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Date: 12th September 2018

Dear Sir/Madam,

A meeting of the **Voluntary Sector Liaison Committee** will be held in the **Council Chamber, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 19th September, 2018** at **10.30 am** to consider the matters contained in the following agenda. **The meeting will be concluded by 12.15 p.m.** You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

PLEASE NOTE

Arrangements have been made for a **pre-meeting of the County Borough Members only, at 10.00 a.m. in Core Meeting Room 1.3**, and **all Voluntary Sector Representatives at 10.00 a.m. in the Council Chamber**. All other council officers and representatives of external organisations should assemble in the Reception Area for the main meeting at **10.30 a.m. in the Council Chamber**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed in a large, loopy oval shape.

Christina Harrhy
INTERIM CHIEF EXECUTIVE

A G E N D A

Pages

- 1 To receive apologies for absence.
- 2 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest (s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrddach



To receive and consider the following minutes: -

- | | | |
|---|---|---------|
| 3 | Voluntary Sector Liaison Committee held on 14th March 2018. | 1 - 6 |
| 4 | Voluntary Sector Liaison Committee held on 20th June 2018. | 7 - 12 |
| 5 | Presentation by Charter Housing (verbal). | |
| 6 | Revised Partnership Agreement (Compact) Between The PSB and The Third Sector | 13 - 36 |
| 7 | Toilet Strategy Consultation (verbal update). | |
| 8 | Well-being Plan Action Areas Update (verbal update). | |
| 9 | Items of interest concerning the Voluntary Sector from Compact Partners (verbal updates). | |

Circulation:

Councillors Mrs E.M. Aldworth, J. Bevan, A. Collis, S. Cook, K. Etheridge, J.E. Fussell, R.W. Gough, A.G. Higgs, Mrs B. A. Jones, Mrs T. Parry, A. Whitcombe, R. Whiting, L.G. Whittle, W. Williams and D.C. Harse

Representatives of the Voluntary Sector:

Ms H. Billington, Abbeyfield (Caerphilly) Society Limited
Mr L. Clay, Abertridwr Community Church
Ms J. Price, Bargoed YMCA
Ms P. Jones, Caerphilly Care & Repair
Mr C. Luke, Caerphilly People First
Ms S. Howells, Charter Housing
Ms J. Channing, Citizen's Advice Bureau (Caerphilly and Blaenau Gwen)
Mrs C. Williams, Cruse Bereavement Care
Ms N Perkins, Disability CANDO Organisation
Ms L. Tibbs, Drugaid Young Persons Service
Mr M. Featherstone, GAVO
Ms K. Stevenson, Groundwork Wales
Ms M. Snowden, Homestart Caerphilly
Ms L. Jones, Menter Iaith
Ms C. Loring, Right From The Start
Mr M. Goldwyn, SCOPE
Ms N. George-Titley, South East Wales Carer's Trust
Ms M. Jones, The Parent Network
Mr J. Wade, Van Road United Reformed Church
Mrs M. Wade, Vanguard Caerphilly
Mr D. Brunton, YMLAEN

Aneurin Bevan University Health Board:

Mr J. Lewis

Gwent Police:

Chief Inspector P. Staniforth

The Office of the Gwent Police & Crime Commissioner:

Ms J. Tippins

South Wales Fire & Rescue Services:

Mr R. Hassett

Caerphilly Business Forum:

Mrs D. Lovering

Town & Community Councils Representative:

H. Llewellyn

Natural Resources Wales

Mr J. Goldsworthy

And Appropriate Officers

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VOLUNTARY SECTOR LIAISON COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON WEDNESDAY 14TH MARCH 2018 AT 10.30 A.M.

PRESENT:

Councillor Mrs E.M. Aldworth (Chair)
Mrs M. Jones (Vice-Chair) - The Parent Network

Councillors:

A. Collis, K. Etheridge, J.E. Fussell, R.W. Gough, V. James, Mrs B.A. Jones, Mrs T. Parry, R. Whiting, L.G. Whittle, W. Williams

Together with Representatives from:

Abertridwr Community Church (Mr. L. Clay), Caerphilly Care and Repair (Mrs P. Jones), Charter Housing (Ms A. Clifford), Cruse Bereavement Care (Mrs C. Williams), GAVO (Mr M. Featherstone), Homestart Caerphilly (Ms R. Evans and Mrs M. Snowden), Right From The Start (Ms C. Loring), Vanguard Caerphilly (Mrs. M. Wade)

Also present:

K. Peters (Corporate Policy Manager), P. Cooke (Senior Policy Officer), S. Mutch (Early Years Manager), S. Tiley (Assistant Chief Executive - GAVO), Inspector J. White (Gwent Police), R. Barrett (Committee Services Officer)

1. APOLOGIES

Apologies for absence were received from Councillors J. Bevan, S. Cook, A.G. Higgs and A. Whitcombe, Mr J. Goldsworthy (Natural Resources Wales) and A. Palmer (CCBC/GAVO), together with representatives from Abbeyfield (Caerphilly) Society Limited (Ms H. Billington), Bargoed YMCA (Ms. J. Price), Caerphilly People First (Mr C. Luke), Citizen's Advice Bureau (Ms J. Channing), Disability CANDO Organisation (Ms N. Perkins), Drugaid Young Persons Service (Ms L. Tibbs), Groundwork Wales (Ms K. Stevenson), Menter Iaith (Ms L. Jones), SCOPE (Mr M. Goldwyn), South East Wales Carers Trust (Ms N. George-Titley, Van Road United Reformed Church (Mr J. Wade) and YMLAEN (Mr D. Brunton).

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES – 6TH DECEMBER 2017

The minutes of the meeting held on 6th December 2017 were approved as a correct record.

MATTERS ARISING

4. Draft Budget Proposals for 2018/19 (Minute No. 5)

In response to Members' queries, it was confirmed that final savings proposals for 2018/19 totalling £6.736m had since been approved by Council on 22nd February 2018.

It was also noted that a report in respect of the Welsh Church Act Fund would be presented to Cabinet on 28th March 2018, and that if approved, the funding change would be implemented for the new financial year.

5. PRESENTATION ON CHILDREN'S ZONES (CHILDREN FIRST)

The Committee received a presentation from Sarah Mutch (Early Years Manager) on the new Children First project for the county borough.

Members were provided with an overview of the project, which has been set up as part of a new WG initiative to allow local communities and organisations to work together to address the specific needs of children and young people in the area and to reduce the inequalities some children and young people face compared with their peers in more socially advantaged places.

It was explained that the Children First project is not subject to any additional funding, but will instead look at utilizing existing resources and look at doing things differently to improve outcomes for children and young people in a geographical place. The project will focus on the communities of Fochriw (building on the significant community engagement of the Spinning Yarns project) and St James (whereby it will build on the significant multi agency work of WG poverty programmes, statutory and voluntary sector partners).

The Committee were reminded of the Deep Place Study which researched the Lansbury Park area to identify key areas of work needed to regenerate the area. Arising from this, a Coalition for Change Board and Operational Task Group have been established, with a Children First Steering Group sitting underneath these and then task groups sitting underneath this steering group.

The Children First project places a focus on community engagement, promoting the needs and aspirations of children, and removing barriers to future opportunities and success. Key questions revolving around these areas have been presented to families, children and young people, and the initial feedback received to date centres around the negative connotations and stigma associated with areas of the county borough such as Lansbury Park and Fochriw. Work is being carried out in this regard to encourage children to develop separate identities and be proud of their origins, and also to change perceptions surrounding young people and anti-social behaviour. This includes the establishment of a one-stop shop for central help and support and information on what's on in the St James area and the development of summer play scheme provision and 'own voice' in the Fochriw area.

Officers outlined the composition of the Children First Steering Group, which is made up of representatives from Early Years, Flying Start and Family Support, Communities First, the Youth Service, Parent Network and Families First, together with staff from other Council areas (such as Policy and WHQS) and various external agencies (such as Barnardo's and United Welsh).

Members were advised of the areas of initial consideration for the task groups which will sit underneath the Children First Steering Group, and which will aim to develop a common understanding and definition or description, unpick the actual issues and then agree how these can be addressed as a group and community. Initial themes include school readiness, anti-social behaviour perception, parental aspirations, young people aspirations, the impact of

poverty, community perception, safety and wellbeing. Membership will be relevant to each task group and may extend outside of those members of the Steering Group. Officers also outlined the extensive list of initial tasks planned for the project, which will focus on community engagement and continue the work being carried out with parent forums and partner agencies.

Following the Officer's presentation, discussion took place on the stereotypes associated with Lansbury Park and a Member suggested that rather than referring to the estate as St James, it would be more conducive to take an alternative approach, such as encouraging people to be "proud of Lansbury Park". Officers explained that the general consensus received from the focus groups is that it is more about stopping the use of Lansbury Park as a 'label', and that similarly it is important to change the way that people think about Fochriw with its rural connotations. Members were advised that it is intended to carry out the initial Children First pilot project in these two areas and then roll out the concept across Flying Start areas if successful. Officers are also examining the proposals arising from the Cardiff Capital Region City Deal and how these can be maximised for the benefit of the Children First project.

