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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>28th January 2021</b>	<b>Agenda Item</b>	<b>3.3</b>
<b>Report Title</b>	<b>Update On Key External Partnerships</b>		
<b>Report Author</b>	<b>Joanne Abbott-Davies, Assistant Director of Strategy &amp; Partnerships</b>		
<b>Report Sponsor</b>	<b>Siân Harrop-Griffiths, Director of Strategy</b>		
<b>Presented by</b>	<b>Siân Harrop-Griffiths, Director of Strategy</b>		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of this report is to provide an overview of the recent key external partnerships which the Health Board is a statutory member of.		
<b>Key Issues</b>	The following report sets out some of the key issues discussed at recent key external partnerships meetings and in particular, the implications for the Health Board. It should be noted that due to the timings of meetings some of the minutes discussed are from some time ago.		
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the key external partnerships which Swansea Bay UHB works as a part of;</li> <li>• <b>NOTE</b> the issues discussed in these external partnerships and the implications for the Health Board;</li> <li>• <b>NOTE</b> the minutes of the recent partnership meetings which have taken place.</li> </ul>		

## UPDATE ON KEY EXTERNAL PARTNERSHIPS

### 1. INTRODUCTION

Swansea Bay UHB is a statutory partner in a range of external partnerships, including those listed below:

- West Glamorgan Regional Partnership Board & its supporting Integrated, Adults and Children & Young People's Transformation Boards
- Swansea Public Service Board Joint Committee
- Neath Port Talbot Public Services Board
- West Glamorgan Substance Misuse Area Planning Board
- Neath Port Talbot Youth Justice and Early Intervention Services Management Board
- Swansea Youth Justice Management Board
- Neath Port Talbot Community Safety Partnership
- Swansea Community Safety Partnership
- Regional Housing Partnership Forum

This report provides an overview of the key issues from the most recently approved minutes from each of these external partnerships.

It should be noted that many of external partnership meetings were stood down, due to the COVID-19 pandemic, although many are starting to meet virtually again.

The following partnership has not met since the last report:

- Neath Port Talbot Youth Justice & Early Intervention Board, which last met on 8<sup>th</sup> October, 2020 and meets again on 14<sup>th</sup> January 2021.

It should be noted that no reportable, approved minutes are yet available for the following meetings:

- Regional Housing Partnership Forum, which met on 5<sup>th</sup> January 2021.
- Neath Port Talbot Public Services Board, which took place on 16<sup>th</sup> September 2020. A further meeting was scheduled for 30<sup>th</sup> November 2020, but this was cancelled at short notice.

### 2. KEY ISSUES

The following sections set out some of the key issues discussed at the external partnership groups which have taken place, and in particular, the implications for the Health Board. It should be noted that due to the timings of meetings some of the minutes will appear to be quite old.

#### 2.1 Swansea Youth Justice Service Management Board

The most recent meeting of the Swansea Youth Justice Service (YJS) Management Board took place on 30<sup>th</sup> October 2020. Minutes are attached at **Appendix 1**.

The main considerations for the Health Board are:

- Assessments timescales and quality have improved, which is evident in the reduction of assessments going into the red category for completion, however there are still a number in amber. This may be as a result of prioritising court reports over reviews, along with the Quality Assurance process.

- Concerns were raised in relation to the pace at which these improvements are being implemented, given that this area was highlighted as a cause for concern in the last inspection. It is anticipated that the next inspection will be around April 2021.
- In the Probation service, COVID challenges have meant that similar to other agencies, the approach has been to prioritising cases in terms of risk levels. Positive feedback has been received in relation to good work around the transitioning arrangements where young people are transferring to adult services.
- Contextual Safeguarding training has already been rolled out which YJS staff have attended, the formal pilot stage will start next month of which the YJS will be an integral part. The evaluation stage will probably take place April 2021.

## **2.2 Neath Port Talbot Community Safety Partnership Board**

The most recent meeting took place on 14th December 2020; minutes are attached at **Appendix 2**. The main considerations for the Health Board are:

- The incident rate continued to rise. Whilst there may have initially been clusters of cases in care homes and workplaces this had spread to widespread community transmission.
- The Safe and Well Partnership Group continues to meet fortnightly.
- Concerns had been raised with a number of licensed premises across the authority, with one having been issued with a £1000 fine.
- South Wales Police noted that positive staff cases had had some impact on services. Demand on calls in general was reduced, although there was an increased demand relating to Covid-19. Matters of concern relate to Domestic Violence; Child Protection; Mental Health and Suicide.

## **2.3 Swansea Community Safety Partnership Board**

The most recent meeting of the Swansea Community Safety Partnership Board took place on 5<sup>th</sup> November 2020. The minutes are attached at **Appendix 3**. The main considerations for the Health Board are:

- Wales Violence Prevention Unit led a discussion on violence surveillance – detailed information is provided on a monthly basis, and a data hub is being implemented to fully analyse this. There is a gap in A&E data on knife crime which is being addressed.
- In relation to substance misuse services, BAROD has continued to work throughout the pandemic. Needle exchange activity has reduced, so HIV and blood borne virus incidence may increase. Rapid Access Prescribing Service (RAPS) proving to have good outcomes for individuals. Suicide levels have increased and further analysis is underway. Discussions on additional outreach services are being pursued through the Substance Misuse Area Planning Board.

## **2.4 Swansea Public Services Board (PSB) Joint Committee**

The most recent meeting of the Swansea PSB Joint Committee took place on 15<sup>th</sup> October 2020; minutes are attached at **Appendix 4**. A further meeting was scheduled for 10<sup>th</sup> December 2020, however this was cancelled. The main considerations for the Health Board are:

- Helena Herklots, Older People’s Commissioner for Wales and David McKinney, Ageing Well Lead updated on the recent “Leave No-one Behind report”, and how it supported Swansea’s commitment in becoming an Age Friendly City. The Commissioner is keen to develop age

friendly communities and a Community of Practice in Wales which would link into the international network.

- Swansea had made great progress towards an age friendly status by signing the Dublin declaration in 2014, and the Ageing Well plan had been very positive. Swansea were well placed to be one of the leading communities in this field.
- The outcomes of the Community Impact Assessment, following the PSB COVID-19 recovery planning workshop (August 2020), and an initial draft 'PESTLE' analysis of the main community impacts of COVID-19 were reported. It was suggested that the workstreams consider the following 3 strategic objectives to focus on in order to develop a multi-agency added value action plan to build greater resilience over the next 12 months:
  - 1. City for Wellbeing & Wildlife;
  - 2. Green / Climate Change agenda;
  - 3. County Lines, Substance Misuse, Anti-Social Behaviour.
- It was felt that a considerable amount of work had been undertaken by the Council in compiling a Climate Emergency action plan, and all partners would now be asked to sign up to a climate change charter and construct their own action plans for their own organisations with collaboration across organisations on key issues e.g. co-procurement of green vehicles. It was noted that a climate emergency had been declared prior to COVID-19, however the pandemic had brought a range of related issues into sharp focus including health inequalities.
- The PSB needs to refresh its Assessment of Local Well-being 2022. Guidance from the Welsh Government was still awaited, however a report outlined and summarised the work undertaken for the previous well-being assessment and how it had been organised in terms of structure. It was noted that this would need to align with the requirements of the Social Services & Wellbeing Act, and the Council would also be looking for support from partners to undertake this work.

## **2.5 West Glamorgan Substance Misuse Area Planning Board**

The most recent meeting of the West Glamorgan Substance Misuse Area Planning Board, was on 1<sup>st</sup> December 2020; the minutes are attached at **Appendix 5**. The main considerations for the Health Board are:

- The proposed Alliance Programme project approach was considered, which requires further discussion. It was noted that the Home Office has secured additional funding from the Treasury and are piloting Project Adder in a number of areas for a whole system approach to tackle substance misuse issues. This will involve investment in the Police force/National Crime Agency to support upstream disruption in the supply of illegal drugs. Swansea Bay has been nominated as a pilot area for Wales along with 4 areas in England, based on the historical high levels of drug related deaths.
- It was noted that COVID-19 is making this a challenging time with street delivery during the second lockdown with regard to staffing, which has impacted on face-to-face services.
- Capacity has been increased through primary healthcare cluster funding, which has enabled provision of early intervention, potentially stopping individuals coming into services.

