

**Cardiff & Vale of Glamorgan Joint Local Service Board**  
**Tuesday 6<sup>th</sup> October 2015**  
**Committee Room 3, County Hall, Cardiff**  
**Draft Minutes**

**In attendance:**

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
CLlr Phil Bale (PB) <b>Chair</b>	Leader of the Council	City of Cardiff Council
CLlr Neil Moore (NM)	Leader of the Council	Vale of Glamorgan Council
Sheila Hendrickson Brown (SHB)	Chief Officer	Cardiff Third Sector Council
Maria Battle (MB)	Chair	Cardiff and Vale University Health Board
Belinda Davies (BD)	Chief Superintendent	South Wales Police
Rachel Jones (RJ)	Operational Manager – Policy, Partnerships & Citizen Focus	City of Cardiff Council
Nadia De Longhi (ND)	Operations Manager (Taff and Ely)	Natural Resources Wales
Huw Isaac (HI)	Head of Performance and Development	Vale of Glamorgan Council
Sarah McGill (SM)	Director of Communities, Housing & Customer Services	City of Cardiff Council
Rob Thomas (RT)	Managing Director	Vale of Glamorgan Council
Anne Wei (AW)	Strategic Partnership and Planning Manager	Cardiff and Vale University Health Board
Helen Moses (HM)	Strategy & Partnership Manager	Vale of Glamorgan Council
Elizabeth Lambert (EL)	Sustainable Development Group Leader	City of Cardiff Council
Anne-Marie Lawrence (A-ML)	Senior Project Manager	Spice Innovations
Gemma Hicks (GH)	Deputy Cluster Manager	STAR Communities First
Esther Tallent (ET)	Advice Centre Manager	Energy Saving Trust
Tony Young (TY)	Director of Social Services	City of Cardiff Council
Helen Fletcher (HF)	Team Leader, Communities & Regeneration	Natural Resources Wales
Paula Barnett (PB)	Youth Offending Manager	Vale of Glamorgan Council
Clive Bailey (CB)	Policy and Development Officer	City of Cardiff Council
Rhian Protheroe	Observing (work experience)	Cardiff and Vale UHB – Community Health Council
Helen Warner (HW)	Team Manager	Wales Community Rehabilitation Company
Nici Evans (NE)	Partnership Development Manager	Cardiff & Vale University Health Board
Abigail Harris	Executive Director of Service Planning	Cardiff and Vale University Health Board
Nichola Poole	Programme Manager – Integrating Health & Social Care	Cardiff & Vale of Glamorgan
<b>Apologies:</b>		
Paul Orders	Chief Executive	City of Cardiff Council
Adam Cairns	Chief Executive	Cardiff and Vale University Health Board
Sharon Hopkins	Director of Public Health	Cardiff and Vale University Health Board

Hayley Selway	Head of Housing and Building Services	Vale of Glamorgan Council
Chris Perkins	Local Service Board Officer	Vale of Glamorgan Council
Rachel Evans	Head of Children and Young People Services	Vale of Glamorgan Council
Peter Greenhill	Assistant Chief Executive	National Probation Service Wales
Vaughan Jenkins	Group Manager (Operations)	South Wales Fire and Rescue Service
Eleanor Marks	Head of Communities, Welsh Government	Welsh Government
Neil Hanratty	Director of Economic Development	City of Cardiff Council
Rachel Connor (RC)	Executive Director	Vale Centre for Voluntary Services
Sophie Howe (SH)	Deputy Police and Crime Commissioner	South Wales Police
David Bebb	Assistant Chief Executive	Wales Community Rehabilitation Company

