

Caerphilly Local Service Board



Bwrdd Iechyd
Aneurin Bevan
Health Board



Heddlu
Gwent
Police



Llywodraeth Cymru
Welsh Government

Notes of Meeting

Held at 10.00 a.m. on
Wednesday, 16th October 2013

Present:-

Cllr Harry Andrews (Chair)	Chair of Caerphilly LSB and Leader of Caerphilly County Borough Council
Stuart Rosser	Interim Chief Executive, Caerphilly County Borough Council
Dr Andrew Goodall	Chief Executive, Aneurin Bevan University Health Board
Julian Knight	Chief Superintendent, Gwent Police (representing Chief Constable)

Meeting Room 2, Gateway Centre, Tredomen.

In attendance:-

Howard Rees	Programme Manager, CCBC
Alison Palmer	Community Planning Coordinator CCBC/GAVO (notes)

Apologies:-

Michael Hearty	Director-General, Strategic Planning, Finance and Performance, Welsh Government
Mike Bridgman	Assistant Director, Gwent Association of Voluntary Organisations
Jeff Farrar	Chief Constable, Gwent Police

Point	Matter	Action
1.	<p><u>Welcome:</u> Cllr Andrews welcomed everyone to the meeting and welcomed Stuart Rosser as Interim Chief Executive for CCBC.</p> <p>Apologies for absence from Michael Hearty, Welsh Government and Mike Bridgman, GAVO were noted.</p>	
2.	<p><u>Previous Minutes and Matters Arising:</u> Notes of the meeting held on the 16th April 2013 were approved as an accurate record.</p> <p>HR noted that analytical capacity continues to be an issue for all partners, including Gwent Police who had lost some of that capacity. This was an issue that has been identified at an early stage by the Gwent Needs Assessment Group for all five Gwent LSB areas (and across Wales) for the work on single plans and delivery of local public services. AG felt that there were some areas of work that needed to be done locally but some that could be done collectively and it was agreed that this should be discussed further outside the meeting.</p>	

Point	Matter	Action
	<p>SR noted this was a matter for the LSB to consider and take forward collectively and agreed that meetings would need to take place to discuss specific issues before coming back to the LSB.</p> <p>HR reported on the WG proposal to make LSBs statutory, through the introduction of the Future Generations legislation. In response to a question from HA regarding the differing membership of LSBs across Wales HR explained that the legislation would only affect statutory sector core membership. SR noted that the structure of Caerphilly LSB had been debated in the past and the consensus had been to maintain a small core group to enable meaningful debate.</p> <p>HR noted that the LSB had signed up to the Armed Forces Covenant on 28th June, 2013 and that the Caerphilly Armed Forces Community Covenant Forum had been established with Cllr Alan Higgs as the Armed Forces “Champion” and HR as the “Lead Officer”.</p>	<p align="center">SR</p>
<p>3.</p> <p>3a.</p>	<p><u>Update on LSB Work Programme:</u></p> <p><u>Delivery of “Caerphilly Delivers” - the Single Integrated Plan (SIP):</u> A report on the development of the Performance and Delivery Framework, and a draft of the framework, had been previously circulated by HR who gave a presentation on the SIP progress to date. He noted that the feedback from WG and other partners on the SIP had been that it was good and easy to read. He noted that much work had already been done and illustrated the process of rationalising partnerships and structures to focus on outcomes identified through the UNA process and development of the SIP. He explained the proposed structure with lead officers identified from each of the five SIP outcomes/themes responsible for the development of action plans reflecting the priorities under each theme and their responsibility as a Leads Group to provide exception reports to the LSB on a quarterly basis. This would be underpinned by a Delivery Group of officers from all partners working on the thematic priorities. He noted the Standing Conference would remain as the wider consultative partnership including regional and national bodies.</p> <p>HR outlined the documents circulated and, using the Safer Caerphilly theme as an example, explained the proposed delivery and reporting structures. He noted that the development of the structures and working processes was currently being done within existing resources but that it was proving quite resource intensive. He also noted that some areas were more advanced than others. He explained that more discussion would be needed with the Leads Group on the reporting process which will require a narrative on the activity and more statistical data. The reports will go from the Delivery Group to the Leads Group who will then highlight issues for discussion / resolution by the LSB.</p> <p>HR summarised the progress to date noting that the Leads had been identified, the Delivery Group was being put together but neither had met to date. They will be meeting shortly and will be developing action plans and reporting mechanisms. The work of the LSB will be scrutinised by the Council Policy and Resources Scrutiny Committee on a six monthly cycle. He noted the previously raised issue of the need for analytical support to facilitate delivery.</p>	