A Member referred to St James' position in the Welsh Index of Multiple Deprivation, and expressed the need to improve reading attainment levels and reduce the number of children leaving school with no qualifications. Officers outlined the transferable work being carried out by task groups, the need to improve and develop engagement with young people, and the sizeable task ahead in order to bring about a culture change and new set of values.

Members also discussed the need to improve community understanding and awareness in accessing services for young people and knowing what partner agencies to contact. The Committee emphasised the importance of having a police safety presence but also equally acknowledged the need to change perceptions surrounding young people and anti-social behaviour.

Having noted the contents of the presentation, the Committee thanked the Early Years Manager for her informative delivery.

4. VOLUNTEERING WALES WEBSITE DEVELOPMENTS

The Committee received an update from Martin Featherstone (Chief Executive Officer – GAVO) in respect of the Volunteering Wales website.

Members were provided with an update on digital developments across the website, which is the 'go to' place for volunteering in Wales and is currently being redeveloped to allow enhanced functionality for organisations and volunteers. 19 organisations, including GAVO, are currently working together to establish the direction of travel for the website. There is a need for the overhaul to address key areas of delivery, support sustainable engagement, have regard to governance and safeguarding considerations, and act as an overarching platform for volunteering opportunities.

The new website will be able to report on key volunteering indicators and outcomes, and will host a range of information directories, such as supporting people, hospital discharge, and care and repair. A whole raft of activity is planned for the site and it is intended for the new site to remove barriers to engaging with volunteering opportunities.

Organisations will be able to post opportunity information as before, in addition to a range of new functions, including managing recruitment processes, scheduling volunteer rotas, communicating with volunteers, and monitoring volunteering hours. Volunteers will be able to create their own profile, to search for and apply to join opportunities, to leave feedback and to log volunteering hours. Mobile apps will be available for smartphones to maximise the site's potential and accessibility, and information and activity can be shared on social media.

Mr Featherstone added that he would be attending a regional Third Sector Support Wales session the following day, which will give organisations an opportunity to learn more about the new platform, how it can be used and share examples of good practice.

There were no questions received from the Committee, but Members were pleased to note the details of the update and of the positive role the website could play in recruiting younger volunteers.

5. CAERPHILLY PUBLIC SERVICES BOARD WELL-BEING PLAN 'THE CAERPHILLY WE WANT 2018-2023'

Update on the Draft Wellbeing Plan

The Committee received an update from Kathryn Peters (Corporate Policy Manager) on the final draft version of the Caerphilly Public Services Board Well-being Plan 'The Caerphilly We Want 2018-2023'

Officers provided an outline of the draft Well-being Plan, which has been developed through collaborative partnership activity and has been based upon the local assessment of well-being for the area. It sets out how the PSB has developed its local objectives of well-being (the Well-being Objectives) and the steps it intends to take to meet them.

The draft Plan includes 4 high level objectives that place an emphasis on positive change and bringing about improvements in well-being for both current and future generations, empowering and enabling all residents to achieve their own potential, and enabling communities to be resilient and sustainable. It also includes a Delivery Plan that sets areas for collaborative activity under 4 Enablers and 5 Action Areas that together will lead these objectives. Copies of the draft Delivery Plan setting out these Enablers and Action Areas were tabled at the meeting.

Sitting beneath the Delivery Plan will be the groups of staff and resources that the individual Board members wish to dedicate to the delivery aims, and the Board have also agreed on the lead organisation for each aspect of the plan. Within each Action Area and Enabler, groups of staff, community members and the private and third sector partners have begun to be identified. Each theme will have a lead officer who will be expected to set programmes of activity for the duration of the plan. These action plans are currently being developed in more detail and will be in place in time to commence delivery by the statutory deadline.

Members were advised that good progress is being made on the Enablers and that agreeance has been reached on the lead agencies for certain sectors. To achieve these, there needs to be consideration of budgets, an emphasis placed on joint working, meaningful communication and the maximisation of benefits to communities.

Officers provided a summary of how each of the Enablers and Action Areas will be addressed and outlined the lead agency for each area. Members noted the involvement of the Council, voluntary sector and Regional Partnership Board across these areas and the significant staffing resources required in order for these to be achieved.

A Member queried whether the Public Services Board meetings are open to the public. Officers explained that the meeting documents are available on the PSB website but that the meeting itself is not open for observers. It was noted that a recommendation from the Partnership Scrutiny Committee had been made in this regard and that the date of the next scheduled PSB meeting is 6th June 2018.

The Committee noted the details of the update and thanked the Corporate Policy Manager for her presentation.

Volunteering Action Area

The Committee received an update from Martin Featherstone (GAVO) in respect of progress made against Action Area 2 (Volunteering and Apprenticeships) for the draft Wellbeing Plan. It was noted that GAVO have been designated as the lead agency for this Action Area.

This Action Area aims to develop a co-ordinated programme of volunteering, maximising it as a route to personal well-being and employment, including promoting corporate volunteering. It is also intended to establish an all-age apprenticeship programme across PSB member organisations with a co-ordinated point of access, and maximise the opportunities for residents through the Cardiff Capital Region City Deal and the Valleys Task Force.

Mr Featherstone acknowledged the opportunities that will be created by this Action Area, including improvements to digital platforms, the forging of greater links with PSB partners, more effective time banking, and the promotion of corporate volunteering. Examples of good practice for corporate volunteering have been demonstrated through organisations including Barclays Bank and the Department for Work and Pensions (DWP), which also provide opportunities for continued professional development (CPD). The Committee were advised of the importance of continuing the momentum built to date in order to develop synergy across volunteering opportunities and develop innovative ways for organisations to work together.

The Committee suggested that there is a need to examine strategy and develop a structured training programme in this regard. One organisation outlined how they already encourage volunteers to achieve qualifications where there is opportunity to do so and suggested that this could be adapted as an example of good practice. Members emphasised the importance of continued personal development and the need to encourage volunteers to raise the bar for greater achievements. One agency outlined the difficulties they are experiencing in recruiting volunteers, explaining that the majority of their volunteer base are middle-aged and that there is a general feeling that there are massive barriers to volunteering. The Committee discussed the importance and value of recognising older volunteers and the value of 1 to 1 approaches/mentoring, and also referenced the need for alternative recruitment approaches in order to gather a wider bank of volunteers.

Members thanked Mr Featherstone for his update and noted the details of the presentation.

7. ITEMS OF INTEREST CONCERNING THE VOLUNTARY SECTOR FROM COMPACT PARTNERS - VERBAL UPDATES

Gwent Police

Inspector J. White (Gwent Police) outlined details of the new Community Fund recently announced by the Police and Crime Commissioner for Gwent, which will concentrate on funding projects for children and young people. The Committee were provided with details of the proposals and the application criteria, and were pleased to note the details of the new initiative and funding available.

Gwent Association of Voluntary Organisations

Members were advised that the 'One Beat' roadshow is now held twice a year and that the next event had been arranged for Saturday 24th March 2018 at Caerphilly Library.

Caerphilly County Borough Council

Reference was made to the roundabout improvements work at Pwllypant and the impact on the neighbouring community of Llanbradach. Members acknowledged the strength of feeling regarding the works but asked for the Council's efforts in minimising the disruption and communicating updates regarding the works to be noted.

Updates from Voluntary Sector Organisations

The Committee were pleased to hear that the Vanguard Caerphilly choir currently have a busy schedule of events and have recently performed at several concerts with professional opera singers.

8. DATE OF NEXT MEETING

Wednesday, 20th June 2018 at 10.30 a.m. in the Sirhowy Room, Penallta House.

The Chair thanked those present for their attendance and contributions and the meeting closed at 12.10 p.m.



VOLUNTARY SECTOR LIAISON COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY 20 JUNE 2018 AT 10.30 A.M.

PRESENT:

Councillor Mrs E.M. Aldworth (Chair)
Ms M. Jones – (Vice-Chair)

Councillors:

A. Collis, K. Etheridge, R.W. Gough, D. Harse, A.G. Higgs, Mrs B.A. Jones, Mrs T. Parry, R. Whiting, L.G. Whittle and W. Williams

Together with Representatives from:

Abertridwr Community Church (Mr. L. Clay), Bargoed YMCA (Ms. J. Price), Blaenau Gwent and Caerphilly Care and Repair (Mrs P. Jones), Cruse Bereavement Care (Mrs. C. Williams), GAVO (Ms G. Jones), GAVO (Mr M. Featherstone), Caerphilly Groundwork Trust (Mrs K. Stevenson), Menter Iaith (Mrs L. Jones), The Parent Network (Ms. M. Jones), Van Road United Reformed Church (Mr J. Wade) and The Vanguard Centre (Mrs. M. Wade)

Also present:

K. Peters (Corporate Policy Manager), P. Cooke (Senior Policy Officer), V. Doyle (Policy Officer) A. Palmer (CCBC/GAVO), Rebecca Barrett (Committee Services Officer) and K. Houghton (Committee Services Officer).

ABUHB (Jonathan Lewis) and Natural Resources Wales (Mr J. Goldsworthy).

