



**VALE OF GLAMORGAN LOCAL SERVICE BOARD MEETING.**

**12<sup>th</sup> December 2013.**

**Committee Room 1, Civic Offices, Barry.**

**Present:**

Rachel Connor – Vale Centre for Voluntary Services (Chair)  
Huw Isaac – VoGC  
Helen Moses – VoGC  
Francesca Howorth – VoGC  
Dr. Sharon Hopkins - Cardiff and Vale UHB  
Anne Wei – Cardiff and Vale UHB  
Dan Jones – Welsh Government  
Chief Inspector Suzanne Hughes – South Wales Police  
Bob Tooby – Ambulance Trust  
Peter Greenhill – Wales Probation Trust  
Kay Martin – Cardiff and Vale College  
Alan Jenkins – VoGC (agenda item 5)  
Mark Davies – VoGC (agenda item 8)  
Meredith Gardiner – VoGC/ Cardiff and Vale UHB (agenda item 9)  
Dr. Sian Griffiths – Public Health Wales (agenda item 9)

**Apologies:**

Cllr Neil Moore – VoGC  
Sian Davies – VoGC  
Phil Pinches – South Wales Fire and Rescue Service  
John Harrison – Natural Resources Wales  
Joe Ruddy – South Wales Police  
Dr. Mark Picton – RWE Npower

	Action
<b>1. <u>Welcome and apologies for absence</u></b>	
<b>2. <u>Minutes of Local Service Board meeting of 17<sup>th</sup> October 2013</u></b>  Agreed as an accurate record.	
<b>3. <u>Minutes of Local Service Board Implementation Group meeting of 28<sup>th</sup> November 2013</u></b>  Noted.	

<p><b><u>4. Matters Arising</u></b></p> <p>Helen advised that a report on sustainability will be brought to the LSB in the new year following her meeting with John Harrison and Jonathan Hulbert the Energy Manager from RWEpower. The LSB asset management group have agreed to arrange a meeting between the energy managers of partner organisations and the report will also pick this up.</p> <p>Huw advised that a response to the Vaughan Gething letter has been submitted by the Leader of the Council on behalf of the LSB and the response was circulated to the Board by Helen.</p> <p>Huw also advised that the PSLG had met recently and he will liaise with Sian to circulate the papers from the meeting to the group.</p> <p>Sharon informed the group that the South Wales Programme Board special meeting with the health boards has been postponed as some further work is required and this will be discussed by the Programme Board on the 17<sup>th</sup> December. It is expected that the rescheduled special meetings, where the Programme Board will present their recommendations, will now take place in the new year.</p>	<p><b>HM</b></p> <p><b>HI/FH</b></p>
<p><b><u>5. Budget Proposals 2014/15</u></b></p> <p>Alan Jenkins, Head of Accountancy &amp; Resource Management for the Council, presented the group with a recent Cabinet report outlining the Council's initial revenue budget proposals for 2014-15. Alan highlighted that the report had been discussed at the November Implementation Group meeting.</p> <p>Alan advised that a programme had already been put in place to mitigate the impact of the expected cuts and that savings targets have been set for 2014-15, 2015-16 and 2016-17. However the cuts are more than had been anticipated, and Council reserves will need to be used to make the savings in 2014-15.</p> <p>Alan advised that savings will need to be made across Council services but that schools will be given a level of protection. He drew attention to Appendix 3 of the Cabinet report, which gives a detailed breakdown of the savings being considered. Alan emphasised that these savings present opportunities to consider how we can further work in partnership to reduce costs. The ideal situation would be to make savings while also improving efficiency for service users by working in collaboration.</p> <p>Alan advised that he would be grateful for feedback from partners on what impacts the savings will have for them. He asked for this to be received as soon as possible and preferably by early January as the</p>	

