

**Cardiff & Vale of Glamorgan Joint Local Service Board**  
**Tuesday 21<sup>st</sup> July 2015**  
**BSC, Innovation Quarter, Barry**  
**Draft Minutes**

**In attendance:**

Name	Title	Organisation
Clr Neil Moore (NM) <b>Chair</b>	Leader	Vale of Glamorgan Council
Clr Phil Bale (PB)	Leader	City of Cardiff Council
Paul Orders (PO)	Chief Executive	City of Cardiff Council
Rachel Connor (RC)	Executive Director	Vale Centre for Voluntary Services
Sheila Hendrickson Brown (SHB)	Chief Officer	Cardiff Third Sector Council
Belinda Davies (BD)	Chief Superintendent	South Wales Police
Marie Davies (MD)	Deputy Director of Strategy and Planning	Cardiff and Vale University Health Board
Nadia DeLonghi (ND)	Strategy Manager for Waste	Natural Resources Wales
Stuart Parfitt (SP)	Divisional Commander	South Wales Police
Benedicte Lepine (BL)	Community Engagement Co-ordinator	Vale of Glamorgan Council
Sharon Hopkins (SH)	Director of Public Health	Cardiff and Vale University Health Board
Huw Isaac (HI)	Head of Performance and Development	Vale of Glamorgan Council
Rachel Jones (RJ)	Operational Manager – Policy, Partnership & Citizen Focus	City of Cardiff Council
Conrad Eydman (CE)	Head of Substance Misuse Strategy and Development	Vale of Glamorgan Council
Sarah McGill (SM)	Director - Communities, Housing & Social Justice	City of Cardiff Council
Chris Perkins (CP)	Local Service Board Officer	Vale of Glamorgan Council
Bonnie Navarra (BN)	ASB Co-Ordinator	South Wales Police and Crime Commissioner's Office
Tim Davies (TD)	Emergency Management Officer	City of Cardiff Council
Hayley Selway (HS)	Head of Housing and Building Services	Vale of Glamorgan Council
Christina Roberts (CR)	Principal Trading Standards and Licensing Officer	Vale of Glamorgan Council
Anne Wei (AW)	Strategic Partnership and Planning Manager	Cardiff and Vale University Health Board
Rhia Stankovic-Jones (RS)	Dementia Friendly Communities Coordinator	Alzheimer's Society
Suzanne Wood (SW)	Consultant in Public Health Medicine	Cardiff and Vale Public Health Team
<b>Apologies:</b>		
Maria Battle	Chair	Cardiff and Vale University Health Board
Adam Cairns	Chief Executive	Cardiff and Vale University Health Board
Peter Greenhill	Assistant Chief Executive	National Probation Service Wales
Rob Thomas	Managing Director	Vale of Glamorgan Council