1. APOLOGIES

Apologies for absence were received from Councillors J. Bevan, S. Cook and V. James. Apologies also received from Abbeyfield (Caerphilly) Society Ltd (Mr H. Billington), AMBITO (Mr M. Goldwyn), Caerphilly People First (Mr C. Luke), Charter Housing (Ms. S. Howells), Citizen's Advice Bureau (Ms J. Channing), Disability Cando Organisation (Ms. N. Perkins), Drugaid Young Persons Service (Ms L. Tibbs), Homestart Caerphilly (Mrs M. Snowden), Right From The Start (Ms C. Loring), South East Wales Carer's Trust (Ms N. George-Titley, YMLAEN (Mr D. Brunton), Gwent Police (Chief Inspector N. Mclain), Office Of The PCC For Gwent (Ms J. Tippins), South Wales Fire And Rescue (Mr R. Hassett) and Caerphilly Business Forum (Mrs D. Lovering)

2. DECLARATION OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES –

The minutes of the meeting held on the 14th March 2018 were deferred to the 19th September 2018 meeting for approval.

Items of interest concerning the Voluntary Sector from Compact Partners

4. PRESENTATION BY GROUNDWORK WALES

Mrs K. Stevenson, Chief Executive for Groundwork Wales delivered a presentation to the Committee on the work Groundwork undertakes.

She outlined their mission and strategy as a trust. Informing the Committee that 17 trusts exist in the UK but is an international organisation with the 'Changing Places, Changing Lives' overarching objective. This is done through supported volunteers working on environment based projects to develop a range of social, life and employment skills.

The services they offer are split into the following three categories;

- *Green Academy* – this offers traineeships to volunteers developing their life and social skills along with increasing their employability or professional development opportunities. Future plans are to develop this area by formalising these traineeships, developing apprenticeship opportunities, providing support services and volunteering opportunities to refugees and continuing the work in 'Green Teams' which run across a broader area and often support local authorities objectives.
- *Green Services* – works with private sector organisations to run initiatives in the community to promote health and wellbeing along with supporting community groups. A successful example of which being the Tesco Bags of Help initiative which provides grants to community groups across the UK, utilising the Carrier Bag Levy funds. There are further initiatives planned particularly the Go Green for Health project which will see Groundwork working with health boards and working across 5 local authorities to encourage the use of the outdoors for gentle exercise.
- *Green Enterprise* - This is where the trust works with their volunteers to develop green based businesses for example the Furniture Revival scheme where old furniture is renovated and sold. It also works with businesses to promote green processes in their work practices. This has the potential to be expanded and become a revenue raising area of the trusts work.

Mrs K. Stevenson offered several case studies and testimonies from the volunteers they engage with, providing further details of the nature of work undertaken by the trust.

5. CAERPHILLY PUBLIC SERVICES BOARD WELL-BEING PLAN

Mr P. Cooke updated the Committee on the Caerphilly Public Services Board (PSB) Well-Being Plan.

He informed the group that the plan was published on 2 May 2018 and work continues on its implementation. The following areas of well-being, under the overarching scope of the 'Positive Change' required, are being focussed on;

- Positive Change
- Positive Start
- Positive People
- Positive Places

These actions will be delivered through the following change enabling approaches;

- Working Together
- Communications and Engagement
- Procurement and Commissioning
- Asset Management

The listed approaches have been applied to five key action areas. Each of the action areas will have PSB member Champion, lead officer/s, a delivery working group and an identified CCBC Corporate Policy officer. The five action areas are as follows;

Mr Cooke referred to the five action areas as detail in the presentation. These included;

- Best start in life
- Volunteering and apprenticeships
- Good health and well-being
- Safer and resilient communities
- Protect and enhance the local natural environment

Reporting on progress made in these areas will be 6 monthly. These will be presented to the PSB by the PSB Champion. There will be an annual report on progress across the whole well-being plan. In addition to reporting there will also be the PSB Annual Conference and the annual 'Future Scenarios' event which will provide opportunities to reflect on work completed and still to do. Initial action plans were approved by the PSB on 5th June 2018 and a detailed action plan will be delivered on 4th September 2018.

Following the presentation, the Committee discussed the need to fully engage with the third sector throughout the delivery of this plan and support the sector in understanding what their role is in this process. It was suggested that a forum be held to address third sector group's questions and concerns. Interest was also expressed in attending the PSB Annual Conference and annual 'Future Scenarios' event.

ACTION: Mr Cooke to advise members of the Committee of details and dates for these events.

6. WELSH CHURCH FUND

Ms V. Doyle informed the Committee that the CCBC Policy Unit have now taken over responsibility for the Welsh Church Fund. There has been a change to the grant criteria. These have been changed to address the high level of carry forward of the annual allocation given to CCBC through Monmouthshire CC as lead authority. An annual sum of around £62,000 (depending on investment) is given. However this has not been spent in full in previous years resulting in a carry forward of £263,000. The revised criteria was endorsed by the Grants to the Voluntary Sector Panel on 17th January 2018 and approved by Cabinet on 28th March 2018. They are as follows;

- Applications of up to £5,000 to be fully grant funded.
- Applications over £5,000 subject to a grant rate of 75% on the sum in excess of £5,000, with a maximum grant payable of £10,000.
- Grants are restricted to community organisations and community based projects in the first instance and this position will be reviewed in 12 months' time.
- Payment of grants to be expedited where possible, including staged payments as appropriate.
- Grant applications can be submitted at any time during the financial year.

Ms Doyle provided the Committee with examples of grant amounts that can be awarded and clarified that grants can be used for Capital costs only and not revenue costs.

Following the presentation, members discussed timescales for applications and grant spending. From application to funds being awarded should be in a matter of weeks with a condition that the funding is spent within 18 months of receiving the grant.

7. VERBAL UPDATES FROM PARTNERS

Mrs P. Jones on behalf of Blaenau Gwent and Caerphilly Care and Repair informed the Committee that the group received an 'Enterprise Of The Year' business award for their work. The Committee congratulated the group on their success.

Ms M. Jones representative for Parent Network updated the Committee on current projects and advised that they had been invited to speak at the Hay Festival, as part of the Parents Engaging to Raise Aspirations (PETRA) Project. The speaking slot and supply of PETRA books was sold out and was a great achievement for the group of parents that accompanied the Network to the event.

An exhibition called 'Hour Eyes' has launched and will be touring the area. This is a community cohesion project supported by the Rural Development Fund. It exhibits 3000+ photographs taken by members of the community on the theme of 'how and why we love our community'

Mrs L. Jones from Menter Iaith informed the Committee that Fillifest 2018, held at Caerphilly Castle, was a great success, growing significantly in size from last year with 5000+ visitors and a variety of community groups and schools taking part. Feedback from town centre businesses was positive. Menter Iaith is looking forward to organising next year's event.

Mrs M. Wade informed the Committee that The Vanguard Centre have held 7

concerts so far this year with another 13 planned for the future. These events take place at varying times of the day with additional activities taking place around the concerts, for example there will be a strawberry afternoon tea after a concert being held in August. Other upcoming events will be the Caerphilly Flower Festival in the town centre and a Gala Concert in July, in association with the Tommy Cooper Society which will be raising funds for town centre defibrillators. An email for all those interested in the event will be sent out for additional information.

Mr J. Lewis on behalf of Aneurin Bevan University Health Board (ABUHB) introduced himself to the Committee as the new representative for the board. There has been a restructure within the organisation resulting in him now attending the Committee. It is hoped that there will be an improvement and strengthening of the Board's relationship with the voluntary sector. Further to this an invitation was extended to the third sector to attend workshops being planned to discuss care navigation in GP practices. This is a scheme where funding is provided to GP practices to set systems to direct patients straight to the relevant care providers when they call in.

The Chair welcomed Mr Lewis to the Committee and it was noted that she requested that a representative from ABUHB attend the Health, Social Care and Wellbeing Scrutiny Committee on a regular basis.

Ms A. Palmer on behalf of GAVO spoke to the Committee with regards to a solar and wind energy grant schemes available to grass roots third sector groups. 3 schemes have been awarded within the borough at Croespenmaen, Argoed and Crumlin ward and Mynyddislwyn. This is a 'one-off' fund so once the funding is gone; there will be no continuing scheme.

GAVO have been working in conjunction with the ABUHB to provide grass roots groups with support from the Health and Well-being fund. This is focused on the Wellbeing of Future Generations Plan and will be launching next week.

Mrs M. Jones of the Parent Network made enquires with regards to the grant process for small groups under their network who were not constituted. Many groups are so small that going through this process could cause them to disband. Mrs M. Jones was advised that smaller groups can apply for the funding if supported by the overarching organisation as long as the work they undertake can be identified as being in the name of the overarching organisation. There was also support available to help them become constituted.

V. Doyle informed the Committee that funding support from the Technical Assistance Fund is available for groups undertaking large scale capital projects with costs relating such as transfers of assets and the drawing up of plans. If any group is interested in this funding then please contact V. Doyle.

8. DATE OF NEXT MEETING:

Wednesday, 19th September 2018 at 10.30am in the Sirhowy Room, Penallta House.

The meeting ended at 11:56 .