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	<p>AG commented that there was a great deal of detail in the paperwork and there was a need to remind ourselves where we have come from. He asked if it was possible to look at what has been saved and how people and time have been reallocated so far, or whether this had already been done. He felt it was important that at an LSB level we needed to use the information without interfering, leaving experts to deal with the data. It was important that the framework for delivery and reporting was right.</p> <p>HA commented that scrutiny will be a test of the whole process as they will ask questions about the process. It was agreed that there would be a need for discussion with scrutiny support officers and others about their reporting requirements and an overview of the process would probably be needed at the outset before going into detail.</p> <p>SR thanked HR for the presentation of the process. He stated that it was important to ensure that the mechanisms throughout the structure worked, senior officers below the leads level also had capacity issues and the LSB would need to make sure that processes followed are right, with the expectation that they would need further refining. It was also noted that the next stage was critical for the role of the LSB and scrutiny to ensure that they receive relevant information and reports. The score cards would be crucial to this process, focussing on exception reporting and identifying key issues. It was agreed that this would need further work before the next LSB meeting to ensure that scrutiny had the right documentation and appropriate advice and guidance. HR noted that there would be an action plan and work programme behind each theme. It was agreed that it was important to get the level of scrutiny right for the SIP and for the LSB's own performance arrangements.</p> <p>It was agreed that HR would bring the reporting framework to the next LSB for discussion and consideration of the information that should initially go to scrutiny not to overburden scrutiny members and staff with the reporting process.</p>	<p>HR</p>
<p>3b</p>	<p><u>WG consultation on Designated Person's:</u></p> <p>HR explained that at present scrutiny of external organisations/projects was a voluntary process and the Welsh Government was consulting on its intention to make it a statutory function through the introduction of the Local Government Wales Measure 2011. The title "designated person" referred to specific organisations that would be included and it was intended to focus on partnership work not core work as all the organisations around the table already have some form of scrutiny arrangement in place. This was an opportunity for the LSB to feedback on the consultation.</p> <p>AG expressed the opinion that the SIP should be used as the framework for this process. He questioned where current regulators fitted into the picture e.g. Health Inspectorate Wales, Community Health Councils, and was concerned that this should not overlap or interfere with other statutory mechanisms. He felt that there was a need for clarity on the purpose of scrutinising "shared delivery", the role and terms and conditions. The example of community safety issues being scrutinised through the Crime and Disorder Scrutiny Committee was highlighted. Concern was expressed that scrutiny needed to be done from</p>	

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	<p>a position of understanding and this might be difficult without clarity of purpose.</p> <p>It was agreed that HR would respond to this WG consultation on behalf of the LSB, cognisant of the above.</p>	<p>HR</p>
<p>3c</p>	<p><u>Membership of the LSB:</u></p> <p>HR explained that there had been a number of approaches from organisations seeking membership of the Caerphilly LSB. There had been approaches from South Wales Fire and Rescue Service, Welsh Ambulance Service and Wales Probation Trust, but given the operational nature of their enquiries they had been referred to other parts of the delivery structure with the assurance that they could bring forward issues for the attention of the LSB at any time.</p> <p>HR reported that a request was expected from the Police and Crime Commissioner and asked members if this was an opportune time to consider the LSB membership.</p> <p>SR noted that the inclusion of the Police and Crime Commissioner would not significantly alter the makeup of the LSB and referred members to previous decisions to keep the LSB small and focussed. He felt that the key issue was to develop the SIP and was not sure that expansion was right at this time. AG gave examples of recent restructuring in Newport and Torfaen, reducing their membership and introducing a smaller LSB Executive. He felt that there were other mechanisms to include these stakeholders such as Gwent-wide and regional collaborative mechanisms and more operational processes.</p> <p>Members agreed with the comments made and felt that the focus should be the delivery of the Single Plan. It was noted that the PCC had recently attended LSBs in Newport, Blaenau Gwent and Monmouthshire. SR reported that he would be meeting with the PCC and Chief Constable in early November, which would provide an opportunity to discuss his membership of the LSB.</p> <p>It was agreed that a final decision would be made at the next LSB meeting.</p>	<p>SR</p>
<p>3d</p>	<p><u>Standing Conference – 13th December 2013:</u></p> <p>HR noted that a date for the event had been set as above. This was the wider partnership network supporting the LSB and single planning process but had unfortunately not met since June 2012 due to cancellations in November 2012, January and July 2013. The programme was currently being worked on and would include Outcome themed workshops to give the Outcome Lead Officers the opportunity to talk about the actions in the SIP to a broader partnership audience. Members were asked if they felt there were any priority areas that should be addressed on the day. SR noted that it was an opportunity to focus on the priorities. He felt there was a need to get buy-in from people and organisations who could potentially support the delivery of the priorities and it was important to use the opportunity to reinforce the importance of their involvement at all levels. It was their opportunity to contribute in a meaningful way. He noted that there was a viewpoint panel event the following week where residents would also have an opportunity to have their say with a focus on Council services.</p>	

