Project Specification
Cardiff and Vale of Glamorgan
Joint Local Service Board Project

Introduction

1. The review forms part of the Welsh Government’s Regional Collaboration Fund (RCF) Programme between Cardiff and the Vale of Glamorgan Councils.

2. The review of the partnerships is required to build on the work already undertaken by both Local Service Boards¹ (LSBs) with regard to improving the partnership working within Cardiff and the Vale of Glamorgan and to continue to respond to the principles set out in the Welsh Government’s statutory guidance for integrating partnerships and plans: “Shared Purpose – Shared Delivery”.

3. This is a new project and represents the next evolution of partnership working in Cardiff and the Vale of Glamorgan. To date, efforts have been focussed on developing the Single Integrated Plans (‘What Matters Strategy’ for Cardiff, published in June 2011 and the Vale of Glamorgan Community Strategy 2011-2020, published in July 2011), review of existing partnerships in each area and the development of an Integrated Partnership model in Cardiff, and more effective partnership working in the Vale with greater accountability between the LSB and key partnerships.

4. Following the refinement of local partnership working there is further scope to improve partnership working across the two LSBs to reduce duplication of effort across a number of partner organisations and to develop joint delivery mechanisms for shared priorities with a view to improving outcomes for service users and releasing efficiencies where possible.

Scope

5. The project will provide extra capacity to support the Cardiff Partnership Board and the Vale of Glamorgan Local Service Board to develop mechanisms for identifying shared priorities and the means with which to address them collectively. This will involve providing an independent resource that will:

- Work with elected members and partners to identify areas of partnership working where regional collaboration will either add value to outcomes, or create efficiencies in providing services.
- Identify means for joint delivery of partnership priorities, including opportunities to align partnership resources to deliver shared outcomes.
- Identify performance measures for regional partnership collaboration.

¹ For further information, please visit www.cardiffpartnership.co.uk and http://www.valeofglamorgan.gov.uk/our_council/local_service_board/community_strategy_2011-21.aspx
6. The resource will be used to make recommendations regarding the development of new arrangements for creating a joint LSB structure and identify those priorities which could be delivered across Cardiff and the Vale of Glamorgan.

7. This process will be undertaken through a series of discussions/workshops with elected members and key stakeholders to discuss the priorities for joint working and any barriers which will need to be overcome.

**Review requirements**

8. As part of the project, the contracted support will be required to undertake the following elements:

- Gauge the views of current Cardiff and the Vale of Glamorgan LSB members and their support teams with regard to current working arrangements and opportunities for greater joint working
- Review current LSB’s Needs Assessments, Single Integrated Plans and priority areas to highlight areas of commonality.
- Review existing partnership meeting arrangements and memberships and recommend the approach which balances the desire to reduce the number of meetings with the need to ensure there remains a local focus on key priorities along with adequate time for discussion and decision making on particular issues;
- Identify existing resources associated with the delivery of the current partnership strategies and projects and recommend options for integrated teams (physical or virtual) which support both the facilitation of the operational delivery of the partnership activities;
- Review commissioning arrangements within the partnerships and individual partner agencies to determine the scope for the increase in joint commissioning and options of how this may be resourced;
- Review best practice of joint LSBs in Wales to share lessons learnt (i.e. RCT/Merthyr and Conwy/Denbighshire);
- Highlight best practice of relevant integrated partnership working elsewhere in the UK;
- Review existing governance and performance monitoring arrangements of partnerships and make recommendations which ensure senior level ownership and commitment to delivery of the single Integrated Plans (What Matters and Vale of Glamorgan Community Strategy).

**Project Governance**

9. A summary of the reporting arrangements of the project are given below. In summary the project scope has been agreed with relevant Cabinet Members and Local Service Boards. This work will be supported by the Cardiff Partnership Secretariat and Vale of Glamorgan Partnership Team.

A breakdown of reporting structures is also provided between these groups.
Project Governance Structures

Review outcome

10. The contracted support will be required to produce an interim report for discussion with partners as part of the process. The contracted support will then be required to produce a Final Report outlining the review findings and recommending effective partnership structures for the Cardiff and the Vale of Glamorgan which addresses the review requirements above.

Key Timescales

11. The contracted support will be required to deliver the following milestones:

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<tr>
<th>Activity</th>
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<tr>
<td>Agree scope and specification by both LSBs</td>
<td>June 2013</td>
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<tr>
<td>Appoint support / Develop scope</td>
<td>July 2013</td>
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<tr>
<td>Review of existing arrangements and engagement with Cabinet Members and Partners</td>
<td>August 2013</td>
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<td>Pilot Proposals developed (including stakeholder workshops)</td>
<td>September 2013</td>
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<tr>
<td>Draft Report / Recommendations for consideration by LSBs</td>
<td>October 2013</td>
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<tr>
<td>Final Report /Recommendations for Implementation agreed with LSBs</td>
<td>December 2013</td>
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<tr>
<td>Finalise project</td>
<td>January 2014</td>
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