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**VALE OF GLAMORGAN AND CARDIFF**

**REGIONAL COLLABORATIVE COMMITTEE**

**5 November 2013**

**Present:**

Cllr Bronwen Brooks – VGC (Chair)

Frances Beecher – Cymorth (Vice-chair)

Cllr Lynda Thorne – CCC

Mike Friel – CCC

Pam Toms – VGC

Neil Sutcliffe - CCC

Natalie Southgate (NaS) – CCC

Ceri Meloy – Cymorth

Helen Jones – CHC

Mark Sheridan – CHC

Richard Vaughan – Private Landlord & CHC

Dr Sian Griffiths – Public Health Wales

Sian Harrop-Griffiths – C&VUHB

Peter Thomas-Greenhill – Wales Probation

Donna Lemin – Welsh Government

Stephen Tranah – Welsh Government

Chris Maggs (CrM)– SPNAB

Stuart Young – CCC

Sarah Capstick – RDC (minutes)

Rachel Pierce-Jones – North Wales RDC (observer)

**Apologies:**

Mike Ingram – VGC

Angela Bourge – CCC

Bethan Jones - CCC

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| **Agenda Item** | **Action** |
| 1. **Welcome, Introductions and Apologies**   Cllr Bronwen Brooks (Chair) welcomed everyone to the meeting of the Vale and Cardiff RCC.  Introductions were carried out.  Apologies were received and noted. Including the apologies from Angela and Bethan who were due to provide information under Agenda Item 13. |  |
| 1. **Minutes and Matters Arising**   Cllr Brooks raised the importance of confidentiality for the RCC to function fully. Minutes are to be kept confidential until the next meeting of the RCC when they are approved.  ***Minutes***  The minutes were reviewed for accuracy.  SC – already informed of one amendment by DL, which will be applied before the minutes go for translation.  FB- the figure of 34% under proposal 5 on agenda item 5 (page 4), is strongly refuted by the providers.  The minutes were approved providing the amendment is made.  ***Matters arising***  MF – Cardiff brought a paper to the meeting to circulate about Welfare Reform.  SC – Speed Networking and money saving ideas, mentioned to Nicola Evans at Cymorth. Due to other pressing matters these have been held back for a future Regional Provider Forum.  FB – Llamau are still in the process of carrying out the crisis analysis, which will be shared once completed.  PT – The Vale have looked at the Mid & West Wales Procurement document, including sharing it with our procurement team, who raised some legal questions. We approached Mid & West about them, but they are only just starting to deal with resolving them.  NS – Cardiff had a very similar response from the legal team.  CrM - Following visits to local authority areas a report was considered at the last meeting of the SPNAB. The issue of procurement was identified and a recommendation was supported that a National view about procurement should be considered. An action plan will be discussed at the SPNAB to consider all future work and procurement will be part of this plan. The next meeting of the SPNAB is due to take place on the 2nd December 2013.  LT – Should WLGA be looking at procurement?  ST – Procurement will be picked up in the action plan and taken to the next SPNAB.  BB – Does the RCC want to write a letter to WLGA to ask for them to lead on procurement?  MS – Not sure how helpful WLGA would be.  CM – Having a response to what is expected / required would be useful.  LT – It is worth getting all the LAs working together.  MS – There have been things around procurement in the past involving WLGA and Value Wales, but it hit problems that were not overcome.  FB – There is a real need to make progress on this, or we will be in the same place next year.  CrM – There will be issues getting 22 LAs to sign up to it, so wait and see what SPNAB comes up with at the meeting in December.  BB – Add to the January agenda to make a decision about if the RCC wants to take this forward.  PTG – Some headline figures have been sent from Probation today. Probation is currently focusing on its Exit strategy so the information is being retrieved manually rather than automatically. Meeting with the RDC and SP leads, to identify which figures are required.  SC – Amendment to the 3 September minutes has been completed and they will shortly be with translation services.  PT – The Vale will be doing a presentation at the Landlord Forum in January.  DL – Confirmed the LCP and RCPs need to be final version documents when submitted in January.  SC – No responses from members on the prioritisation framework, only from one SP lead. Is it worth having a working group to move it forward if is proceeding?  RV – If a group is set up would like to be involved.  FB – If the LAs and the RCC agree that it will be used, if not then it is not worth the time commitment.  CrM – Zero based budgeting is seen by some as a waste of time, but there is evidence that it is really useful. What it will look like, will depend on what we want from it. The SP budget for this year is the best it could have been, it gives a few months breathing space before more decisions need to be made.  MF – It is too early to sign up to the framework for future commissioning, by January / February we will have experience from the past 12 months. A project evaluation system or exercise maybe more useful, collecting information from all the RCCs and LAs about how changes were made, how money was moved around and what worked well and what didn’t. Review experience at the RCC in January.  