

**Cardiff & Vale of Glamorgan Joint Local Service Board  
Tuesday 20<sup>th</sup> January 2015  
Dock Offices, Barry**

**DRAFT MINUTES**

**In attendance:**

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
CLlr Neil Moore <b>(Chair)</b>	Leader	Vale of Glamorgan Council
Sian Davies	Managing Director	Vale of Glamorgan Council
CLlr Phil Bale	Leader	City of Cardiff Council
Maria Battle	Chair	Cardiff and Vale University Health Board
Rachel Connor	Executive Director	Vale Centre for Voluntary Services
John Harrison	Environment Manager	Natural Resources Wales
Sheila Hendrickson Brown	Chief Officer	Cardiff Third Sector Council
Sharon Hopkins	Director of Public Health	Cardiff and Vale University Health Board
Huw Isaac	Head of Performance and Development	Vale of Glamorgan Council
Steve Jones	Superintendent	South Wales Police
Phil Evans	Director of Social Services	Vale of Glamorgan Council
Nichola Poole	Programme Manager	Vale of Glamorgan Council
Eleanor Marks	Director of Communities Division	Welsh Government
Sarah McGill	Director, Communities, Housing & Social Justice	City of Cardiff Council
Jan Pickles	Deputy Police and Crime Commissioner	Police and Crime Commissioner
Helen Moses	Strategy and Sustainability Manager	Vale of Glamorgan Council
Rachel Jones	Operational Manager – Policy, Partnership & Citizen Focus	City of Cardiff Council
Anne Wei	Strategic Partnership and Planning Manager	Cardiff and Vale University Health Board
Chris Perkins	Local Service Board Officer	Vale of Glamorgan Council

**Apologies**

Adam Cairns	Chief Executive	Cardiff and Vale University Health Board
Paul Orders	Chief Executive	City of Cardiff Council

	Actions
<p><b>1. Welcome &amp; Introductions</b></p> <p>Councillor Moore (NM) welcomed everyone to the third meeting of the Joint Local Service Board.</p> <p>The minutes of the meeting held on the 28<sup>th</sup> October 2014 were agreed and Huw Isaac (HI) went through the outstanding actions from the meeting.</p> <ol style="list-style-type: none"> <li>1. Finance Representative from Vale of Glamorgan Council to be invited to future Joint Finance meetings. <ul style="list-style-type: none"> <li>▶ There have been no further meetings of Joint Finance since the last Joint LSB. It was agreed that a meeting should be arranged shortly.</li> </ul> </li> <li>2. WG colleagues to provide further update on Wellbeing of Future Generations Bill and role of early adopters at future meeting (Secretariat). <ul style="list-style-type: none"> <li>▶ No further information is available at this point, more information will follow.</li> </ul> </li> <li>3. Further work to build detail into the draft work programme. <ul style="list-style-type: none"> <li>▶ Will be discussed as Item 6.</li> </ul> </li> <li>4. Information about English pilots/pathfinders of preventative measures to be brought to future Joint LSB meeting. <ul style="list-style-type: none"> <li>▶ Will be discussed as Item 6.</li> </ul> </li> <li>5. RCF Project Leads to consider position of RCF projects and funding situation and develop exit strategies as necessary – a position statement to be provided at next meeting. <ul style="list-style-type: none"> <li>▶ Will be discussed as Item 3.</li> </ul> </li> </ol>	<p><b>ACTION:</b> RJ to arrange Joint Finance Meeting</p> <p><b>ACTION:</b> HI/RJ - FGB to be a potential agenda item at next meeting.</p>
<p><b>2. Budget Proposals and Organisational Response</b></p> <p>NM invited each of the member organisations to outline their current budgetary position.</p> <p>Sharon Hopkins (SH) outlined the Cardiff and Vale UHB position stating that there was a need to find savings of £38 million for next year of which £28 million are yet to be identified. It is hoped that the additional savings could be made through efficiencies and the transformation of services and without impacting on partners. The Board will be considering the draft budget shortly and it will then be shared with partners.</p> <p>New funding formula has been agreed which will help to address the underfunding per capita of the UHB compared to the rest of Wales. SH thanked partners for helping to bring this forward. The change will not be enacted in time for the next financial year but will have an impact in future years. Maria Battle (MB) added that the additional funding could significantly reduce the deficit in future years and although the core funding would be unaffected in 2015-16, there may be a positive impact if the formula is applied to any additional in-year funding.</p>	

