



**VALE OF GLAMORGAN LOCAL SERVICE BOARD MEETING.**

**6<sup>th</sup> February 2014.**

**Committee Room 2, Civic Offices, Barry.**

**Present:**

Dr. Sharon Hopkins – Cardiff and Vale UHB (Chair)  
Huw Isaac – Vale of Glamorgan Council  
Helen Moses – Vale of Glamorgan Council  
Francesca Howorth – Vale of Glamorgan Council  
Dan Jones – Welsh Government  
Superintendent Paul James – South Wales Police  
Garry Davies – South Wales Fire & Rescue Service  
Kay Martin – Cardiff and Vale College

Clive Curtis – Vale Centre for Voluntary Services  
Bob Tooby – Welsh Ambulance Service  
Anne Wei – Cardiff and Vale UHB  
Peter Greenhill – Wales Probation Trust  
John Harrison – Natural Resources Wales  
Deborah Gibbs - Vale of Glamorgan Council (agenda item 8)  
Sean Maidment - Vale of Glamorgan Council (agenda item 8)

**Apologies:**

Clr Neil Moore – Vale of Glamorgan Council  
Sian Davies - Vale of Glamorgan Council  
Chief Superintendent Joe Ruddy – South Wales Police  
Rachel Connor – Vale Centre for Voluntary Services

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| <b>1. <u>Welcome and apologies for absence</u></b>  |               |
| <b>2. <u>Minutes of Local Service Board meeting of 12<sup>th</sup> December 2013</u></b><br><br>Agreed as an accurate record.                                   |               |
| <b>3. <u>Minutes of Local Service Board Implementation Group meeting of 23<sup>rd</sup> January 2014</u></b><br><br>Noted.                                      |               |
| <b>4. <u>Matters Arising</u></b><br><br>John advised that he and Helen had a productive meeting with Jonathan Hulbert, Energy Manager for RWE NPower to discuss |               |

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| <p>how the company manage their own energy needs. John advised that an update will be brought to a future meeting to challenge LSB partners to consider how to further drive down energy costs within partner organisations and meet both the sustainability and wider objectives of the Community Strategy. Helen also advised that due to a number of building expansions, partners did not meet the energy use reduction target in 2012/13 and the LSB Asset Management Group are therefore planning a meeting to bring Energy Managers from across partner organisations together including representatives from the private sector.</p> <p>Dan advised that following discussions at December's LSB meeting regarding the alignment of Families First, Communities First and Flying Start, a project is now under way to look at the aligning these programmes into the same operative framework.</p>  | <p><b>JH/HM</b></p> <p><b>HM</b></p> |
| <p><b>5. <u>Williams Commission</u></b></p> <p>Huw highlighted that as partners will be aware, the Williams Commission has now published its report and recommendations. Welsh Government are yet to respond to the report. Huw advised that the Welsh Local Government Association would be putting forward a number of counter proposals on local government reorganisation.</p> <p>Sharon emphasised that although the report's recommendations would have a significant impact on all partners, it is important that organisational change does not become a distraction and that the focus on current service objectives is not lost. This was agreed.</p>   |                                      |
| <p><b>6. <u>Regional Collaboration Fund Projects inc. Joint LSB</u></b></p> <p>Huw provided an update on the Regional Collaboration Fund Projects. He advised that another update will be prepared in advance of the next RCF Board meeting, and it was requested for this to be circulated to the LSB once drafted.</p> <p>Regarding the joint Cardiff and Vale LSB project, the final report has now been agreed by both Vale and Cardiff LSBs. The key recommendation from the report is to establish a Collaborative Services Board whose main function would be to act as a commissioner for joint projects. There would also be a collaborative mechanism for stakeholder engagement, and this would take the form of a series of events such as annual conferences involving wider partners rather than being a standing group. Local structures would remain, and Huw said that these would need to be reviewed as the project moves forward. There will continue to be separate Single Integrated Plans, and local structures will need to continue implementing and monitoring these plans.</p> | <p><b>HI/FH</b></p>                  |