MS – Is the plan to review systematically services across Cardiff still going ahead?  MF – It is still on the agenda. Have proposals for change from one provider already and there are things to learn from this year, but can’t do more than 2 or 3 service reviews in a year.  DL – Good practice can be shared through the RDC network.  MF – Not just good practice, but look at how things were managed.  MS - Is the Young persons review which was due to start about now still going ahead?  MF – We were due to have a presentation on it today, but the presenters were called to a scrutiny meeting. It could come to the next RCC but that will delay things. Could have a small RCC meeting to look at the proposed process, as a consultation and not for approval.  CM – Throwing the meeting to all providers would mean everyone is involved and informed about the process.  CrM – The meeting could be a pre-meeting for information, with the more formal approval provided at the next RCC meeting.  MF – Apologies for not having people at this meeting as planned.  MS – If the meeting focuses on the process and not the outcomes then there should not be any conflict for any of the provider / landlord reps.  BB – The purpose of the meeting needs to be made clear when it is set.  SC – Outturns were submitted without quorate approval as not enough Members responded.  DL – Outturns have to be approved by a quorate of the RCC, Welsh Government need to have confidence that the RCC are looking at the information.  Diary dates for meetings have been finalised and rooms booked. Information was circulated with the papers for this meeting.  **Actions**  Amendment to be made to the minutes before sending them for translation and submission to WG.  Nicola Evans at Cymorth to be contacted about adding in agenda items to the Regional Provider Forum as previously discussed; Speed Networking and Money Saving ideas.  National Procurement to be added to the January agenda, to decide if the RCC wants to write to WLGA / SPNAB about the need for this work to be carried forward nationally.  RDC network to be asked to collate and share the experiences of managing cuts across all of the LAs. What worked well, what wasn’t quite as successful, what lessons were learned. How monies have been moved around and how any reductions in services were managed.  Cardiff to liaise with SC to coordinate the extra meeting for consultation on the Young People’s review process that will take place in Cardiff. | SC  SC/FB/ CM  SC  SC/DL  NS/MF/SC |
| 1. **Declaration of Interest**   Forms were available and highlighted as available by the Chair. No new forms were completed. |  |
| 1. **Cardiff Cares and LD Supported Living services update**   Agenda item 17 was moved up the agenda as Stuart Young needed to leave to attend another meeting.  SY – What does the meeting want to know about?  CM – An update on Cardiff Cares.  MF – LD services  SY – Cardiff Cares paper looking at the Social Care Workforce and the uplifting of the quality of services was accepted by Cabinet and two reporting bodies set up. They included Cabinet Members, Unions, Domiciliary Care providers. The focus is on domiciliary care. The aim was to have an expert group of people who have been prominent in their fields, to look at breaking out of the LA into Social enterprise, co-operatives and other models. The project faulted due to the lead Cabinet Member resigning, a new Member has been appointed and the work is now moving forwards. They have looked at Essex Cares but they had a large internal workforce, whereas Cardiff had no workforce left so the situations were not the same. Have been working with Cardiff University for input at a co-production level, identifying the values of what the project should look at, and costing for the model. The Project has learnt a lot about co-production and service-user involvement – know more about what people want, the challenge is if Cardiff Cares does not proceed how this information can be used going forward. Flexible services have to be introduced for all, including older people. There has been a lot of valuable work over the past 8 months and there are probably another 2 or 3 left. When the report is ready SY will be happy to come back and present it to the RCC.  Learning disability focus has been on costs and making sure services are fit for purpose. The main emphasis of Cardiff Cares is Domiciliary Care.  HJ – Has this process put back the tendering of services?  SY – We have a new director, there will be a new tender for sheltered, a report will go to Cabinet in the next few months.  HJ – Are there any timescales or information on what will happen?  SY – Can’t say today, other than the paper is due to go to cabinet in the next few months (probably January). After it has gone to cabinet, there will be consultation.  MS – At a previous RCC we asked about retendering and quality and we are still waiting for a response. When, what and how?  SY – Unable to discuss at the moment until the paper has been to Cabinet.  [SY then left the meeting]  **Actions**  Stuart Young to be invited to a future meeting once the paper has gone to Cabinet so more detail can be shared. | NS / SC |
