Agenda Item 1.1

Cardiff Integrated Partnership Board
Minutes of the meeting held on Wednesday, 18th January 2012
Meeting Room 4, Cardiff Central Library

Attendance:
IPB Members:
Jacqui Bell (JB)  Chief Executive, C3SC
Jon House (JH)  (Chair) Chief Executive, Cardiff Council
Peter Greenhill (PG)  Assistant Chief Officer, Wales Probation Trust
Rod Hammerton (RH)  Assistant Chief Fire Officer, South Wales Fire and Rescue Service
Sharon Hopkins (SH)  Executive Director of Public Health, Cardiff & Vale UHB
Sarah McGill (SM)  Corporate Chief Officer - Communities, Cardiff Council
June Milligan (JM)  Director General, Local Government and Communities, WG
Jan Williams (JW)  Chief Executive, Cardiff & Vale UHB
Julian Williams (JWI)  Deputy Chief Superintendent, South Wales Police

Policy Support:
Rachel Jones (RJ)  Operational Manager - Partnerships & Citizen Focus, Cardiff Council
Sheena Lawson (SL)  Partnership & Policy Team Manager, Cardiff Council
Anne Wei (AW)  Head of Partnerships, Cardiff and Vale UHB
Catryn Holzinger (CH)  Senior Strategy and Research Officer, Cardiff Council

In attendance:
Fiona Jenkins  Executive Director of Therapies & Health Science, Cardiff & Vale UHB and Programme SRO for Older People
Mike Murphy  Chief Adult Services Officer, Cardiff Council
Lynda Chandler  Programme Manager, Older Person's Service Delivery Programme
Don Davidson  Group Leader, Regeneration Programmes, Cardiff Council and Joint Chair of Cardiff East
Sally Cockerill  Community Investment Manager, Hafod Housing Association and Joint Chair of Cardiff East

1). Welcome, Minutes and Matters Arising

JH welcomed everyone to the meeting. Apologies were received from Maxi Thomas.

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

Matters Arising

JH noted the success of the Proud Capital Leadership Group and the accompanying NEETs seminar which took place on Friday 12th January. The seminar was popular with all attendees, with feedback focusing on the high quality of debate and the actions that were agreed.

The Board then discussed the Terms of Reference (ToR) for the NEET Action Group, members of which presented at the last IPB. SH added that it is vital that we link the NEETs agenda to the work that is developing on whole family responses and this connection should be made explicitly in the ToR.

RJ introduced the ESOL figures. The Board noted the mismatch between supply and demand and the fact that there is not definitive picture of this in Cardiff. RJ said that more work will be ongoing to clearly identify the number who require the provision and
2). Programme Management Arrangements

**Programme Management Arrangements**

RJ referred the Board to the updated list of programmes and lead officers. The majority of leads have been named for the programmes and their associated workstreams and workstream activities. Those that will be the first to report to the IPB have their programme boards in place and meetings in the diary. The neighbourhood management programme arrangements have also been established.

Following that, JH made reference to the forthcoming local government elections and the need for those involved in the neighbourhood management programme to manage the sensitivities around political issues. There will be guidance and support for council staff but it is important that this message is also communicated to partners who are engaged in local delivery or locality working.

**Programme Focus – ‘Older People’**

JH welcomed FJ, MM and LC to the meeting. The Frail Elderly work is part of the Integrating Health and Social Care (IHSC) Programme, which is a collaboration across Cardiff and the Vale. FJ highlighted the need to communicate a clear vision and strategy for frail elderly work, based around independence. She added that there are negative connotations to ‘frail elderly’ and that the work needed a clear identity that people could understand. They have contacted the communications teams in Cardiff and the Vale and tasked them with coming up with something better. However, project funds are limited and the Cardiff team had intimated there would be a fee associated. JH confirmed that this would not be the case.

FJ told the board that the group’s aim is to give added impetus and scale to work that is already ongoing. Evidence suggests that the challenge is not being met in some instances, with a gap between the institutional care that is provided and the community-based support that is overwhelmingly citizen’s preference. Provision across the two authorities is also patchy.

FJ outlined 3 main deliverables for year one;

- **Developing the community toolbox:** This includes wrap-around services and new pathways involving a range of providers. An element of this is improving referrals to appropriate housing.
- **Improving the experience of older frail people in hospital:** This includes rapid assessment and diagnosis and proactive case management and collective discharge planning to reduce delayed transfers of care (DTOC). A team of social care and health staff will be pulled together to look at discharge planning in early spring.
- **Joint commissioning of longer term care:** This workstream is looking at longer term commissioning for people who are ‘stuck in the system’. Work has focused on what services should be provided going forward to enable and re-able citizens.