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CAERPHILLY VOLUNTARY SECTOR LIAISON COMMITTEE - 19TH SEPTEMBER 2018

**SUBJECT: REVISED PARTNERSHIP AGREEMENT (COMPACT) BETWEEN THE
PSB AND THE THIRD SECTOR**

REPORT BY: MARTIN FEATHERSTONE – CEO, GAVO

1. PURPOSE OF REPORT

- 1.1 To provide an update on the drafting of the revised Partnership Agreement (previous Compact) between PSB members and the Third Sector to seek the views of members of the Voluntary Sector Liaison Committee.
- 1.2 To provide a draft Third Sector Partnership Agreement for consideration and amendment prior to its presentation to Cabinet and the PSB.

2. SUMMARY

- 2.1 The most recent Compact Agreement “Delivering Together” ran from April 2013 to April 2017, with associated annual delivery plans. This version of the Compact focussed on delivering partnership actions through the Caerphilly Single Integrated Plan “Caerphilly Delivers” which also ran from 2013-2017. The agreement and action plan process were considered for review in 2016-2017, and it was agreed at the PSB in June 2017 that as the development of the Well-being Plan would not be complete until May 2018 there was an opportunity to align the two complimentary planning and delivery arrangements with a view to having a single plan for the area, the Well-being Plan, with greater involvement of the third sector. An updated third sector agreement should follow. This report introduces a proposed Third Sector Partnership Agreement for the consideration of the Voluntary Sector Liaison Committee.

3. LINKS TO STRATEGY

- 3.1 During the interim period while the Well-being Plan was being developed, work has been undertaken with the Voluntary Sector Liaison Sub Committee and the Voluntary Sector Representatives Sub Committee to align the agreement and actions with the well-being goals for Wales within the Well-being of Future Generations Act (Wales) 2015:

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A Wales of vibrant culture and thriving Welsh language*
- *A globally responsible Wales.*

4. THE REPORT

- 4.1 The “Delivering Together” Compact Agreement and its antecedent third sector schemes have been a valuable part of the interrelationship between the public and third sectors in the Caerphilly county borough since 1999, following a request from the then Welsh Secretary to develop a shared understanding between partners. Initially a direction to local authorities to work together through formal agreements with the third sector the direction was later extended to local health boards. Hence local authorities and health boards remain under a ministerial direction to have formal agreements in place.
- 4.2 The partnership arrangements were later linked to the Welsh Government Third Sector Scheme (Section 74 of the Government of Wales Act 2006) which details the Welsh Government relationship with the third sector including a funding code of practice and the development of the Third Sector Partnership Council between Welsh Ministers and the Third Sector.
- 4.3 The Compact has been seen as a key infrastructure support document that recognises the mutual benefits that can be gained from close cooperation between partners and the third sector to promote the well-being of communities. The Caerphilly Compact has benefitted from cross-sector support and a liaison committee, the Voluntary Sector Liaison Committee administered by the local authority comprising statutory and third sector members along with elected members from the council. Over time all of the former Local Service Board (LSB) partners became signatories to the Compact in view of the importance of working with the third sector in achieving partnership aims,
- Caerphilly County Borough Council
 - Aneurin Bevan University Health Board
 - Gwent Police
 - Police and Crime Commissioner for Gwent (previously the Gwent Police Authority)
 - South Wales Fire & Rescue Service
 - Gwent Association of Voluntary Organisations
- as well as significant other local partners
- Caerphilly Borough Town and Community Councils
 - Caerphilly Business Forum.
- During the transition period from LSB to Public Services Board, Natural Resources Wales were invited to join and attended the Voluntary Sector Liaison Committee with other members as listed above. There has been a move to re-introduce Partnership Agreements in a number of areas in Gwent where they have lapsed and Caerphilly has been seen as a flagship in its approach to supporting the former Compact and therefore the Third Sector.
- 4.4 Caerphilly county borough has a vibrant and productive voluntary sector that plays an essential role in understanding the needs of local communities and delivers services for, and with them, underpinned by the Compact.
- 4.5 The most recent version of the Compact is the fifth such agreement, running from April 2013 to April 2017. Members have received verbal reports on the process to revise and update the most recent agreement and will recall the agreement at the June 2017 PSB meeting to recommend putting the Compact review on hold due to the development of the Caerphilly Well-being Plan and expected guidance on third sector agreements from Welsh Government.
- 4.6 The Caerphilly We Want Well-being Plan 2018-23 was published in May 2018 and work is now underway on the development of the Enablers/Action Area Delivery Plans. The third sector has been heavily involved throughout this process and is leading on the Volunteering theme on behalf of the PSB.

- 4.7 The Welsh Government guidance on third sector agreements (formerly the Compact) has yet to materialise; however, there are a number of Welsh Government publications that currently exist (hyperlinks at Background Papers):
- Third Sector Scheme (2014) - describing Welsh Government's relationship with the third sector and setting out its expectations for a funding code of practice in local agreements.
 - The Case for statutory compacts between Welsh local authorities and the third sector (2013) - a research study which includes a review of the requirements for successful compacts.
- 4.8 The Well-being of Future Generations (Wales) Act 2015 sets out 7 well-being goals for Wales that all Welsh public sector bodies must aim to meet to ensure that future generations are able to meet their own needs. These goals are set out at 3.1 above. The Act, and its statutory guidance, recognises the essential role that the third sector has in contributing to improving well-being in Wales and requires the Public Services Board partners to work with the voluntary sector in achieving their aims.
- 4.9 The Third Sector Partnership Agreement, as the replacement for the former Compact, has been reviewed to align the roles of all the partners under the new planning arrangements and to allow for the future incorporation of the expected Welsh Government guidance. The draft third sector agreement is appended to this report for the comment of the Voluntary Sector Liaison Committee and the current signatories.
- 4.10 The Welsh Government adopted a funding code of practice for the third sector in 2006 and the Compact has included a Funding Code of Practice since 2008, agreed by Caerphilly County Borough Council and Aneurin Bevan University Health Board. The code of practice has been included in the revised Partnership Agreement, with specific references where funding practices differ between agencies.
- 4.11 Delivering the Well-being Plan in partnership requires a review of the role and responsibilities of the Voluntary Sector Liaison Sub-Committee. The terms of reference were last reviewed in 2013, hence a review is overdue. The new administration of Caerphilly County Borough Council has nominated its representatives to the committee following the elections in May 2017. The 15 Elected Members representatives have experience of sitting on the committee. The terms of reference of the Voluntary Sector Liaison Committee will need to be reviewed over the coming months. Those PSB members that sit on the liaison committee will be part of the review.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The report relates to the delivery of the Well-being Plan for Caerphilly County Borough and the involvement of the third sector in joint delivery through the associated action plans

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications associated with this report.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications associated with the report.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications associated with this report

9. CONSULTATIONS

9.1 This report forms part of the consultation process on the revised Partnership Agreement.

10. RECOMMENDATIONS

10.1 That the Voluntary Sector Liaison Committee consider the draft Third Sector Partnership Agreement to replace the current Compact agreement to take account of the Well-being of Future Generations (Wales) Act 2015, Social Services & Well-being (Wales) Act 2014 and expected Welsh Government guidance on Partnership Agreements prior to presentation to Cabinet.

10.2 That the Voluntary Sector Liaison Committee consider and agree any amendments to the draft Partnership Agreement.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To continue to foster a strong and vibrant third sector, delivering the “The Caerphilly We Want” Well-being Plan with the Caerphilly Public Services Board partners.

12. STATUTORY POWER

12.1 Well-being of Future Generations (Wales) Act 2015.

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Consultees: Caerphilly Voluntary Sector Liaison Sub-committee
Caerphilly Voluntary Sector Representatives Sub-committee

Martin Featherstone	Chief Executive Gwent Association of Voluntary Organisations
Kathryn Peters	Corporate Policy Manager, Caerphilly County Borough Council
Cllr E Aldsworth	Chair, Voluntary Sector Liaison Sub-Committee
Michelle Jones	Vice Chair VSLC / Caerphilly Parent Network
Paul Cooke	Senior Policy Officer

Background Papers:

‘Delivering Together’ Compact <http://www.caerphilly.gov.uk/My-Council/Partnership-working/Compact-2013-2017>

Welsh Government Third Sector Scheme <http://gov.wales/docs/dsilg/publications/comm/140130-third-sector-scheme-en.pdf>

The case for statutory compacts, research study

<http://gov.wales/statistics-and-research/statutory-compacts-local-authorities-third-sector/?lang=en>

Appendices:

Appendix 1 Draft Caerphilly Third Sector Partnership Agreement 2018-2023

Working with the Voluntary and Community Sector in the County Borough of Caerphilly (to go as strap line at bottom of front cover)

Delivering Together

Partnership Agreement 2018 to 2023

FOREWORD

First established in 1999 as a Voluntary Sector Compact, this is a Partnership Agreement between statutory organisations and the voluntary and community sector in the Caerphilly county borough. The Agreement recognises the mutual benefits that can be gained from close co-operation and sets out guidelines for how all parties should work together. Caerphilly county borough has a vibrant and active voluntary sector which plays a complementary and distinct role in identifying and meeting the needs of local people. Considerable progress has been made in harnessing the work of the voluntary sector together with other major players in the borough to work together for the benefit of residents.

