

**Cardiff & Vale of Glamorgan Joint Local Service Board**  
**Tuesday 24<sup>th</sup> June 2014**

**DRAFT MINUTES**

**In attendance:**

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
CLlr Neil Moore ( <b>Chair</b> )	Leader	Vale of Glamorgan Council
CLlr Phil Bale	Leader	City of Cardiff Council
Sian Davies	Managing Director	Vale of Glamorgan Council
Paul Orders	Chief Executive	City of Cardiff Council
Maria Battle	Chair	Cardiff and Vale University Health Board
Belinda Davies	Chief Superintendent	South Wales Police
Janine Roderick	Violent Crime and Health Liaison Manager	Police and Crime Commissioner
Garry Davies	Operations Manager	South wales Fire and rescue Service
Rachel Connor	Executive Director	Vale Centre for Voluntary Services
Sheila Hendrickson Brown	Chief Officer	Cardiff Third Sector Council
Huw Isaac	Head of Performance and Development	Vale of Glamorgan Council
Helen Moses	Strategy and Sustainability Manager	Vale of Glamorgan Council
Rachel Jones	Operational Manager – Policy, Partnership & Citizen Focus	City of Cardiff Council
Roger Adams		City of Cardiff Council
Anne Wei	Strategic Partnership and Planning Manager	Cardiff and Vale University Health Board

**Apologies**

Eleanor Marks	Director of Communities Division	Welsh Government
Peter Greenhill	Assistant Chief Executive	Wales Probation Trust
Adam Cairns	Chief Executive	Cardiff and Vale University Health Board
Sharon Hopkins	Director of Public Health	Cardiff and Vale University Health Board
Sarah McGill	Director, Communities, Housing & Social Justice	City of Cardiff Council
Sharon Hopkins	Director of Public Health	Cardiff and Vale of Glamorgan University Health Board
Jan Pickles	Deputy Police and Crime Commissioner	Police and Crime Commissioner

	<b>Actions</b>
<p><b>1. Welcome &amp; Introductions</b></p> <p>Councillor Moore (NM) welcomed everyone to this first meeting of the joint LSB and introductions were made around the table. It was emphasised that there are a range of overarching issues that the new board will be able to take forward and this is an opportune time for bringing the two LSBs together.</p> <p>Councillor Bale (PB) also stressed the importance of working together and that there are already a range of good examples of partnership working and early intervention. He also highlighted the need to ensure that partners do not push the costs on to other partners when looking to make savings.</p>	
<p><b>2. Draft terms of Reference</b></p> <p>Paul Orders (PO) introduced the draft terms of reference which clearly outline the purpose and membership of the joint LSB. The purpose is to work collaboratively across organisational boundaries and agree joint action in line with both the Cardiff and Vale single integrated plans. The LSB will tackle blockages, develop programmes and workstreams around identified priorities and consider new models of service delivery. Robust performance management arrangements will be put in place to support the work of the LSB and there will be an annual review of the LSB and its work.</p> <p>It is suggested that meetings are held quarterly and alternate between Cardiff and the Vale and will be chaired by the Leader of the host authority.</p> <p>Sheila Hendrickson Brown (SHB) requested that the terms of reference be amended to include reference to co-production and this was agreed.</p> <p>Rachel Jones (RJ) advised that Natural Resources Wales had raised concerns about not being invited to join the new LSB and there would need to be arrangements for including them and other stakeholders. NM advised that stakeholders will not be excluded from feeding in to the work of the LSB and this will need to be a consideration as the work programme and arrangements for the LSB develop. Sian Davies (SD) emphasised the need to keep the group tight to ensure its effectiveness but agreed there would need to be events that involve wider stakeholder groups. PO re-iterated that this is a formative period and that membership could be reviewed as part of the annual review.</p> <p>The terms of reference were agreed subject to the inclusion of co-production in the section setting out the purpose of the LSB.</p>	<p><b>Action:</b> RJ to amend terms of reference</p>
<p><b>3. Public Service Leadership Group (PSLG)</b></p> <p>SD advised that she attends PSLG meetings and was bringing the minutes for information. SD advised that this would be a standing item and a good way of keeping partners involved in the discussions. The PSLG agenda is primarily determined by Welsh Government and the July meeting has been cancelled in</p>	

<p>lieu of expected announcements regarding the Commission on Public Service Governance and Delivery.</p> <p>SD took the group through the minutes of the meeting in May and key points from the discussions at the meeting.</p> <p>The Commission on Devolution in Wales (The Silk Commission) - recommendations include a change from a conferred to a reserved model of devolution more closely aligned to those currently in place in Scotland and Northern Ireland.</p> <p>Procurement – SD sits on the National Procurement Service Board and also the PSLG Procurement Task Group and is happy to take up issues that partners may have and feed them in to those forums.</p> <p>Fleet Management – A number of councils including the Vale are involved in a fleet management project and some councils have found significant savings. Further progress will be reported at a future meeting.</p> <p>Effective Services for Vulnerable Groups – there are a number of projects within this workstream which are reported to the PSLG.</p> <p>Organisational Development and Simpson Implementation Board – there had been a discussion regarding the impact of budget savings and about sharing good practice including looking outside of Wales and developing a toolkit. There had been a discussion about budget consultation and ensuring engagement with a range of people and not just pressure groups and about councils sharing ideas around what has worked well. Monmouthshire Council was quoted as a good example of effective engagement. Maria Battle (MB) offered to share examples of effective engagement undertaken through Consumer Focus Wales. PB advised that the City of Cardiff Council have launched their Cardiff Debate.</p> <p>Information Sharing – this is a perennial problem and regional workshops have been held to identify barriers and requested information from LSBs about local arrangements. Further information on the work of the PSLG in this area will be shared at future meetings.</p>	<p><b>Action:</b> MB to share examples from Consumer Focus Wales</p> <p><b>Action:</b> SD to provide updates on the PSLG at future meetings</p>
<p><b>4. Regional Collaboration Fund Project Updates/Annual Report</b></p> <p>RJ presented the annual report and advised that there was a small underspend of £3,553 from an allocation for 2013/14 of £1,485,000. Progress with the remaining RCF funded projects will be reported to the LSB.</p> <p><b>Adult Social Care and Health and Social Care Integration</b> – good progress has been made with health and social care models and benefits are evident through increased capacity and co-location of services. A new programme manager is now in place to ensure the workstreams are effective and links are made to the Intermediate Care Fund.</p>	