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| <p>Huw emphasised that although both LSBs have agreed the final report, it is yet to be considered by Cardiff or the Vale Cabinets, and this is expected to take place in March.</p> <p>Anne asked for clarity over whether LSB partners will need to take the report through their own formal channels and Huw advised that this is a decision for each partner to make. Sharon suggested that as the report has been agreed by the LSB, there is an assumption that partners have taken the report through any necessary formal processes.</p> <p>Kay advised that the report has been discussed by the college, and concerns had been expressed that education had not been identified as a regional priority. Huw advised that the regional priorities identified in the report are provisional; when the Collaborative Services Board first meets it will decide upon the regional priorities.</p> <p>Peter raised the Regulatory Services regional collaboration project and asked for clarity about the role and membership of the Shadow Joint Committee. Huw advised that in the light of the Williams Report this project has been put on temporary hold as it also includes work with Bridgend; however, it is recognised that a resolution will need to be found quickly. He said that he will report back regarding the Shadow Joint Committee.</p> <p><b>(Post meeting note:</b> the Shadow Joint Committee includes two councillors from each of the Councils involved in the project: Cllrs Neil Moore and Bronwen Brooks from the Vale, Cllrs Ashley Govier and Greta Marshall from Cardiff and Cllrs Mel Nott and David Sage (deputised by Cllr Lyn Morgan at present) from Bridgend. Meetings are also attended by the Chief Executives, Heads of Service and project team representatives).</p> | <p>HI</p> |
| <p><b>7. <u>Priority Outcome Four: Older People Progress Report</u></b></p> <p>Helen provided an update of progress on Priority Outcome 4 of the Community Strategy, 'Older people are valued and empowered to remain independent, healthy and active. They have equality of opportunity and receive high quality services to meet their diverse needs'. The LSB leads on delivering this outcome and the report was prepared by the Older People's Strategy Coordinator.</p> <p>An update on progress against challenges identified in the Annual Report 2012/13 was given and a number of key achievements were highlighted including:</p> <p><b>Dublin Declaration on Age Friendly Cities and Communities</b> - Age friendly initiatives being implemented include, the Wyn Campaign, the Dementia Supportive Communities pilot scheme and</p>   |           |

the Advantage befriending scheme which at the end of its first year had reached 182 individual beneficiaries. Further information is awaited from Welsh Government regarding some development days for the Age friendly agenda.

**Vale 50+ Strategy Forum (V50+SF)** - A number of events have been held in partnership with the forum including events on World Elder Abuse day, and a multi-media Gwanwyn arts festival event in support of Adult Learners Week. In June 2013, a question time debate was held on end of life and palliative care which was well attended and there was a lively debate between the speakers and attendees. Due to the success of this format it will be used in 2014 to debate the subject "older people a value or burden to society?"

The forum have also added Facebook to their web site and intend to develop other social networking sites in the future.

**CSOP/A1** - In Autumn 2013 the Council arranged a series of five Bro Radio interviews and worked in partnership with the V50+SF, NEST, Cardiff and Vale Public Health Team, Vale Volunteer Bureau and Age Concern to promote winter health and well being campaigns. The interviews focused on immunisation, health through warmth, volunteering and ageing well and provided a range of advice on staying healthy this winter.

**CSOP/A4** - The Strategy Co-ordinator and members of the Cardiff and Vale Public Health team met with the Director of Wiltshire Farmfoods and negotiated for the company to support a range of campaigns for example flu immunisation, NEST, health through warmth information and the Advantage befriending service. Wiltshire Farmfoods have agreed to support and promote any future programmes by highlighting them to their 5,500 customers. They have also agreed to assist with the over sixties alcohol research project commissioned by Cardiff and Vale Area Planning Board

**CSOP/A13** - Following the recommendations made in the 2013 Estyn Adult Community Learning inspection, Cardiff and the Vale are working towards producing regional ACL provision. It will be important that the specific needs of Vale over fifties residents are taken into account throughout the transitional process.