This is the sixth Partnership Agreement for the Caerphilly county borough and provides an effective framework for joint working. In these challenging economic times, the financial pressures facing public services make it even more important for the Partnership Agreement to be actively supported and encouraged. The Well-being of Future Generations (Wales) Act 2015 and the development of the Caerphilly county borough Well-being Plan "The Caerphilly We Want 2018-2023 alongside the Social Services and Wellbeing Act (Wales) 2014 provide a platform for focussed actions bringing all partners together with the voluntary and community sector to improve the well-being of people in Caerphilly county borough.

PARTNERS

Gwent Association of Voluntary Organisations (GAVO) – the county voluntary council in Caerphilly. GAVO is an umbrella organisation providing support, advice and information to the voluntary and community sector with over 800 members in the county borough. GAVO is an invited member representing the voice of the voluntary sector at the Caerphilly Public Services Board, and at a strategic level across the county borough. GAVO supports joint working through the Caerphilly Well-being Plan, the Voluntary Sector Liaison Committee and forums and networks.

Caerphilly County Borough Council – is responsible for all local government services in the borough and is a statutory member of the Caerphilly Public Services Board. The Council is the lead organisation supporting the Public Services Board and the development of the Well-being Plan for the county borough. The Council employs over 9,000 staff and has 73 elected Councillors.

Gwent Police - covering an area of 600 square miles bounded by Abergavenny in the North, Newport in the South, Chepstow in the East and Caerphilly in the West. The Gwent policing area is mixed, rural and urban. Gwent Police actively encourages and develops working partnerships with the voluntary sector, local authorities and businesses with a shared goal of creating safer communities. For Gwent Police these partnerships mean

additional resources to fund the equipment and services needed to help reduce crime, disorder and antisocial behaviour. Gwent Police is an invited member of the Caerphilly Public Services Board.

Police and Crime Commissioner - the Police and Crime Commissioner is the person responsible for representing the people of Gwent and ensuring that the service provided by the police is efficient and effective. The Commissioner holds the Chief Constable to account for the delivery of local policing, publishes a Police and Crime Plan, sets the force budget and precept, regularly engages with the public and communities and appoints the chief constable. The Commissioner also works with partners to prevent and tackle crime and re-offending. The Commissioner is supported by the Office of the Police and Crime Commissioner, and replaces the former Gwent Police Authority, a previous partner to the Partnership Agreement. The PCC is an invited member of the Caerphilly PSB.

Aneurin Bevan University Health Board – the Aneurin Bevan University Health Board was established on the 1st October 2009 and covers the Local Authority areas of Blaenau Gwent, Caerphilly, Monmouthshire, Newport, Torfaen and South Powys.

In the Caerphilly county borough, the ABUHB is responsible for the planning, implementation and co-ordination of local health services. It is responsible for the delivery of primary care services through GP Practices, pharmacies, dental practices and optometrists.

The ABUHB has an important role to play in multi-agency, integrated assessment of the needs of the local population to identify how to develop services to improve health, social care and well-being and reduce inequities across the borough. The ABUHB is a statutory member of the Caerphilly PSB.

South Wales Fire and Rescue Service – the Service is one of three Fire Services in Wales, covers the area of ten local authorities and is committed to making communities a safer place to live, work and visit. The Community Safety and Partnership Department of the Service is actively involved in developing strategies to reduce deliberate/arson fires, accidental fires and road traffic accidents throughout the Service area. The Partnership working groups highlight and influence not only the physical and social effects of fire and road accidents, but also the cost to the communities. These groups work together and towards providing a safer community. SWF&R is a statutory member of the Caerphilly PSB.

Caerphilly borough Community/Town Councils – There are 18 community councils throughout the borough with a Charter for Community/Town Councils in place with Caerphilly County Borough Council, which acts as an exchange of information, and defines the areas of activity which should be consulted on.

Caerphilly Business Forum - is the leading business network in the Caerphilly county borough. It gives a voice for the business community and acts as an independent lobbying organisation representing businesses in the local area at regional and national level. It provides an important interface with Caerphilly County Borough Council and has close working relations with the Business Enterprise Support Team. Membership is available to all businesses in the county borough, whatever their size and sector. Members benefit from networking, and are able to promote their company's events and business news on the Forum's website, Twitter, Facebook and Linked In. The Caerphilly Business Forum also

holds the long running Caerphilly Business Awards, which are dedicated to showcasing the best businesses in the borough.

Natural Resources Wales

Community Rehabilitation Company

Public Health Wales

Introductory paragraph to be added

PARTNERS COMMITMENT

All Partners to the Partnership Agreement agree to adhere to the values, principles and broad commitments of the Agreement and to actively work together for the benefits of local people and communities.

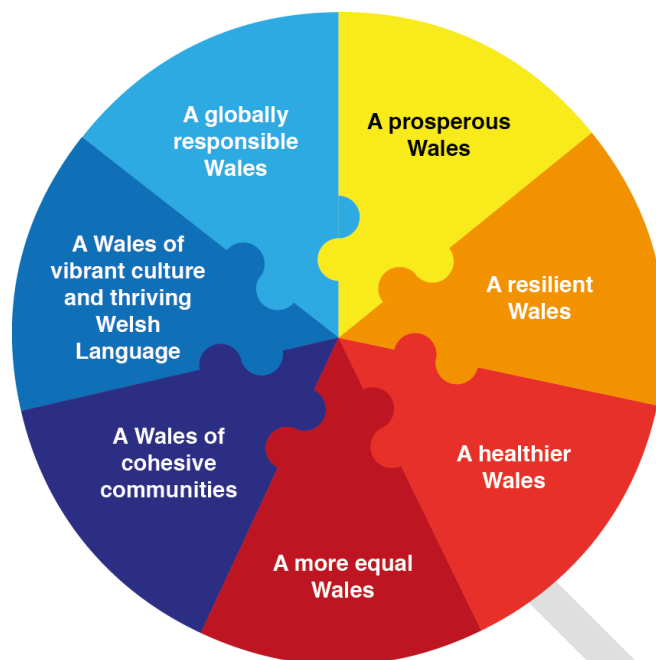
INTRODUCTION

The Partnership Agreement provides the framework for the voluntary and community sector in the borough and other partners to work together. The “Caerphilly We Want “Well-being Plan 2018-2023” for the borough will be a key focus of partnership activity over the five years. The Well-being Plan was published in May 2018 after two years of engagement and consultation to develop a robust Assessment of Wellbeing for the county borough and is a long term strategy to make the borough a better place to live, work and visit. The Well-being Plan is overseen by Caerphilly Public Services Board.

FRAMEWORK FOR MANAGING THE PARTNERSHIP AGREEMENT

The Caerphilly Public Services Board has developed a Performance Accountability Framework, which will manage the Delivery of the Well-being Plan and whilst the Partnership Agreement provides a platform for wider partnership working it will need to encompass the principles set out in the Future Generations (Wales) Act 2015.

The Act sets out seven National Well-being Goals for Wales, which public services must work towards to improve social, economic, environmental and cultural well-being. These are summarised below:



The Act also sets out how public services should use the Sustainable Development Principle, which stipulates that “We must act in a manner in which we ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.”

The Act sets out five ways of working to evidence how we will work to deliver the Well-being Plan. These are:



Long Term - The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.



Integration - Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.



Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.



Collaboration - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.



Involvement - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

The Partnership Agreement is delivered and monitored through the Voluntary Sector Liaison Sub-Committee and reported to the PSB via the GAVO representative. This work focuses on partnership actions around the Caerphilly borough’s Well-being Plan objectives, volunteering and funding.

Structure diagram to be added

REPORTING

Partners play a key role in ensuring the delivery of the Well-being Plan through their organisation's concerted actions. The Partnership Agreement signatories are brought together through the Voluntary Sector Liaison Sub-Committee, which meets quarterly, providing a lively forum of discussion, debate and decision. The Partnership Agreement is reviewed every five years or sooner if there is an agreed need to do so.

Partner progress will be reported verbally through the quarterly meetings of the Voluntary Sector Liaison Sub-Committee, using the PSB Performance Framework (Appendix 1).

Annual progress will be reported to the Voluntary Sector Liaison Sub-Committee annually at the June meeting and will be a standing item on that agenda for discussion. It will then be reported to the PSB at the September meeting each year.

The Voluntary Sector Liaison Sub Committee consists of 15 councillors (in place for the term of Council) and 25 voluntary sector representatives who are elected every three years by voluntary sector organisations and networks. The election process is managed by GAVO.

The Voluntary Sector Liaison Committee and the Voluntary Sector Representatives Sub-Committee both have an agreed Terms of Reference.

NEW DEVELOPMENTS FOR THIS PARTNERSHIP AGREEMENT PERIOD

The Caerphilly We Want Wellbeing Plan 2018-23 was published in May 2018. The priorities for collaborative working are reflected in the focus of this Partnership Agreement 2018-2023.

The "Caerphilly We Want" Well-being Plan 2018-2023 has 4 Well-being Objectives which set the direction for action and change over the next 5 years.