<p><b>1. Welcome and apologies</b></p> <p>Councillor Bale welcomed everyone to the meeting.</p> <p><b>Minutes</b></p> <p>SHB requested that an amendment was made to the minutes under Item 9 in that the merger she had referred to related to C3SC and the Volunteer Bureau and not all volunteer services. This was accepted and the minutes of the meeting held on the 21<sup>st</sup> July 2015 were agreed.</p> <p><b>Matters Arising</b></p> <p>RJ gave an update on the Matters Arising from the previous meeting.</p> <ul style="list-style-type: none"> <li>• The launch of the Cardiff and Vale Dementia Friendly Communities Steering Group is next Monday 12 October, 4pm Wilcox House.</li> <li>• Locality &amp; Wellbeing Centres update to be provided at a future meeting</li> <li>• ATC proposals circulated and update on the agenda (Item 7.3).</li> <li>• CYD Cymru update on the agenda (7.3)</li> <li>• Joint YOS update on the agenda (Item 8.2 – verbal update)</li> <li>• Preparing for Emergencies document has been circulated for information</li> <li>• Information has been circulated on the City of Sanctuary project.</li> </ul> <p>SHB updated the group regarding the merger of C3SC and the Volunteer Bureau. Cllr Bale asked SHB if a single portal for volunteering is being set up and whether volunteering activity was aligned with the work of universities? SHB confirmed they were working closely with universities via the Volunteer Network.</p> <ul style="list-style-type: none"> <li>• Vulnerable Persons Relocation Scheme on agenda (Item 2)</li> <li>• Cardiff Council Liveable City review to be circulated following launch in October</li> </ul> <p>Progress against the actions in the minutes below can be found in item 1.2 Matters Arising</p>	<p>Action: CP to circulate invitation/agenda for launch of the Dementia Friendly Steering Group</p>
<p><b>2. Vulnerable Persons Relocation (VPR) Scheme</b></p> <p>SM gave a verbal update with reference to the Cabinet Reports circulated under this agenda item.</p> <p>A recent commitment from the Prime Minister outlined the UK government’s agreement to support and resettle 20,000 Syrian refugees through the VPR over the next five years.</p> <p>A Cardiff &amp; Vale of Glamorgan Leadership Group has been established and met in early September ahead of the Cabinet cycle. In principle both Councils have agreed to enter into the Home Office’s Syrian Vulnerable Persons Scheme and scheme for the resettlement of Afghan Nationals.</p> <p>A key issue is the cost implications for health services. A WG national strategy task group and operational group have been set up. The health costs in the first year of resettlement for refugees will be met by central government. We need to work together on how many people we can cater for, bearing in mind the cohesion issues. The operational group will focus on best practice and communications. It was agreed at the first operational group that answers to frequently asked questions to press enquiries be collated.</p>	<p>Action: SM to seek representatives from the police and housing to attend the Operational Group</p>

<p>RT welcomed the funding of health costs in the first year of resettlement. There needs to be a focus on cross boundary working. Avoiding duplication and keeping things simple will assist partnership organisations in their work. However, a particular issue will be meeting the need for refugees in the private rented sector RT proposed that consideration be given to vacant properties.</p> <p>Cllr Bale invited comment on the social housing approach in Glasgow.</p> <p>SM stated that the private rented approach needs to be developed. We are working closely with the WLGA on this matter.</p> <p>SM informed the board that depending on where demand arises, any authority in the UK could be trailblazers for managing the arrival of refugees. At least one authority has already been identified as a trailblazer in Wales. Lessons are being learnt from trailblazers such as Glasgow and Coventry.</p> <p>MB stated that the majority of the refugees that remain in Cardiff to date are male and under 35 years old. Safe places need to be provided to meet health needs such as post-traumatic stress and other severe illnesses. Many are highly qualified and so conversion of their qualifications to help them into work will be essential. The Education Minister has been asked to approach Cardiff University on providing appropriate courses. MB proposed that a representative from health should sit on the operational group.</p> <p>SM confirmed that the need for a health representative had been identified. Information needs to be shared as it comes through.</p> <p>AH added that supporting those with specialist needs and identifying who is managing the whole health needs of a person will be important.</p> <p>Cllr Bale suggested that more work is done to research examples of resettlement.</p>	<p>SM to present on what is being learnt from refugee resettlement trailblazers at a future meeting of the Board.</p>
<p><b>3. City Deal</b></p> <p>Cllr Bale informed the Board that the ten local authorities of the Cardiff Capital Region (CCR) have put together a position statement in advance of the Comprehensive Spending Review in November. The CCR local authorities are seeking to develop a City Deal to deliver:</p> <ul style="list-style-type: none"> <li>• An Innovative City-Region</li> <li>• A Connected City-Region (digital and transport infrastructure)</li> <li>• Targeted support for business (and the social economy)</li> <li>• Support for those out of work (skills and into work schemes)</li> </ul> <p>A more detailed position will be worked on by consultants from KPMG with updates to follow.</p>	