## **2.6 West Glamorgan Regional Partnership Board (RPB)**

The most recent meeting of the West Glamorgan Regional Partnership Board, was on 28<sup>th</sup> July 2020; the minutes are attached at **Appendix 6**. The main considerations for the Health Board are:

- The last version of the Regional Partnership Board Terms of Reference were approved at the RPB on 17<sup>th</sup> October 2019. In light of the pandemic the Terms of Reference were revised and point 32, Emergency Arrangements, was added to the subsequent version (version 18). This provides for an emphasis on statutory partners making decisions rapidly. It was noted that whilst this will continue to be a requirement during emergency arrangements, then

communication with for citizen, carer and third sector representatives would need to be improved during further waves to maintain relationships.

- The RPB approved the creation of the new pooled fund for Covid 19.
- The RPB had stood down the Partnership meetings specifically the Transformation Boards and the scheduled Regional Partnership Board meetings until September 2020 or until such time as the Covid 19 situation is under control and to hold in their place meetings of the Health and Social Care Interface Board and Emergency Regional Partnership Board as and when necessary.

### 3. RECOMMENDATIONS

The Health Board is recommended to:

- **NOTE** the key external partnerships which Swansea Bay UHB works as a part of;
- **NOTE** the issues discussed in these external partnerships;
- **NOTE** the minutes of the recent partnership meetings which have taken place.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input checked="" type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input checked="" type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input checked="" type="checkbox"/>
Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>	
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
The report highlights the current partnership arrangements with Local Authorities and other partners. These arrangements have been developed to improve outcomes for patients and mitigate any quality and safety risks.		
<b>Financial Implications</b>		
The recommendations made are not associated with any financial implications. Members of the Committee are not being asked to consider or approve any financial assumptions.		
<b>Legal Implications (including equality and diversity assessment)</b>		
There are no legal implications associated with this report or the plans outlined within it. The Health Board is fulfilling the statutory requirements placed on it to participate in the partnerships outlined in this paper.		
<b>Staffing Implications</b>		
There are no staffing implications associated with this report or the plans outlined within it.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
The actions outlined in the report support the five ways of working outlined in the Act. Swansea Bay UHB is working collaboratively with partner organisations to identify improved ways of working to support the longer term strategic vision of the organisations involved.		
<b>Report History</b>	This Board considered a previous Partnership Report Update on <b>26<sup>th</sup> November 2020</b> .	
<b>Appendices</b>	<b>Appendix 1</b> - Swansea Youth Justice Service Management Board, 30 <sup>th</sup> October 2020. <b>Appendix 2</b> - NPT Community Safety Partnership Board, 14 <sup>th</sup> December 2020. <b>Appendix 3</b> - Swansea Community Safety Partnership Board, 5 <sup>th</sup> November 2020. <b>Appendix 4</b> - Swansea PSB Joint Committee, 15 <sup>th</sup> October 2020.	

	<p><b>Appendix 5</b> – Western Bay Substance Misuse Area Planning Board, 1<sup>st</sup> December 2020.</p> <p><b>Appendix 6</b> – West Glamorgan Regional Partnership Board, 28<sup>th</sup> July 2020.</p>
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## SWANSEA YOUTH JUSTICE SERVICE MANAGEMENT BOARD

Meeting Held on 30th October 2020  
Via TEAMS

### MINUTES

#### Present:

Dave Howes, Director of Social Services (Chair)  
Julie Davies, Head of Child & Family  
Cllr Elliott King, Cabinet Member  
Jay McCabe, Bays+ & YJS  
Helen Williams, YJS  
Richard Henderson, YJS  
Carole Hopkins, YJS  
Jordan Jackson, YJS  
Gavin Evans, Early Help, Partnerships and Young People  
Clayton Ritchie, SWP  
Kate Phillips, Education  
Deanne Martin, Probation  
Jamie Harris, Barod  
Jo Abbott-Davies, Swansea Bay UBH  
Mark Cox, YJB

#### 1. Staff Feedback

Jordan Jackson, Project Worker, provided an overview of the ways staff within the team are meeting the challenges presented with the current situation in relation to COVID restrictions. The team have developed strategies for continuing to work creatively with young people and their families within the constraints of government guidelines. Cases are RAG rated with engagement relevant to RAG status, however safeguarding our young people is paramount so any concerns regarding risks/safeguarding are escalated immediately to managers.

Generally staff feel working from home has improved work to life balance, less time wasted on travelling to meetings and appreciate the more flexible working in order to balance family life.

Jordan suggested a central index be made available in order to source items to facilitate the work with young people such as laptops. **KP/JM** to set up a task

and finish group to identify need and develop a process for sourcing educational provision.

The Chair thanked Jordan for his contribution and asked that he relay the board's appreciation to the team for their continued hard work during these challenging times.

## **2. Partner Updates**

### **JD – Childrens Services**

Staff are meeting the current challenges, strong links with Education colleagues have enabled vital connections with schools. There are the ongoing concerns regarding the teenage age group and how to support these children and their families. The Chair acknowledged this and would expect coherence between the Youth Justice Service and statutory Children Services to ensure combined skills and ability in enabling resilience and effective working with this cohort.

### **KP – Education**

Recently established 'Hard to Place' operational group which involves mainly Education colleagues but also representations from YJS and C&F. The purpose of the group is to identify young people presenting challenges in terms of education and create solutions to this by fitting a provision to the child. Proving effective and promoting good partnership collaboration.

### **CR – Police**

YJS responsibility has been brought from the offender management portfolio to CSE and Missing Persons team in recognition of vulnerabilities of this cohort. An additional detective inspector has been appointed to take ownership of CSE and Missing Persons along with the YJS team, enabling Police to focus on vulnerability as well as offender management.

Covid – A tiered system is operating, Youth Cautions are administered face to face, any other contact is conducted via phone/conference calls.

### **JH – Barod**

The need to maintain face to face contact with young people and their families within the confines of COVID restrictions is proving very challenging, however Barod colleagues have been pulling together as a service to meet these demands in an effort to minimise immediate risks. The YJS Substance Misuse Worker was commended for her hard work and the Chair asked for this recognition be conveyed to the YJS worker. Collaboration with other services such as the Choices team and the Drug Poisoning Task Force and 72 Hour Response have been effective in enabling a proactive approach to helping identify young people involved with substance misuse at an early stage.

**JM** informed that Barod staff are closely involved in strategic work around contextual safeguarding and also the development of a Serious Violence Strategy. There is significant focus on substance misuse and substantial integrated working with partners.

### **JAD – Health**

Task and finish group relating to health issues has been resumed. One area of focus was to look at speech therapy provision which is now ready for implementation, however there is a delay due to a technical issue regarding the practicalities of the commissioning arrangements with NPT. The Chair asked to be informed if this is not resolved within the next two weeks.

A CAMHS nurse has now been appointed although awaiting confirmation of start date. This will be additional to the virtual clinic provided by Dr Davey.

Monitoring of referrals into CAMHS has shown a consistent level. The single point of access is being well utilised providing 5 days a week, 9-5 CAMHS advice. **JAD** advised that all agencies monitor the situation to ensure that there are no needs being missed. The Chair suggested YJS inform **JAD** should any concerns regarding unmet needs be raised.

Health are in the process of responding to proposals from the Area Planning Board to change ADAS arrangements. **JAD** raised the question timing of implementation of these changes due to the current unstable times.

### **MC – YJB**

YOT managers were updated last week in relation to National Standards. The YJB have centrally reviewed all NS audits, there may be requests for additional information and a validation visit. Locally, YJB Wales are looking at self-assessment audits and identifying some common themes being experienced across Wales.

### **DM – Probation**

COVID challenges has meant similar strategy to other agencies, prioritising cases in terms of risk levels.

Positive feedback in relation to good work around the transitioning arrangements where young people are transferring to adult services. This is in part due to excellent collaborative working between YJS and Probation Service, along with a proactive approach adopted by the seconded Probation Officer.

