



**VALE OF GLAMORGAN AND CARDIFF REGIONAL COLLABORATIVE  
COMMITTEE**  
**2<sup>nd</sup> January 2013**

**Present:**

Councillor Bronwen Brooks – VGC  
 Councillor Stuart Egan - VGC  
 Councillor Lynda Thorne – CCC  
 Mike Friel – CCC  
 Michelle Brewer – CCC  
 Andrew Evans - CCC  
 Pam Toms – VGC  
 Mark Sheridan – CHC

Sian Griffiths – Public Health  
 Helen Jones - CHC  
 Simon Prothero – WG  
 Mike Ingram – VGC  
 Andrew Page – VGC (Minutes)  
 Mike Murphy – CCC  
 Joy Garfitt – CCC & VGC

**Apologies:**

Peter Greenhill – Probation  
 Frances Beecher – Cymorth  
 Sian Harrop-Griffiths – Cardiff & Vale University Health Board

	<b>Action</b>
<p><b>Introductions and Apologies</b>            Councillor Bronwen Brooks (Chair) welcomed everyone to the meeting.</p> <p>As there were some new attendees, everyone introduced themselves and the organisations which they represented and apologies received were noted.</p>	
<p><b>Minutes of last meeting</b>            The minutes of the last meeting were read and agreed.</p>	
<p><b>Matters Arising</b>            The Regional Development Coordinator has not been appointed as only one person turned up for interview and they were unsuitable.</p> <p>A request has been made to Welsh Government for additional</p>	

<p>funding to increase the salary scale for the post in order to try to attract a suitable applicant. A response is awaited before the post is re-advertised.</p>	
<p><b>Conflict of Interest Forms</b>  Councillor Brooks re-iterated the need for members of the RCC to be aware that they were required to declare any conflict of interest at the start of all RCC meetings and that specially prepared forms were available for this purpose.</p> <p>Ceri Meloy (CM) advised that her organisation (Dimensions) was named as an existing support provider in the Cardiff update paper about the proposed Learning Disability Supported Living Tender and asked if an expression of interest form should be completed. It was agreed by all other members of the RCC that as there was no confidential information being provided that there was no conflict of interest but this should be noted in the Minutes.</p>	<p>ALL</p>
<p><b>Accreditation.</b>  None. The new procedure is currently out for informal consultation with a deadline for responses to Welsh Government by 31<sup>st</sup> January 2013.</p> <p><b>Financial Position against Budget.</b>  Reported at the December meeting.</p> <p><b>Regional Needs Mapping.</b>  Awaiting the appointment of a Regional Development Coordinator.</p> <p><b>Outcomes and Performance Management (including service reviews).</b>  None.</p> <p><b>Proposals for Strategic Remodelling.</b>  None.</p> <p><b>Commissioning &amp; Procurement</b>  <b>Retendering of Learning Disability Contracts (Cardiff)</b>  A briefing paper (attached) was distributed and Joy Garfitt (JG) the Learning Disability lead Officer newly appointed to cover Cardiff and the Vale of Glamorgan outlined the proposed procurement process.</p> <p>It was planned to put in place new joint contracts for care and housing related support from February/March 2014 following a re-tendering exercise. The service costs are currently £51million and the existing contracts have been in place since 2006/2007.</p>	