<p>Sian Davies (SD) provided an update of the Vale of Glamorgan Council’s current position and acknowledged that both the Vale of Glamorgan and Cardiff Councils were underfunded in a similar way to the UHB and it was hoped that this would be addressed in the future. The Council’s budget for 2015/16 has a reduction of 3.5% which is £5.5 million but the budget for 2015/16 has now been balanced. Savings of £24.6 million have to be identified over the next three years (2015/16 – 2017/18) including those to be achieved via the Reshaping Services Strategy. Budget consultation has now taken place. Residents were asked to comment on the services they used to help inform priorities. SD also thanked partners for their comments.</p> <p>Rachel Jones (RJ) informed the group that Cardiff Council needs to make savings of £48.3 million in the next financial year and £128 million over the next three years. The majority of savings have been identified with final decisions to be made over the coming weeks. The Council has had 4,000 responses to this year’s budget consultation with the analysis taking place this week.</p> <p>Steve Jones (SJ) updated on the funding gap for South Wales Police. There has been a 20% reduction in funding when inflation is included. £8.2 million has been saved from the police force and £5.3 million from back office staff. Another £39 million will need to be saved over the next 4 years of which £24 million has yet to be identified.</p> <p>Sheila Hendrickson Brown (SHB) highlighted the need for greater collaboration to reduce costs. The voluntary sector continues to work to the Cardiff and Vale footprint for collaboration and funding. SHB also added that not only were reductions in funding impacting on services but that reductions elsewhere had increased demand compounding the problem. As a result of this the annual delivery target for services was met by the by the end of December.</p> <p>Rachel Connor (RC) agreed that there were similar issues in the Vale of Glamorgan. The Vale Centre for Voluntary Services and the Vale Volunteer Bureau are currently undergoing a merger and while this will not reduce costs initially it is hoped there will be efficiency savings over the coming years. SHB stated that mergers of this kind were essential given Welsh Government’s policy that only one organisation per Local Authority Area would be funded.</p> <p>RJ suggested that while Cardiff Council is learning from the engagement it has with the public there is still a lack of awareness of the difficulties facing the public sector. There is a need to collaborate to collectively explain to both the public and staff the scale of the problem and that bringing together Communications teams from across the board would allow for a single message and may reduce the costs of engagement. There was general agreement that this may be an opportunity for further collaboration. MB added that between all of the organisations there was potential to contact every home. SD added that a key message is that the reductions in services are not short term but will continue for at least the next decade.</p> <p>John Harrison (JH) gave an update on the position of Natural Resources Wales. JH shared the message that mergers were necessary and the process of</p>	<p><b>ACTION:</b> RJ/HI to progress possibilities for a combined communications group</p>
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<p>merging three organisations to form NRW, although difficult, should provide savings into the future. However, due to reductions in funding £9 million still needed to be saved in addition to efficiency savings. The process had also been an opportunity to focus minds and decision making on what the organisation hoped to achieve.</p> <p>Councillor Bale (PB) raised the issue of estate management and the potential for savings from working together to reduce back office staff and estate costs. MB agreed that partnership working was essential to the reduction of such costs. Sarah McGill (SM) suggested that agreements were needed across organisations to aid with the process of sharing assets. SD added that a process had begun to map assets across the LSB and that this should be continued and an update given at the next meeting. The group agreed that as a board there was potential to work together to take this forward. Phil Evans (PE) highlighted that the beginnings of this process had already occurred in the integration of Health and Social Care through staff sharing offices and that there was a need to celebrate and learn from these successes. PB concluded that the need to consider co-location at all times was essential as the opportunity to do so was often generational and that money raised from the selling of assets needed to be reinvested in current stock. Mapping projects are needed to take this forward to catalogue the organisation’s assets to allow for opportunities to be identified. SM was asked to lead on bringing this work together.</p>	<p><b>ACTION:</b> SM to lead on mapping of assets.</p>
<p><b>3. Regional Collaboration Fund Project Updates</b></p> <p>RJ gave an update on the funding arrangements for the RCF projects. Funding for the third year of the project has been cut by 50%. Over the last couple of weeks there have been a series of meetings between the partners to secure the future of the projects and detail how they are financed for the coming year. RJ thanked all partners for their input and in some cases additional funding, adding that it had been an excellent example of partnership working.</p> <p>RJ presented the updated project budgets for the coming year, highlighting that there had been agreement on the priorities of remodelling social care and regionalisation of regulatory services. RJ continued by detailing the impacts of the changes in funding to each of the projects and how these impacts will be managed. Further detail can be found in the RCF proposed allocation document.</p> <p>RJ highlighted the need for the Board to write to the project board of the Sexual Assault Referral Centre to raise the urgent need for future planning as funding will cease after March 2016. SH added that an exit strategy needs to be in place and that work should begin immediately on planning for the future.</p> <p>RJ added that this was the best possible outcome in the circumstances and that partnership working had been essential in agreeing a solution. Project Status reports were presented to the group detailing progress made in the last period.</p> <p>SD suggested that future evaluation of costs was now needed within the projects and that the integration of health and social care was a priority.</p>	<p><b>ACTION:</b> RJ to draft letter on behalf of Joint LSB</p>