### **GE – Youth Service**

Contextual safeguarding – training has already been rolled out which YJS staff have attended, the formal pilot stage will start next month of which the YJS will be an integral part. The evaluation stage will probably take place next April

which **GE** suggested the YJB may like to observe which was endorsed by the Chair.

Emotional health and wellbeing – liaising with Health, NPT and Swansea YJS to ensure coherence with a range of various emotional health and wellbeing workers, to support these roles and share practice.

### 3. National standards – 1 Out of court disposals

In Caroline Williams' absence a recording of her presentation on out of court disposals was shared. This identified areas of improvements from the action plan some of which have progressed, with a few still currently being worked on. The Chair acknowledged the comprehensive presentation and asked that thanks be passed onto Caroline on behalf of the board.

### 4. Policies and Procedures

The Chair's comments - Overall good progress made in completing policies/procedures.

- With reference to the Training Matrix, **HW** assured that this is progressing and will be completed shortly.
- Joint working arrangements between Children's Services and YJS – assurance sought that completion of this policy be expedited. **JM** informed that he is currently seeking final approval from colleagues from Children's Services prior to presenting to the board for endorsement.

### 5. Performance Report

This report was circulated to the board prior to the meeting. **HW** focussed on assessments in relation to meeting timescales and quality. Although there has been some improvement evident in the reduction of assessments going into the red category for completion, there are still a number tipping into amber. This may be as a result of prioritising court reports over reviews, along with the QA process.

- 3 workshops have been arranged to address quality – the first focussing on analysis, the 2<sup>nd</sup> report writing and the 3<sup>rd</sup> interventions.
- **HW** informed that the target is for no assessment to fall into the red category within the next 3 month period and few to tip into amber within the next 6 months.
- Concerns were raised in relation to the pace at which these improvements are being implemented, given that this area was highlighted as a cause for concern in the last inspection. It is anticipated that the next inspection will be around April next year, so the Chair and **MC** reinforced the fact that the next inspection could be scrutinising cases currently being worked on. **JD**

acknowledged this and advised that a plan is being formulated to accelerate these improvements.

Feedback on the report:

- **CR** would like further details on the 2 cases highlighted in the report relating to young people released under investigation for 8 and 12 months. **HW** to provide these.
- **DH** asked for clarification as to what is a reasonable caseload for a YJS case worker. **HW/MC** agreed the average would be around 10, if the caseload is shared equally amongst case managers.
- Education – **DH** queried levels of support available. **JM** advised that there is a joint Education and YJS task and finish group to address information sharing at appropriate levels, to which **KP** will be involved with as the interim lead.
- Serious violent offences – **DH** commented on the evidence of good work in terms of court outcomes for this cohort. The next step is for the board to hear about how those positive disposals resulted in good outcomes for those young people.

Agenda Item	ACTIONS	ASSIGNED TO	DUE DATE
1. <b>Staff Feedback</b>	Set up a task and finish group to identify need and develop a process for educational provision.	<b>KP/JM</b>	<b>1.12.20</b>
6. <b>Performance Report</b>	Supply <b>CR</b> with details of the 2 cases highlighted in the report relating to young people released under investigation for 8 and 12 months.	<b>HW</b>	<b>2.11.20</b>

**Date of next meeting:** 28<sup>th</sup> January 2021 at 3pm

## WORKING IN PARTNERSHIP



### COMMUNITY SAFETY PARTNERSHIP BOARD

14<sup>th</sup> December 2020

**Chair:** Mark Brier

Superintendent, Partnerships and Safeguarding, South Wales Police

**Attendees:**

Claire Jones	Strategic Manager - Partnerships & Community Cohesion, NPTCBC
Elinor Wellington	Principal Officer, Community Safety, NPTCBC
Kelly John	Community Safety Team, NPTCBC
Cllr Leanne Jones	Cabinet Member Community Safety & Public Protection
Becky Hancock	WCADA
Mark Thomas	Environmental Health & Trading Standards Manager, NPTCBC
Rhian Lovell	Deputy Probation Delivery Unit Head, National Probation Service
Spencer Lewis	Road Safety Manager, Mid and West Wales Fire and Rescue Service
Gemma Richards	Neath Port Talbot Council for Voluntary Services
Riaz Hassan	Regional Community Cohesion Coordinator
Nicola Edwards	Head of Nursing – Safeguarding, SBUHB
Lynne Doyle	Training and Development Officer, NPTCBC
Gemma Woolfe	Violence Prevention Coordinator, Police and Crime Commissioners Team
Claire Maimone	Landlord Services, Tai Tarian
Chris Cole	Operational Manager, Customer Services, NPT
Cllr Alun Lockyer	Cabinet Member, Children’s Social Services
Sarah Williams	ASB Coordinator, Community Safety, NPTCBC
Claire Morgan	SWP
Alison Davies	Principal Officer, Youth Offending Service, NPTCBC

**Apologies:**

Karen Jones	Assistant Chief Executive and Chief Digital Officer, NPTCBC
Sarah Williams	ASB Coordinator, Community Safety, NPTCBC
Joanne Abbot-Davies	Assistant Director of Strategy and Partnerships, SBUHB
Ceri Morris	Head of Planning and Public Protection, NPTCBC
Nune Aleksanyan	Children and Young People’s Services, NPTCBC
Karen Jones	Mid and West Wales Fire and Rescue Service
Christopher Millis	Head of Participation, Education & Life Long Learning, NPTCBC
Chris Frey-Davies	Principal Officer, Safeguarding, NPTCBC
Karen Wright	Neath Port Talbot
Michelle Cooper	South Wales Police Crime Commissioners Team
Sarah Mallaghan	DWP, Neath
Matthew Rafferty	Harm Reduction Lead, Western Bay Area Planning Board
Stephen Carr	Safer Communities Programme Manager; W.L.G.A.
Lucas Williams	Trading Standards, NPTCBC
Gareth Prosser	Inspector of Community Safety, South Wales Police

## **1. Welcome**

The Chair welcomed all partners to the meeting. Partners were notified that the meeting was being recorded for note purposes.

## **2. Minutes and Actions from the Extraordinary CSP meeting held on 22nd September 2020**

The minutes and actions from the previous meeting were distributed to the Board. The minutes were accepted as an accurate record. The actions from the last meeting were discussed. Many of the actions are outstanding as the Board are meeting on a more regular basis. The following updates were provided;

- Work regarding empty properties is ongoing outside of the meeting.
- Hate Crime to go on the next agenda for further discussion by the Board.
- Concerns relating to boarding up of properties to go on the next agenda for discussion.

## **3. Covid-19 Update**

The incident rate continues to rise and as of 13/12/2020 there are currently 770 cases per 100,000 with only Merthyr having a higher number of cases than NPT at the moment. Positivity rate is 25% which is high and increasing. There may have initially been clusters of cases in care homes and work place's but the current situation seems that Covid-19 is wide spread in the community and evidence is suggesting there is wide spread community transmission. Discussions are ongoing on how to try to bring infection rates under control. The Safe and Well Partnership Group is continuing to meet fortnightly with the next meeting arranged for 18<sup>th</sup> December 2020. Partners are working together to support the community in the best way they can.

There are 24 more cases confirmed cases per hour in the general area which is concerning. Although its Christmas time it's a time for caution and all partners were asked to share the Covid-19 related messages as much as possible throughout workforces.

## **4. Partner Updates:**

### **Joint Enforcement Team (JET) Meetings**

Concerns have been raised with a number of licensed premises across the authority. One premises was operating at 19.45pm in Neath with alcohol during the weekend. The premises have been issued with a £1000 fine. Concerns have been made regarding those in the community trying to improvise Christmas children's activities for example doorstep visits and Christmas grotto's which are not complying with the social distancing regulations. These concerns will be looked into by the JET.

### **Track Trace Protect Service**

TTP statistics were explained to the Board and as of 13/12/20 there were 340 cases in TTP queue. There is an ongoing recruitment drive for additional staff members to the Team. There is local prioritisation framework put in place to focus on the young and the vulnerable. TTP have asked for mutual aid throughout wales to assist with these cases and 60 were taken up over the weekend. There is concern that people won't take up testing over the Christmas period due to having to isolate. Numbers may decrease with TTP but the virus will still be spreading in the community which will then give false figures.

