Report to update on the progress of Cardiff Partnership Board Scrutiny Panel.

Purpose of the report

1. To update the Cardiff Partnership Board (CPB) on the progress and future work programme of the CPB Scrutiny Panel.

Background

2. The CPB Scrutiny Panel had their first meeting on 21st March 2012. This was an introductory meeting which allowed the members of the Scrutiny Panel to meet the members of the CPB as well as discuss the terms of reference and ambitions of the Panel.

3. The second meeting of the CPB Scrutiny Panel was held on 5th July 2012. This meeting brought together the new members of the Panel and the Panel chose their priorities for the work programme and agreed dates for the next four meetings.

Work Programme

4. When considering the potential work programme topics the Panel members took into account the issues highlighted in the ‘setting the context’ report received by the Panel at their 21st March 2012 meeting - namely that:

   - The Panel is only scheduled to meet four times a year and needs to target the focus of its scrutiny to be most effective.

   - Whereas the former LSB Scrutiny Panel had a full time scrutiny officer the new panel is supported by a part time scrutiny officer. Therefore the resources available for background information and research are finite.

   - Other bodies will be scrutinising and monitoring the performance of the CPB work stream activities so it is important not to duplicate the work of other scrutiny and reporting bodies i.e.

     A - Cardiff Council Scrutiny Committees
5. The Panel recognise that a significant role of the CPB is to monitor the performance of each of the work stream activities, work streams and programmes. Therefore the scrutiny would be most effective taking a holistic, thematic approach, focusing on a number of themes and examining how they are being addressed across the CPB programmes and work streams.

6. The Panel agreed that this thematic approach would be best for the three of the four scrutiny meetings which have been timetabled. The themes that the panel prioritised were:

1st meeting - Tuesday 2 October 2012 at 1.00 pm
Engagement of Citizens and Service Users

7. Engagement of citizens and service users within the process of improvement is vital to ensure that the work stream activities (WSA) have prioritised the right services, that people are aware of what services are available, to help measure the success of a service / intervention, and to get feedback for the improvement of services.

8. What Matters also gives a strong commitment to engage service users to influence, monitor and develop its programmes and work stream activities. The panel therefore want to explore how this is being actioned with particular reference to the WSA that are targeting those groups who are 'seldom heard'. The main areas that the panel want to scrutinise are:

- How the different work stream activities are engaging with the public / service users?
- When are service users being engaged?
- What methods are being used?
- How are ‘hard to reach / hear’ groups being engaged?
- How is good practice being shared across the programmes?
- Are there any problems with engagement that are shared across the WSA?
- How are the decisions made as a result of engagement being fed back?
- How can public engagement be improved?

2nd meeting - Monday 26 November 2012 at 3.30 pm
Business Intelligence

9. Business intelligence plays a significant role in the development and implementation of CPB partnership working. The partnership is intelligence led and the priorities of the CPB programmes and WSA are established by the business intelligence gathered by all of the different partners. Business
intelligence should also help the WSA in the monitoring of their work and evaluating impact. The Panel therefore requested a progress update on the overall business intelligence project. This would explore how business intelligence has been used at the programme, workstream and workstream activity level to -

- Prioritise areas of work
- Target geographical areas of most need
- To measure the impact of the WSA
- Inform future planning for activities
- Prioritise resources.

To scrutinise this effectively the Panel wish to focus on one of the CPB’s Programmes and explore how business intelligence has been used at each of the stages and discover

- Whether there are any problems in gathering / using business intelligence.
- How business intelligence is being shared within the different levels of a Programme, and how new business intelligence would change priorities / ways of working?
- Do all the partners help to contribute to the business intelligence agenda?

3rd meeting - Tuesday 29 January 2013 at 3.00 pm

Either:

Addressing Geographical Inequalities

10. Inequalities in health, education, wellbeing and life opportunities across Cardiff are highlighted in the “What Matters” strategy as one of the key issues facing Cardiff in the foreseeable future. The Programmes should therefore be designed to help to address these inequalities and the Panel wants to explore how some of the Programmes are helping to address these issues by examining:

- Which workstreams and WSA are targeted towards those most in need?
- How is this targeting being actioned?
- Are resources being pooled and targeted in the areas of most need?
- What evidence is there of this?
- Is anything preventing this?
- How will success be measured in these areas?
- Why are any of the other works streams or WSA not being targeted in the areas most in need?
Or:

Early intervention

11. Early intervention is a key area of development and seen as vital in improving numerous outcomes for the people of Cardiff in the medium and long term. By targeting resources and interventions at the earliest possible stage, evidence shows that huge savings can be made in treating the longer term effects of issues.