<p>PB added that while this process highlighted the short term nature of decisions due to funding streams the outcomes had been favourable and tough decisions had been made. There is a need to review and plan funding across the year to allow more time for decisions to be made.</p> <p>PE agreed with the allocations for RCF but added that the removal of the ICF grant would add additional challenges.</p> <p>With reference to the ATC, Jan Pickles (JP) said that cultural change was needed to ensure prevention of the problems and therefore reduce costs. MB added that additional costs should be recouped from pubs and clubs in the city centre.</p> <p>NM closed the discussion by thanking all partners for the extensive work that had taken place in recent weeks to ensure the projects continued and that the process had emphasised the importance of partnership working.</p>	
<p><b>4. Social Services and Well- Being (Wales) Act 2014</b></p> <p>PE gave an update on the Act and the impact it will have across the public sector.</p> <p>The Act is the biggest piece of legislation to affect social services for a generation and will have impacts across all services. It complements the other legislation currently being passed by the Welsh Government in its focus on well-being, prevention and integration.</p> <p>The Act is made up of 11 main areas, and encompasses children, adults and carers. The Act brings additional responsibilities and significant change with no additional funding. The Welsh Government has stated that all change will be cost neutral but it is unclear that this is achievable. Furthermore, the Act seeks to standardise provision across Wales.</p> <p>Over the next 12 months before the Act comes into force there is a requirement to train all staff to ensure compliance and there will need to be significant cultural change in a short period of time.</p> <p>The existing Integrated Health and Social Care Programme Board will be an aid to the implementation of the Act and there will be further support at a regional level.</p> <p>Nichola Poole (NP) gave a further update on the current workload. A self-assessment form is currently being completed by partners for submission on the 31<sup>st</sup> January and a response to the consultation is due the following week. Further to this a regional implementation plan will need to be submitted by the 31<sup>st</sup> March. MB asked if copies of the self-assessments could be circulated to the group.</p> <p>PE added that it was hoped that the existing approaches could be amended for the Act and current plans built on to reduce costs. However, there are some mixed messages with both a local approach and standardised approach being</p>	<p><b>ACTION:</b> NP to circulate relevant information to group.</p>