Cllr Jones thanked all agencies for the hard work all staff are doing at the moment during a pressured and difficult time.

### **SWP**

There has been slight struggle on capacity and response in some areas due to confirmed cases with staff internally. The demand on calls is 15-20% down, however the increase demand on Covid-19 work is still coming in. The JET have seen a slight decrease in Covid-19 related calls and are now receiving 11-12 calls relating to Covid-19 per day. There are clear issues in a few licensed premises which are being dealt with. 101 calls relating to Covid-19 are down which is the proactive patrols need to be undertaken to help control the community transmission.

Matters of concern which are being kept a close eye on are;

- Domestic Violence
- Child Protection

- Mental Health and Suicide

Due to the escalation covid in cases, SWP think it's unlikely that the night time economy is going to open back up from the 17<sup>th</sup> December but awaiting for official announcement from WG. Reviews are being undertaken on licensed premises at the moment. SWP will continue to manage their recourses accordingly.

SWP anticipate there could be an increase in DV related issues over the Christmas period and calls re his house parties taking place. They could potentially see an increase in dealing with groups of youths. This would be traditional crime demand plus Covid-19 matters.

### **Education**

Apologies from Education. Any relevant updates to be circulate after the meeting.

### **Probation**

Probation continue to work under their Emergency model. They are limiting the footfall of people into the office due to capacity and are mainly seeing high risk and very high risk, or those who have no fixed abode or no mobile phone. Accredited programmes and unpaid work continue to be delivered. There is a focus on DV and safeguarding cases at the moment. Staff within the service are adapting to the new way of working and are utilising door step visits, but they have reduced staffing due to COVID as well as Christmas leave etc.

### **Fire Service**

Home Fire Safety Checks continue within NPT. Telephone checks are currently the preferred option and the Fire Service will make a suitable appointment to safely deliver any associated equipment. Face to face Home Fire Safety Checks will be carried out, utilising appropriate PPE and maintaining social distancing where the occupier cannot fit any alarms themselves or don't have any support mechanisms available to assist.

The Fire Service have seen slight capacity issues due to positive cases but managed this with other departmental staff.

### **Swansea Bay Health Board**

Concerns have been raised over the Community transmission rates. The acute side of hospitals are extremely busy and there are issues with patient flow which is having an impact of what's going on in the community and the care homes settings. There are issues with NHS staffing. The vaccine programme has started and there is a roll out plan in place moving forward. The second batch of vaccines were delivered on Friday and they hope to continue to have vaccines delivered over the Christmas period.

### **Trading Standards**

The team are trying to get back to normal but staff are assisting with the local and regional TTP team at the moment.

### **Tai Tarian**

Have seen an increase in tenants who have tested positive or displaying symptoms. As of last Tuesday Tai Tarian are only carrying out emergency repairs. Still working externally on the void properties. The service are working with Housing Options and partners virtually to help accommodate the homeless with rented accommodation. Staff are mainly working from home but available for business.

There has been an increase in suicide threat calls from tenants with a concerning 60% increase on this time last year. It is anticipated that this may increase over the Christmas period.

### **Safeguarding**

Representative unavailable due to urgent matter. Any relevant update can be circulated with the minutes.

### **Environmental Health**

Environmental Health is working closely with the JET and managing a number of the enforcement officers operationally. MT and Cllr Jones have met with the new enforcement officer who are a refreshing enthusiastic group of people. One officer is looking at taking a lead role going forward.

The team have been looking at a number of particular issues within care homes that need to be addressed regarding the vaccination programme in Neath Port Talbot. Concerns were raised re staff wellbeing. Rotas are being put in place for over the Christmas period.

All food inspection work has been put on hold as staff have been diverted elsewhere. There will be a considerable backlog which will be looked at when we are in recovery process.

Unsecure Properties to remain on the agenda as it is ongoing issue for non-domestic buildings.

Daily business is still going on but with certain issues needing priority at the moment.

## **WCADA**

A blend of methods for intervention are being offered including telephone, virtually and face to face (adhering to guidelines). They have restarted some of the group work online which has been a positive development. The young people are keen to see their services back up and running which are now being done virtually, with a lot of focus being around health and wellbeing. Drug and Alcohol sessions are being piloted virtually for NPT colleague students. This will be looking to be rolled out to comprehensive schools in the New Year. They have been working closely with Social Services and other services regarding how they can support young people and families over the Christmas period.

WCADA have been fortunate to secure funding to support older people with drug alcohol issues who maybe isolated. The number of referrals for quarter three are the same as this time last year which is a positive as people are accessing services. Information on a '12 Ways, 12 Days' Christmas campaign will be shared over Christmas.

## **PCC Violence Prevention Unit**

The monthly Violence Monitoring Report will be circulated this week to partners, which includes the impact of Covid-19 on various forms of violence and the work ongoing with partners to address these issues. The team are concentrating on working with partners to make sure there are services available for young people over the Christmas period. They are also looking to do a social media campaign regarding knife crime. This campaign will be promoted on Facebook, Instagram, Snapchat and TikTok. The campaign starts on Friday 18<sup>th</sup> December and will run for three weeks. The increase in knife crime related incidents has caused a sense of stress / tension within communities

**Action:** GW to circulate information on social media knife crime campaign to partners.

## **Neath Port Talbot CVS**

Throughout third sector forums, NPTCVS are hearing about the challenges people are facing with an increase in poverty and mental health. Individuals are feeling more anxious as the situation is continuing. They continue to support organisations who have volunteers during this time.

NPTCVS are working closely with NPT and Swansea Council to deliver training to the contact tracing staff who are likely to be dealing with difficult conversations as part of their roles, including how to respond to those who have experienced a recent bereavement.

As part of the NPT Safe and Well Partnership, NPTCVS continues to deliver a volunteer training programme for all volunteers across Neath Port Talbot and reinforcing Welsh Government and Public Health Wales messages on how to keep themselves safe and reduce the spread of Coronavirus.

The bereavement training currently being offered is part of the training provided for those in the regional TTP teams but NPTCVS is happy to assist Mark Thomas with identifying and looking for training for the wider community and teams, utilising the specialist training provided by other Third Sector organisations such as Cruse and Samaritans.

## **Training and Education**

Thanks were given to NPTCVS for agreeing to deliver and develop the programmes to the TTP teams. Four sessions have been delivered as a pilot and this will hopefully be rolled out. Concerns were raised regarding the extortionate prices companies are now charging for online training courses. The team have faced challenges since March but continue to deliver training. There are some areas where the training has to continue for staff to be able to carry out their roles safely but this is being kept to a minimum and is only taking place where essential. The TTP Teams continue to be a priority and a core programme of online training has been put together for them. Training is being delivered to in house volunteers, as there are staff from social services who are working out of hours to help in the care home settings to deliver essential duties. It is key that these staff members have training before carrying out these extra duties. The support and commitment from the local authority staff has been overwhelming.

## **DWP**

Port Talbot Job Centre is currently closed due to a number of staff being tested positive. Services are still available over the telephone and through the journal. Vulnerable customers that require face to face services can access Neath Job Centre which remains open.

A letter has been sent out to MP, local authorities, local partners and CRG group to update them. This is being reviewed on Tuesday 15<sup>th</sup> December with a view to reopening on Wednesday 16<sup>th</sup> December 2020.

There have been some positive cases in Neath Job Centre but they remain open at the moment.

There is an issue with one customer sending threatening journal messages; there is police involvement. The system flags up safeguarding issues and picks up anything such as suicide threats which are picked up by a member of staff.

England and Wales services are closed 24<sup>th</sup>-28<sup>th</sup>. Colleagues in Scotland will be dealing with any urgent support which is needed for customers. Since 30<sup>th</sup> November telephone calls have been made to customers notifying them of the pay date changes for the Christmas Period.

Numbers are static at the moment but the DWP are expecting a very busy period in the New Year. The service are trying to forming bubbles with the staff in the office to make sure they got the support and staff in place moving forward.