| 1. **Election of Chair and Vice-Chair**   Chair announced that the Chair and Vice-Chair were to be elected for the coming year.  BB nominated LT.  MS seconded the nomination.  There were no objections.  BB stated what a sterling task FB had done as Vice-Chair over the past year and nominated for FB to continue as Vice-Chair.  CM and MS seconded the nomination.  There were no objections.  FB – Requested that the times of meetings be looked at.  LT – This will be MF’s last meeting.  BB – Asked if MF will be retiring.  MF – No, finishing at the end of December, will then be doing 3 months of research for the LA.  **Action**  RCC meeting times to be discussed by Chair and Vice-Chair and notified to all Members. | LT/FB/SC |
| 1. **RDC report to the RCC**   Report of RDC activities during September and October circulated prior to the meeting. Two areas for consideration raised:   1. Engagement with Private Landlords 2. SP services and how to access them list for sharing with third sector bodies to provide smoother journeys for clients.   MF – Existing document should be sufficient (re 2)  FB – No need for a working group to look at the engagement with private landlords.  Liaison should be between the Local Authorities and the existing systems of engagement. There is a need for engagement at a local level.  **Actions**  Current documentation to be passed from the LAs to SC for distribution to the Advisory Networks. | PT / NS |
| 1. **Update from Provider / Landlord Representative**   Paper circulated before the meeting.  CM – The paper came from information at the Regional Provider Forum and subsequent meetings. Key things from the paper:   * Initially the forum raised a strong concern about the Reps role at the RCC and that the proposals were signed off by the RCC and not open to further discussion. * The confidentiality of the discussions at the RCC and the paper were understood, but much had been shared by organisations which led to rumour and gossip. * Strategic approach is the best way forward. * Order of priorities should be looked at, with the last one being moved up the list as it would not affect the number of units available or jobs. * Concern about the time and money spent on the workshops with BDO, with very limited connection between the proposals and the recommendations in the BDO report. * How providers were informed was raised. Meetings of multiple providers at once being given different levels of cuts and knowing how other providers were to be affected before the other providers were informed was a problem. * Moving forward there were a few suggestions:   + Communication and process for the RCC needs to be clearer.   + Where cuts are being discussed, each provider to be talked to separately if there is an impact.   + Clearer timeline of what is going to happen and when.   + Value for money and quality impacts need to be included with any proposals and recommendations.   FB – The most important issue was that the RCC was not asked to approve the Cardiff cuts at the last RCC meeting, but the providers thought that was the case. There is a governance issue which needs to be resolved about when and how the RCC Members are asked to approve budgets.  MF – We were asking for approval of the process, before it went to Cabinet.  FB – The Provider Forum was a hard meeting. The feeling was that we had agreed to the cuts.  BB – It was clear at that meeting that we were not being asked to approve the cuts, it was the process and opening up the discussion.  MF – The meeting was about the process and how officers were making informed decisions prior to the cuts going to Cabinet. It was an opportunity to discuss the way forward and ensure that the strategy being followed was correct. We have since liaised individually with providers as requested. The cuts will come back to the RCC once they are approved by Cabinet, with the RCC already having looked at the strategy. There appears to have been misunderstanding by two of the providers. We needed to be considerate to those whose jobs are impacted, but those that have gone through the review process on the frontline will have 3 year contracts. We have found a good way forward with providers now, including a growth to cover the increase in community alarms. We have and will continue to learn the lessons from this.  FB – It is important to bring the decisions back to the RCC. The RCC have approved the strategic direction not the cuts themselves. Recommendation is for the proposals to be reordered. Providers have reported more positive consultation since the Forum meeting.  MF – We did not say it was a done deal.  PT – Timescale is tight to meet the LCP deadline and get Cabinet approval.  DL – There can be no change in the deadline for the LCPs and RCP. If plans have to be submitted without Cabinet approval this will be reviewed on an individual basis by the Welsh Government.  CM – Will the proposals and cuts come back to the January RCC?  