Objective 1: Positive Change – A shared commitment to improving the way we work together

Objective 2: Positive Start – Giving our future generations the best start in life

Objective 3: Positive People – Empowering and enabling all our residents to achieve their own potential

Objective 4: Positive Places – Enabling our communities to be resilient and sustainable

The Delivery Plan is made up of five Action Areas. These are supported and underpinned by four Enablers.

Action Area 1 – Best start in life

Action Area 2 – Volunteering and apprenticeships

Action Area 3 – Good health and well-being

Action Area 4 – Safer, resilient communities

Action Area 5 – Protect and enhance the local natural environment

Enabler 1 – Working together

Enabler 2 – Communications and engagement

Enabler 3 – Procurement and commissioning

Enabler 4 – Asset management

SHARED VALUES AND PRINCIPLES

All partners to this Partnership Agreement seek to adhere to the following values and principles which mirror the five ways of working and the Well-being Plan enablers:

- **good quality communication** - there is an obligation on Partners to engage in constructive dialogue at all stages of partnership work.
- **equality of opportunity** - employment and service delivery issues should be handled in a non-discriminatory manner and equality of opportunity should be built into initiatives to ensure that all services are equally accessible to everyone.
- **social inclusion** - activities undertaken in partnership should be developed in ways that enable involvement of as many sections of society as possible, by actively addressing factors that can lead to exclusion (for example child care, poor transport, low incomes, lack of information, debt).
- **sustainability** - joint action to improve the quality of life should not be at the expense of the environment and/or jeopardise the natural resources available for future generations.
- **openness and accountability** - joint work / financial transactions should be conducted in an open and honest manner with clear documentation.
- **information/intelligence sharing** - to ensure that initiatives are developed in light of all available facts (subject to confidentiality constraints).
- **proposals for partnership work** - must be reported to the Voluntary Sector Liaison Sub-Committee and assessed at the outset to ensure that the above factors have been taken into consideration. Initiatives must then be periodically reported to the Committee updating progress with the initiative.

PARTNERSHIP AGREEMENT COMMITMENTS

All parties will work to promote the Partnership Agreement across their organisations and make the following broad commitments:

Public Sector Bodies commit to:

- Working with the third sector organisations to expand the range of services and activities available to the local community.
- Respecting the independence of the sector, including its right within the law to campaign and to challenge policies.
- Ensuring that the third sector has an equal say in the development of all relevant policies and programmes.
- Recognising the important role of GAVO as the Local County Voluntary Council (CVC) as a source of support, advice, information, guidance, representation, volunteering and training for the voluntary sector organisations.
- In delivering public services through the third sector, using procurement rather than grants and agreeing outcomes which capture the added value of services, which may result from delivery by the Third Sector.
- Minimising bureaucracy, in line with corporate governance requirements, associated with application, qualification, monitoring and reporting, and audit processes and introduce joined-up monitoring and audit arrangements.

- Working with the breadth of the third sector, including small community organisations, social enterprises, ensuring all 9 protected characteristics of the Equality Act 2010 are taken into account as appropriate in joint work undertaken (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation).
- Following best practice around the management of volunteers.
- Ensuring staff have an understanding of how the third sector works in enhancing the provision of public services.

Third sector organisations commit to:

- Operating through open and accountable organisations.
- Ensuring policy positions and consultation responses fully reflect the views of stakeholders and constituents.
- Setting clear outcomes to be delivered when competing for contracts.
- Having robust monitoring, evaluation and financial management systems which provide accurate and timely information to funders and account for public funds.
- Recognising the legal and financial constraints within public sector bodies operate and the role of elected members in setting policies.
- Implementing good practice in the management and recruitment of volunteers, providing access to training and support.
- Supporting the need for high quality public services in the community.
- Contributing to delivering on the Well-being Plan outcomes for the Caerphilly county borough.

All Partners commit -

in relation to the Voluntary Sector Liaison Committee:

- Attending quarterly meetings of the Voluntary Sector Liaison Committee.
- Submitting reports on items of key interest to the Voluntary Sector Liaison Committee.
- Using this committee (in association with the GAVO Forums/networks) as a primary mechanism for consulting with the third sector
- Giving full and honest answers to all questions submitted in advance by the third sector for discussion at these meetings.
- Having a nominated senior officer, with responsibility for co-ordinating input to the Committee and acting as GAVO's first point of contact, supported by a network of other officers as necessary.

in relation to consultation and engagement:

- Involving the third sector representatives in the development of key policies, at the earliest possible opportunity.
- Having clear, jointly agreed mechanisms for consultation and engagement, in particular ensuring involvement of disadvantaged, socially excluded, and marginalised group, and, as appropriate, across the spectrum of the 9 protected equality characteristics (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation).
- Ensuring staff identify for third sector organisations which have expressed an interest in their areas of service delivery are, included in consultations, and encouraged to

participate in reviews of service provision, especially in relation to the Council's Corporate Plan, which states the Council's priorities and details how they will be achieved on a three-year basis.

- Consultations (where possible) should be of a minimum 12 week duration to ensure meaningful discussion can take place with networks, making for a more informed response to the consultation.
- Providing feedback on the response to and outcome of consultation exercises.

in relation to volunteering:

- Support volunteering initiatives in the Caerphilly county borough recognising volunteering is an important way of expressing active citizenship, and is beneficial for both the individual and the wider community, and can be a useful way back into paid work.
- Let volunteers know clearly what is expected of them, with clearly specified lines of support and supervision, provision of training, safe working conditions and the payment of expenses.

in relation to service provision:

- For service specifications to have a clear structure, aims and objectives, a written statement that describes how decisions are made, with accountability and governance arrangements built in and an equalities and sustainability policy.
- Provide high quality, cost-effective services.
- Advise the Partners of any unmet community needs via the Voluntary Sector Liaison Committee.

in relation to community development:

- Work with GAVO, and through the third sector, in all community development work undertaken in the Caerphilly county borough with all partners.
- Work together with GAVO and the third sector on partnership bids for external funding, with the aim of moving towards pooling resources for community development initiatives.
- Assist partners by finding innovative ways of involving socially excluded and marginalised groups in community and voluntary sector activity.
- Assist local communities to put forward views so that they shape community development work.

in relation to other aspects of joint working:

- Ensure that all Partnership Agreement signatories and staff from their organisations abide by the above commitments as a matter of policy and treat each other with respect.
- Oppose discrimination in any form and assist Agreement Partners by finding innovative ways of involving socially excluded and marginalised groups in society in community and voluntary sector activity.
- To operate within the individual respective Agreement Partners Strategic Equality Plans and Welsh Language Schemes.

in relation to funding issues:

- Abide by the principles set out in the Funding Code of Practice below.
- Using contracts rather than grants when third sector organisations are delivering public services, and ensure that tender procedures are as accessible as possible for third sector organisations. Risks to the Council however, should always be given due consideration, particularly where a tender/contract undertaking is involved.
- Ensuring that all grants awarded outside of small grant schemes are confirmed via Service Level Agreements, which clearly set out specific outputs and outcomes to be delivered for the benefit of the community, and take into account equalities policies.
- Fund posts at similar pay levels and appropriate conditions of service, to their own employees where parity (either generally for the voluntary sector or specifically to an individual post) is properly evidenced.
- For third sector organisations to abide by agreed terms and conditions of funding, and recognise the financial constraints that public sector bodies operate within.

FUNDING CODE OF PRACTICE

The statutory sectors in Caerphilly recognise the Third Sector deliver high quality services, which complement or are additional to public services. Often services are delivered in a less bureaucratic but more responsive and cost effective way. Services/projects are often delivered to *hard to reach* groups promoting equality and social cohesion thus improving the quality of life across the Caerphilly county borough.

This Code seeks to improve the funding and contracting relationship to the mutual advantage of the statutory sector, Aneurin Bevan University Health Board (ABUHB) and Caerphilly County Borough Council (CCBC) and the Third sector by setting a framework for financial relationships.

Many third sector organisations enter into financial relationships with the statutory sector to deliver services or projects, either through grant funding or by supplying services purchased through a procurement / contracting process.

Gwent Association of Voluntary Organisations (GAVO) is signing the document on behalf of the Third Sector in the Caerphilly borough.

Who is the Code for?

Even though the Code is a formal agreement between Partners who have signed up to the Code (CCBC and ABUHB) it is also intended to be used as a working document by other organisations providing funding to voluntary and community organisations.

The Code sets a standard to which the ABUHB, CCBC, Partners and the Third sector agree to work to in relation to funding, contracts and grant aid. It does not cover what is funded or who should be funded.

The code also acknowledges that all organisations, whether statutory or third sector, may have to adhere to the funding criteria of external agencies and where possible will integrate the good practice contained in this Code. An example of this is funding provided under European Union Financial Regulations.

Although advance payments currently contravene the financial regulations of CCBC, some funders are able to make payments in advance where need arises. This is helpful for small third sector organisations with limited funds. The ABUHB will normally pay invoices quarterly in arrears, but may pay monthly in arrears where this is deemed possible. The ABUHB is only permitted to make prepayments where there is specific Welsh Government approval to do so e.g. voluntary services contracts. The ABUHB can implement tripartite funding arrangements, with the option of annual extensions. Three-year funding arrangements will be considered, where appropriate.

