).

Due to the number of different Health Boards involved, forming a consensus on what to consult on will be a complex process. PH stressed that services in Cardiff and the Vale will not be lost, rather it is the impact of the changes elsewhere that is the issue.

Despite Cardiff University Hospital faring better in recruitment due to its reputation and University status, training and recruitment of medical staff in these specialist areas are still an issue throughout South Wales and the UK.

AT asked if this was due to needing to make financial savings. PH responded by saying that financial information needed to be worked out in time for the public consultation and assessments need to be made regarding how much it will cost to maintain the status quo and how much it will cost for any proposed changes. An impact assessment needs to be carried out to assess what each option means to Cardiff and Vale.

SHB stated that communication with the public during the consultation needs to be clear to reduce the risk that people may feel services are under threat. She asked what would happen if the public did not agree to the proposed options once they are drawn up. PH recognised that this is a very emotive subject and that a balance needs to be struck between offering safe and sustainable services with access. The message of the need to provide safe services has to be central.

SH reiterated this point to say that clinicians are stating quite clearly that they cannot provide their services safely and with regard to their duty of care may have to consider not providing them any more.

JH thanked PH for his presentation and asked that the CPB receive an update on progress in December / January.

<table>
<thead>
<tr>
<th>3). Programme Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>RJ presented the Board with the Summary Programme Report which provides a short narrative for every Programme, providing an ‘at a glance’ overview of any decisions or risks that the Board needed to be aware of. This format will help the CPB to identify any topics or issues they would like to address in addition to the rolling programme of reporting and enable the resolution of decisions on an ‘as needed’ basis, rather than only when specific highlight reports are received.</td>
</tr>
</tbody>
</table>

SH stated that she is finding it more difficult to engage with others in other workstreams, when the work is relating to wider workstream and programme activity and partnership working. She asked that lead officers and colleagues are told that work needs to be prioritised to ensure partnership working is at its best. 

RJ suggested that the ‘Year One’ Survey (Item 8.2.2) could be used as a way to refresh this approach in people’s minds.

MC reported that Justin Jones, Station Commander, is now the SWFRS representative on the Cardiff City and South Neighbourhood Management Team.

| Action: PH/AC to update CPB on South Wales programme in Dec/Jan |
| Action: Letter to be sent SRO’s and workstream leads to remind of need to prioritise. (Secretariat) |
SH highlighted risks within the Healthy Living Programme (cashless system for school meals and provision of healthy options at large events) that she would like to get some feedback on.

| Action: SH to forward information to RJ about progressing these issues. |

### 4). Welfare Reform and Tackling Poverty Update

*This item was brought forward from item 5*

SM expressed concern about the timescales and the fact that local authorities are still waiting to receive regulations from Welsh Government. The combined impact of all the changes are not yet fully understood or being communicated in a joined up way. The Welfare Reform Task Group has excellent attendance and due to its size sub groups have been set up to look at particular issues.

RJ drew the Board’s attention to the draft indicators that are currently being used to measure the impact of the Welfare Reform.

SM stated that there is a real need to share data to identify exactly who will be affected by the changes and then to be in a position to offer support and advice at the right time. A mapping exercise has identified that this will not just affect the southern arc of the city but also hit the ‘asset rich, cash poor’ residents in the north.

There will be budget impacts to all agencies and work has started to put figures to this and log what increase in services there has been.

It was agreed by the Task Group that the communication strategy needs to be targeted to those who will be affected by the changes, rather than a blanket communication to the general public.

RJ stated that some work needs to be done to draw together a central list of advice centres and support agencies and to identify their capacity to be able to deal with additional enquiries. These organisations need to communicate with each other to know how and where to refer people needing further support.

JM updated the Board stating that the WG group is meeting once a week. It is clear that DWP deadlines are not being met and not enough information is being distributed from UK government. Current evidence gathering suggests that Citizen’s Advice Bureau’s (CAB) are handling 40% more enquiries. The complexity of the changes often means that even in CAB’s there aren’t the specialism available to advise. WG is mapping and reviewing advisory services in Wales.

JH asked that this item remains a standing item and the CPB continue to receive an update at the next meeting.

| Action: CPB members to suggest other indicators to RJ |
| Action: Welfare Reform Task Group to prepare centralised list of advice centres/support agencies |
| Action: Welfare Reform item to remain as standing item on next meeting’s agenda |

### 5). Future Cities Demonstrator Bid

JH welcomed Professor Terry Marsden, Director for Sustainable Places Research Institute, Cardiff University, Nick Tune, Director BRE Wales and South West and Gareth Newell, Business Development Manager, Cardiff Council.

GN provided some background behind the work taking place to submit an application to the Technology Strategy Board (UK Government’s Innovation Department) which will invest up to £25m in a large scale demonstrator for future cities.

GN explained that the team has already completed a feasibility study and developed its project proposal and will submit a full proposal on 14th November and asked the CPB for
their support of this proposal. The project will demonstrate at scale, and in use, the additional value that can be created by integrating city systems. The project will enable businesses to test, in practice, new solutions for connecting and integrating city systems, and will allow UK cities to explore new approaches to delivering a good local economy and excellent quality of life, whilst reducing the environmental footprint and increasing resilience to environmental change.

TM explained why Cardiff is in a strong position to implement the demonstrator, explaining that the city’s population growth, infrastructure, compact size, partnerships, research expertise and connectivity all contribute to the unique position of the city. The team has held successful meetings with business stakeholders regarding the development of the proposal. NT provided information about the demonstrator and how it can be used to improve decision making in the public sector, in areas such as traffic control and schools. The demonstrator provides a higher level of information exchange and would make the city and its partners data rich. He described the demonstrator as an ‘engine’ that could map and visualise data relating to energy, water and transport to improve data use in the public sector, businesses and citizens.

