

**MINUTES OF THE CAERPHILLY  
LOCAL SERVICE BOARD  
HELD ON  
TUESDAY 24TH MARCH 2009 AT 9.15AM  
AT THE INNOVATION CENTRE , TREDOMEN**

**PRESENT:**

Councillor Lindsay Whittle – CCBC  
Stuart Rosser – CCBC  
Mike Bridgman – GAVO  
Richard Davies – WAG  
Colin Palfrey – Caerphilly tLHB  
Chief Superintendent Paul Symes - Gwent Police.

Together with:

Colin Jones - CCBC  
Dorothy Phillips – CCBC  
Alison Palmer – GAVO

**APOLOGY**

An apology for absence was received from Chrissie Hayes - Caerphilly tLHB

**WELCOME**

The Chairman welcomed Chief Superintendent Paul Symes to his first meeting of the Board.

**MINUTES**

The minutes of the meeting held on 20th January were agreed subject to the correction of 'Assembly Government' replacing all references to the 'Assembly'.

**Matters Arising (Page 3)**

MB reported that the funding for Communities First had now been received.

**1. CAERPHILLY SAFEGUARDING CHILDREN BOARD- STRATEGIC PLAN AND PROPOSED PERFORMANCE MANAGEMENT FRAMEWORK**

Albert Heaney (Director of Social Services) Zarah Newman (Safeguarding Children Board Co-ordinator) and Lianne Rees (Performance and Policy Officer) were attending the meeting for this item.

Albert reminded members that the Caerphilly Safeguarding Children Board is a Statutory Board set up in 2004 to work across agencies to protect and safeguard children. He is the Chair of the Board and indicated that their meetings are well attended and supported from all the agencies.

Albert also referred to the essential link and relationship between the two Boards, as the Safeguarding Board would expect to report and justify their performance but would also see the Local Service Board as the way to help tackle obstacles at the highest level.

Zarah then gave a power point presentation on the Strategic Plan and Performance Management Framework.

Zarah outlined details of the development of the plan, strategic vision, strategic themes and the focus areas and then the Performance Management Framework.

The Chairman questioned if any work had been progressed on the large number of red columns within the report. Assurance was given that the red columns relate to a retrieval of performance information across the partnership agencies -(performance management will be able to assist with this work).

CJ made reference to the reporting methodology and questioned why the Safeguarding Board would report tri-annually to the Local Service Board but only bi-annually to the strategic partnerships. Albert indicated that this comment would be considered. Although Albert acknowledged that it was crucial for the co-ordinators to discuss crosscutting issues with the Board, he also felt that the Chairs and Vice-Chairs of the partnerships should interact regularly and drive issues forward together.

CP suggested that the public need to know what measures are in place to ensure a tragedy involving a child does not re-occur and to be assured that lessons are learnt at ground level. Albert reported that there is a multi agency practitioners forum and that it is essential to ensure that good practice sits alongside effective processes. It was noted that many of the sub groups focus on awareness raising and that the Serious Case Review would consider nationwide issues.

Lianne referred to the Performance Management Framework and indicated that it should illustrate a good picture of the performance and also the impact.

RD welcomed the approach although raised a concern regarding how we measure if children are now more protected.

Albert responded that despite all efforts, in reality, child protection remains a significant challenge. Regular consultation events are organised by the Board, in addition a future council Viewpoint Panel event will also be used for public consultation.

SR stated that he was very encouraged by the relationship that now existed between the Safeguarding Board and the Local Service Board.

Finally PS questioned if reports would be on an exception basis and Lianne replied that it would be similar to the Health Social Care and Wellbeing reporting framework in that items would be reported by exception but with quantitative information available.

## **2. LDA PROJECTS UPDATE REPORT FORMS**

CJ outlined the Local Delivery Agreement Project Information Form and suggested that it may be prudent to pilot it with the Mental Health project as one of the Board members has taken the lead on the project (CH).

It was suggested that question 3 may be challenging (what are the constraint/barriers along the way ?) as many officers seem to find it difficult to find the mechanisms to put problems to the Board.

The format is that it should provide a 'short and sharp' report and that a record of the Board's feedback will also be included.

It was suggested that a Board member could consider leading on each of the projects (as 2 members are already closely involved in the mental health and citizen engagement projects) although it will be up to the individual how much involvement they have.

A member suggested that if the answer to the following question on page 1 was 'no' a follow-up question could be inserted after :  
Has the project group developed an action plan to deliver the agreed key outcomes?  
If no, when/what follow up.