<p>JG informed the attendees that Cardiff Council will be assessing service quality and cost to award the contracts in order to achieve best value, but that the weighting between these was still being considered. The current four providers will continue to provide the services until the new contracts are awarded. It was agreed that Cardiff Council will provide a report on the evaluation toolkit to the RCC once in place.</p> <p>The current services specifications have already been reviewed and some initial consultation had been undertaken, but more were due to take place and additional meetings were being arranged with providers. Service users will also be kept up to date on the retendering exercise. TUPE will apply for existing staff if the providers change and this is very important to ensure consistency for the service users. Cardiff Council will also support the providers to ensure that staff are paid the living wage already adopted by Cabinet.</p> <p>It was made clear that the current services were performing well and that it was particularly impressive how dynamic they were, particularly for younger people who were being supported to move up and down levels of support/services.</p> <p>JG confirmed that the timeframes for the exercise outlined in the briefing paper had not yet been communicated to providers but they were not confidential.</p> <p><u>The RCC Members agreed the re-tendering proposal.</u></p>	<p>MB/JG</p>
<p><b>Service User Involvement</b></p> <p>As the Regional Development Coordinator has not yet been appointed, it was agreed that in the interim PT &amp; MB would develop a pro-forma for support providers to complete to start to gather information on existing consultation mechanisms in place within the region.</p> <p>Once analysed the RCC will then determine a Service Engagement Framework.</p>	<p>PT/MB</p>
<p><b>Local and Regional Commissioning Plans</b></p> <p>Both were distributed prior to the meeting along with the Local Spend Plan 2013/14 for the Vale of Glamorgan. The Local Spend Plan for Cardiff and the Regional Spend Plan 2013/14 were omitted in error (attached).</p>	

### Vale of Glamorgan

The Vale of Glamorgan Local Commission Plan (LCP) was presented in terms of its links to the single integrated plan and other strategies, the process of information gathering, gaps in services and the priorities agreed by the local Planning Group, followed by the approval by the Council's Cabinet. Consultation has also taken place on the finalised LCP.

The two priorities proposed were:

1. A six unit direct access hostel for under 35 year olds. Only revenue funding is needed to commission the support as the current women's refuge is due to be vacated in the summer of 2013 and will be remodelled by the housing association without any new capital requirement.
2. A forty-two unit Extra Care Scheme is on site and due to open in May 2014. Revenue funding is required to commission the housing related support. Capital funding was previously secured through the Social Housing Grant programme.

### Cardiff

Cardiff Council's LCP outlines the proposed 4% budget cuts for 2013/2014 and the 5% cuts for the following three years.

The plan sets out the proposal on how the 4% reduction will be managed in year one and confirms that a strategic approach to the rest of the budget reductions would be taken in the subsequent three years. A lot of information has already been gathered from support providers, a schedule of meetings has already been arranged with providers in January and new contracts will be in place by the end of March 2013 to reflect the 4% reduction in funding.

Mark Sheridan (MS) confirmed that Community Housing Cymru (CHC) and Cymorth had also been proactive since the last meeting of the RCC and that all providers in Cardiff had been made aware of the methodology agreed for the cuts and were expecting Cardiff Council's contact.

MB confirmed that Cardiff were being flexible and allowing the support providers to determine how they manage the 4% budget cuts in 2013, as the most important consideration was to ensure that service users did not experience any disruption to their support or service.

The Regional Commissioning List reflected the information above

<p>and the priorities contained within the Vale of Glamorgan's LCP.</p> <p><u>The RCC Members agreed both Local Commissioning Plans and the Regional Commissioning Plan for submission to Welsh Government by the 18<sup>th</sup> January 2013 deadline.</u></p> <p>Simon Prothero (SP) advised that Welsh Government (WG) would be carrying out a strategic review of the Local and Regional Commissioning and Spend Plans and would be happy to meet with the local authorities to assist them with any improvements required, but that that this should not delay Cardiff's contracts being put into place from 1<sup>st</sup> April 2013.</p>	<p>PT</p>
<p><b>Update from Welsh Government</b> None since the last meeting.</p>	
<p><b>AOB</b> Mike Friel (MF) advised the attendees that Cardiff Council have now implemented a single gateway to support, which is a change of procedure for all providers in Cardiff and agreed to provide a presentation at a future RCC meeting.</p> <p><b>Next Meeting: 3p.m. Wednesday 6th February 2013 in Room F26, Block A, The Alps Depot, Wenvoe (map attached).</b></p> <p><b><u>PLEASE NOTE CHANGE OF VENUE DUE TO STORM DAMAGE AT THE CIVIC OFFICES.</u></b></p>	