Relationship with other Agreements / Documents

The Caerphilly borough Partnership Agreement is the overarching agreement between Partners. The Funding Code of Practice is an integral element of the agreement.

Definitions of Agreements

Almost invariably payments from the statutory sector to the Third Sector will be made under an “agreement” of some kind. Terminology can differ between and within organisations but essentially the whole process is to ensure the funding is spent appropriately and within the agreed specification. For the purpose of this Code the distinction between the two most commonly used agreements are described below:-

Contracts:

A contract is a legally binding agreement and is generally used in situations where services are delivered externally or through another organisation or agency.

Service Level Agreements

Service Level Agreements have been around for a long time. However, over the past few years there has been progress in moving towards contracts as this is seen as best practice and provides formality and security for all. Service Level Agreements (along with S28As), however, are the preferred legal documentation with which the ABUHB will enter into funding arrangements with Partners.

Key Commitments in the Code:

In order to achieve the financial relationship the following principles of shared values and mutual respect underpin the framework and ensure collaboratively we achieve our aim -

- **Consistency and co-ordination**

We are committed to seeking to join up /and or standardise funding arrangements as far as possible to minimise the burden on the Third Sector and ensure a focus on delivery.

- **Simplicity and proportionality**

We will ensure processes are as simple as possible and in proportion to the amount of money involved and the perceived risk.

- **Timeliness**

We will endeavour to allow adequate time for planning, decision-making and project/service implementation.

- **Transparency and accountability**

Our relationship will be open and honest allowing informed decisions about spending priorities within the Caerphilly borough, ensuring all sectors are involved and learn from previous work and best practice.

- **Focus on outcomes**

We will ensure the achievement of outcomes and the demonstration of impact on our local communities are used as key indicators of the success of projects or services as a direct result of funding.

- **Best Value/Governance**

We will have a mutually agreed framework. For example, Outcomes Based Accountability methodology for monitoring and evaluation of performance, achievement of outcomes and impact, ensuring good use of public funding.

- **Discussion and dialogue**

We will continue to strive to improve communication between organisations through the work of the Voluntary Sector Liaison Sub-Committee thus helping to build trust to identify and overcome problems before they impact on the delivery of services / projects.

- **Empathy**

We will endeavour to understand each other's needs and requirements which should help avoid problems and help achieve outcomes.

How the Code is structured:

The Code sets out stages in the funding and contracting process including design and delivery under the following headings:-

- Project and Service Design
- Application and Tender Process
- Terms of Delivery
- Monitoring and Reporting
- Payment Terms
- Concluding a Financial Relationship

PROJECT AND SERVICE DESIGN

Agreement Partners in the Caerphilly county borough increasingly call for effective third sector participation as it is recognised that the sector can often reach vulnerable groups that the statutory bodies cannot. The third sector is expected to play a role in helping to develop services and projects as early as possible in the design stage.

What will result are services which are well defined, deliverable and meet the needs of the people in Caerphilly county borough. The needs of Caerphilly county borough will be evidenced by the Caerphilly We Want Well-being Assessment processes underpinning the Delivery Plan for the implementation of **The Caerphilly We Want Well-being Plan 2018-2023**. It will also enable the third sector to grow and develop and subsequently improve their ability for delivering long-term.

CCBC and ABUHB will:-

- Provide an opportunity for the third sector to contribute to the needs assessment and design of services and projects, where appropriate, by inviting potential providers to discussions as early as possible in the process.
- Recognise that contributing to this overall process for the third sector takes time and resources.

The Third Sector will:-

- Contribute constructively to the process and focus on the needs of the community.
- Be clear about whom they represent and how they came to their views.

Collaboratively we will work together to identify:-

- Services that promote equal opportunities and equality of access for all.
- Risks to the delivery of services / projects and which partner organisation is best placed to manage the associated risk.
- Barriers to delivering the services / projects (e.g. unrealistic timeframes, slower delivery in the early part of the service/project).
- Which aspect of the services / projects would most benefit from third sector involvement.
- How the outcome of services /projects can be demonstrated (i.e. via Outcomes Based Accountability methodology), sustained and contribute to improving the long-term capacity of the third.

APPLICATION OF THE TENDER PROCESS

This section covers the process of inviting, applying for and assessing funding applications, including tender bids and giving notice of decisions. A well-managed application process allows the third sector and opportunity and time to make a well-informed and considered application.

CCBC and the ABUHB will follow the well-established procurement rules, regulations and related guidance based on principles of openness, non-discrimination and transparency.

CCBC and ABUHB will:-

- Aim to give reasonable and sufficient notice of funding opportunities to allow the third sector time to respond.
- Publish clear timescales for applications, decisions and schedules of payment.
- Publish clear criteria against which applications and tenders will be selected and evaluated.
- Ensure that forms are clear and accessible and include all relative information so that the third sector can make an informed decision about whether to apply.
- Ensure application forms have a contact name and details for enquiries.
- Recognise it is legitimate for the third sector to include a reasonable element of overload costs in their estimates for providing a service. However, it must be recognised by the third sector that all estimated costs submitted to potential funders will be subject to close scrutiny at the application stage and also throughout the life

span of successful applications. Any spend on activities not specified in contract documentation will be reclaimed by funders.

- Provide feedback on the reasons for successful and unsuccessful applications, including developmental pointers for future applications.

The Third Sector will:-

- Ensure they understand the timescales and decision-making process.
- Ensure when applying that they are eligible to do so and that they understand the requirements that their application meets the aims of the funding programme.
- Consider putting joint bids together but have clear lines of accountability.
- Properly allocate full anticipated costs in estimates for projects/services so that full cost recovery can be achieved over the life of the project.
- Recognise that there are competing demands for public spending and there may be more organisations applying than money available.
- Recognise and respect that the final decision on whether to award the money rests with the funder.

Collaboratively we will:-

- Ensure that when the third sector are funded by more than one statutory sector funding body that they have a formal dialogue between all relevant sectors to ensure there is no duplication of funding.
- Work in partnership whenever new application process / procedures / forms are developed.
- Promote contractual opportunities widely and consider proactive approaches to encourage third sector to apply. This is particularly important for third sector organisations who may not have applied before.

TERMS OF DELIVERY

Effective terms of delivery give clear guidance as to what is expected of the provider and by when, so that organisations can plan and deliver the best possible outputs, outcomes and impact. They also ensure that risks are recognised, understood and placed with who is best able to manage them. This contributes towards developing an effective working relationship between all parties.

CCBC and ABUHB will:-

- Explain and agree terms of delivery with the Third Sector before the contract or funding agreement is entered into, including the actions that will be taken if the Third Sector fails to deliver.
- Discuss risks up front and place responsibility with who is best able to manage them.
- Agree with the Third Sector a simple process for controlling any changes to the agreement. This will be part of standard terms and conditions included in the contract documentation.

The Third Sector will:-

- Ensure their organisation and services delivered meet both national and local governance arrangements. For example evidence based Unified Needs

Assessments, Criminal Record Bureau checks, Child Protection, Equality and Diversity.

- Be aware of the risks they are responsible for, in particular, the risks associated with delivering the service.

Collaboratively we will:-

- Agree measurable outcomes and impacts using for example Outcomes Based Accountability methodology.

MONITORING AND REPORTING

Effective monitoring focuses on outcomes, is proportionate and not burdensome, and ensures transparency about the use of funds and what impact has been achieved. Agreed monitoring using for example Outcomes Based Accountability methodology, will ensure that any changes or problems are identified and responded to at an early stage.

CCBC and ABUHB will:-

Develop (where possible) standardised reporting requirements across Caerphilly county borough for those organisations that receive funding from more than one public sector body.

The Third Sector will:

- Recognise that public accounting inevitably requires an accurate level of reporting, using for example Outcomes Based Accountability methodology.
- Will provide monitoring information as specified in the terms of delivery and within the agreed timescales.
- Keep documentation to allow monitoring by funder's auditors as agreed.
- Recognise that the statutory sector will undertake monitoring visits to ensure compliance.
- Raise any concerns about delivery, outcomes and impact with the Commissioner as soon as they come to light.

Collaboratively we will:-

- Agree to the level and type of monitoring required by the contract, for example using Outcomes Based Accountability methodology.
- Agree measurable outcomes to be reported on and provide simple reporting formats.
- Attend meetings as agreed in the contract.

PAYMENT TERMS

Services/projects should be funded in the most effective way so that the best possible long-term outcomes are achieved. Payment terms should allow the Third Sector to plan and develop for the future and create a positive incentive to perform longer term planning and financial arrangements often represent better value for money than one year arrangements by providing greater financial stability and by reducing the inefficiencies involved in applying for new funds or renegotiating contracts.

CCBC and ABUHB will:-

- Clearly set out agreed funding arrangements in the contract.
- It is recognised that CCBC and ABUHB have different accounting frameworks, processing and payment procedures. ABUHB will normally pay invoices quarterly in arrears, but may pay monthly in arrears where this is deemed possible.
- Implement tripartite funding arrangements, with the option of annual extensions. Three-year funding arrangements will be considered, where appropriate.