<p><b>4. Natural Resources Wales – Our Offer on Health</b></p> <p>NDL and HF gave a presentation outlining how Natural Resources Wales (NRW) is contributing to the delivery of the health agenda and informed the Board that a key document going forward will be the Wales wide NRW Health Prospectus.</p> <p>AH added that the work of NRW presented significant opportunities to reduce the health inequalities gap. GP clusters need to be made aware of local opportunities.</p> <p>Cllr Bale asked whether NRW has data on time spent in green open spaces as this is a Liveable Cities indicator.</p> <p>HF stated that NRW is actively working with the City of Cardiff Council (and other Local Authorities across Wales) to build a dataset of accessible natural green space. Discussions are taking place as to whether this can be an indicator as part of the ‘What Matters’ agenda. Cllr Bale added that information about usage is also important.</p> <p>Cllr Bale added that there is a need to use the funding already available to enable better and greater use of natural environments. For example, many visiting Cardiff Bay do not access the Cardiff Bay Nature Reserve. Better promotion of this reserve is needed.</p> <p>NDL informed the Board that NRW delivers the Wales Outdoor Recreation Survey every two years which collects information about participation in outdoor recreation across Wales. Increasing the use of visitor counters in Parks in Cardiff is an action within NRW’s 2015/2016 Local Authority Framework with Cardiff City Council.</p> <p>RT added that preventative action is the focus of improving health. Play strategies have a key role in increasing the physical activity of children. Opportunities are being explored to increase the use of natural environments by introducing commercial activities e.g. water based activities at Cosmeston Lake.</p>	<p>HF to circulate Welsh Government consultation report, ‘Improving opportunities to access the outdoors for responsible recreation’</p>
<p><b>5. Time Credits</b></p> <p>A-ML gave a presentation on the SPICE Time Credit scheme For each hour of volunteering a Time Credit is earned. Time Credits can then be used as a form of currency to access services, venues and activities across the UK and for community spending such as hiring of equipment and training.</p> <p>There are 14 networked Time Credit currencies (local and national currencies), 600+ venues and 1000+ community groups and organisations involved. Cardiff is the first city wide programme and it has its own brand.</p> <p>Organisations that distribute Time Credits are asked to provide opportunities for spending them on services the organisation delivers. Time Credits are not a replacement for staff but they can help organisations achieve their goals. Time Credits can also be donated back to organisations.</p> <p>Time Credits do not have to be used by the person who earned them. A person in need or an older person for example can be passed an earned Time Credit to help them engage with their community or access a service. Time Credits can also be earned to benefit groups. Herbert Thompson Primary School took a number of pupils to London and visited a number of attractions.</p>	

The Time Credit scheme plays a key role in developing people. By becoming active in their community people learn new skills, can make steps towards employment and start up their own community networks. The scheme is also working with groups of residents to create forums.

A-ML highlighted some of the feedback from those who have benefited from the scheme (circulated on email as Items 5.1-5.3). 78% said their social contact with others had improved. 83% had taken part in more community activities as a result of time credits. 88% felt more hopeful about the future of their community. 43% felt healthier and less isolated.

