Vale of Glamorgan Local Service Board – Business Intelligence Group Meeting
26th September 2014, Committee Room 2, Civic Offices

Present:

Helen Moses – VoGC, Strategy and Partnerships (Chair)

Francesca Howorth – VoGC, Strategy and Partnerships

Rachel Connor – Vale Centre for Voluntary Services

Meredith Gardiner – VoGC/ Cardiff and Vale UHB

Dee Hickey – Public Health Wales/ Cardiff and Vale UHB

Jenny Lewington – VoGC, Housing Strategy

Tim Cousins – VoGC, Information Governance

Laura Stacey – VoGC, Information Governance

Rob Jones – VoGC, Communications

Laura Eddins – VoGC, Social Services

James Gardiner – Local Government Data Unit

Apologies:

Huw Isaac – VoGC
Jason Horton – VoGC
Russ Watts – VoGC
Denise Dyer – VoGC
Nisha Shukla – VoGC
Gethin Robinson - VoGC
Richard Evans – VoGC

	Action
1. Apologies & Introductions Introductions were made and apologies noted.	
2. Minutes of previous meeting – 6th June 2014 The minutes were agreed as an accurate record. It was advised that all action points from the previous meeting are captured within the agenda.	
3. Local Service Board Update Helen provided an update on a number of developments regarding the Local Service Board (LSB). **LSB Partnership Restructure and Community Strategy Delivery Plan 2014-18** The Community Strategy 2011-21 was supported by a delivery plan covering the period 2011-2014. Therefore a new delivery plan has	

been drafted for 2014-18.

The Local Service Board agreed that as a large amount of work is already taking place through the various partnerships, the new delivery plan will focus on tackling poverty. This approach was agreed as it provides a more specific focus to activity and reports to the LSB and will address a number of the unified needs assessment findings.

It was highlighted that there are three poverty workstreams in the delivery plan of Preventing Poverty, Helping People into Work and Mitigating Poverty and these themes are aligned to the Welsh Government's Anti-Poverty strategy.

Helen advised that in light of the new focus of the delivery plan, the LSB has reviewed its partnership structures and a diagram showing the new structure was presented. The most significant changes are that the Regeneration and Learning and Skills Partnerships have been disbanded and a new Improving Opportunities Board will be established to take forward work under the 'Helping People into Work' theme. The Welfare Reform Stakeholder Group has also been given a more prominent status due to the focus on tackling poverty.

It was emphasised how the LSB have responded to the work undertaken by the Business Intelligence Group to produce the needs assessment which has informed the LSB agenda going forward and resulted in the partnership restructure.

Helen advised that a copy of the draft delivery plan will be circulated with the minutes. A number of colleagues from across both the Council and partners will be consulted before a final version of the plan is taken to the LSB in November for approval. **HM/FH**

Wellbeing of Future Generations (Wales) Bill

Helen advised that the Wellbeing of Future Generations (Wales) Bill builds on work that is already being undertaken and makes it a statutory requirement for each local authority area to have an LSB (to be renamed Public Service Board), along with a Single Integrated Plan informed by a unified needs assessment. An overview of the timetable of the Bill was given and Helen advised that there will be a requirement to produce a new needs assessment in 2016/17 to inform a new SIP, to be known as a Wellbeing Plan, in 2017/18.

The Bill also sets out six wellbeing goals against which all public bodies must set and publish wellbeing objectives and which must be addressed by the Wellbeing Plan. These are:

- A prosperous Wales
- A resilient Wales

- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

Helen highlighted that due to the work and structures already in place in the Vale, the requirements will become a natural progression from the existing mechanisms.

Helen will circulate a briefing note on the Bill to the group. **HM**

Meredith highlighted how the 'prosperous Wales' goal was an area where the group struggled to find data in terms of businesses and employment when conducting the unified needs assessment. There was a discussion on how this demonstrates the need for the group to continue to work together to ensure we are at a good starting point for conducting the next needs assessment and to identify any lessons learned.

James advised that Duncan McKenzie from the LGDU sits on the working group that has been convened by Welsh Government to develop a code of practice for needs assessments. It was advised that the purpose of the code is to help reduce variation in the needs assessments conducted across Welsh authorities and ensure the expectations match what is feasible on the ground following feedback on the process from officers involved in drafting the existing needs assessments.

