Dear Paul

CPB Response to Recommendations of the Scrutiny Panel on 2nd October 2012

Thank you for your recent letter following the first official meeting of the Scrutiny Panel on 2nd October 2012.

The CPB considered the recommendations at its meeting on 23rd October and agreed the following response.

Recommendation 1 – The Panel recommends that the membership of the CPB and CLG include at least one nominee to represent the interests of the minority groups in Cardiff

The CPB fully recognises the need to represent the interests of all minority groups in Cardiff and the priority of reducing inequality across the city is at the heart of the What Matters Partnership Strategy. The Board however does not feel it is necessary to broaden the core membership of the CPB given the statutory responsibilities all Board Members have for the consideration of equalities in the work of the partnership and which also includes the wider representative role provided by Cardiff Third Sector Council (C3SC).

The Board believes that Partnership Programmes and workstream offer the most effective mechanism for ensuring representation of minority groups as this is where the specifics of the needs assessment and implications for service delivery is discussed. C3SC also manages an ‘appointment’ process for all third sector representatives on these groups to ensure that any members are suitably experienced to represent the views of the wider sector. In addition, as the CPB considers different programme activities and priorities at its meeting then there is opportunity for other stakeholders or community representatives to be invited to attend as appropriate.

In terms of representation at the Cardiff Partnership Leadership Group, I will ensure this is raised at the next meeting on 12th December and provide the Panel will the response.
Recommendation 2 – The Panel recommends that the Board signs up to the National Principles of Public Engagement in Wales and ensures that the 10 Principles are followed when any engagement work is being conducted.

At next meeting of the CPB on 5th December a proposal will be put to the individual partner organisations to request if they are able to sign-up to the National Principles of Engagement in Wales – or whether there is an opportunity for the CPB as a collective to sign-up to them. Once this has been resolved the Business Intelligence Project Team will look at how best to communicate the 10 Principles and ensure that, where appropriate, an engagement plan is prepared to support the CPB Workstreams.

Recommendation 3 - the CPB should produce an online engagement directory listing all relevant organisations who can be used to aid engagement practices.

Work was undertaken as part of the LSB’s Enhanced Consultation Strategies Project to complete a matrix of engagement opportunities. Given changes to the Partnership and voluntary sector arrangements in the past 12 months work is being undertaken to update the matrix with new contact details and areas of expertise. This will also build on the community engagement work that was undertaken to support the 2011 Census and maximise response rate from specific groups and communities across Cardiff. It is anticipated that this work will be completed by end of November 2012. Work has already been completed to produce a skills matrix of staff working within the Council and this will form part of the wider partnership approach.

Recommendation 4 - The Panel recommend that a communication strategy be developed which specifically addresses communication across the different workstreams.

A new member of staff has recently been appointed to the Partnership Support Team and part of their role is to work across each of the 8 Programmes (including Neighbourhood Management) with a view to identifying best practice and sharing learning across each of the workstreams. This review of Programme activity will be completed by end of December and the findings will be developed into proposals regarding a Communication Strategy for the CPB and Programme Senior Responsible Officers to consider.

In addition work has been completed by the Business Intelligence Project Team to identify data and information to form a new Partnership Data directory. This will be made available on the revised Ask Cardiff website which will go ‘live’ at the end of November. This will enable partners to access a wide range of multi-agency data and information. It will also link to the range of consultation activities being undertaken by the Council, and discussions are on-going to see if it can also include details of work being undertaken by other partners. There is an example of this on the Council’s current consultation pages which include details of the current Health
Board engagement on the South Wales Programme that is being undertaken by Cardiff & Vale University Health Board.

Recommendation 5 - The Panel recommend that the Board put a mechanism in place to ensure that all the partners use and continually update the Ask Cardiff consultation logger.

The Consultation Logger has been revised following feedback from users within the Council and an updated version will form part of the new Ask Cardiff website which will be launched at the end of November and this will enable CPB partners to include details of their consultation activities.

Recommendation 6 - That the Board consider the funding situation for the long term continuation of the Scrutiny Panel, exploring options for equitably dividing costs amongst the Board’s membership.

The CPB note the decision which is required in relation to confirming funding for the continuation of the Panel and all partners have been asked to consider resources within their organisations. This matter will be discussed further at the next meeting on 5th December and we will ensure that the outcome will be reported to the Panel.

Yours sincerely

Jon House

Chief Executive of Cardiff Council and Chair of Cardiff Partnership Board