They work as a South Wales area so any redundancies that come through will be able to get support from other areas. Information was provided on the Kick Start Scheme which is about to be launched across NPT for young people aged between 18 – 24, offering paid work placement opportunities. Further information on this scheme can be obtained from Lynne and Claire. DWP are doing a lot of work at the moment with youth and has support for those with complex needs.

## **Community Cohesion**

- Brexit concerns and a potential spike in hate crime in January
- RH updated the meeting about the EU Settlement Scheme, the stats and that he will share a copy of the report Brexit EUSS Information Session – Offer of information sessions for front line staff and encouraged partners to attend.
- Small Steps training for front line staff – To increase Far-Right awareness amongst frontline staff. Online sessions delivered last week.
- Working with Race Council Cymru (RCC) about their Launch of 'zero tolerance to racism in Wales' campaign
- Welsh Government Race Equality Action Plan and our NPT BAME Association local consultation to feed our local input into the action plan development. The report will be ready soon.
- Anti-slavery / Human Trafficking Forum - Phil Oseng-Rees will chair this forum and meeting will be held early next year.
- Activism is increasing within the area – for example, a group called Patriotic Alternative Wales busy distributing leaflets in different parts of Wales.
- Voices of Wales are busy promoting their own agenda using social media platforms. They are linking with far-right well-known figures such as Tommy Robinson etc.

SWP are quite aware that some people may not have EU Settlement status and do not wish to apply for it. Concerns were raised that this may have an impact on some of the under reporting of criminality out there particularly around hidden DV as individuals may not want to report if they haven't got settlement status.

## **APB**

Minutes of the last APB meeting will be circulated to the Board.

## **Safe and well**

Partners were made aware that the Safe and Well service is still available to residents in Neath Port Talbot in need of help. Partners are looking to make sure skeleton staff are available over the Christmas period. The demand maybe lower if people decide not to test over the Christmas period. The service are closely linking with TTP service to look at the trends in cases and there is now a direct link from the TTP and Safe and Well. They are now in phase 2 of the service and from September onwards the demand for the service has been much quieter as people and shops are in a better position to be able to assist those unable to leave the house.

## **CCTV NPT Council**

CCTV across the authority is very quiet in the evenings now with the current restrictions in place. They are currently advertising for two full time members of staff to join the team. Work is ongoing regarding a consultation in the Briton Ferry area for CCTV to be installed in conjunction with the Town Council. This is an ongoing project which will hopefully go out to tender in the New Year.

Ongoing work with the replacement of the camera systems in the town centres. This is an ongoing project but hoping to see an update on the camera stock in the town centres and also switching to a wifi network which will give more reliability and save on costs. CCTV staff will be working and taking emergency calls over the Christmas period. CCTV staff have been briefed are expecting to take some calls from safe and well if needed.

## **SWP police and crime commissioners Team - Michelle Cooper**

Written update to be circulated with the minutes.

## **Youth Justice Team**

There is a lot of intelligence being submitted at the moment linked to our young people, with links to others from Swansea, including the potential for carrying weapons. Far more Knives and weapons are being noted in Swansea and NPT and this is a national rise re Knife crime and weapons.

There are a number of ongoing issues that have the potential for reprisals locally linked to feuds between young people and also ongoing concerns re on well-known YP who said he was attacked with a hammer (to his head) last week but has failed to report to the police. We have been working with the police to try and tighten up conditions on some of the named individuals prior to Christmas. One young person has been linked more recently to two well-known drug dealers in the area. This intel has also been submitted to police and came via a security guard at Neath Train Station. NRM's have also been accepted for three young people and therefore subsequent recognition that they are victims of Criminal exploitation/ Trafficking. Support will be provided via NRM caseworkers.

We have been linking in with a PCSO from British Transport Police to get more joined up working with YJEIS and delivery of interventions related to railway safety and offences on the railway. They are attending a team meeting in January and are keen to get involved.

Work is beginning on the YJEIS and Children Services resource centre in January and staff are aiming to be in there by March, (Covid restrictions dependent). The Board will be kept updated and present the progress at the next CSP.

£10k grant has been awarded to develop a governance pathway for all YOS across Wales regarding the governance of the management board, safeguarding in the YJEIS and sharing good practice.

## **8. A.O.B**

Cllr Jones thanked all partners for their partnership hard work during this difficult year.

**Future Meeting Dates;**

2pm Tuesday 9<sup>th</sup> March 2021

***Chair thanked all for attending and called the meeting to a close.***



**Safer Swansea Partnership Meeting**  
**5<sup>th</sup> November 2020**

**Attendees**

Adam Hill	Paul Thomas	Lisa Wells
Leanne Ahern	Danielle Lock (SCVS)	Matthew Rafferty
Jon Drake	Cllr Andrea Lewis	Cllr Alyson Pugh
Megan Stevens	Deanne Martin	Mark Brier
Karen Edwards	William Cheung	Richard Vaughan Williams
Gemma Wolfe	Jane Harris	Alun Thomas
Sarah Keefe		

**Apologies**

David Thomas  
Amanda Carr

**Minutes/ Actions of last meeting**

Minutes of previous meeting 27<sup>th</sup> August 2020 agreed as true/ accurate record.  
Actions in green below identified as completed and the remainder to be carried over to next meeting.

Action	Status of Action
<b>Jon Drake to liaise with Lisa Wells</b> (living impacts of putting measures in place from violence prevention report).	Jon has not yet had the opportunity to liaise with Lisa however has shared the NTE report.
18 to 30 yr olds appear in the main to breach restrictions, low COVID number but working on a Joint Strategy on Comms to hit home hard message. Patrick Fletcher, Karen Jones and Sian Richards. <b>Paul Thomas to link in on Community Safety pages</b>	Done.
BID have not approached SCVS. Could be looking at grant funding and Amanda is aware of certain schemes that are available. <b>Lisa Wells to pick this up with BID to search funding opportunities</b>	Lisa commented none available for BID- have been liaising with different parties. Council are able to recruit new ranger which will cover ENTE.
All updates/ briefings from each workstream to be provided before the meeting – circulated with the agenda in advance so everyone has a chance to think and digest before the meeting.	Completed – all information circulated 27.10.20
Substance Misuse- Over lockdown been a flood in market of Class C drugs. Overdose increase. WEDINOS drugs testing. Matthew explained he has drafted a piece of work and happy to share with the group. <b>Matthew / Paul to share this work with the group to get message out by working on a comms message go put out via Safer Swansea Social Media,</b>	On hold until APB webpage is running.

<b>Matthew happy to deliver training.</b>	
Safe confident communities- Paul gave update, in High Street still sex workers, activity on St Helens Road <b>Paul Thomas to invite 4 leads to meet early Sept in readiness for 9<sup>th</sup> Sept when an engagement day will take place at Dyfatty flats. Look at revisiting action plan taking into account COVID.</b>	High Street CIG Workstream Leads met on 12 <sup>th</sup> October next meeting scheduled for 23 <sup>rd</sup> November.
<b>Paul Thomas to take away a piece of work on why poor turnout at Cwmdonkin Park</b> (was it held at right time, right approach)	
OSARAs – Plea that partners are involved at a very early stage so that all can feed in and have early engagement so we can work on action plan together so all partners play a part. <b>Declan Cahill to ensure this happens at the very early stages.</b> Declan Cahill accepted this. Need to embed culture change in organisation and embed this. <b>Declan Cahill to catch up with Gareth Prosser and hopefully this will be done by end of Sept.</b>	There is a bit of work to do on involvement/ consultation on OSARAs. Short video being produced so work in progress- video is a step forward. The need to educate around OSARAs and then share with partners in due course.
Paul Thomas to set up a meeting for himself and Cllr Andrea Lewis to meet re: Challenging extreme narratives.	Meeting has taken place, this is work in progress.
Violence Prevention update given by Jon Drake. <b>Jon Drake to provide Night time economy report for circulation</b>	Jon to check if the report can be released and circulated to this group- everyone needs to be plugged into it (Serious Violence & Organised Crime).
Jon mentioned that some research has been undertaken into the cost of violence to health- £46m direct/ £158m indirect costs. (whole of Wales) <b>Jon to see if this could be broken down geographically</b> <b>Jon to share infographic with group.</b>	Jon could not breakdown costs but breakdowns have taken place re: violence.
Jon mentioned looking to spend £10k in Swansea to support local charities. <b>Paul Thomas, Amanda Carr and Jon Drake to liaise re: local charities.</b>	Referrals made.
Key areas identified at the meeting held in July are below. Group agreed these were the correct 5 and nothing missed as they all work together as well as separate. Leads identified for each <ul style="list-style-type: none"> <li>• Maintain Funding- <b>Paul Thomas</b></li> <li>• Mental Health and complex needs - <b>Health</b></li> <li>• Community Presence and Partnership Collaboration- <b>Paul Thomas</b></li> <li>• Intelligence and information sharing- <b>PCC</b></li> <li>• Violence Prevention – <b>Jon Drake</b></li> </ul> <b>Paul Thomas to develop action plan template.</b>	Action plan should be ready sometime next week. B/F for next meeting.

