1). Welcome, Minutes and Matters Arising

PO opened the meeting by welcoming attendees. Apologies were received from Adam Cairns, Nadia De Longhi, Peter Greenhill, Abigail Harris, Peter Jenkins and Anne Wei.

The minutes of 15th April were agreed as an accurate record.

Matters Arising

The matters arising from the meeting on the 15th of April were noted.

- PO noted item 1.3 which provided an update on the action undertaken to date on school governor appointments, and requested that the action remain on matters arising once again, to ensure progress is being made.

SH suggested that she could promote the opportunity to become a school governor to colleagues within the health board. It was agreed that this information would be shared across partner organisations to help fill vacancies.
• SH requested that the introduction to the Ageing Well plan for Cardiff be updated to be more representative of the partnership arrangements, and working that is currently being carried out. This is a plan that all partners will need to adopt and make a contribution to.

2. Business Improvement District / Late Night Levy

PW City Centre Manager at City of Cardiff Council introduced Owen Davies, Associate at Mosaic to provide an overview of the Business Improvement District (BID) proposals and to explain the rationale for a BID being proposed for the city centre of Cardiff.

OD explained that Mosaic has worked with a number of other local authorities, and core cities to develop their BID models and as such has been brought in to Cardiff to provide support in developing a similar model locally.

OD introduced the concept of a BID; which is an arrangement whereby businesses get together, decide what improvements they want to make in their city centre, how they will manage these and what it will cost them. BIDs have a maximum term of 5 years, which gives them a good length of time for businesses to feel the benefit of the services and projects delivered by the BID.

The timeline of the Cardiff BID would see a ballot being undertaken of the 2,500 (approx.) businesses within the proposed district on whether to adopt the BID or not. If the ballot is successful then all of the businesses within the BID area (excluding; businesses below a threshold rateable value and other exemptions) will be required to contribute towards a BID levy, this fund will then be used by businesses on a partnership basis within the district to make improvements.

The BID can take whatever form that best suits the needs of the area that it covers. A business plan will be developed and led by a task group which will be made up of businesses from within the district and interested public sector partners to implement the business plan over a 5 year period. At the end of the 5 year period the businesses within the district will take another vote, to determine whether this BID should continue into a ‘second round’ which would follow the same format over an additional 5 years.

OD advised the group that Mosaic had also undertaken research into a number of Late Night Levy (LNL) models that have been introduced across the UK. The LNL, if introduced, would apply only to licensed premises within the city centre that are licensed to remain open after midnight, and would see such premises making a contribution towards a levy which is used by the Council and police responsible for the area to fund a safe and clean night time economy. There has been a feeling amongst business communities in other areas of the UK where an LNL has been introduced that this is something that is being enforced upon them and as such will seek to evade the levy by closing earlier.

The funds raised by an LNL is likely to be around £70,000, conversely a BID would raise approximately £5 million over a 5 year period.

SH commented that she liked the BID approach as it seemed to be more inclusive and focus on improvement rather than to penalise the businesses in the affected areas.

PO observed that it would be important for the public sector to be a stakeholder within the BID if it were to be progressed and negotiate the use of some of the funds on improving the night time economy in Cardiff. The public sector presence in policing and supporting the night time economy is under threat in Cardiff given the reduction in funding over recent years and there is a need to introduce something that will support a
safe and clean night time economy, as this is something that also impacts on the daytime and overall economy of the city centre.

BD commented that in Newcastle Upon Tyne there is a model where both a BID and an LNL had been introduced in conjunction and were working together in the city centre area and asked whether this was something that could be investigated for Cardiff.

SM raised that there were a number of initiatives that support the success of the night time economy in Cardiff which would be under funding threats over coming years unless an alternate means of financing them were identified, such as; the alcohol treatment centre, operation mistletoe and the street pastors. These initiatives provide excellent support to the city centre and night time economy, but have historically been funded by the public sector, however the private sector businesses and licences premises significantly benefit from these initiatives. The introduction of an LNL would provide a degree of certainty in contributing to the night time economy of Cardiff.

JD advised that the BID business plan would focus on a number of areas of support and improvement for the city centre, and that it was possible to include support of the night time economy within the business plan. This is something that would need to be discussed and agreed with the BID task group.