The Panel could investigate:

- How programmes and Work Stream Activities (WSA) are being targeted towards early intervention?
- How the effectiveness of these interventions will be measured?
- Are there any other areas that could benefit from early intervention?

The choice of topic for this meeting will be finalised at the first meeting in October.

4th meeting in March – Date to be decided

12. In the fourth meeting to be held in March the Panel will receive updates from previous recommendations and follow up on any previous issues highlighted. The Panel would also like to scrutinise the membership and composition of the CPB using examples from around the UK to explore how different organisations can feed into the partnership agenda.

Issues for the CPB Scrutiny Panel

Nominations

13. The original nomination from the Wales Probation Trust was a member of their executive and so it was decided by mutual agreement that the Probation Trust would nominate an alternative representative. This process is still underway but a nomination should be in place by the meeting in October.

14. The South Wales Fire and Rescue Service were also unable to nominate a representative to the Panel at the first two meetings due to changes in their structures and demands from the number of scrutiny panels they will need to be represented on. They too are hoping to have a nomination in place for the meeting in October.

Conflict of interest

15. One issue discussed at the meeting in July was the potential for conflict of interest of any members of the scrutiny panel. As some of the nominees sit on programme boards and workstream activity boards for the CPB then the Panel members were wary of any conflicts of interests that may arise.
from scrutinising those areas of work. As such the Panel suggested that the nominees concerned could stay on the panel and declare any interest when relevant and to leave the discussions if that interest was ever deemed to be prejudicial.

16. The Panel did however want to ensure that this would be legally sound and so asked for clarification from the Council’s Monitoring Officer. The Monitoring Officer has since clarified that this situation would be legally sound so long as the Panel members complete the declarations of interest forms that Councillors complete and promise to abide by the Members’ Code of Conduct. In the interest of transparency the Panel will be publishing their undertaking and declarations of interests, on the CPB scrutiny web page.

Funding

17. The current Principal Scrutiny Officer to facilitate the CPB scrutiny is only funded as a part time position until February 2013 by Cardiff Council. There were previous discussions about other partners contributing to the costs of the scrutiny officer but a final decision was never reached. For the Panel to function effectively there needs to be some clarity over the long term funding of this position and this is something that the Panel would like the CPB to consider.

Reporting framework and administrative matters

18. Findings from the meeting will be sent to the CPB and requested to be passed on to any relevant partnership body after each meeting. If any recommendations are made then the Panel will give sufficient time for a response from the CPB.

19. Any findings will also be passed on to the host Scrutiny Committee and circulated to any relevant scrutiny committee within the Council.

20. Future meeting dates and times:

- Tuesday 2 October 2012 at 1.00 pm
- Monday 26 November 2012 at 3.30 pm
- Tuesday 29 January 2013 at 3.00 pm
- March meeting to be decided.

21. All locations are to be decided as the panel are making every attempt to hold the meetings within partner organisations premises.
22. CPB scrutiny panel representatives:

Chair - Paul Warren - Equalities representative – Diverse Cymru

Vice Chair – Mark Brace – South Wales Police

Nick Corrigan - Third Sector representative - Media Academy Cardiff

David Jones – Cardiff and Vale University Health Board

Lesley Jones – Cardiff and Vale Community Health Council

Cllr Bob Derbyshire – Chair of Cardiff Council Environmental Scrutiny Committee

Cllr Elizabeth Clark - Chair of Cardiff Council Policy Review and Performance Scrutiny Committee

Cllr Siobhan Corria - Chair of Cardiff Council Children and Young Peoples Scrutiny Committee

Cllr Ramesh Patel - Chair of Cardiff Council Community and Adult Services Scrutiny Committee

Cllr Craig Williams - Chair of Cardiff Council Economy and Culture Scrutiny Committee

Wales Probation Trust – Awaiting nomination

South Wales Fire and Rescue Service – Awaiting nomination