There was a discussion regarding education for the over 50s and Kay advised that there has been a 37.5% reduction in funding for adult learning. This presents a major challenge and as funding has been reduced it needs to be more targeted. Due to the funding cuts, there will be changes in provision which will affect those not identified as a priority and there will be increases in course fees.

Sharon said it is important that messages are communicated effectively to highlight why the changes are necessary and how

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| <p>services are being prioritised.</p> <p>Helen advised that the 50+SF are an effective forum to have such conversations with and can disseminate messages through their wide sphere of influence.</p> <p>Dan highlighted that the Welsh Assembly have recently voted to include the United Nations Principles for Older Persons in the Social Services and Wellbeing Bill. He also said that Welsh Government are currently consulting on a Declaration of the Rights of Older People and agreed to circulate a note on this to the LSB.</p> <p><a href="http://wales.gov.uk/consultations/healthsocialcare/consultation/?lang=en">http://wales.gov.uk/consultations/healthsocialcare/consultation/?lang=en</a></p>   | <p><b>KM/HM</b></p> <p><b>DJ/FH</b></p> |
| <p><b><u>8. Priority Outcome Nine: Community Safety Progress Report</u></b></p> <p>Deborah Gibbs, Safer Vale Manager and Sean Maidment, Substance Misuse Coordinator provided the group with an overview of progress on Priority Outcome 9 of the Community Strategy, "Residents and visitors are safe and feel safe and the Vale is recognised as a low crime area". The Safer Vale Partnership lead on delivering this outcome and Deborah advised that all actions contained in the Delivery Plan will be complete by the year end.</p> <p>Deborah gave an update on challenges identified in the Annual Report 2012/13 and highlighted:</p> <ul style="list-style-type: none"><li>- Work has been ongoing across the Vale to target burglary; this has included a footprint leaflet which contains information on keeping premises secure and contact information for the crime prevention officer, Crime Stoppers and Neighbourhood Watch. The leaflet was put through open windows and open doors by local PCSOs to demonstrate how next time it could be a burglar.</li><li>- Neighbourhood disputes remain a challenging issue and most disputes occur over parking issues. The Safer Vale partnership is working with colleagues in Highways and the Police in relation to this. The numbers of neighbourhood disputes are being recorded this year to set a baseline.</li><li>- Police data being reclassified is a challenge although as of quarter 3, 2013/14 issues have been resolved. Although data can no longer be compared to previous years due to different methods of collection, Police colleagues have given assurances that data is now more robust.</li><li>- New Anti Social Behaviour (ASB) legislation has yet to be</li></ul> |   |