For the proposal, the team have developed specific scenarios eg. large scale events in the city and have identified ways of manipulating data and information to improve citizens lives. GN added that this use of data will align with current business intelligence available and the demonstrator will integrate this, along with data from the public sector and visualise the data in a more useful way that will enable further interrogation of the data and a platform for sharing the information to make it more accessible.

In response to questions from SH and AT, GN replied that the city council will own the demonstrator as the lead bidder of the proposal and TM qualified that the benefit will be to the citizens of the city who will have access to more information to make better, more informed decisions and that the demonstrator will provide more coordination and allow for manipulation of open source data. The demonstrator will build on existing data and use real time data and future modelling to understand the real ‘state of play’ at any given time. This could be used in many instances and NT gave the examples of flooding and water management.

The Board asked the team for more clarity on what the demonstrator actually is and stated that though they can see the benefit and would welcome this level of investment in the city, more clarification is needed.

SM stated that the governance for the demonstrator needs to be really tight regarding issues around closed data, access rights and confidentiality. JM furthered this by asking to team to fully flesh out their examples of how the demonstrator can benefit the city. SHB asked that the team consider their omission of not including the third sector as part of their current proposal and wanted additional clarification.

JH asked the team if they could distribute any papers that would be useful to share with the board to help with this clarification and to identify any areas where partners could lend their support to help develop the bid before the deadline.

6). Education Improvement Partnership (EIP)

As Nick Jarman and Cllr McGill were unable to attend today’s meeting it was agreed that this agenda item will be addressed at the next CPB meeting. SH expressed concern that the EIP doesn’t currently include any reference to the Schools Health Improvement Programme (SHIP) and this was echoed by JH who said that other

**Action:** Secretariat to ask presenters for documents relating to the proposal and RJ to speak to GN about support from CPB with bid proposal.

| Action: | Nick Jarman and Cllr Julia McGill to attend next CPB |
agencies, including the 3rd sector, need to become more engaged with this piece of work.

<table>
<thead>
<tr>
<th>7). Partnership Scrutiny</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Partnership Scrutiny Panel met for the first time on 1st October addressing the relationship between the Leadership Group and the Partnership Board and engagement throughout the workstreams and programmes boards. They are addressing Business Intelligence at their second meeting in November and will submit their recommendations to the CPB in December. The issue of sharing the cost of resources (one full time Scrutiny Officer) between the Partnership will be discussed at the next CPB meeting, following submission of their recommendations relating to Business Intelligence.</td>
</tr>
<tr>
<td><strong>Action:</strong> Secretariat to prepare draft response to Scrutiny recommendations</td>
</tr>
<tr>
<td><strong>Action:</strong> Forward list of Scrutiny members to JH (Secretariat)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8). Horizon Scanning and Any Other Business</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Families First update</strong></td>
</tr>
<tr>
<td>RJ talked through the Commissioning Update Newsletter stating that she has spoken to SHB about working with the third sector to help organisations prepare for the transition from Cymorth to Families First. The project team are also meeting with all existing Cymorth projects to help with these transitional arrangements. RJ also stated that discussions are taking place with WG in terms of lessons learned throughout the commissioning process. The deadline for final submission of tenders is 12:00pm on 14th November. A multi-agency evaluation process, including the evaluation from children and young people, will follow. It is the intention that all bidders will be notified of decisions on 7th December. Following a call in period, contracts will be awarded on 20th December.</td>
</tr>
<tr>
<td><strong>Communities First update</strong></td>
</tr>
<tr>
<td>WG are signing off the Cluster Bids this week. Three out of the four appointments have been made and organisations will be mobilised following completion of due diligence reviews. JH thanked RJ and her team for her work on getting the programme to this stage. It will be imperative to link up Communities First with the Families First programme.</td>
</tr>
<tr>
<td><strong>CPB – One Year On...</strong></td>
</tr>
<tr>
<td>As arrangements have now been in place for a year it was thought timely to evaluate the work of the CPB. RJ drew the proposed letter and survey to the Board’s attention.</td>
</tr>
<tr>
<td><strong>Sexual Assault Referral Centre (SARC)</strong></td>
</tr>
<tr>
<td>SH asked that SARC be included in the agenda for the next CPB meeting and would welcome a discussion around the financial pressure the centre is experiencing. JH extended thanks to staff throughout all partnership organisations who continue to support the communities who have been so badly affected following the tragic events in the West of Cardiff last week. He continued to say the response, resilience and professionalism of all partners was fantastic and thoughts continue to be with the family and friends of Karina Menzies and the other people so badly affected by this shocking event.</td>
</tr>
<tr>
<td><strong>Action:</strong> Members to advise Secretariat of any suggestions to include in One Year On survey</td>
</tr>
<tr>
<td><strong>Action:</strong> Secretariat to speak to SH re: inclusion of SARC on next agenda</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9). Date of Next Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 5th December: 2.00pm-4.00pm, Committee Room 1, County Hall</td>
</tr>
<tr>
<td>• 21st January, 10.00am-12.00m, City Hall, Room 100</td>
</tr>
<tr>
<td>• 18th February, 9.30am-11.30am, venue tbc</td>
</tr>
<tr>
<td>• 21st March, 3.00pm-5.00pm, Conference Room 1, Bay Police Station</td>
</tr>
</tbody>
</table>