MF – Yes, we will bring the detail to the meeting in January. We are sorry for any misunderstandings that have taken place. The paper provided by the Reps is really useful feedback for future cuts management.  BB – It was very clear in the meeting that the proposals were not for approval. How it changed from here to the Forum seems to be where the issue is.  MF – There appears to have been a misunderstanding, we were clear that it was not a done deal that these were just proposals.  MS – Whatever you tell organisations there is a danger they will hear something different. Making strategic decisions are really important.  SC – One of the providers at the Forum reported that they had called the LA the day after the RCC meeting and been told that it had all been approved.  CrM – There is never enough time to work out how to manage cuts. It is useful to learn from what has happened. LA have set diaries so can try to plan accordingly, may need to start planning in May each year.  PT – The planning process began very early in March 2013. However after planning for growth in the services based on the indicative budget announced by the Welsh Government we were notified of the cuts. This meant a change of focus in late summer/early autumn to identify cuts, which also had to cover new services that were already on site.  CrM – The Welsh Government set the deadlines but do not take into account the LA meeting diaries and requirements, so they can’t link the two together across all 22 LAs.  LT – Timings need to be looked at at a local level along with what information and detail needs to go before Cabinet.  **Actions**  Planned cuts to be brought to the January RCC by both LAs | PT/NS |
| 1. **Local Authority reports to RCC**   A document with the reports from both LAs was circulated prior to the meeting.  PT – The only change the Vale made was to the information about the Local Planning Group, which made decisions on growth and are meeting again next week to look at any cuts being made. We are on track to make savings and continue the commissioning of the two new services. The time frame is tight, to plan changes, go to Cabinet and come back to the RCC for approval before the LCPs have to be submitted to meet the Welsh Government deadline. We are pleased with the levels of cuts this year which are much better than expected.  NS – Discussions for Cardiff have already been covered. We planned for higher cuts but are now looking at 5% with only some of the proposals being implemented but not all. The detail needs to go to Cabinet as the next step. |  |
| 1. **Service User Involvement working group – update**   CM provided an update of the work of the group to date. Task and Finish group looking at sharing of good practice. A survey was circulated at the Regional Provider Forum for additional detail which are being collated before the next meeting. |  |
| 1. **Welfare Reform** 2. **LA updates**   MF handed out a confidential paper. There has been a reduction in the number of those affected in Cardiff. Innovative ways of managing those affected have been introduced, such as if they can cover the extra rent required now, past arrears have been removed. Received many compliments on our approach.  LT – We did have over £1million in arrears we are now down to £1/2million.  BB – The Vale are doing a lot of work to get away from evictions. Mike Ingram will be asked to produce a report similar to Cardiff’s in the next few weeks.   1. **Income Maximisation & Budgeting group**   FB gave an update of the work of the group who have now met for the first time. The trainer who was appointed has left and been replaced, but the work is on going and the Operational Framework subgroup has been created and met for the first time.  NS – The first of the training courses is taking place today.  **Actions**  Vale to provide a report on current impact of Welfare Reform. | MI |
| 1. **Prioritisation – update from the LAs and the prioritisation framework**   Discussed earlier under agenda items 2, 6 and 7. |  |
| 1. **Regional Work – areas for development**   CrM – This is an area that many people struggle with. Finding ways through duplication and new ways to solve problems is often put on the back burner until the next problem arrives. Rather than using the quiet period as a window to explore the options. It is appropriate for the RCCs to look at regional opportunities. Welsh Government expect RCCs to look regionally. One way forward is to look at just one area or client group at a time. Regional areas of work that other RCCs seem to have found it easier to focus on are around substance misuse and domestic abuse.  DL – Gwent have looked at just one area of work.  LT – Regional work needs to be left to the LSB and its partner organisations, or the same discussions will take place.  CrM – Regional work needs to be looked at as it is the Regional Collaborative Committee.  MF – The Local Partnership Board (LPB) is looking at Domestic Abuse services and will ensure that all services will be compliant with the new legislation.  LT – We do not want to be at a point of bringing all reports to this meeting, as that would lead to very long meetings.  DL – The Welsh Government are adamant that the RCC needs to look at regional work and be collaborative. This needs to be evidenced in the minutes and the report to SPNAB.  MF – Welsh Government are already told at partnership level, we don’t want to be reporting to the Welsh Government repeatedly.  HJ – We need to know what is available.  PTG – There should be more clarity after the LPB meeting in December.  BB – If SC can be informed when information is available and she will circulate it to all Members via email.  **Actions**  Local Partnership Board documentation to be made available to all Members via SC once available. | LT/PTG/SC |