MM then explained how the ‘John Bolton’ model, which has been used in social care for the last few years, will underpin the project. He also explained how social and cultural changes have meant there was a lack of support in the community and suggested that is something the IPB could help develop through the workstreams.

FF then went on to outline the high-level performance indicators (PIs) which have been selected by the Audit Commission and which the project are proposing be adopted for their purposes. The Board accepted the selection of these PIs and JM suggested adding in DTOC, which was accepted.

FJ then listed some final key points for consideration by the IPB:
• IT is a barrier to be resolved
• We need to give staff authority across health and social care to make decisions across the geographical and organisational boundaries.

JW offered her support for the project. She referenced the different approaches to supported housing across Wales and referenced their submission to the Supporting People programme, which helps people into appropriate accommodation settings emphasising that hospital is not an appropriate setting for many patients.

SH supported the potential for developing support in the community and noted the potential of neighbourhood teams and services. JW also added that PCSOs could play a role in this, supporting older people and reducing their fear of crime.

In response to the issues raised around housing, SM said that the Needs Assessment is lacking and information needs to be fed in to the Housing Strategy on what accommodation is needed where and what should be decommissioned.

JH then offered his support to this important agenda. However, given the significance of this work, it was felt that the pace needs to be accelerated and that the ideas need to be developed into action. FJ agreed that the pace of work does need to be accelerated and noted that the team has recently submitted an Invest to Save bid. The IPB were supportive of this and asked for regular summaries of progress to be presented to future IPB meetings.

3). Neighbourhood Area Review

**Neighbourhood Area Review: Cardiff East**

JH welcomed Don Davidson (Group Leader, Regeneration Programmes, Cardiff Council) and Sally Cockerill (Community Investment Manager, Hafod Housing Association), Co-Chairs of Cardiff East Neighbourhood Management Team who presented an overview of the key issues in Cardiff East.

DD began by explaining that Cardiff East has a small population but big challenges stemming from high levels of deprivation. However, it has strong communities, a good history of partnership working and high levels of resident satisfaction. The neighbourhood team has a well-established action planning process and quarterly meetings with Elected Members. Though there are many positives, certain challenges are ‘holding the team back’. For example, the neighbourhood management officer for the area has been on long term sick leave and the team have been supported by officers from other areas. However, not having a dedicated officer has, in some respects, hampered progress. The Board agree that this needs to be resolved. Another challenge has been securing the engagement of all relevant agencies and a sense that some professionals were only attending because ‘they were told to’. DD asked for Board members to make sure the right people are nominated as representatives. He also asked for increased representation from health, the fire service and parks.

DD then went on to cover the top priorities for the neighbourhood. The team are moving on from the ‘crime and grime’ focus to looking at more substantive community issues, such as domestic violence and family support. SC added that there is anxiety around Families First timescales, particularly regarding how the voluntary sector can get involved and demonstrate their competence. RJ (who is leading Families First) appreciated the point and said the problem of timing had been fed back to WG and that work to develop the commissioning process was ongoing. Though it will be a challenge, the programme represents an opportunity to align resources and develop multi-agency locality working.

DD then outlined the key things that the team would like to see from the IPB, they were;

- Action: Feed relevant information into current Housing Strategy consultation (ALL)
- Action: Summary of IHSC progress to be reported to future IPB meetings. (FJ/Secretariat)

- Action: Resolve officer support issue for Cardiff East. (SM)
- Action: Collate membership of all NM teams and address gaps. (Secretariat/Health/SWF&R/Parks)
- Coordination- Joining-up IPB priority themes with local NM priorities.
- Commitment- Neighbourhood input to service redesign / transformational change.
- Citizen Focus- 'What Matters' community engagement.
- Consolidation- Normalisation of neighbourhood partnerships.

JM asked if genuinely integrated working is a reality in the area. DD responded by saying there is close partnership issues on certain issues, such as Operation Bang, which have had an extremely positive impact. There will also be opportunities to extend integration through Families First and Communities First.

JH then thanked DD and SC for their presentation.

### 4). Cardiff and Vale Collaboration

JH explained that he would be meeting with John Maitland Evans, Chief Executive of the Vale of Glamorgan Council, to discuss opportunities for collaboration across the two areas, in line with WGs preferred footprint for collaboration. A paper has been prepared for the Public Service Leadership Group outlining the existing areas of collaboration and the scope for future development. IHSC, is one example. There are also many synergies between Cardiff and the Vale’s LSB projects and JH said that he would support further integrated planning across the two authorities in future.