James to check if the terms of reference for the working group can be circulated. **JG**

Information Sharing

Helen advised that the Vale LSB had previously conducted a piece of work on the Information Sharing Protocols that exist between partners in response to a request by the Public Services Leadership Group. It was advised that Welsh Government have since collated the responses received from across Wales and circulated this along with suggestions of commonly identified areas where work may be required to develop ISPs. This is in light of the WASPI team being disbanded in March 2015.

Helen advised that the joint Cardiff and Vale LSB have also identified information sharing as an area of work to focus on. As part of this work the joint LSB are trying to identify particular scenarios where information sharing has proved a barrier, as well as examples where there may be a lack of training or confidence in the protocols themselves.

Helen stated that she can feed back any examples where the group are aware there are issues to the joint LSB.	**HM/ALL**
There was a discussion regarding WASPI and it was agreed that an element of guidance on the WASPI template is needed and that to date, the WASPI team have not had the resources to provide the training necessary to staff. Although the WASPI framework exists, there is a need to ensure officers understand how to use it. Tim highlighted how it may be thought that WASPI can solve issues regarding information sharing but it is important to consider whether it is realistic to start developing an ISP when there may be barriers such as having incompatible IT systems to overcome first.	
Rachel highlighted how there is a need to consider the issue of information sharing from the service users perspective and that a number of organisations asking for the same information regularly could be frustrating. This was agreed but it was also highlighted how some people may feel sharing the information breaches their privacy and that it is important to strike the correct balance.	
Tim advised that he has been contacted by the WASPI team to discuss holding a final training session before the team disbands. There was a discussion on whether involving partners in the training would be possible and if a session could be tailored particularly on one topic. It was advised that the training incorporates the practicalities of going through the ISP form and it was therefore agreed that a tailored session would prove useful.	
Tim also advised that he has been contacted by the WASPI team to provide a snapshot of where the Local Authority is in regards to this. Tim said a request to provide these details has gone out to all Council Directorates and requested that if anyone on the group is looking at developing WASPIs to contact him to help inform the picture of work taking place.	**TC/ALL**
4. <u>Unified Needs Assessment – Ongoing Development</u> Francesca advised that herself and Helen are working with the LGDU to develop InfoBase Vale reports for each of the priority outcomes of the community strategy. It is envisaged that these reports will serve a dual purpose. Firstly the reports will act as an update report for each of the needs assessment chapters by providing the most up to date data for a number of key datasets under the outcome. This will place the Vale in a good starting position when there is a requirement to produce a new needs assessment as part of the Wellbeing of Future Generations (Wales) Bill as discussed earlier. It is not intended that the reports will contain all the data that was	

included in the needs assessment but provide a snapshot of the key datasets which can then be looked at alongside the corresponding needs assessment chapter to determine whether the 'story' behind the data is now changing. When the requirement to produce another needs assessment arises it is hoped these reports will provide the framework to be built upon with additional data, supporting information and anecdotal evidence.	
Secondly, the reports will also provide a 'bridge' into the InfoBase Vale system for officers across all partners who may not be familiar with the system and may require access to data for work they are undertaking. The reports will be dynamic and will be automatically kept as up to date as possible. They will also be easily accessible as email links can be circulated regularly that provide a direct route into the report meaning those who may be unfamiliar with InfoBase Vale don't have to navigate the system to find the reports.	
Francesca advised that a proposed list of indicators for each priority outcome report will be circulated to the group. Francesca would welcome suggestions from members of the group on whether the correct datasets have been captured. She would also appreciate feedback if officers have suggestions for additional datasets they feel should be included, or where there are similar indicators on a topic that would be more useful to include than those suggested.	**FH**
Meredith suggested the predicted population growth of older people by age range would be a useful indicator to include in the priority outcome 4 report.	
There was a discussion regarding the functionality of InfoBase Vale and it was advised that data can now be viewed either by Community Strategy Priority Outcome or by themes such as Housing, Education, and Economy etc. James advised that the Data Unit will be looking at improving the search functionality of the system and if anyone has any particular issues where the search hasn't worked correctly please feed them back to James to ensure they are corrected.	**JG/ALL**
Rob suggested that regular publicity about InfoBase Vale could be sent out through the Council's communications team to ensure officers are aware of the system and use it.	**RJ/FH**
Rachel requested that VCVS are also sent this publicity as the Third Sector finds the system very useful for data to inform bids for funding. Tim also advised that the system is used regularly by the Information Governance team as a starting point for information for FOI requests.	**RJ**
### 5. Local Housing Strategy Consultation	
Jenny Lewington, Housing Strategy Officer for the Vale of Glamorgan Council gave a presentation on the draft Local Housing Strategy	