BD queried whether it would be possible to review what other cities had done, especially where a BID and LNL had been introduced together to see how the model works and whether it would be appropriate for Cardiff.

PO questioned what the composition of the task group was, and how it was possible for the public sector to be represented on the group.

OD explained that the task group would be representative of the business make-up of the city centre, given that the Council would be one of the largest contributors to the BID it would be important for them to form part of the task group.

SH queried the timescales of introducing the BID.

OD advised that a ballot would take place in the Summer of 2016, if this were successful then the BID would be up and running within 3 months.

PO felt that more detail is needed around what the model and business plan would be for Cardiff. Also, that more information was needed to see how other models, such as that in Newcastle, operate with a BID and LNL and BD suggested. A further update needs to be made to the board at the next meeting.

BD also requested that a meeting take place with the Police, Council and Health to review the model in more depth and to work through issues that had been raised as part of the discussion.

**3). Budget Position**

RJ updated the board that the Joint Finance Meetings with the heads of finance from across the partnership were continuing to take place. These meetings are fostering good relationships among the finance departments, and allowing an understanding of the financial position of the sector as a whole to be developed and understood, as well as the future impacts to services across organisational boundaries that will be seen from additional budget pressures in the coming years.
At the last meeting it was agreed that a half-day session would be held with the organisational development leads from across the partnership, where further opportunities could be identified, with a focus on financial transformation and exploring the possibility of joining up back office functions.

SH requested that the information for the half-day session be shared with members of the CPB to enable them to enforce the importance of progressing this work within their own organisations.

RJ advised the group that the first in a new series of ‘make the difference videos’ that the Council has been developing would be released today and would share this with the group.

**4). What Matters Needs Assessment**

PF introduced the draft strategic needs assessment for Cardiff, which has been pulled together over the last few months, contributions have been made to the needs assessment from all partners, reviewing the historic data that had been used in What Matters and the first needs assessment, and identifying new indicators where appropriate.

PF gave a presentation of some of the key points that had come out through undertaking the needs assessment:

**Demographics**
- Cardiff’s population has grown by 3.7% or 12,900 between 2010 and 2014. This population increase is set to continue with a projected growth of 26% by 2034 – making Cardiff the fastest growing city in the UK in terms of percentage, including London.

**People Cardiff are Healthy**
- Life expectancy for both Males and Females in Cardiff continues to grow, however the gap in life expectancy remains at 10yrs and 13yrs for Males and Females respectively.
- Smoking levels have decreased by 2 percentage points in Cardiff since 2010 and are now at 21%.
- Physical activity levels in Cardiff have increased since 2010 which is a positive trend for Cardiff. The Percentage of adults in Cardiff reporting to be physically active on 5+ days a week has increased to 26% - an increase of 2 percentage points
- The level of people reporting drinking about guidelines on a day in the past week has remained fairly consistent at 44% since 2010
- A point of note is that the levels of people who report being overweight or obese has increased significantly since 2003. 58% of Cardiff’s population now self-report being overweight or obese.

SH raised that although the overall smoking levels had decreased across the city, that there was also an inequality gap in this area across the city and it’s important that this is reflected within the needs assessment.

**Cardiff has a clean, attractive and sustainable environment**
- A key area for Cardiff under this outcome is sustainable transport and infrastructure, this will be compounded over coming years with additional pressure being added to our infrastructure by the Local Development Plan (LDP) which aims to build an additional 41,000 homes in Cardiff by 2026.
• Currently 56% of the respondents to the Ask Cardiff annual residents’ survey report that they travel to work by car – which is not sustainable.
• Recycling figures for Cardiff have continued to improve and have managed to meet the minimum overall recycling target as set by the WG. However to continue to meet this target (which increases year on year), Cardiff will need to continue to improve its rate of recycling.

PO requested that information demonstrating the modal shift be included in the needs assessment, which will provide further details on what other means of transport people are using, and whether there is a shift to using more sustainable methods.