<p>Council will need to agree Council Tax rates by March and a report will therefore go to Cabinet in February.</p> <p>Sharon appreciated the work that has been done and the Cabinet report being brought to the LSB. She stated that her main concern is that although the immediate consequences of the cuts are understood we do not know what the long term implications will be.</p> <p>There was a discussion regarding consulting stakeholders. Huw advised that equality impact assessments are being undertaken as part of the budget process. He recognised that the assessment would only consider the impact on a those groups with protected characteristics and that there would be wider implications for the community. Nevertheless, this approach would provide a good starting point, and further consultation with the general public will take place during the next year.</p> <p>It was highlighted that the Council and partners need to be mindful of the impact savings in one department have on another. It is vital to ensure that within our organisations, departments understand the effects savings will have on both partners and other departments and communicate with them effectively.</p> <p>The LSB formally requested all partners to ensure this message is emphasised to staff.</p>	<b>ALL</b>
<p><b><u>6. Cardiff and Vale UHB Integrated Business Plan</u></b></p> <p>Sharon Hopkins gave a presentation on the UHB Integrated Business Plan, which is a 3 year plan (2013/14-2015/16) aimed at balancing the UHB budget over the period.</p> <p>Sharon advised that discussions have taken place with Welsh Government over what can and cannot be done, and work is taking place to finalise the plan before submission to Welsh Government on 31<sup>st</sup> January 2014.</p> <p>Sharon gave an update on the current position and advised that at the start of 2013/14 there was an inherited deficit of £32million. The aim was to reduce this to £16million by the end of the year; however, this is still £9.5million off track. Operational budgets are working well, but savings plans have slipped due to delays with capital programmes and extensive consultation with trade unions, resulting in redundancy programmes being behind schedule.</p> <p>Sharon went on to discuss years 2014/15 and 2015/16 and highlighted the context of the growing population and, in the Vale of Glamorgan in particular, the ageing population. This is bringing further pressure on health services despite less money being available per head of population, and significant savings must</p>	

therefore continually be made just to maintain existing levels of service. Sharon advised that the 3 year integrated business plan aims to reduce the £32million deficit by making savings of approximately £56million in 2013/14 to create a surplus for years 2014/15 and 2015/16 to be reinvested to help make the service changes that are required.

These service changes will include further working in collaboration with partners. The highest costs in the UHB are staff costs, and significant savings will need to be made through staff restructuring, hence why service integration with partners is so important.

Sharon gave examples of how healthcare interventions provide opportunities to make savings - patients due for surgery have been offered smoking cessation and weight management support where appropriate. And by improving efficiency with regard to care pathways/service models for a number of health conditions, people can be looked after in the community and pressures reduced on hospital services. Investment in ICT, while initially expensive, was also crucial to achieve longer term efficiency gains. .

Sharon gave an overview of the Welsh Government delivery plans and policies due to be implemented and said that communication is taking place with WG on how to best prioritise what should be achieved. Sharon also gave examples of the core UHB business plans that need to be delivered such as work in relation to tobacco. The presentation also showed a list of service changes that potentially require public consultation in 2014/15 and 2015/16.

Sharon concluded by providing an overview of the timeline for finalising the integrated business plan before it is submitted to Welsh Government on 31<sup>st</sup> January 2014, and advised that the UHB have been clear that the Clinical Boards need to engage with partners when drawing up plans. However there may be areas which require further discussion with partners in future.

## **7. Regional Collaboration Fund Projects inc. Joint LSB**

The meeting discussed the draft report produced by BDO consultants on the proposals regarding the joint Cardiff and Vale LSB project. The report had been discussed at the previous week's joint meeting between the Cardiff Partnership Board and the Vale LSB and agreed in principle at that meeting, although some amendments needed to be made before the report was finalised.

Huw Isaac gave an overview of the proposed joint structure and advised that this would involve a Collaboration Services Board which would act as a high level strategic group whose main function would be to act as a commissioner for joint projects. There would also be a Collaborative Stakeholder Group,,and Huw advised that further

discussion is needed over whether this would be a group or a collaborative mechanism.