	Actions
<p><b>1. Welcome and apologies</b></p> <p>Councillor Moore welcomed everyone to the meeting and to the BSC, Barry, which is part of the continuing development of the waterfront in Barry.</p> <p><b>Minutes</b> The minutes of the meeting held on the 5<sup>th</sup> May 2015 were agreed and HI went through the outstanding actions from the meeting.</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Cardiff and Vale estates officers to discuss opportunities for collaboration – <i>Relevant officers have met and future meetings scheduled.</i></li> <li>• Tony Young to feedback issues for consideration to the LSCB – <i>Update presented to LSCB on the 19<sup>th</sup> May.</i></li> <li>• Tony Young to develop role of Cardiff MASH project manager – <i>Post is currently in the process of recruitment.</i></li> <li>• Secretariat to include South Wales programme on the Joint LSB agenda where appropriate – <i>Not appropriate today; will be raised on a quarterly basis.</i></li> <li>• RJ to feedback suggestion to follow up with people who had previously taken part in a switch – <i>The next switch will take place in September; processes have been amended to allow for contact to be made in future with those who are already part of the scheme.</i></li> <li>• Economic development to consider the implication of the Late Night Levy within the Business Improvement District and explore whether this has been undertaken elsewhere – <i>Cardiff Partnership Board is progressing and a mapping exercise is underway; further detail will be brought to future meetings.</i></li> <li>• Alcohol Treatment Centre and Sexual Assault Referral Centre Senior Reporting Officers to provide updated timescales on planning and financial contingencies for 2016-17 – <i>Officers to give update under Agenda Item 5.</i></li> </ul> <p>Further detail can be found in Item 1.2 Matters Arising.</p>	
<p><b>2. Dementia Friendly Cardiff and Vale</b></p> <p>RS and SW presented a paper detailing the situation and proposals for Dementia Friendly Communities across Cardiff and Vale.</p> <p>The cost of treating and managing Alzheimer’s Disease is now £1.4bn per annum across the country and this will increase as the numbers of people affected increase over the coming years. There are currently 5,000 people living with the condition in Cardiff and Vale and this is set to rise to 8,000 by 2030. There is a need to establish communities that support people so they can remain at home in their community for longer.</p> <p>Two pilot areas in Barry and Cardiff West seeking to become Dementia Friendly Communities have been established. A recognition process for dementia friendly communities has now been implemented by the Alzheimer’s Society. SW proposed that Cardiff and Vale should apply to become recognised as ‘Working towards becoming Dementia Friendly’; this was agreed by the board.</p> <p>To ensure that the process is managed efficiently whilst still maintaining a reporting procedure SW proposed that an implementation group be established.</p> <p>SH supported the proposals and hoped that more areas could be set up. RJ added that</p>	

<p>the Cardiff West area had been a significant success and asked SW for clarification of the support mechanism and membership for the new group. SW stated that her team would support and organise the group and asked the board to suggest relevant members of each organisation to join the process. The board agreed for the group to be established and SW will circulate further information and bring regular updates to the Joint LSB.</p> <p>NM thanked SW and RS for raising and progressing this significant issue. PB added that the work of Dementia Friends was a success and although this is a big issue it can be tackled with early intervention and support. Furthermore, the process offered the opportunity for intergenerational relationships to be built.</p>	<p><b>SW to circulate details of Implementation Group</b></p>
<p><b>3. Delivering Local Health and Well Being Services across Cardiff and the Vale of Glamorgan with a focus on the development of Local Facilities</b></p> <p>MD gave a verbal update on the progress of the Locality Health and Treatment Centres. A strategic blueprint is currently being developed for the future of Barry Hospital, Cardiff Royal Infirmary and Whitchurch Hospital sites as part of the wider strategy of the University Health Board. A programme board is to be established to co-ordinate its development and oversee its completion. It is hoped the blueprint can bring together services and improve service provision in both the interim and long term. Partners are invited to take an active part in the discussions and there has already been interest from Cardiff University in the Barry site.</p> <p>SH added that the process should help to bring partners together to discuss asset arrangements and other plans. Members of the Programme Board will be expected to feedback to their organisations so that all areas are aware of the proposals and there will be links to the Integrated Health and Social Care Board and the South Wales Programme.</p> <p>NM asked if the proposals could be presented to the board as a document for discussion at a future meeting as it was difficult to discuss without further detail. MD agreed and added that the plans were at a very early stage of development. MD also agreed to clarify the governance and reporting methods of the new programme board.</p> <p>MD stated that the plans would bring together a wide range of services in one site. RC highlighted the need for the inclusion of the Third Sector in the plans. SHB agreed and suggested that the asset mapping process was key to allow for groups to integrate with the plans. SH added that clarification was need on capital receipts and a joint approach across partners would help to build a case for any monies to remain within the project.</p> <p>PB asked if the strategic approach had included the work of Bristol and the wider region. MD said that work was progressing to ensure alignment and engagement with partners from England.</p> <p>PO suggested that it would be useful for a further update on the process and the potential for asset sharing at the next meeting and the board agreed.</p>	<p><b>MD to present update on Locality and Well Being Centres at Future meeting of the Board.</b></p>
<p><b>4. Police and Crime Commissioner’s Office – Anti Social Behaviour Thematic Review</b></p> <p>BN informed the board that a review of the approaches to tackling Anti-Social Behaviour was underway and highlighted the work already underway to involve partners and reduce incidents. SM added that there was already significant collaborative work underway across the area and the success that taking early action had made in Cardiff.</p> <p>HS introduced two documents detailing the ongoing work taking place in the Vale. The</p>	

first highlighted the work of strategic partners. HS added that new legislation will assist in the process and meetings are ongoing to ensure its effectiveness. A community trigger is now in place to monitor victim support. The second document detailed the work of the landlord service including a doubling of staff resource and a victim centred approach. A further project is also underway, working with the Police and Crime Commissioner’s Office, to make earlier interventions.