People in Cardiff are safe and feel safe
• Residents’ perceptions of their safety, levels of crime and anti-social behaviour in Cardiff are inconsistent with the reality of recorded incidents. Both reported Crime and Anti-social Behaviour has been on the decline in Cardiff since 2003, however this does not seem to be recognised in our communities.
• Despite the continued reduction in levels of both crime and antisocial behaviour between 2010 and 2014, respondents to the Ask Cardiff survey have remained fairly consistent in their perceptions.
• Data collection on Domestic Abuse remains an issue in Cardiff. Whilst the aim is to increase the levels of reporting, encouraging people to come forward and report that they are victims, not having a single source of data masks the true picture. There has been an increase in reporting since 2010; however specialist agencies feel that this still does not reflect the real number of instances.

BD stated that perception of crime is something that both the Police and the partnership have been struggling with for a number of years. Often, this is affected by high profile incidents that are publicised in the media. And possibly more recently, by social media campaigns that are raising awareness of safety issues or seeking individuals.

RJ suggested that social media does raise awareness in a sometimes negative way, and suggested that an increase importance should be placed on publicising the outcome of and campaign so that the public know the positive stories as well.

BD acknowledged that data for Domestic Abuse incidents had also been something that had been an issue for a number of years, and that a data sharing arrangement between all specialist and public agencies has not been achieved. However, this is something that should be improved upon by developing a multi-agency safeguarding hub in Cardiff.

Cardiff has a thriving and prosperous economy
• Although Cardiff has continued to improve its GVA per head since 2010, with GVA now sitting at £22,968 (above the Welsh average), it remains to be below the UK average of £23,394.
• Whilst GVA and the median gross weekly full-time earnings continue to climb in Cardiff there have been decreases in both economic activity in Cardiff and employment levels.
• Increasing the employment rate and economic activity in Cardiff remains a priority. With the introduction of the Local Development plan in Cardiff, we will need to ensure that there are sufficient employment opportunities to support a growing population.

PO queried if we knew why there had been a decrease in economic activity and employment levels in Cardiff in 2014.

PF explained that it was difficult to know exactly what was happening as the sample size
for the Annual Population Survey where this information comes from is only based on approx. 1500 people, this needs to be reviewed in line with broader data sources such as the claimant count from JCP – which are included in the full needs assessment.

**People in Cardiff achieve their full potential**

- The 2014 WIMD demonstrates that the extent of deprivation in relation to Education is a significant issue for Cardiff. 30% of the LSOAs in the Southern Arc of the city falling into the 10% most derived area’s in Wales. However, it needs to be noted that this indicator looks at more than just school results, and the school age population. The Education domain as part of the WIMD takes into account 6 key indicators to review educational achievement and key skills within Wales looking at both children and young people, and adults.

PO requested the inclusion of some of the key performance data from schools within the needs assessment, which will demonstrate the excellent progress which is being made, and provide a context.

RJ felt that it would be pertinent to agree the key messages from both the needs assessment and rewrite of the strategy to be used going forward. A separate session with the CPB is to be arranged to focus on the key information from the needs assessment and also the redraft of the strategy.

RJ also wished for CPB members to note that following the next meeting of the CPB in November a session will take place with the scrutiny panel to review the Cardiff Partnership arrangements and the draft refresh of the What Matters strategy.

5). **Outcome Based Reporting / Annual Reviews**

RJ provided a presentation on the Outcome Based Reporting arrangements of the partnership, outlining how these had grown over time and the opportunities to further embed this performance reporting mechanism in core services, to see if similar results would be possible.

Results Based Accountability (RBA), is the methodology of performance reporting that the partnership has based its model on, it’s important to note, that this methodology reviews both *population accountability* – which looks at the well-being of an entire population and for us, would feed into our what matters outcomes. And also, *performance accountability* – which focuses on a specific group of people who are receiving a service or intervention and allows us to review what benefit there is to an individual who access the service or intervention. The methodology has been used in Cardiff to develop not only the reporting framework for the Cardiff partnership and its associated programmes, but also as a mechanism to inform commissioning, to ensure that services meet the needs of the population.

The commissioning of the Families First programme in Cardiff was the first of its kind to be undertaken, and began by reviewing the 7 citizen outcomes as agreed in What Matters and the strategic needs assessment to identify the services that were most needed in the city. This information was used to inform the specification which in addition to requiring providers to outline which outcomes they would contribute towards, they were required to outline how each of the proposed services would benefit their customers by outlining ‘How much’ they would deliver, ‘How well’ it would be done and how customers would be ‘Better off’.