The regional priorities identified in the report - health and social care, the environment and community safety - were provisional, and intended as suggestions. Rather than set up permanent groups it was intended that task and finish groups would take the work forward. There was also support at the joint meeting for senior reporting officers to be identified for each regional priority.

Huw said that in addition to the Collaboration Services Board it is proposed there would be a local structure for the Vale and for Cardiff, and the arrangements for this would continue to be decided at a local level. There will continue to be two separate Single Integrated Plans, and local structures will be needed to implement and monitor the plans.

Rachel stated that her main concern with the proposals is with regard to membership of the joint board as the report proposes that the chairs of VCVS and Cardiff Third Sector Council are members of the board. Rachel said that these chairs are volunteers who may find it difficult to attend in light of their other commitments and that the chief officers from the two organisations may be better placed to attend instead.

She also felt that one of the strongest elements of the Vale's LSB is the membership of the private sector and although she could see the value in making the membership of the joint board smaller, she had concerns over whether the private sector and other organisations will still engage.

Sharon said that although the core collaboration will take place between Cardiff and the Vale, it is important to recognise that collaboration also takes place with partners in other areas. The meeting recognised that collaboration with the Police, for example, takes place across a different footprint, and it was agreed to ensure we engage across other areas as appropriate.

There was a discussion regarding education and why it has not been identified as a regional priority. Huw emphasised that this did not preclude education from being considered in this light – the regional priorities would be established by the Collaboration Services Board when it is set up. Kay Martin stated that if it is not flagged as a regional priority then we need to ensure there are mechanisms in place in the Vale to address education. Huw said in response that the Learning and Skills Partnership will shortly be reviewed to assess its fitness for purpose as part of a more general review of Vale-specific partnership structures. All Vale LSB members would contribute to the review.

<p>Bob Tooby noted that in the report the ambulance service is not included in the Collaborative Services Board and said he assumed it would be represented by the UHB. He asked that it should be included as a member, in its own right in line with the Police and Fire &amp; Rescue Service.</p> <p>The LSB endorsed the report in principle subject to further changes as necessary – Huw would amend in conjunction with BDO and Cardiff LSB. Rachel asked the Board to contact Huw if they have any further comments/ queries on the report.</p>	
<p><b><u>8. Priority Outcome 5: Children and Young People Progress Report</u></b></p> <p>Mark Davies, Children and Young People’s Partnership Manager, provided the group with an overview of progress on delivering priority outcome five of the Community Strategy - “Children and young people in the Vale are well informed and supported to access a broad range of quality services that enable them to take full advantage of the life opportunities available in their local communities and beyond”. The progress report highlights a number of achievements made to date and Mark said that 58% of the actions contained in the Delivery Plan 2011-2014 have been completed, with the remaining actions ongoing.</p> <p>Mark gave an overview of some significant achievements made to date.</p> <p>CSCYP/A1.4 - From April to November 2013, 20 training courses have been delivered for early years with over 318 early years providers attending.</p> <p>CSCYP/A2.2 - Putting Families First is working with families in 18 schools in the Vale of Glamorgan. Many parents have acquired qualifications in accredited courses. At present there is research looking at the link between the work carried out with parents and the attainment of their children. This work is due for completion in July 2014.</p> <p>CSCYP/A2.6 - Work on the Penarth Learning Community is on track and on budget. Both St Cyres School and Ysgol Y Deri (the new special needs school) will open in October 2014. Work on the new Nant Talwg School commenced on site at the end of October 2013 and the new School will open in September 2014 providing additional places to enable the school to expand further. The full replacement of Ysgol Dewi Sant is scheduled for 2015/16. The rebuild of Llantwit Major Comprehensive School has been brought forward for completion in 2017/18.</p> <p>Mark also provided an update on work that has taken place to</p>	

address the challenges identified in the Annual Report 2012/13.