### **PCC update- Sarah Keefe**

There is not much to update on at the moment. Information around recruitment provided.

- 1) Secondment opportunity within next couple of weeks
- 2) Employing a data analyst for CSP & other partnerships
- 3) Steve Carr has moved on- identified someone from SWP to take up post in the interim.

Sarah will provide written updates for future meetings- need to let Sarah know what is needed.

### **Wales Violence Prevention Unit- Jon Drake**

Discussion around violence surveillance- every month has a full picture to pull on various sources of data. The challenge is that it is not broken down so would like to develop a data hub, this has been commissioned and will be implemented – looking to review how crime is dealt with via partnerships- pledge Swansea and Cardiff being the key drivers.

Looking at data around A&E- there is a gap around knife crime- request to collect data particularly around location as this would help.

### **Local Police crime ‘hotspots’ – SWP**

Discussion around Students

- 1) Drive to look at enforcement (joint enforcement the links are there)
- 2) Positive public messaging (double edged sword)
- 3) Police & University to join up but also other private student accommodations, particularly around malicious and clear breaches)

Alun Thomas (University) explained the close working relationship the University have with university police teams- happy to be involved in such work going forward.

Also an ask of the university to exercise their polices/ powers and step up in conjunction with others. (e.g. expel students)

Chair asked how else can we help to address the issue around enforcement and get the communications right? (need to have a balance). As long as the links are there in media teams, which Mark thinks they are.

Cllr Andrea Lewis mentioned that the University, Police & Council agreed joint comms message at previous meetings. If harsh penalties are issued then it would send a message to others- word of mouth and people will follow rules. Need to penalise a few people to set a precedent to others. Cllr Lewis could not recall whether the amounts of fines and fining retrospectively went out with comms.

Joint sharing information and joint patrolling.

Task and coordinate and also performance and tracking.

Jon Drake wanted to pay tribute to the Police who are putting themselves in harms way on a daily basis- on top of all their usual day jobs. That goes for all front line staff/ emergency services etc.

Discussion about bonfires/ fireworks- cannot gather for such activity- comms have gone out regarding in sighting mass gatherings.

Paul mentioned the email that was circulated re: Domestic Violence interview- thanks group re: take up to take part, interesting to see what the outcome will be.

Gemma Wolfe talked about Youth Endowment Fund which Swansea have previously submitted two grant bids but have been unsuccessful. Gemma will have more information for the next meeting- **Gemma to share contact with Paul.**

### **SSP priorities –updates**

Each lead reported to the group (see completed templates for detail)

- Violence against women, domestic abuse and sexual violence (VAWDASV)
- Substance Misuse
- Stronger Communities
- Evening and Night time Economy
- Hate Crime and Community Tension monitoring

Paul commented on the terrific work Megan / service is doing. Local authority community safety colleagues fully supports and happy to help promote messages.

Deanne talked about working with DRIVE- more targeting/ prevention.

Substance misuse- BAROD services have continued to work throughout, needle exchange have gone down so HIV, blood borne virus could well go up. Rapid Access Prescribing Service (RAPS) proving to have good outcomes for individuals. Suicides are on the increase- accidental/intentional – there is a need to determine which. There is a need for Joint Commitment for outreach services investment.

Cllr Andrea Lewis commented that previous funding has been given to outreach services and are heavily lobbying Welsh Government and have stressed the importance of such work.

Jamie mentioned a “Hacker” fund (Gwent had it) that went a miss. **Jamie and Mark to look into this bid/ funding**

RAPS- fantastic service referrals received in from SV MARAC- need to sustain a single integrated approach. CIG workstream leads have met. Work will be starting on top of High Street in the empty spaces- people can base themselves there in the building. **Plea to the group- to think about the support we can offer and what we can do (think about outside normal working hours)**

SWAN funding- SSP to endorse that the project has a positive impact, plea made that this group supports the funding bid. **Paul to ask SWAN to share information with the group to be able to ratify and endorse the funding bid.**

Lisa discussed the ENTE. Explained there is a multi agency meeting every 2 weeks. Regarding joint enforcement the comms need to be coordinated and consistent. PSPO- group to support....2 key stages- Consultation and Order implementation and then Enforcement.

Purple flag- building in Covid impact.

Lisa and Mark to have a conversation around PSPO outside of this meeting.

### **Domestic Homicide Reviews**

Paul gave update on Homicide cases. 2 signed off and sent to Home Office. 1 of which was returned with some queries but have since been responded to. 2 suspended due to Covid but looking to commence review and to set up meeting shortly.

### **Summary and Close**

Chair expressed thanks to the group for all the hard work- reassuring that joined up work is happening.

Advised the importance of completing the reporting templates before each meeting so one another can be sighted on what is happening before the meeting- final box on the template is very important and need to focus on this in future meetings as point for discussion and actions.

Date of next meeting – **25th February 2021**



## Minutes of the **Swansea Public Services Board** **Joint Committee**

Remotely via Microsoft Teams

Thursday, 15 October 2020 at 3.00 pm

### **Present:**

Joanne Abbott-Davies, Swansea Bay University Health Board  
Mark Brace, Police & Crime Commissioners Office  
Amanda Carr, Swansea Council for Voluntary Service  
Jan Curtice, Mid & West Wales Fire & Rescue Service  
Martyn Evans, Natural Resources Wales  
Adam Hill, Swansea Council  
Andrea Lewis, Swansea Council  
Joanna Maal, South Wales Police  
Christopher Owen, Welsh Government  
Roger Thomas, Mid & West Wales Fire & Rescue Service  
Nuria Zolle, Swansea Bay University Health Board

### **Apologies for Absence**

Sian Harrop-Griffiths, Swansea Bay University Health Board  
Rob Stewart, Swansea Council

### **Also Present:**

Leanne Ahern, Swansea Council  
Sian Denty, Swansea Council  
Helena Herklots, Older People's Commissioner for Wales  
Steve King, Swansea Council  
Allison Lowe, Swansea Council  
Phil McDonald, Swansea Environmental Forum  
David McKinney, Older People's Commission  
Anthony Richards, Swansea Council

### **1 Election of Chair for the Municipal Year 2020-2021.**

**Resolved** that Councillor Rob Stewart, Leader of Swansea Council and Councillor Andrea Lewis be appointed as Joint Chairs for the Municipal Year 2020-2021.

**Councillor A S Lewis (Joint Chair) Presided**

### **2 Election of Vice Chair for the Municipal Year 2020-2021.**

**Resolved** that Roger Thomas, Mid & West Wales Fire & Rescue Service be appointed Vice Chair for the Municipal Year 2020-2021.

**3 Welcome.**

Councillor Andrea Lewis welcomed everyone to the meeting and explained that she had taken over lead responsibility for the Public Services Board for Swansea Council.

**4 Disclosures of Personal & Prejudicial Interest.**

Phil McDonnell declared a personal interest in Minute 11 "Natural Resources Wales Funding Update".

**5 Minutes.**

**Resolved** that the Minutes of the Public Services Board Joint Committee held on 13 August 2020 be approved and signed as a correct record.

**6 Update on Actions from Previous Meeting.**

In addition to the comments outlined in the action log, Adam Hill reported that there was currently no desire to extend the age range for the "Early Years" work stream to include children up to 7 years of age as it was felt the age was currently fit for purpose, however a report would be submitted should the age range be extended.