Report cards have been developed for each of the services commissioned which takes into account their individual measures, including the outcomes for customers,
contributions towards outcomes, cost of service vs effectiveness of services, and a neighbourhood breakdown of participants to allow a review of service users across the city and identify where additional support may be required. The report cards are reviewed on a quarterly basis and provide flexibility in reviewing services against need, and best value for money going forward in a time of dwindling resources. They also provide evidence and support for difficult conversations to be had with providers when making decisions on the future of services.

Similar report cards have been developed for Communities First and in recognition of all the work that has been done on outcome based reporting and aligning the outcomes, the WG are reviewing their current framework with a view to develop a combined framework for Families First, Communities First and Flying Start. Having such a robust performance reporting mechanism in place in Cardiff also allows for year on year comparisons in data, and annual reports including both evidence of delivery and case studies to be developed.

Another element which has also been introduced is to review the personal data that informs this type of reporting to produce an anonymised data report. The report allows a profile to be built of the people who access the services, the demand across the year and the need across Cardiff.

The work that has been undertaken to date on outcomes based performance management has largely been in a partnership context, and there is still a way to bring this effective methodology in to use with core services.

SM complemented the work that has been undertaken in developing these arrangements to date and noted that the way that the methodology informs and enables decision making is something that should be a key focus when monitoring the core functions and services within organisations.

PO stated that this methodology should underpin the next phase of developing and improving performance management across the Council. A few key areas should be identified to pilot the approach.

EM was very pleased to note the improvement in outcome based reporting which has developed and to see that decisions were being made using an evidence based model. This method of performance reporting ensures that providers are not held to account for elements which they cannot influence (such as the population), and acknowledged that there would be advantages in applying the methodology across all organisations.

SH would like to see this model developed as new services are introduced, to ensure that the opportunity is not missed.
### 6). Programme Performance

PF introduced the programme performance reports for Q1 which were noted by the board, and raised a number of items for consideration and decision.

#### Education Development

**Estyn**

PO advised that Estyn would be undertaking a visit to review education’s partnership arrangements during the W/C 5th of October.

**Educations Development Board arrangements**

Request for the CPB to endorse the proposals for the new work programme and membership of the Education Development Board (Item 6.2 appendix 1). Arrangements agreed by the board.

Request to note current educational attainment and attendance data (Item 6.2 appendix 2). Data noted by the board.

Request to note current position regarding the ‘Young people not in education, employment of training’ workstream (Item 6.2 appendix 3). Noted by the board.

#### Safer & Cohesive Communities

Items for consideration were agreed were discussed and agreed under agenda items 1 and 8.

RJ also noted the current position of the RCF funding from WG which was reduced by 50% for 2015/16 and may receive similar or more substantial reductions in 2016/17. As such contingencies need to be made for the Alcohol Treatment Centre, and the Sexual Assault Referral Centre both of which will be considered and agreed by the Cardiff and Vale joint local service board.

PO suggested that a separate meeting be convened to progress the work around the contingencies for both of these projects.

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### 7. Neighbourhood Partnership Focus: Cardiff South East

Gemma Hicks, Deputy Cluster Manager for Community Involvement and Health, STAR Communities First was in attendance to present to the board the benefits of timebanking on the communities of Cardiff South East, and outline opportunities for further integration.

GH explained that the timebanking model was introduced into Cardiff South East in 2014/15 and although there was a degree of cynicism from both partners and the communities, the approach has been widely embraced and is proving to be very successful. In a year there are 24 groups and 309 individuals who are accessing time credits or opportunities within the area. The groups include working with street reps, day and community centres, and allotment and environment groups amongst others.

During the first year of running the scheme there were 125 participants who managed to clock volunteer 3153 hours to the community and earn time credits whilst doing so. Of the 125 participants 74 of the individuals reported that they felt more involved in their community as a result of timebanking and this has let on to employment and work placements for participants.

**Secretariat to arrange a separate meeting to discuss contingencies for the SARC and ATC**
So far during the second year (April 2015 onwards) there are 129 participants, 79 of which are new to the scheme and this has just been within the first quarter. 2687 volunteer hours have been given to the community through activities such as meal cooking, and befriending. The volunteers at Moorland Day Centre are actually donating their earned credits back to the centre, who are saving them in order to run a day trip for all of its users.