With regard to the drop in the number of registered child-minders observed in 2012/13, Mark advised that the Childcare Sufficiency Audit will be completed by March 2014 and will help identify trends and influencing factors to determine whether the drop is due to economic factors or whether there is a natural progression that less childcare is required in certain areas. A final report will be submitted to Welsh Government by 30<sup>th</sup> April 2014.

Another challenge identified was to ensure that the development of Families First (FF) and the expansion of Flying Start (FS) and Communities First (CF) are complementary and aligned to priorities identified as part of the wider child poverty agenda. Mark advised that a joint management board oversees both FF/FS projects and 2 projects are shared between them to support young and vulnerable parents. Through CF and FF, 2 projects have shared workers and a number of other initiatives are being worked on to ensure joined-up projects are developed. It was also highlighted that there has been a significant move in Welsh Government to closer align the three areas.

Finally in relation to the development of the Families First workforce, Mark highlighted that significant work has taken place on training for early years and an accredited disability module is in the final stages of development and will be rolled out to Families First workers in the first instance. Mark also said that an IT system has been developed to allow booking onto training courses to take place more easily.

Mark informed the group that there are no actions that have slipped and at this stage there is no request for assistance from the LSB but for the Board to note that the current Delivery Plan is progressing in line with its expected milestones.

Sharon recognised the good work that has taken place through the partnership however she felt that metrics should be included in order to begin to assess whether the partnership is achieving this priority outcome.

Mark said that the final report on the current Delivery Plan 2011-14 that is brought to the LSB on this outcome at the end of 2013/14 will give a better reflection and overview of all the work that has taken place and progress made in delivering the outcome. However it is difficult to measure the impact due to the long term nature of a number of projects.

It was also highlighted that the recent work on the Unified Needs Assessment highlighted that there can often be a delay in data becoming available and therefore the impact of provision, is difficult to quantify as the data only becomes available years after the

<p>provision is put in place.</p> <p>Dan added that there is an onus on Welsh Government in relation to Flying Start, Families First and Communities First to think centrally about how they fit together and can be quantified.</p> <p>The LSB formally requested Dan to feed back to Welsh Government colleagues that the three programmes should be better aligned and a common set of metrics identified.</p>	<p><b>DJ</b></p>
<p><b><u>9. Priority Outcome 10: Health and Wellbeing Progress Report</u></b></p> <p>Meredith Gardiner, Programme Manager for Health, Social Care and Wellbeing, and Dr. Sian Griffiths, Consultant in Public Health, provided an update on progress to deliver priority outcome ten of the Community Strategy – “Health inequalities are reduced and residents are able to access the necessary services, information and advice to improve their wellbeing and quality of life.”</p> <p>Meredith reminded the group that there is a Public Health and Wellbeing Board which has a Vale of Glamorgan focus and an Integrated Health and Social Care Strategic Services Team, with an Operational Team sitting below, which works across Cardiff and the Vale. This replaced the previous Integrated Health and Social Care Board following recommendations from the Kings Fund.</p> <p>Meredith began by giving an overview of some of the achievements made to date.</p> <p>A1.1 - Smoke-free playgrounds are now being launched for all 63 playgrounds across the Vale of Glamorgan.</p> <p>A1.3 – A strong working relationship with the British Heart Foundation has been established and funding has been approved to develop a heart-shaped 8km walk within Porthkerry Park as part of a publicity raising exercise and the development of an annual sponsored walk.</p> <p>A4.1 - Close working links are being developed between Public Health Wales, the UHB and Council Planning colleagues. A Health Impact Assessment of the Local Development Plan has been undertaken and healthcare service delivery requirements are now incorporated as part of the Infrastructure Plan.</p> <p>A5.2 - Following a review by the Welsh Institute for Health and Social Care and the Kings Fund, the Integrated Health and Social Care programme has been re-focused and structured to increase the scale and pace of integration between health and social care services. The revised programme will be launched formally in</p>	