GH highlighted some of the successes of the Time Credit scheme:

- People from different parts of the city are coming together.
- Day and community centres are using Time Credits to attract more people in and this is helping with funding
- A parent who was isolated from her community is now running a lego club
- Allotment and community garden schemes are having a significant impact on the integration of communities and levels of physical activity
- The scheme is a natural choice for helping refugee and asylum seekers become part of a community

GH and A-ML informed the Board of upcoming activity:

- An Age Connect pilot is to start in November
- A befriending scheme is being set up to tackle the isolation of vulnerable persons in a locality
- GP referral to be explored for low level mental health problems and isolation (health promotion is a priority for the Time Credit scheme)

A-ML closed the presentation by informing the Board that over 8000 hours have been donated in Cardiff since April this year. It is predicted that by 2020, 10,500 members will have donated 168,000 hours and that 45 host organisations will be on board.

Cllr Bale asked whether Vale of Glamorgan Council could benefit from the Time Credit Scheme. RT suggested that it could possibly be delivered through Communities First and asked whether the organisations distributing Time Credits (host organisations) had to pay into the scheme.

RJ and A-ML explained that funding comes from the host organisations but also grant and Communities First funding. However, attracting funding by increasing the number and variety of host organisations is essential to ensure the scheme remains sustainable. Across the UK more Time Credits are spent in community rather than corporate organisations.

MB praised the scheme and stated that it had potentially significant benefits in relation to the primary care health strategy. BD commented that it could support the police with community rehabilitation and should involve other police forces. A-ML confirmed that the scheme was in the early stages of making links with Victims of Crime and Youth Peer Panels. HW commented that opportunities could be created for Time Credits to be earned through volunteer placements with the probation service.

RT asked whether the scheme was active in rural communities. A-ML explained that this was the case eg. Tongwynlais but that funding was an issue. SPICE were looking at ways to support smaller groups as part of a wider network.

Cllr Bale asked how many Time Credits are coming in from outside Cardiff and whether Parkwood leisure centres are part of the scheme. A-ML stated that data is being collated on where Time Credits are being spent and will be available shortly. Parkwood is currently not part of the scheme but have committed in principle – this still needs to be confirmed in the Vale.

Cllr Bale asked whether there were any tensions between the Time Credit scheme and other schemes such as the Cardiff Pound. A-ML explained that other schemes tend to work with other groups but that it would be beneficial if schemes could be made to complement each other. The interface between schemes can be explored.

## **6. Public Service Reform Agenda**

RJ gave a presentation providing an overview of the Wellbeing of Future Generations Act draft statutory guidance. The detail will need to be considered by each partner organisation but some of the key points are as follows:

- All partners have a duty to demonstrate how they are contributing to the Well-being goals in accordance with the sustainable development principle.
- Public bodies must publish well-being objectives by 31 March 2017.
- The auditor general has to examine each public body once within a 5 year term
- Assessment of state of economic, social, environmental and cultural well-being by March 2017 (consultation required).
- The PSB must publish a local well-being plan by May 2018 (minimum 12 week consultation and consult with FG Commissioner who has up to 14 weeks to respond).
- Wellbeing assessments and plans to focus on the 'state' not need and cover community areas larger than wards.
- There is also non-statutory guidance on producing a wellbeing assessment. "Guidance on the use of evidence and analysis" focuses on situational and response analysis (identifying priorities).
- Need to engage with Community Councils.
- Act enables 2 or more PSBs to merge or collaborate if it assists the achievement of the Well-being goals – Welsh Government also has power to direct mergers.

Cllr Bale commented that the local well-being plan should describe the impact of the private sector on sustainability as well as the impact of the public sector.

AW informed the Board that there are ongoing discussions between Health, Social Services and Welsh Government on timings in relation to integrated medium term plan timescales and producing the well-being assessment.

NM asked why the guidance stipulated that only Community Councils with income/expenditure over £200k were subject to the Act. RJ commented that the guidance is not clear on this. Community Councils need to be made aware.

SM commented that future mergers could impact on which organisations sit on a PSB.

RT pointed out that a lack of alignment to the Wellbeing of Future Generations Act in applications for funding could mean that funding is not awarded (eg Waste).