Successes of note include the Lego Club. A weekly club which is run on an ‘earn and spend’ basis (the time credits are recycled and reused by the club) to support parents interact with their children through play. Other successful opportunities include working with the day and community centres, and running allotments and community gardens where people are coming together to create something sustainable for the benefit of the entire community. Participants are becoming more active and are learning to grow.

There are a number of opportunities to expand on the current provision in the area which includes:

**Befriending** – Isolation is a big issue within the local community and a befriending scheme is being established to try and tackle this issue.

**GP Referrals** – There is a scheme in Cambridgeshire whereby doctors are using time credits in place of prescription for low level anxiety and emotional mental health issues. The time credits are used to encourage participation in the local community, this helps to eliminate isolation and anxiety and improve emotional mental health.

**Community Asset Transfers** – STAR are currently providing support to community members and groups who are exploring the opportunity of community asset transfers of day centres, community centre and other community assets.

**Luncheon Clubs** – Befrienders could support to maintain high levels of activity across the Cardiff South East area, and wider.

RJ explained that this timebanking scheme would form part of the city wide model which would provide opportunities for all in Cardiff to become involved, whether or not they lived in Communities First areas. Cardiff Youth Services, Families First, Age Connects and other organisations have signed up to the model and a launch is taking plan on September 10th in City Hall, with participants who have benefited from the scheme coming to give an account of their experience.

PO thought that this was an excellent example of the communities of Cardiff responding to the challenges facing the city and a huge opportunity for Cardiff.

SM Would like to know how to link this in with the day-care strategy that is currently being written as there are huge opportunities and benefits to include the model within the strategy to provide additional support within the community.

GH agreed that there were opportunities to do more with the day centres, and this could be done across this city, not just in Cardiff South West.

SH commented that there would also be many opportunities in Health to apply the model, providing support to both participants and services.

PO agreed that the city wide timebanking model should be complementing service delivery in Cardiff, and would like opportunities to progress this to be identified.

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**8. Domestic Homicide Review**

RJ updated the board that a lead to undertake the first DHR in Cardiff had been commissioned and work is progressing. A timeline has been developed for conducting
the review, and all participating agencies had been identified and notified.

One element of the process which has not been agreed is covering the cost and resourcing the co-ordination of the review. There is a significant portion of work with undertaking the DHR and much of the multi-agency involvement will need to be arranged and co-ordinated. RJ queried with the board what the arrangements of resourcing the DHR would be.

BD suggested that all statutory partners should contribute an equal share of funding, to cover the costs. This arrangement was agreed by the board.

**Action:** All statutory partners to contribute towards the cost of the DHR

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<th>9. Horizon Scanning and Any Other Business</th>
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<td>RJ introduced a number of items to be noted under horizon scanning:</td>
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**WAO Corporate Assessment (W/C 5th October)**
The Wales Audit Office will be returning the Cardiff to undertake a follow up corporate assessment visit on the W/C the 5th of October. A number of officer meetings and interviews are scheduled ahead of the visit and will inform the overall assessment.

**WAO Community Safety Review (W/C 14th September)**
A national review of Community Safety in Wales is being undertaken by the Wales Audit Officer during September, with Cardiff being an area of focus. Interviews have been arranged community safety and safeguarding leads to feed into the review.

**Estyn Visit (W/C 5th October)**
Estyn will be undertaking a return visit to undertake an in-depth review of the Education partnership arrangements in Cardiff, and to see whether progress has been made against their previous recommendations.

**CCISW (TBC)**
Notification has also been received that CCISW will also be undertaking a review in Cardiff; however no further details are currently available. These will be shared when received.

**Scrutiny**
The PRAP scrutiny panel has requested for the Chair, Cllr Nigel Howells to attend the next meeting of the board. The board agreed.

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<th>10. Dates of Next Meeting</th>
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<td><strong>Dates of next CPB Meetings:</strong></td>
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<tr>
<td>• Tuesday 3rd November 2015, 2:00pm – 4:30pm, Tiger Bay Room 1, @Loudoun</td>
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| **Dates of next Joint LSB meetings:** |
| • Tuesday 6th October 2015, 1:30pm – 4:00pm, Committee Room 3, County Hall, Cardiff |