<p>January 2014.</p> <p>Sian also highlighted achievements around developing the Making Every Contact Counts campaign and said that a good level of collaboration with partners has been instrumental in developing the campaign. Sian advised that a training package has been developed taking a 'train a trainer' approach and has been delivered to health, local authority and third sector colleagues as part of the pilot. The package and supporting materials have been developed and the training will be offered to partner organisations in the Vale. There will be a particular focus on those who work with our most deprived communities.</p> <p>Meredith and Sian also highlighted some actions in the Delivery Plan which have slipped.</p> <p>With regard to uptake of vaccinations, plans for winter 2013-14 have been reviewed and aligned in accordance with at risk groups. Despite this work, current projections indicate a slight reduction in take-up for older people in comparison with the previous year and Sian said that there is a particular issue around take-up rates in at risk groups and staff groups.</p> <p>It was also highlighted that it is a priority to increase levels of physical activity and encourage healthy eating as there has been a downturn in relation to these measures. Meredith advised that the Public Health and Wellbeing Board will meet shortly to discuss revised plans for healthy eating and physical activity and support will be needed from partners to focus on developing work around having a healthy food environment in the Vale.</p> <p>The LSB were requested to continue to support the flu immunisation campaign to increase take-up rates. Rachel felt that there is an onus on all LSB partners to deliver messages around immunisations but that work should start earlier in the year. Dan asked whether case studies around best practice to increase take-up had been used and Sian advised that these have been looked at and a number of new initiatives implemented in the Vale in 2013.</p> <p>The LSB were also requested to support the Making Every Contact Count approach. Peter advised that the Probation Service would be well placed to support this due to the range of issues offenders often have and the services they require. Sian to send Peter information on the training programme.</p>	<p><b>SG</b></p>
<p style="text-align: center;"><b><u>10. Unified Needs Assessment and Community Strategy Delivery Plan 2014-18</u></b></p> <p>Huw reminded the group of the work that has taken place to refresh</p>	

<p>the Unified Needs Assessment which will inform the drafting of the Community Strategy Delivery Plan 2014-18. The Board endorsed the Unified Needs Assessment as a document.</p> <p>Huw highlighted the timetable for drafting the new Delivery Plan and the Board endorsed this also.</p> <p>The LSB formally thanked the Business Intelligence Group for producing this piece of work.</p> <p>Helen advised that the Business Intelligence Group will now begin to explore using MapInfo to display data contained within the needs assessment.</p>	
<p><b><u>11. Improving Information Sharing</u></b></p> <p>Huw advised that the issue of information sharing was discussed by the PSLG, who have circulated a paper to LSBs asking them to complete a checklist regarding what ISPs currently exist between partners.</p> <p>The group agreed that the approach for completing this work should be for the Council to populate the checklist in the first instance. This will then be circulated to the LSB to add any other ISPs to the list where they are aware they exist between partners.</p>	<p><b>HM/All</b></p>
<p><b><u>12. Police and Crime Commissioners and Membership of the LSB</u></b></p> <p>Huw advised that a letter from Lesley Griffiths, Minister for Local Government and Government Business, had been sent to LSBs requesting them to consider including Police and Crime Commissioners as members.</p> <p>Suzanne advised that the Police would have no issues with the PCC becoming a member of the Board.</p> <p>It was agreed that in principle the Board would be happy to include the PCC as a member but that the decision over which Board would be most appropriate – the Vale LSB or the new Cardiff/Vale LSB - could be left up to the PCC himself.</p>	
<p><b><u>13. Any Other Business</u></b></p> <p>Kay wished to highlight that due to funding cuts, Cardiff and Vale College has to make savings of £3million from a £55million budget. She said that although there would be staff cuts, it was intended there would be no loss of provision to learners.</p>	
<p><b><u>14. Date of next meeting – 6<sup>th</sup> February 2014, 10am.</u></b></p>	

<b><u>Committee Room 2.</u></b>	
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