The Third Sector will:-

- Follow good practice in the use and administration of public funding and implement effective systems for financial control, management and accounting in accordance with the preferred methodologies of the commissioner.
- Comply with relevant accounting frameworks and guidance such as the Charity Commission.
- Recognise it is legitimate for funders to ask for public recognition of their funding. This may be specified in terms of delivery.
- Be supported to gain access to cash-flow and ethical loans provision via GAVO funding searches and sign posting.

Collaboratively we will:-

- Agree a clear understanding about the treatment of underspends/overspends.

CONCLUDING A FINANCIAL PARTNERSHIP

In some cases funding of projects / services comes to an end. There are many reasons including a review of strategic or developmental funding or the payment was for a particular purpose which has been achieved. This Code seeks to ensure that all organisations are committed to make this process clear and well managed, in order to minimise the impact of service withdrawal on those receiving the particular services in Caerphilly county borough.

CCBC and ABUHB will:-

- Inform the Third Sector in writing if there are problems identified in the provision of services via the contract / SLA.
- Give 3 months' notice of the end of service level agreements or contracts in order for the Third Sector to prepare alternative plans / exit strategies.
- Give the reasons for ending the funding.

The Third Sector will:-

- Where it is having financial or other difficulties, the third sector Trustees / Directors will inform in writing their concerns to the named officer on the contract.
- Recognise that funding may end if priorities change, subject to the terms of the existing contract.
- Recognise that funding may be terminated if outcomes are not delivered.
- Identify and manage potential risks to reduce any potential impact on both users and Organisations.

- Ensure they adhere to their duties as good employers. For example by giving required redundancy periods.

Collaboratively we will:-

- Ensure contracts include a financial management plan or exit strategy when, or if, funding should cease.
- Identify and resolve any problems quickly.

Application and Review of the Code

The implementation of the good practice guidance in this Code will be the responsibility of those signed up to the Compact agreement. The Code will be monitored by the Voluntary Sector Liaison Sub Committee.

CONFLICT RESOLUTION

The Compact/Partnership Agreement has been in place since 1999 and positive relationships have been maintained and strengthened among Partners over this time period. Discussions take place in the Voluntary Sector Liaison Sub-Committee where a way forward can be agreed on issues. However, if disagreements (not involving funding issues) prove difficult to resolve after all avenues have been pursued they will be referred by GAVO to the Caerphilly Public Services Board for further consideration. The Caerphilly Public Services Board comprises of senior representatives of the Statutory Partners from Caerphilly Council, the Aneurin Bevan University Health Board, South Wales Fire & Rescue, Natural Resources Wales and invited members including Gwent Police, Police & Crime Commissioner, Public Health Wales, Probation and Rehabilitation Services and Welsh Government.

Further Information and Comments

For more information on the Partnership Agreement and the Voluntary Sector Liaison Committee please contact GAVO.

For more information on the Well-being Plan or Caerphilly Public Services Board please contact the Policy Unit, Caerphilly County Borough Council.

<https://your.caerphilly.gov.uk/publicservicesboard/>

We would like to know what you think of the Partnership Agreement and would welcome your views on how we are delivering. Please get in touch with either GAVO or the Policy Unit at Caerphilly County Borough Council (see below for contact details).

Compact Partner Contact Details

Gwent Association of Voluntary Organisations

Ty Derwen, Church Road, NEWPORT NP19 7EJ

Tel. 01633 241550

Website: www.gavowales.org.uk

Email: info@gavowales.org.uk

Caerphilly County Borough Council

Policy Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park,
Ystrad Mynach, Hengoed CF82 7PG

Telephone: 01443 864409

E-mail: policyteam@caerphilly.gov.uk

Website: <https://your.caerphilly.gov.uk/publicservicesboard/>

*The Policy Unit will also be the central contact point for the **Caerphilly borough Community/Town Councils.***

Office of the Police & Crime Commissioner for Gwent

Police Headquarters, Croesyceiliog, Cwmbran, Gwent NP44 2XJ

Telephone: 01633 642200 Fax: 01633 643095

Website: www.gwent.pcc.police.uk

Gwent Police

Police Headquarters, Croesyceiliog, Cwmbran, Gwent NP44 2XJ

Telephone: 01633 838 111

Email: contact@gwent.pnn.police.uk

Website: www.gwent.police.uk

Aneurin Bevan University Health Board

St Cadoc's Hospital
Lodge Road
CAERLEON NP18 3XQ

E-mail: abhb.enquiries@wales.nhs.uk

Tel: 01633 436700

Website: www.wales.nhs.uk/siteplus/866/home

South Wales Fire and Rescue Service

Forest View Business Park
Llantrisant
Pontyclun
South Wales
CF72 8LX

Telephone: 01443 232000

E-mail: swfs@southwales-fire.gov.uk

Website: www.southwales-fire.gov.uk

Caerphilly Business Forum

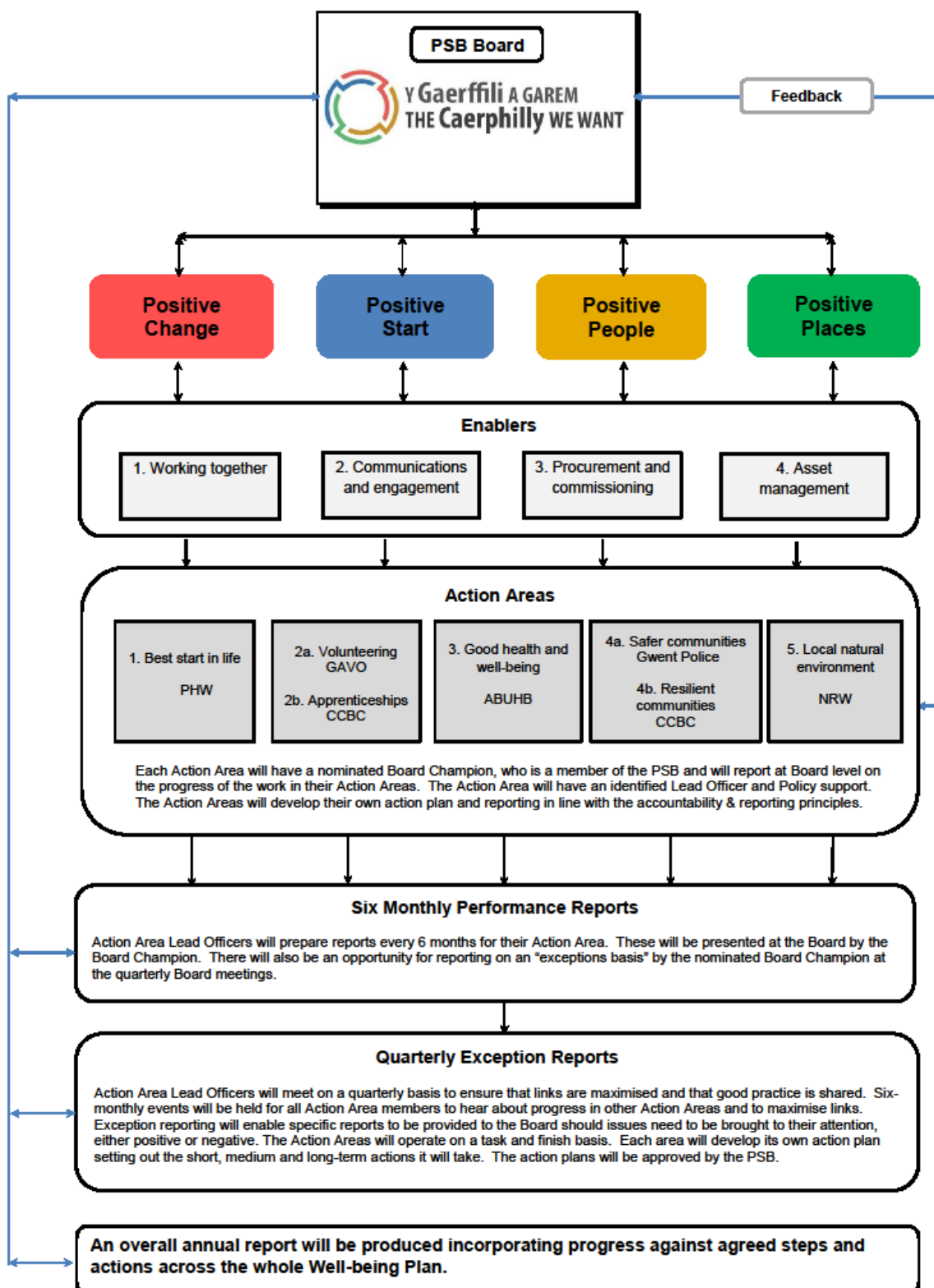
Tredomen Business & Technology Centre
Tredomen Business Park
Ystrad Mynach
CF82 7FN.

Telephone: 07901 303439
Website: www.cbforum.co.uk
email: Natalie@cbforum.co.uk

Other addresses to be added.

DRAFT

Public Services Board – Accountability & Reporting Framework 2018-23



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