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| <p>agreed by Government, however plans for the proposed legislation changes have been discussed within the partnership and training and new processes have been identified as a need.</p> <p>Deborah also provided an overview of achievements made by the partnership to deliver a number of the aims contained under Priority Outcome 9 of the Community Strategy:</p> <p><b>Community Engagement</b> – The partnership continue to send out a number of community safety messages and hold a database of residents signed up to receive messages through their preferred method. This allows the partnership to quickly disseminate messages to residents on a number of different issues. Messages can also be targeted to members in a specific area.</p> <p>Deborah highlighted that the service can be used by partners if they have any issues which require messages to be sent out the public quickly. Sharon felt that this is an example of good practice which other organisations should consider utilising.</p> <p><b>Domestic Abuse</b> - The Vale of Glamorgan Council implemented its Domestic Abuse work place policy during 2013/14. Training has been provided to senior managers by Atal y Fro and an e-learning package is being explored for all staff. Safer Vale has collated a library of all statutory agency domestic abuse work place policies to ensure consistency across agencies in how domestic abuse is managed.</p> <p><b>Anti-Social Behaviour</b> - Within 2013/14 there has been an increase in reported ASB with the highest increase observed during the Summer months - this may be attributable to a number of factors including a period of hot weather. There has also been an increase in the number of agencies and departments referring ASB to the Anti-Social Behaviour Unit (ASBU) and therefore the figures are reflecting all reported ASB and not just police reports.</p> <p>Although there has been an increase in overall reported ASB, intervention by the ASBU and other agencies has meant that no ASBOs have been applied for this year. In addition, working as part of the ASBU the Victims Champion has made contact with every victim of ASB and Hate Crime. There are currently 12 volunteers supporting the unit.</p> <p>Garry said that he would like to strengthen links with Safer Vale with regard to support for victims of deliberate fires.</p> <p><b>Substance Misuse</b> – Sean advised that targets are being met for the number of individuals exiting drug or alcohol treatment as a positive closure and that commissioning has taken place for two</p> | <p>GD/DG</p> |
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| <p>new tier 2 services including an aftercare service to provide additional support for those who need it. It was also advised that Cardiff and Vale Area Planning Board have commissioned a research project to be led by the Wallich Clifford Homelessness Charity to assess alcohol use in the over sixties.</p> <p>Deborah raised the issue of information sharing and advised that the partnership is facing challenges to obtain data which would prove useful. Deborah gave the example that when incidents of ASB occur and the individual has drug/alcohol issues, it would be beneficial for all partners if Safer Vale were aware of whether that individual is currently accessing substance misuse support services. As the team are involved in drafting anti-social behaviour contracts, these could then be tailored to specify that the individual must access substance misuse support services. Deborah said that the partnership are entitled to this data as under the Crime and Disorder Act it is exempt from data protection; however, difficulties are encountered in obtaining it. Sharon advised that she will take this issue to the Area Planning Board.</p> <p>Peter highlighted that the Integrated Offender Management team have been located at Barry Police Station for around 18 months and this multi-agency approach has allowed 60 individuals in the Vale to be identified as the most prolific offenders. It was highlighted that the Probation Trust will be replaced by the National Probation Service (NPS) and Community Rehabilitation Company (CRC) in March 2014. Peter advised that he does not expect this to impact on the IOM team as staff will be employed either by the NPS to work with the most high risk offenders or by the CRC to work with repeat offenders.</p> | <p><b>SH</b></p> |
| <p><b>9. <u>Information Sharing Protocols</u></b></p> <p>It was advised that the issue of improving information sharing has been referred to all LSBs by the Public Services Leadership Group (PSLG).</p> <p>A proforma and discussion paper have been sent to all LSBs asking them to complete a checklist of what Information Sharing Protocols (ISPs) currently exist between partners. It was agreed at the December LSB meeting that the Council would populate the checklist in the first instance before circulating to LSB partners to add any additional ISPs to the list.</p> <p>Helen has now circulated the pre-populated template to members of the LSB to consider and make any additions to.</p> <p>There was a discussion on how to overcome barriers to information sharing; and Sharon highlighted how the key to overcoming issues regarding sharing information is to change the mindset of</p>  |                  |