| 1. **Regional Commissioning Plan (RCP)**   SC gave an update: The draft report has been started. The needs mapping information is currently being looked at with the SP leads. Once the LCPs are in draft format the SP leads and SC will be meeting to identify content to be added to the RCP. The draft RCP will be circulated prior to the January meeting.  **Actions**  SP leads and SC to meet to discuss content of the RCP.  RCP to be circulated in draft prior to the January meeting. | NS/PT/SC  SC |
| 1. **Strategic remodelling**   No update due to the apologies received and recorded under item 1. |  |
| 1. **Outcomes and Performance Management / Monitoring**   CrM – There has been a national get together about outcomes. After the December meeting DL and colleagues will be carrying out the work. It is important that learning is shared.  DL – Outcomes are being looked at in depth. Something will be coming out shortly for 2012/13 and 2013/14 amalgamated information. More robust systems should be in place for 2014/15.  **Actions**  Outcomes information to be requested by Welsh Government. | DL |
| 1. **Innovation suggestions**   No update at this time.  CM – Could this be dropped from the agenda as there never seems to be any information.  MF – Income maximisation, budgeting and debt management training came from this agenda item.  All agreed to leave it on the agenda. |  |
| 1. **Best Practice Sharing (including protocols and risk management)**   No update on this item. |  |
| 1. **Standing agenda items – with no planned updates at this meeting** 2. **Financial position against budget**   SC – responses to the outturns circulated last month would be appreciated so I can confirm to WG that they are approved.   1. **Accreditation**   DL – The accreditation group have met with suggestions going through to the Steering Board and SPNAB. System is looking to add value and make things faster and easier for providers and enable LAs to share.  MF – Will it go out for consulation?  CrM – Not a formal consultation, but there may be an opportunity for interested parties to feedback.  MF – There were many changes required, and if we are expected to implement it, then consultation on it is needed.  MS – 90% of providers will be passported through.  FB – There does need to be a consultation process.  MF – If liability will sit with us, then we need to be consulted on it.  DL – The paper is not yet written and the process for feedback has not been set up.  MF – Liability is an important element and therefore it should come out to consultation again.  CrM – The Minister will make the decision on if to consult on it.  RCC agreed to support a short consultation period.   1. **Services for older people**   SC – The survey is currently sat in Outlook and will be circulated shortly. David Tovey has offered to come and talk through the survey and how it should be completed, all those involved with older people services will be invited to attend the meeting.   1. **Housing First**   No update.   1. **Local Commissioning Plan**   No update  [LT and MF left the meeting]  **Actions**  Approval for the ½ yearly Outturns to be sent to SC if not already done so as soon as possible.  Request for Accreditation to be put out to consultation by Welsh Government prior to being approved and implemented  Meeting with David Tovey to take place. | All Members  DL  SC |
| 1. **Update from Welsh Government**   Most of the updates have been given during other agenda items.  Finance have confirmed that any underspends from 2013/14 year will be collected back in. |  |
| 1. **Work plan (including the RCC Annual Report to Welsh Government)**   Workplan was circulated prior to the meeting.  SC – The Annual Report will be recirculated for comment with a new deadline.  DL – All Members need to respond to SC for the annual report.  **Actions**  Draft Annual Report to be recirculated with questions for the Members.  All Members to respond by deadline.  Annual Report to be finalised and submitted by the deadline on the 15 November 2013. | SC  All Members  SC |
| 1. **Needs Mapping**   Work is ongoing with the SP leads for the Needs Mapping for the RCP. |  |
| 1. **Commissioning and Procurement**   No update at this time |  |
| 1. **Any other business / issues**   BB – Good luck to Llamau for the sleep out event on the 7 November. |  |
| **Date of Next Meeting**  **3pm, Tuesday 7 January 2013**  **Armstrong Group, Wilcox House, Cardiff** |  |