<p><b>Regionalising Regulatory Services</b> - A shadow board has been established and is due to meet on the 25<sup>th</sup> June. The Vale of Glamorgan Council is the proposed host employing authority and will deal with operational matters. A report is due to be considered by scrutiny prior to the recess and then to the respective Cabinet meetings in September.</p> <p><b>Cardiff and Vale Joint Local Service Board</b> – funding for 2013/14 was utilised to undertake a feasibility study and this has resulted in the new board being established.</p> <p><b>Cyd Cymru – Wales Together</b> – there have been two switches to date involving 1,500 households across Wales and the average savings per household is £180. About 30 – 40% of participants are from Cardiff and the Vale and further work is needed to look at the make up of participants in terms of geographical area and also whether more targeted work is needed to reach vulnerable residents and people experiencing fuel poverty.</p> <p><b>Sexual Assault Referral Centre (SARC)</b> – awaiting confirmation of funding for next year but the service has been very successful in developing a holistic approach and providing services for children and adults. There is a lot of knowledge and experience amongst service providers in Cardiff and the Vale so there are issues around expanding the service across south wales and a need to ensure that this is not to the detriment of Cardiff and the Vale. Belinda Davies (BD) assured the board that they are keen to get the service right and will hopefully have more information about the future development of the service for the next meeting.</p> <p>RJ advised that Welsh Government have yet to publish their review regarding an all Wales service and that together with a lack of certainty regarding future funding this makes forward planning and commissioning of services increasingly difficult. Janine Roderick (JR) confirmed the need for this matter to be progressed.</p> <p>It was agreed that a joint letter be sent to Welsh Government from MB and the Police and Crime Commissioner highlighting the issues regarding funding and the future direction of services.</p> <p><b>Alcohol Treatment Centre</b> – The project is a unique nurse led service in the city centre and has been shortlisted for an NHS award. There are also issues regarding future funding and an evaluation of the project is due to be undertaken.</p>	<p><b>Action:</b> JR and MB to liaise regarding joint letter to WG</p>
<p><b>5. Public Service Reform Agenda</b></p> <p>A paper was circulated which highlighted the range of forthcoming legislation and changes which will affect public services in Wales. The list brings together a number of the key reforms and helps to demonstrate the scale of the agenda. It was agreed that the report should be circulated electronically and regularly updated as a supporting document to inform the work of the board.</p>	<p><b>Action:</b> Circulate the report with minutes and review regularly (HM)</p>

## 6. Developing the LSB work programme

A paper was circulated to aid the discussion regarding the work programme for the LSB. The LSB will need to agree areas of focus to be developed in to a work programme for further discussion at the next meeting. The paper set out three areas as a suggested framework for discussion;

- Opportunities for savings
- Co-production
- Information sharing

In terms of opportunities for savings there is potential to build on the work already undertaken around Regulatory Services and integration of Health and Social Care. Suggestions include the next phase for integrating health and social care. Other services may also feature.

There was support from partners for undertaking work around information sharing and to identify barriers to exchanging information and protocols that could support information sharing. This was an issue previously discussed at both the Vale LSB and the Cardiff Partnership Board as well as being a focus of work for the PSLG. Partners were keen for improved information sharing across organisations and for staff to have the confidence to share information but recognised that current guidance does not promote a 'dare to share' culture. There was also a discussion regarding sharing information with communities to enable them to take action and empower them to tackle problems. This would also be consistent with a move towards co-production.

RJ suggested that a potential area of focus could be around the most vulnerable/expensive families and recurring issues. This would be relevant to a range of partners and be consistent with adopting a more targeted approach.

Partners also expressed interest in working together on engagement and consultation activities. The City of Cardiff Council are currently undertaking the 'Cardiff Debate' and this could in future involve a wider range of partners in terms of communicating the scale of challenge facing public services and the Third Sector and also to identify priorities. Themes emerging from the current consultation in Cardiff are around community safety, education, older people and health and social care.

JR advised that one of the priorities for the PCC is violent crime and in order to tackle the issues partners need to share information. Domestic abuse could be looked at as part of any work on violent crime and this would pick up on some of the issues around the most vulnerable families and those known to a number of partners.

It was agreed that responsibility be delegated to PO and SD to scope out what the potential workstreams would look like and to bring this back for further discussion at the next meeting. MB requested that as part of this work there is a need to look at existing best practice.

**Action:** PO and SD to scope out potential workstreams.

<p><b>7. Any Other Business</b></p> <p>Rachel Connor (RC) advised that she is currently working with SHB as well as the Vale Volunteer Bureau (VVB) and the Voluntary Centre, Cardiff to draft a Regional Delivery Plan. This will be a one year plan and needs to be submitted to Welsh Government by April.</p> <p>RC also advised that work is progressing regarding the formation of new organisation in the Vale to replace VCVS and VVB and this should be in place by April 2015.</p>	
<p><b>8. Date of Next Meeting</b></p> <p>To be arranged for the end of September in Cardiff</p>	