<p>RJ added that the Core Guidance provides the bare minimum required. It is prescriptive in that it lists what needs to change but not how changes should be made (e.g. changes to corporate or financial planning).</p> <p>RJ commented that the focus on planning for the long term (10-25 years) is difficult when budget settlements are short term.</p> <p>RJ highlighted the need to identify where Cardiff and the Vale of Glamorgan can work together to implement the Wellbeing of Future Generations Act. The next step is for the Joint LSB to discuss the long term arrangements.</p> <p>NDL commented on the need for all 4 statutory members of a PSB to be in attendance for a PSB to make decisions. As NRW is the only national body at all PSBs, the Chief Executive is unlikely to have the time to attend all PSB meetings and representation will be delegated. RJ suggested that this is raised as part of consultation response to the draft guidance. NM also raised the point that priorities could be different in each PSB.</p> <p>The consultation on the statutory guidance closes 16 November 2015. <a href="http://gov.wales/consultations/people-and-communities/?lang=en">http://gov.wales/consultations/people-and-communities/?lang=en</a></p>	<p>Action: Individual Public Bodies to share responses with the LSB</p>
<p><b>7. Regional Collaboration Fund Project Updates</b></p> <p><b>7.1 CYD Cymru - Wales Together</b></p> <p>EL tabled an update on the success of Switch 3 (spring 2015). More households switched to Cyd Cymru in Switch 3 than in Switches 1 and 2 combined. The reverse auction secured a unique tariff that was the cheapest gas and electricity tariff in the UK since 2010. The average saving per household was £258 and of those that switched and saved, 39% said they would put the saving towards other bills, 23% on saving for the future and 8% on heating the home more.</p> <p>Switch 4 opened on 7 September 2015 with offers and switching between 19 October and 16 November (registration stays open throughout the switching period). The budget for the all Wales communication plan is allocated on a population basis and targeted to reach those most likely to be in fuel poverty. The future aim is to get enough switchers in Switch 4 and beyond to make the scheme self-financing.</p> <p>Cllr Bale added that the Local Authority will have a role in energy generation in the future. Cllr Bale asked whether it can be evidenced that the most in need are accessing the scheme.</p> <p>LL stated that for Switches 1 and 2, 12% and 15% of those who switched (respectively) and were already in fuel poverty were taken out of fuel poverty. However, it is important that we target all gas and electricity users so that the tariff is as low as possible.</p> <p>Cllr Bale asked whether CYD Cymru was working in partnership with other organisations. LL stated that work with the Energy Saving Trust for example is targeting areas and particular groups that are most likely to be in fuel poverty.</p> <p>MB suggested that links could be made with the SPICE Time Credit scheme with opportunities for volunteers to help with the delivery of CYD Cymru.</p>	<p>Action: CB to circulate the tabled CYD Cymru update with the minutes</p>



## 7.2 Sexual Assault Referral Centre

The aim of this RCF project is to support the development of a sustainable funding and service delivery model for the Cardiff & Vale SARC that is aligned with the recommendations of the All Wales SARC Review commissioned by Welsh Government.

NE informed the Board that a shortlist has been identified for a South Wales Regional Model. However, uncertainty around the commitment of Dyfed Powys PCC and Dyfed Powys Police to all or part of the model has resulted in a delay to an agreement being reached on the way forward.

If partners were to drop out at the next SARC Project Board then potentially a new option appraisal would have to be carried out on a South East Wales model. However, it is the intention of Welsh Government that a South Wales model is delivered.

It is now looking unlikely that the Project will have been completed by April 2016 and there is now a significant risk that the Cardiff SARC will either have to reduce its service or close if Partners are unable to provide a holding position.

NE asked the Board to consider providing 3 months of interim funding to keep the SARC open whilst the project is completed.

RJ added that a huge amount of work has gone into developing the project but the concern was that there is still no certainty about the future model, despite the Board writing to the NHS Collaborative in February to set out the funding position.

## 7.3 Alcohol Treatment Centre (ATC)

SM confirmed that a meeting to agree future funding was taking place after the Joint LSB and an update will be provided at the next meeting.