BN commented that this was not the only area of focus and significant work with partners was also underway to tackle Domestic Violence.

ND added that Natural Resources Wales had a number of case studies and data around the ongoing work to tackle fly tipping and was happy to share these with partners if required.

**5. Regional Collaboration Fund Project Updates**

RJ began by reminding the group of the discussions that took place at the last meeting to inform the group of the reductions in funding and the measures put in place to support the projects for the coming year. Colleagues have been invited from across the partners to provide a more detailed update.

MD gave an update on the current situation and future plans for the **Sexual Assault Referral Centre**, and the non-financial appraisal was presented to the board for comment. Work is being led by the South Wales Collaborative under Rosemary Fletcher. Several models of delivery have been suggested to take the process forward with further discussion taking place over the next few weeks. Further funding is being sought from Welsh Government to continue the good work of the project. SH added that it was essential to plan early for a transition to new arrangements and it was hoped that final decisions could be made quickly. Financial assessments will be finalised by the end of the Summer.

CE presented a detailed options paper for the continuation of the **Alcohol Treatment Centre**. The paper assessed the estimated savings to each service obtained by the continuation of the project, and all options had been considered. The options presented included business as usual and reduced schemes; the impacts and benefits of the options are also included. It is proposed that all partners consider the options and nominate a lead officer to communicate the decision to the Area Planning Board. This was agreed by the board. There have already been initial assurances from some partners that funding could be delivered or maintained.

SH added that the document only details the opportunity cost of the project not being in place and there were significant wider benefits. There must be collective agreement that the beneficial outcomes are things that we want to achieve and support. SM agreed, stating that what existed before was not suitable; however, proper funding streams were needed for the centre such as the late night levy.

PO added that it is essential to get an early steer from members as well as officers to budgetary requirements. PB added that this was a issue for the wider region and partners as Cardiff attracts people from a number of authorities. CE agreed and suggested that postcode mapping was available to show the wider regional impacts and that the Welsh Government was currently engaging with the alcohol industry to tackle the issues involved. PB proposed that a five year plan was needed with all partners on board. SH agreed that a long term plan and an exit strategy were needed. CE thanked the board for their input and agreed to circulate an updated proposal with additional data over the coming weeks. It is also hoped that responses from all partners could be