<p>promoted.</p> <p>SD enquired whether a full Cost Benefit Analysis had taken place. The group was unaware of a detailed analysis taking place. SD added that this was strange given that the Act had already gained Royal Assent. A Cost Benefit Analysis will be undertaken locally as part of the development of the Implementation Plan.</p> <p>SH highlighted the need to see this Act in the context of other legislation and that partnership working was essential to its success.</p> <p>JP suggested that communication was a key part of the process and helping people to use the right service and to use the services correctly.</p> <p>Eleanor Marks (EM) added that this was the strongest response from any of the groups that she had attended. The information will be taken back to the Welsh Government and a response provided at the next joint LSB.</p>	<p><b>ACTION:</b> EM to provide response from WG to SSWB Act queries</p>
<p><b>5. Public Service Reform Agenda</b></p> <p>SD gave an overview of the document, highlighting that it is clear that there is much going on affecting all sectors, and at a time of reduced resources.</p> <p>PB agreed, saying that there are significant cost implications to such a heavy legislative programme and also commented on the top down nature of legislation being generated by Welsh Government.</p> <p>SH suggested that it would be useful for the partners to add to the document further relevant legislation and its implications. SD asked that the paper be circulated to partners for comment ahead of the next meeting.</p>	<p><b>ACTION:</b> CP to circulate to group for additions one month before next meeting.</p>
<p><b>6. Cardiff and Vale of Glamorgan Work Programme</b></p> <p>A paper was presented to the group with updated progress across the four areas. Two areas in particular, troubled families and co-production, were picked up and discussed further.</p> <p>RJ presented some of the work that has taken place in Bristol around the mapping of troubled families. The project had mapped 6,500 families identified against six headline criteria. The project had highlighted the families that needed the most attention and as a result a targeted approach had seen a reduction in the overall number of referrals that required additional help.</p> <p>The possibility of doing something similar across Cardiff and Vale was discussed by the group. SH highlighted that the objectives of such an exercise had to be decided before any process began due to the resource intensive nature of the</p>	

<p>work. The project may be useful to challenge mind-sets and highlight the distribution of troubled families throughout the area. SD raised the issue of data sharing that such a project would need and suggested that if there were any issues they should be reported directly to the Information Commissioner. JP added that a lot of work around troubled families had also taken place in Manchester and she would circulate the details of her contacts to RJ for further information. PE highlighted the need for the Local Safeguarding Children Board to be aware of the work taking place in this area.</p> <p>RJ moved on to the 'Stepping Up' Cardiff Toolkit which provides guidance to community organisations for taking on and managing services and assets. There had been significant interest in the idea of new delivery models and a series of workshops are scheduled across Cardiff for further engagement and skill sharing. Partners from a range of Cardiff and the Vale LSB organisations had also attended master class sessions in November to further develop skills around commissioning and co-production.</p>	<p><b>ACTION:</b> JP to share contacts for Troubled Families in Manchester.</p>
<p><b>7. Cardiff and Vale of Glamorgan Health &amp; Wellbeing Board</b></p> <p>SH updated the group on the progress of the Board. The first meeting was held on the 19<sup>th</sup> January and has given a good platform to build on. The Board will add value by seeking a collective approach to well-being and looking at best practice from across the world to tackle significant issues whilst supporting the local action plans. The agreed focus for the group will be on tackling obesity.</p>	
<p><b>8. Horizon Scanning and Any Other Business</b></p> <p>PB began by highlighting the work already planned by Cardiff Council following the budget and the rollout of the What Matters Strategy.</p> <p>JH highlighted the role of the green environment in the well-being agenda, and that in this regard the Board should be looking across the Bristol Channel for partnership building to ensure that assets are maximised and shared across the region.</p> <p>MB suggested that it would be worthwhile to highlight the extra challenges that the UHB has faced over the winter at the next Joint LSB. There will also be an update on the South Wales Programme.</p>	<p><b>ACTION:</b> RJ/MB to add UHB challenges and SW Programme Update to the agenda for the next meeting.</p>
<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• Tuesday 5th May, 2:00pm – 4:30pm, Cardiff (TBC)</li> <li>• Tuesday 21st July, 2:00pm – 4:30pm, Vale of Glamorgan (TBC)</li> <li>• Tuesday 6th October, 1:30pm – 4:00pm, Cardiff (TBC)</li> </ul>	