JH said he would share the outcome of the meeting at the next IPB.

**Action:** Cardiff & Vale Paper to be included on agenda for next meeting

### 5). IPB Collaboration and Infrastructure

**IPB Scrutiny**

JH welcomed Paul Keeping to the meeting to give an overview of the development of the new IPB scrutiny arrangements. PK began by recognising the achievements of the previous arrangements, which represented a new approach to partnership scrutiny and were award winning. On that basis, the new arrangements will seek to build on the previous approach. Nominations will be extended to each of the statutory partners, plus an equalities representative. PK requested the IPB respond to the secretariat with their nominations by the end of February 2012, and an initial meeting of the Panel will be arranged to take place before 31 March 2012. He then asked the Board to consider sharing the support and resources necessary for hosting the meetings, which was agreed.

RJ raised concerns about the implications of the forthcoming local government elections when personnel may be subject to change. It was agreed that interim representatives would be agreed.

It was also highlighted that the scope of the Scrutiny Panel needed to be considered by the IPB as partners had felt that some issues/projects had been ‘over-scrutinised’ during the pilot project.

RH thought the Terms of Reference may need reconsidering. Their current scope potentially creates ‘another partnership Board’. The scrutiny panel must focus on the value and impact the IPB itself adds and not be concerned with the operational detail.

SH raised the issue of the job description and the amount of time allocated for the post. PK will pass on the job description for circulation.

**Action:** IPB members to share support for scrutiny meetings. (ALL)

**Action:** Nominate interim scrutiny representative as ahead of the election. (PK/ ALL)

**Action:** Redefine scope of ToR to measuring the value added by the IPB. (PK)

**Action:** Circulate JD for scrutiny post. (Secretariat)
### 6). WG Final Settlement & Partner Financial Positions

JH asked for each Board member give an overview of the Budget position for their respective area.

JWi explained the police savings will be accrued over 4 years, with the majority of savings coming in the first two years. Projections are based on a 5% precept. The Police and Crime Panels will have an influence on Cardiff’s allocation.

JW explained Cardiff and Vale UHB are aiming to achieve £87m savings this year and should be able to achieve it. In 2012-13 they will seek to reduce spend by a further £60m. They are also working with neighbouring health boards on a South Wales plan.

RH explained that the fire service’s position is relatively stable as a result of some major internal project successes.

JB explained that C3SC’s funding will be reduced a third next year. She also said how important it will be that the voluntary sector works with partners to develop effective commissioning arrangements. She raised the issue of contracts being ‘pulled in’ to organisations and the negative impact that will have on the sector.

JH said that significant savings have been and will continue to be delivered through the council’s internal transformation programme, helping to ease the pressure on budgets.

PG said that the Probation Service had already reorganised, putting them in a better position. There will be a 3.4% reduction next year and break even this year.

JM said that WG are streamlining and looking at further reductions. They are currently working into their projections and building into planning.

### 10) Horizon Scanning and AOB

#### Feedback from Proud Capital Leadership Group

RJ explained that the format of these meeting has been changed from the previous Vision Forum format. There is now a short meeting of core members to discuss business followed by a seminar on a key topic, involving a wider group of representatives. The first meeting was held on 13th January, with the seminar focusing on NEETs. It was a positive and action-orientated session and feedback was very good. The new format was also very popular with all who attended although the first ‘business’ part of the meeting would benefit from being extended slightly to ensure sufficient discussion of issues.

#### WG Shared Purpose – Shared Delivery Consultation

JM introduced the consultation, adding that Cardiff is ‘ahead of the game’ and other authorities are catching up. RJ suggested a joint letter is drafted from the IPB in response by 30th March deadline.

JH suggested the Minister be invited to attend a future IPB meeting.

#### AOB

JW took the opportunity to explain the work that is being jointly progressed by health boards across South Wales. The health boards are jointly considering the future of delivery of services through their hospitals. Cardiff’s University Health Board will remain a ‘fixed point’ and will continue to deliver specialist care but the configuration of delivery across the network is likely to change. There will be extensive consultation on whatever proposals are developed, with 6 months engagement prior to consultation.

JWi informed the Board of the national Violent Crime Conference that will be showcasing...
Cardiff’s success over the Christmas period. Two elected members will be speaking at the event.

JM told the Board that WG will be running an awareness campaign on domestic violence and asked for partners to consider if and how they could help get the message out. **Action: Secretariat to co-ordinate.**

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<th>11) Date of Next Meeting</th>
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<td>The next IPB meeting will be held at 9.30am-11.30am on 15th February in Room A, Cardiff City Hall.</td>
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