(LHS) 2014-2019. Jenny advised that the previous strategy had expired in 2012 and consultation on the new strategy is taking place from 1st September – 28th September. Jenny advised that an evidence gathering day was held in February 2014 to inform the strategy and a report on the day along with the draft strategy can be found on the consultation webpage.

http://www.valeofglamorgan.gov.uk/en/living/housing/public_sector/housing_strategy/consultation/Local-Housing-Strategy-Consultation.aspx

It was advised that the Council's Cabinet approved the draft strategy for public consultation in July. There are various methods being used to consult with the public and a number of drop in sessions have been held in Barry, Penarth and Cowbridge.

Jenny gave an overview of the four key aims of the LHS 2014-2019 in order to achieve the vision for housing in the Vale. Under each of these key aims the strategy identifies a number of objectives which will form the basis of the actions identified in the action plan for implementation. The key aims of the Local Housing Strategy are:

- To provide more homes and more choice; ensuring that all residents have access to suitable and affordable accommodation.
- To improve homes and communities; by ensuring housing is maintained and fit for purpose, increasing the supply of good quality, energy efficient homes in vibrant and sustainable communities.
- To provide better housing advice and support; ensuring that residents have access to the housing and services they need to live independently and plan their housing futures.
- To promote equality of access to housing and housing services.

Jenny advised that following the consultation period, the feedback received will be considered and amendments made to the Strategy before a final version is taken to the Council's Cabinet in November.

Rachel asked Jenny about the type of information that is kept on people living in the private rented sector due to the affect the need to move regularly may have on children and their education.

Jenny advised that although information on the impacts of moving hasn't been looked into locally, the highest numbers of people made homeless in the Vale come from the private rented sector. This is significant due to changes in homelessness legislation allowing the Council to discharge its homelessness duty to the private rented sector. It was highlighted how a private rented property may be affordable to a client at the beginning of the tenancy but rents could

be increased resulting in the tenant falling into arrears or having to move regularly.

To mitigate this and in light of the new legislation, Jenny advised that the Council are trying to increase links with private landlords in the Vale to promote the benefits of having a long term tenant, and build confidence with landlords in accepting tenants claiming Housing Benefit through assuring them that they have a reliable contact within the Council should any issues arise.

Rachel also asked whether many people in the Vale were exercising their 'Right to Buy'. Jenny advised that take up is very low at the moment although from April 2015 the Council will be able to build Council housing again and are focusing on building very adapted and purpose built properties on land already owned by the Council to reduce costs.

Meredith said that she will ensure a response from the UHB is submitted and also suggested it would be useful to consider how Community Resource Teams can signpost clients to the various housing advice services offered by the Council.

There was also a discussion on how the Council's Reshaping Services Strategy may impact on the future vision for housing set out in the LHS. Particular reference was made to the vision of ensuring 'vibrant and viable communities' and the need to consider the impact of any changes in other services on communities was highlighted.

Meredith advised that the response from health will likely emphasise this need to consider the sustainability of supporting services that contribute to 'vibrant and viable communities' outside of the control of housing. | **MG** |
| **6. Information Exchange**

It was advised that Rob will present the findings of the Council's Public Opinion Survey at the next meeting. | **RJ** |
| **7. Any Other Business**

It was agreed for an item on the Older People's Framework to be included at the next meeting. | **MG** |
| **8. Calendar of Meetings**

Quarterly meetings for 2015 will be arranged and details circulated shortly.

Next meeting: 21st November, 10:30am, Committee Room 2 | **FH** |