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3e	<p><u>Draft Forward Work Programme:</u></p> <p>HR had previously circulated a draft forward work programme for consideration and comment. He asked members to feed in their views, noting that it would be subject to change to reflect need and priorities.</p>	ALL
3f	<p><u>Tackling the Impact of Poverty – Update:</u></p> <p>Update reports in relation to the Welfare Reform Act Implementation project and the Poverty Task Group had been previously circulated for information. The report from the CCBC Welfare Reform Project Board had been presented to CCBC Policy & Resources Scrutiny in July.</p> <p>JK noted the rise in the number of food-banks and HA reported on his visits to housing schemes in the county. SR noted that progress was being made. AG noted the targeting of geographical areas feeling that this should be monitored. He also felt that there was a need to move to outcomes to show results not process.</p>	
4.	<p><u>Voluntary Sector:</u></p> <p>In Mike Bridgman’s absence, AP presented the previously circulated report on voluntary sector activity. In particular, she highlighted the successful applications to Big Lottery Fund for the Hospital Volunteering Project across Caerphilly and Blaenau Gwent for £456,000 and the progress of the two Community Voice Portfolios across the four counties of operation for just under £3 million for 18 projects, 9 working across Caerphilly and Blaenau Gwent.</p> <p>AP also noted the success of some of the partnership activities including the Annual Funding Day and Volunteering Award run in conjunction with CCBC, the Annual National Play Day in August run in conjunction with the CCBC Parks Service, along with a host of other supporters which saw over 6000 children and families through the gates of Morgan Jones Park in Caerphilly.</p> <p>Members were also reminded that the Annual “One Beat” voluntary sector showcase event was taking place at Ty Penallta on 19th October with a record number of organisations booked to attend. AG suggested that it would be helpful if the report could be more outcomes focussed and AP explained that the third sector infrastructure (County Voluntary Councils) were going through a review process with WG and Wales Council for Voluntary Action which would in future lead to outcomes focussed reporting structures.</p>	
5.	<p><u>LSB Update Report:</u></p> <p>HR had previously circulated the second quarter report for July – September, 2013 required by Welsh Government. He explained that the report covered all the ESF funded projects in Caerphilly including his Programme Manager post, WASPI information sharing project and the Caerphilly Passport programme. He reported that the ESF projects had been successfully audited by WG in July. He reported on the delay in receiving the funding from WG for the joint Vulnerability Intelligence Project with Blaenau Gwent and Torfaen LSBs, which would be looking at how best to share information across services to prevent</p>	

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Point	Matter	Action
	<p>people/families falling into the vulnerable category. JK noted that this project had been discussed the day before and highlighted the need to identify the component parts to becoming vulnerable. He felt that there needed to be close links to the Gwent Needs Assessment Group (GNAG) to make sure there was no duplication. HR undertook to brief GNAG. <i>(NOTE: GNAG briefed at its December, 2013 meeting)</i></p> <p>The Neighbourhood Care Networks were also highlighted as a good example of shared information.</p>	<p align="center">HR</p>
<p>6.</p>	<p><u>Any Other Business:</u></p> <p><u>Caerphilly Armed Forces Community Covenant.</u> It was agreed that there should be an update at the next meeting.</p>	<p align="center">HR</p>
<p>7.</p>	<p><u>Date of Next Meeting:</u> The next meeting would take place commencing at 9:30am on Wednesday 12th February, 2014 in Core Room 2.1 at CCBC offices, Ty Penallta.</p> <p>Dates for the remainder of 2014 were agreed as:</p> <p>Wednesday, 7th May 2014 Wednesday, 20th August 2014 Wednesday, 5th November 2014</p> <p>All commencing at 9:30am and to be held at CCBC offices Ty Penallta.</p> <p>HA closed the meeting with his thanks to everyone for their attendance.</p>	