### **3. CITIZEN ENGAGEMENT STRATEGY INTO ACTION WORKSHOP**

CP who has taken the lead on the Citizen Engagement - Strategy into Action outlined the report and circulated a list of key points from the workshop discussion held on the 20th February. It was reported that citizen engagement is becoming more important as there is a growing expectation that citizens will shape the way services are delivered.

It was reported that one concern raised at the meeting was the need for staff to share and record their information as there is sometimes a difficulty in getting internal consultation exercises onto the council-run Consultation database. It is hoped that this may be addressed by setting up a Partnership Working Group to be a centre of excellence and offering training for staff.

Members welcomed the report and PS requested sight of the consultation database and a discussion in relation to the work on consultation for neighbourhood policing.

It was reported that the Making the Connection Team at the Assembly Government were attempting to bring together the lead officers on a number of similar priority projects (called Innovation Networks).

MB reported that there are many examples of engagement from the Voluntary Sector – Voluntary Sector Forums and the five Area Steering Groups.

### **4. AGGREGATE INFORMATION SHARING PROJECT – PROGRESS REPORT**

Vicki Doyle (Policy Officer – Statistics and Funding) was attending the meeting for this item.

Vicki reported that at her last visit to the Board she had indicated that to progress the project there would be a need to purchase software called Instant Atlas. However she had been contacted by the Data Unit Wales who had expressed an interest in developing the pilot project with Caerphilly and Powys as they already had ownership of a more advanced version of Instant Atlas.

Apart from the financial savings the Data Unit also had a dedicated specialist team to work on the project and host the system. A number of meetings have been held with them and it has been agreed that two systems will be developed i.e. InfoBase Cymru and InfoBase Caerffili. The systems will be web based and the public will be able to search using a postcode and the more 'expert' users will access more functionalities. The Data Unit has confirmed that they can attend the Board meeting on the 19th May to give a live demonstration and then will officially launch the site at the WLGA conference in June.

The data Unit have accepted that local input and flexibility is needed and although the majority of the data will be available for public use there will also be a password protected area where only certain individuals will have access.

Vicki indicated that following the launch in June she would be presenting a demonstration to all the partnerships to stress how important their input is to the project.

## **5. COMMUNITY STRATEGY REVIEW DOCUMENTATION**

CJ reported that the Community Strategy review was progressing and all partnerships had been requested to supply information on what they had achieved to date and what they expected to achieve in the future.

The draft document has been circulated to partnerships for comments by 3rd April . The final document will also have a condensed publically focused version and the development of a web site will continually update progress over the next four years. The document is expected to be completed near the end of May and would be available for the next Standing Conference in June.

A concern was raised however on the involvement of the Board as it had been assumed they would have more input into the review and that also there does not seem to be a clear picture of what is emerging.

CJ accepted the concerns and agreed to a report on the review to the next meeting – as information is received from the partnership this can be circulated to members.

## **6.WHAT IS HAPPENING IN THE BOROUGH ?**

It was reported that the Freedom of the Borough had been awarded to the boxer Joe Calzaghe and the Royal Welsh Regiment.

A report by Professor Hugh Pennington had also been published on the E coli outbreak in which a local 5 year old boy had died.

The Annual Voluntary Sector Awards are to be held on 10th June at the Blackwood Miners Institute and the Annual Funding Day will be at Penyrheol Community Centre.

Reference was also made to the Police reorganisation at the end of March and the changes that will occur.

## **7. FEEDBACK FROM WSP MINISTERIAL MEETING**

CJ and SR had attended a meeting on the 4th March at Barry with representatives from Local Service Boards throughout South East Wales Spatial Plan area.

It was reported that there was a lot of discussion on how the Boards were evolving at different rates and not as expected on the Wales Spatial Plan. There was a surprising amount of commonality and it was suggested that the Assembly Government should continue to support and link the shared learning of the Boards as had happened during the pilot stage.

It was agreed that the Boards should be seen as adding value added and not another layer of bureaucracy.

The next meeting will be held on 1st October hosted by Caerphilly.

**AGENDA FOR NEXT MEETING – 21ST APRIL**

It was agreed that the following items be included on the agenda for the next meeting:

- Progress Report on the Personal Data Sharing Project (Phil Evans)
- Health Social Care and Well Being Partnership – Performance Report
- Community Strategy Review
- Funding for Healthy Living Centres

**ANY OTHER BUSINESS**

It was reported that the Local Service Board Annual Conference would be held on the 26th November.

The meeting closed at 11.20am