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| <p>organisations.</p> <p>The group recognised that the issue of overcoming barriers for information sharing may be easier for criminal justice agencies due to the statutory requirement to share information regarding a public protection issue under the Crime and Disorder Act.</p> <p>Bob also suggested that there is an opportunity for partners to share more information regarding bids for funding, for example BIG Lottery funds, as this may provide opportunities to form a stronger collaborative bid and prevent duplication.</p> <p>It was agreed that any amendments needed to the proforma and any additional comments should be forwarded to Helen by the end of February. The draft response can then be circulated to partners for final approval before submission of the template and discussion feedback to the PSLG.</p>  | <b>HM/ALL</b> |
| <p style="text-align: center;"><b><u>10. Community Strategy Delivery Plan 2014-18</u></b></p> <p>Huw introduced a report on how work is progressing to develop a new Community Strategy Delivery Plan 2014-18.</p> <p>Following approval at the LSB in December an initial information gathering exercise was undertaken, with lead officers and/or partnership co-ordinators for each of the ten priority outcomes being asked to complete a template highlighting key actions/issues for each outcome. The findings of this initial exercise, along with issues highlighted by the recently refreshed unified needs assessment (UNA), were detailed in a matrix under a number of workstreams.</p> <p>It was highlighted that although the existing Delivery Plan is a useful document there are a large number of actions in it, which makes monitoring difficult via the LSB and partnerships. It is therefore suggested that drafting the next Delivery Plan takes a more focused approach. The findings of the initial information gathering exercise identified a large number of topics however, and a challenge exists to identify more focused priorities.</p> <p>It was advised that a discussion took place at January's Implementation Group and a number of suggestions were raised. The Implementation Group suggested using the three key findings of the unified needs assessment as themes for the new Delivery Plan - the importance of early intervention; disadvantaged communities and inequalities; and an ageing population. Drafting a more focused Delivery Plan under these three themes raises a number of questions such as how LSB priorities are identified, how many priorities there should be and where this leaves other issues featured in the Community Strategy.</p> |               |



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| <p>The meeting agreed that this would be a good approach to take and supported the use of the three needs assessment themes to structure the plan. It was highlighted that there are links between the three themes and that priorities identified may address more than one of these issues.</p> <p>Sharon said that a lot of the good work already in place will continue through the partnerships and it is therefore important that priorities are identified which require action from the LSB in order to add value. It was also suggested that priorities should be identified which require input from the majority of LSB partners rather than issues which on the whole are dealt with by one organisation.</p> <p>It was agreed for the Delivery Plan to focus on a small number of priorities under the three needs assessment themes and that reference to how other priorities within the overall strategy are being delivered and monitored should be noted within the plan as well.</p> <p>It was agreed that discussions should take place with relevant officers and a smaller list of potential priorities should be drafted and brought to April's LSB meeting for consideration.</p> | <b>HM/FH</b> |
| <p style="text-align: center;"><b><u>11. Framework for Action on Independent Living for Disabled People</u></b></p> <p>Huw highlighted a letter sent to Local Service Board Chairs from Jeff Cuthbert AM, Minister for Communities and Tackling Poverty regarding Welsh Government's Framework for Action on Independent Living for disabled people published in September 2013.</p> <p>The letter asks LSBs and constituent organisations to consider a number of key themes in relation to the framework and provide a response regarding how LSB partners are addressing the themes highlighted. The responses received from LSBs will be considered by the all-Wales Disability Equality Forum when it meets in Summer 2014.</p> <p>There was a discussion around the challenges involved in focusing on identified local priorities alongside considering a number of areas for focus emerging from Welsh Government. Dan highlighted that this should be seen as an opportunity for the LSB to reflect and be assured that issues identified by Welsh Government are being dealt with locally.</p> <p>It was agreed for Helen to draft a response to be considered by the LSB.</p>                  | <b>HM</b>    |

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| <p><b><u>12. Any Other Business</u></b></p> <p>Kay informed the group that following recommendations from Estyn inspections of both the Vale Adult Community Learning Partnership and Cardiff equivalent, a Cardiff and Vale Community Learning Partnership has been formed and a post inspection action plan has been produced and approved by Estyn. Outcomes for learners are now very close to national comparators and have improved significantly since the Estyn inspections took place.</p> <p>Kay also advised that funding for apprenticeships is available and any organisations interested in hiring apprentices can contact Kay.</p> | <p><b>KM/AII</b></p> |
| <p><b><u>13. Date of next meeting – 3<sup>rd</sup> April 10:00, Committee Room 2, Civic Offices.</u></b></p>  |                      |