**Agreed** that the update on actions be noted.

**7 Public Question Time.**

There were no public questions.

**8 Older People's Commissioner. (Verbal)**

Helena Herklots, Older People's Commissioner for Wales and David McKinney, Ageing Well Lead joined the meeting in order to update the Committee on the recent "Leave No-one Behind report", and how it supported Swansea's commitment in becoming an Age Friendly City.

The Commissioner commenced by acknowledging the unusual times being encountered and thanked all the partners for the work undertaken during the Covid-19 pandemic.

She explained that discussions had commenced approximately 6 months ago in relation to both Swansea and the other Local Authorities in Wales' development as Age Friendly Cities. She went on to say that whilst a network of age friendly communities existed across the world but there were currently no places in Wales that were currently members of that international community, therefore she would like to develop this piece of work as well as a Community of Practice in Wales which would link into the international network.

The Commissioner stated that it was a very difficult time for older people to stay well and connected in their local communities. She had undertaken numerous virtual network engagement sessions which were summarised in the "Leave no one Behind" report. She went on to say that human contact encountered in local communities had been very important to older people. However, we needed to ensure that our communities were age friendly and there were no barriers to older people taking part in daily activities. She outlined some practical issues raised which included:

- Adequate benches / seating available;
- Safe pavements;
- Street lighting;
- Ensuring our shops & businesses were aware of particular needs eg dementia, etc.

The Commissioner stated that some older people could unintentionally be excluded, and suggested that audits should be undertaken in our communities to ensure that we were age friendly and enable older people to participate and stay included.

She acknowledged that Swansea had made great progress towards an age friendly status by signing the Dublin status in 2014. In addition, our Ageing Well plan had also been very positive. Therefore, she felt that Swansea were well placed to be one of the leading communities in this field.

The Commissioner requested that Swansea agree to take part in the Community of Practice in Wales in order to share learning. She also offered support to submit an application to the World Health Organisation in order to be recognised as an Age Friendly City.

It was highlighted that this topic would fit in with a later agenda item in respect of a City for Wellbeing.

Councillor Lewis thanked the Older People's Commissioner for joining the meeting.

**Agreed** that the Swansea Public Services Board welcome the offer of support to submit a bid to the World Health Organisation to become an Age Friendly City and participate in the Community of Practice.

## **9 Community Impact Assessment.**

Steve King, Information, Research & GIS Team Leader, Swansea Council presented a report to note the survey questions circulated following the PSB COVID-19 recovery planning workshop (August 2020), and circulate an initial draft 'PESTLE' analysis of the main community impacts of COVID-19.

He outlined the background including the work undertaken including the recovery workshop undertaken in order to share partner experiences of the pandemic and devise a response to recovery.

The Information, Research & GIS Team Leader recognised that whilst this was not a full community impact assessment compared to some others undertaken in Wales, it outlined what work had been undertaken in terms of extracting the key themes and relevant streams.

It was suggested that the workstreams consider the following 3 strategic objectives to focus on in order to develop a multi-agency added value action plan to build greater resilience over the next 12 months:

1. City for Wellbeing & Wildlife;
2. Green / Climate Change agenda;
3. County Lines, Substance Misuse, Anti-Social Behaviour

It was felt that a considerable amount of work had been undertaken by the Council in compiling a Climate Emergency action plan. Part of that process would be for all partners be asked to sign up to a climate change charter and construct their own action plans for their own organisations with collaboration across organisations eg co-procurement of green vehicles.

A climate emergency had been declared prior to covid, however it had brought things into sharp focus including the health inequalities. The economic response should not be to do more of the same and the Committee should utilise the learning already experienced.

There was a need to reflect but also prospectively look ahead and be realistic about timescales whilst supporting people to be resilient and manage expectations whilst acknowledging that the landscape had changed.

Flexibility would be required in how we react and respond whilst consideration to public tolerance, co-operation and perception was also key. However it was stressed that joint PSB's and other organisations were continuing to collaborate across other County Boroughs and nationally too, particularly in respect of County Lines.

**Agreed that:**

- 1) The report be noted;
- 2) The Board consider the draft PESTLE analysis of community impact and note any gaps or potential scope for improvement; in terms of issues, their key impacts, evidence sources and policy implications;
- 3) The Board use this analysis to help guide its work programme in the year ahead; and to assist in preparing for the next Assessment of Local Well-being (2022).

**10 Local Well-being Assessment.**

Steve King, Information, Research & GIS Team Leader, Swansea Council presented a report to set out issues and initial outline proposals for undertaking an Assessment of Local Well-being 2022.

Guidance from the Welsh Government was still awaited, however the report outlined and summarised the work undertaken for the previous well-being assessment and how it had been organised in terms of structure.

Consideration of the population assessment under the Social Services & Wellbeing Act would need to dovetail the requirements of the Local Wellbeing Assessment.

As Swansea Council no longer had the same number analysts available than when the last assessment had been undertaken in 2017 support in the form of analysts / researchers / specialists to feed into this would be required from the partners.

A lengthy discussion ensued with the following comments:

- Anticipate that very little would have changed since the last Wellbeing Assessment was undertaken, except the impact of Covid-19. Resources should be transposed into meaningful actions.
- A truly joined up, simplified approach to the population assessment and the Local Wellbeing assessment would be required as organisations would be asked to contribute to both.
- New factors for consideration would be: Covid, EU exit, climate change agenda, wider picture of economy, unemployment, SME's.
- Area statements (published in April) would statutorily need to be referred to.
- Refresh rather than re-start, utilising current benchmarking data.
- Involvement of the public and wider collaboration should be taken into account in the preparation of the Local Wellbeing Assessment and factored into the development of the Wellbeing Plan.
- Utilise existing partner consultation methods eg focus groups etc. All partners would need to lead in their respective organisations.
- Noted that the Green Infrastructure Strategy originated from the benefits of the PSB.
- Actions must be seen as mutually beneficial on a multi-agency basis and focus on something that the PSB would not have been doing outside of the PSB.

**Agreed that:**

- 1) The report be noted.
- 2) The Board consider how the Assessment might be undertaken in Swansea, in light of matters raised in this report and advice anticipated shortly from Welsh Government.

**11 Natural Resources Wales Funding Update. (Verbal)**

Adam Hill updated the Committee on the £25k made available by Natural Resources Wales in respect of climate & wider changes.

He reported that an application process was undertaken and reviewed by the 4 statutory partners. He was pleased to report that the full £25k had now been committed for the financial year up to March 2021 as follows:

- Fire breaks - £8k;
- Nature, recreation and action project - £7.5k;
- Swansea Environmental Forum - £8k;
- Working With Nature Task Group supporting Crymlyn Bog Eastside Project (to improve community engagement) - £1.5.

**Agreed** that the above allocations be approved by the Swansea Public Services Board Joint Committee.

**12 Poverty Truth Commission Update. (Verbal)**

Anthony Richards, Poverty and Prevention Strategy Development Manager and Sian Denty Poverty & Prevention Strategy Development Officer joined the meeting to update the Committee on the current situation in relation to the Poverty Truth Commission.

The Poverty and Prevention Strategy Development Manager reminded them of the background and role of the Commission and informed them that the Facilitation Team had now been recruited but progress had been hampered due to the Covid-19 pandemic.

He encouraged the PSB members to attend the virtual event that they had been invited to on 23 October 2020. There would be an opportunity for organisations in Swansea to hear from Leeds Poverty Truth Commission regarding UK support and information on the role of being a Commissioner would also be available. Additional information, including handouts had previously been circulated to partners to forward to those interested in becoming a Civic and Business Commissioner. Potential candidates should contact the Facilitation Team.

In addition, as an element of funding was still required for the Poverty Truth Commission, the partners were asked to consider utilising funding from next year's Natural Resources Wales allowance or other source towards the Poverty Truth Commission.

**Agreed** that the update be noted.

**13 UK Prevention Research Partnership - Call for Applications. (Verbal)**

Adam Hill reminded partners that information had been circulated to them in relation to the UK Prevention Research Partnership. If anyone intended to submit an application please could inform Leanne Ahern, PSB Support Officer, however it

would be the responsibility of the respective organisation to complete and submit the application.