## 7.4 Remodelling Social Care & Integration with Health Services

NP gave an update. This is the third year of a three year Programme with two main focuses: are being delivered:

- Enhanced Reablement Services
- Enhanced Services for People with Learning Disabilities

The projects have been re-scoped and resources aligned to meet priorities and will set in place some of the essential elements required to take forward the Social Services and Well-being Act 2014. Work is continuing to develop performance measures and provide the baseline information required to evidence the benefits being realised. The Enhanced Services for People with Learning Disabilities project is delivering significant savings with £173,000 of savings during 2015/16.

The project status report circulated for this Agenda item provides the next steps. As the Remodelling Social Care & Integration with Health Services project is in its last year, the update at the end of Quarter 3 will include information on the exit strategy.

## 7.5 Regionalising Regulatory Services

RT gave an update on this project. The funding provides resource to bring the Regulatory Services (Trading Standards, Environmental Health and Licensing functions) operated by the three Councils (Vale, Cardiff and Bridgend) under a single management structure.

Action: RJ to draft a letter to the NHS Collaborative and the Welsh Government confirming that no funding is available post March 2016. The draft letter to go to the SARC Project Board on 15 October.

<p>170 “in-scope” employees were transferred to the Vale of Glamorgan Council (as host employer) on 1<sup>st</sup> May 2015 under TUPE arrangements and became part of the Shared Regulatory Service. Officers are now authorised to work across all three Council areas.</p> <p>The post transfer restructuring consultation process concluded 14 September 2015. Officers have now begun to apply for positions within the new structure and the process will continue until the end of November 2015.</p> <p>The Operating Model for the service intends to make greater use of ICT including a single shared ICT suite incorporating mobile technology and digital customer access channels. A SRS website has been developed and is scheduled to “go live” in November 2015.</p> <p>A move to “Agile” working would allow officers to work from any fixed location and allow database access from remote locations thereby reducing travelling time and improving productivity.</p>	
<p><b>8. Cardiff and Vale of Glamorgan Work Programme</b></p> <p><b>Developing the LSB work programme</b></p> <p><b>8.1 Work Programme Update</b></p> <p>This was tabled and is to be circulated following the meeting.</p> <p><b>(8.2) Develop a Joint YOS (verbal update)</b></p> <p>TY informed the Board that a report on Police and Crime Commissioner governance arrangements has been sent to Paul Orders. The report considers the need of a Governance Board, a joint service merger and resources required for a merger. The draft report needs to be looked at in detail and can be shared with the Joint LSB at a future meeting.</p>	<p>Action: CB to circulate the LSB Work Programme with the minutes.</p>
<p><b>Horizon Scanning and Any Other Business</b></p> <p>RJ stated that Tracy Myhill from the Welsh Ambulance Services NHS Trust (WAST) has requested to become a member of the Joint LSB. The Board agreed that WAST can become a member with immediate effect.</p> <p>ClIrr Bale asked if meetings could be held in different locations/projects</p> <p>ClIrr Bale invited the Board to suggest Agenda items for the next meeting:</p> <ul style="list-style-type: none"> <li>• Sheila Hendrickson-Brown to provide update regarding merger of third sector council and volunteer bureau</li> <li>• Cardiff Pound</li> <li>• Update on Well-being of Future Generations Act</li> </ul>	<p>Action: RJ to formally invite WAST to be a member of the Joint LSB.</p> <p>Action: Dates and venues of future meetings to be circulated.</p>
<p><b>Dates of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• Tuesday 2nd February 2016 – 13:30 -15:30 (Vale of Glamorgan)</li> <li>• Tuesday 3rd May 2016 – 13:30 -15:30 (Cardiff)</li> <li>• Tuesday 19th July 2016 – 13:30 -15:30 (Vale of Glamorgan)</li> <li>• Tuesday 1st November 2016 – 13:30 -15:30 (Cardiff)</li> </ul> <p>Venues to be confirmed.</p>	