**CE to circulate updated ATC proposals for feedback.**

<p>requested and collated to gain an initial view on the next steps.</p> <p>HI updated the board that the <b>Remodelling of Social Care and Integration with Health</b> was focussing on two projects for the coming year and further details could be found in the report.</p> <p>CR gave an update on the progress of <b>Regionalising Regulatory Services</b>. The process was now picking up speed and 3 new operational managers were now in post. New staff structures were being put in place and the new regional service would ‘go live’ on the 1<sup>st</sup> November. PB added that it was important for stakeholders to be involved and that demand for the service was managed. CR agreed and a communications team had been established to engage with stakeholders, adding that once the process of regionalisation was complete a more targeted approach could be taken.</p> <p>RJ gave details of the <b>Cyd Cymru</b> project. The review of the last Switch process is due in July with the next Switch scheduled for September. Engagement and communication of the process was underway. The project continued to grow and was now Wales wide and self-sustaining. Significant savings had been made across Wales totalling £525,000. As the scheme was now Wales wide NM enquired as to who would host in future. RJ will provide an additional update at the next meeting.</p>	<p><b>RJ to confirm future hosting arrangements for Cyd Cymru.</b></p>
<p><b>6. Cardiff and Vale of Glamorgan Work Programme</b></p> <p>RJ introduced a paper detailing the progress made against the Joint Work Programme. The redesign of Health and Social Care is progressing well and a project team has been developed to progress a targeted approach to vulnerable families.</p> <p>SH added that the ability of partners to share data was currently restricted by data protection directives and that changes made in England to help the process had not been actioned by Welsh Government. SH suggested a directive be sent to WG to change the current legislation. RJ agreed stating that the change would be useful going forward when more data will be required.</p> <p>The development of a Joint Youth Offending Service has not progressed since the last update. PO agreed to meet with relevant partners to take forward.</p> <p>To highlight the ongoing work to further engagement and co-production, TD updated on Cardiff Council’s approach to build community resilience into their emergency management strategies. Flooding is a significant risk for several areas of Cardiff and the Council has sought to build partnerships in each area with residents to allow for greater communication of the risk and to mitigate it where possible. The process had been successful in building trust and has not only built resilience through volunteer support but has also allowed for communities to engage with the planning process. A guidance booklet has been produced through collaboration with partners; it is designed to be generic so it can be promoted and used by all.</p> <p>PB added that it was vital that younger people are integrated into community resilience programmes and the burden does not fall on a small number of committed volunteers. Community resilience is essential for the future and engagement with as wider group as possible was key. SHB suggested that the term “co-production” needed to be clarified to ensure communities can engage fully.</p>	<p><b>PO to progress Joint YOS arrangements</b></p> <p><b>TD to circulate Preparing for Emergencies information to the board</b></p>
<p><b>7. Vulnerable Person Relocation Scheme</b></p> <p>HS and colleagues from the UHB recently attended a meeting with the Home Office to</p>	

<p>discuss two relocation schemes.</p> <p>The first scheme is for Afghans who have supported the forces in the conflict. They are largely interpreters, who speak English, and their families. There is a package of support for 4 months with the aim to gain employment for the individuals.</p> <p>The second scheme involves refugees from the Syrian conflict. These people are likely to be more vulnerable and bring significant issues involving integration, mental health and education. There is 12 months of support for the Authority but no additional health funding from Welsh Government. In England the additional costs have been met by the treasury.</p> <p>NM informed the group that the schemes had been presented at the last meeting of the Vale LSB and it had been decided to bring the papers here today to begin discussions, adding that the WLGA have been asked to raise the issue with WG and coordinate a regional response.</p> <p>SH stated that it was key to consider numbers and discuss the practicalities further.</p> <p>PB added that a combined effort was needed and a shared responsibility was needed to put the correct service networks in place to monitor and assist the individuals affected by the scheme.</p> <p>SHB asked if Cardiff's status as a City of Sanctuary brought any further responsibilities to take individuals and families under the schemes. SM highlighted the significant role that Cardiff had already played in housing refugees and agreed to circulate further information regarding the City of Sanctuary as some members were unaware of the project.</p> <p>The group agreed that further work was needed to identify the practicalities and the long term cost implications of the scheme. HS agreed to undertake some further investigation into the schemes and begin discussions with partners. An update will be presented at the next meeting.</p>	<p><b>SM to circulate information on the City of Sanctuary project.</b></p> <p><b>HS to provide update on relocation schemes at next meeting.</b></p>
<p><b>8. Policy and Legislation Update</b></p> <p>PO and HI presented the policy and legislation update to the group for information. The document highlights the significant change that is underway in local government and the challenges that all organisations face.</p>	
<p><b>9. Horizon Scanning and Any Other Business</b></p> <p>PB informed the group that Cardiff was currently undertaking a Liveable City Review with the aim of making Cardiff the most liveable city in the country. It was agreed that further information would be circulated ahead of the next meeting.</p> <p>SHB stated that all volunteer support services in Cardiff had begun the process of becoming a single entity. The process is due to be finalised by 1<sup>st</sup> April 2016. SHB agreed to update the group on progress at future meetings.</p>	<p><b>Liveable City update to be circulated.</b></p> <p><b>SHB to provide further updates regarding merger of voluntary sector.</b></p>
<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>Tuesday 6th October, 1:30pm – 4:00pm, Cardiff (TBC)</li> </ul>	