**14 Public Accounts Committee.**

Adam Hill reminded partners to send any responses in respect of the barriers to the successful Implementation of the Well-Being of Future Generations (Wales) Act 2015 to Leanne Ahern, PSB Support Officer as the consultation would close on 27 November 2020. A response would be sent collectively on behalf of Swansea Public Services Board.

**15 Swansea Public Services Board - Workstreams.**

Adam Hill reminded Workstream Leads to ensure that the 4 Workstream groups continue to meet on a regular basis.

The meeting ended at 4.32 pm

**Chair**

## **Western Bay Substance Misuse Area Planning Board**

### **Minutes of Meeting**

**1<sup>st</sup> December 2020**

**10.00 am**

**Via Teams**

#### **Present:**

Alex Drohan	CDAT Swansea
Angharad Metcalfe	Police and Crime Commissioners Office
Becky Hancock	WCADA
Carly Jones	PSALT
Cerys Thomas	APB Team
Claire Jones	APB Team
Claire Jones	JCP Bridgend
Dermot Nolan	Swansea Bay University Health Board
Emily Dibdin	Swansea Bay University Health Board (Primary Care)
Erica Barrett	APB Team
Jamie Harris	Barod
Jane Whitmore	City and County of Swansea
Joanne-Abbott Davies	Swansea Bay University Health Board
Julia Jenkins	APB Team
Karen Jones	Neath Port Talbot Council
Keith Reid	Swansea Bay University Health Board
Lucy Peates	Probation
Matthew Rafferty	APB Team
Michael Curties	Welsh Government
Neil Harding	Dyfodol
Nicola Headon	APB Team
Owen Venables	Welsh Government
Rhian Lovell	National Probation Service
Trudi Meyrick	South Wales Police

#### **Apologies:**

Anjula Mehta	Swansea Bay University Health Board
David Howes	City and County of Swansea
Karen Ozzati	WCADA
Matthew Bennett	Department of Works and Pensions
Nicola Trotman	City and County of Swansea

**1. Welcome, introductions and apologies**

The Chair welcomed everyone to the meeting and apologies were noted.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes and Actions from last meeting**

Part 1 of the minutes were agreed as a true and accurate record. Part 2 will be distributed privately via email to be agreed to full APB members only.

**Action 1 pg. 2**

- OV has spoken with Rhian Hills regarding the National ISP. Discussions have taken place regarding Information Governance and are currently taking place regarding GDPR. The template will be used across Wales. OV to bring a further update back to the Board.

KJ stated this is also on the radar of the joint PSB.

**Action 2 pg. 3 & 4**

- JJ raised that at the last meeting DN queried whether there should be stricter criteria in relation to the Tier 4 assessment to ensure placements don't fail. Since the introduction of the Rehab Cymru portal (the new way of signing individuals up to rehab), the Tier 4 panel have been looking at their procedures/system as a whole and stricter criteria had already been discussed, however the current criteria is quite developed. The number of individuals that drop out is disappointing, however all placements are monitored by key workers and work is carried out to ensure full engagement by the client. Work is on the panel's agenda/radar and a summary will be reported back in the New Year.

MC reported that an additional £750K has been made available for Tier 4 placements. Strict thresholds are common in many areas and may be related to budget availability, rather than the appropriateness of referral. WG are keen for people to have this opportunity and funding will pay in whole for a placement.

JJ stated that discussions are taking place within the Tier 4 panel regarding the funding and how it will be best utilised. This will make a difference to how the panel review cases.

OV has exchanged emails with EB/Chair of Tier 4 panel regarding accessing the additional funding.

KJ suggested there may be mitigation to consider.

DN stated there has always been an underspend within Tier 4 funding and this is not always the reason why people are not put forward.

- MC has flagged up BBV lab testing capacity with a number of people and the risks associated. There is the same lab capacity for COVID and there has currently been no progression.

JAD queried whether Imperial Park coming online on Monday will make a difference to BBV lab testing, as this will provide a significant increase in capacity.

MC does not believe this will be the case, however will persist in pushing this issue.

KJ suggested that this needs to be kept under review by the Board, or significant issues may be seen in the New Year.

OV stated that in relation to Tier 4 funding, there are instances where assessments are undertaken, but individuals not put forward. Additional funding was made available last year for specific cohorts and this funding may be made available for those not being previously able to access Tier 4 services.

DN suggested it is for the group to decide who to put forward, based on clinical need. The successful rate of rehab is quite low and individuals should not be put forward, just because funding is available. We need to ensure appropriate value for money.

OV stated that Rehab Cymru will be providing a monthly report in relation to the number of referrals, which will be backdated from when it first started. This will provide the APB with a snapshot of individuals referred and where treatment has broken down.

KJ stated these issues will be addressed within the Tier 4 panel and will be captured in the report, to be brought back to the Board in the New Year.

**Action 4 pg 5:**

- JJ reported safeguarding arrangements to the CFP sub-group. The discussion was mainly around JJ contacting the Safeguarding board via their coordinator to request assurances on to the work being carried out in relation to the safeguarding of adults/children. Unfortunately they diverted this back to the multi-agency group set up for vulnerable children at the beginning of the pandemic. This fell back on BH, who is the substance misuse representative for the group. JJ reinforced that assurances were required directly from the Safeguarding board regarding vulnerable people, however JJ has not yet received this. Action outstanding.

**Action 6 pg. 6:**

- 3 Capital bids were submitted within the deadline:
  - Extending the lease on the building where Barod deliver Children's services.
  - Refurbishment of the Dyfodol building within NPT to make it COVID secure.
  - Refurbishment work within Tonna hospital from the HB.

OV stated that bids have been assessed across all APB's and advice put forward, which has been agreed. WG are hoping to inform the applicants of the outcomes by the end of the week. JJ to inform Board members of this.

**4. Alliance Programme**

**a) Note from the Joint PSB Meeting 16<sup>th</sup> October 2020**

This paper was provided for information only so that Board members are made aware of the Joint PSBs endorsement of the proposal.

**b) Proposal for first phase of project**

AM presented the governance proposals:

- The WB project approach paper has been distributed, including a project management process to deliver as part of the programme. The process of establishing the project and looking at identifying resources required to deliver; defining roles/accountabilities/governance structure is currently underway. The business case will be developed, continued through the life course of the programme and continually reviewed to ensure the APB are notified/engaging/involved in delivery.
- The next part of the document outlines how the project management infrastructures will be developed.
  - It is suggested that a particular governance structure is required to deliver the programme.
  - A Transformation board will be resourced by lead organisations involved in alliance and will provide a strengthened basis for partner organisations involved in high level project planning/support removal of obstacles arising.
  - An Alliance Programme Manager resource will be a key role in engaging with the HB/Criminal Justice partners, ensuring the APB governance agreed is adhered to and involved in decision making/timely escalation in terms of risk.
  - Additional funding will be required for a Project Manager.
  - The Project Support Officers will also require funding and will be a key resource in ensuring accurate recording/supporting the Project Manager, reviewing progress/functions.
  - Subject matter experts have been suggested to provide specific areas of expertise in finance/procurement/project management, drawn from key organisations and will provide functional support to the Alliance Project Manager.
  - It is suggested that the Alliance Delivery Team leader is resourced by existing staff and is key in ensuring the link between the Project team/current APB structure team/commissioning team.
  - This team will drive forward the new/innovative way of working seeking to deliver.
- The next part of the document outlines the project team costings. Due to this being a cross organisational project, a number of costings for each of the roles was taken and a summary produced (in table 1). The PCC/APB/SWP have offered a resource from within existing budgets, however some remaining funding options are still required for the Project Manager/Project Support Officers/Administration and discussions are taking place.
- The next part of the document includes high level project team milestones, adopted initially to provide an overview to the APB of work expected/stages of delivery. Obtaining a funding agreement for the project team is key to driving this forward and hopefully should be finalised by the end of the year, to carry out the future stage of the project in the New Year. The project team should be in post by the New Year to develop the level of detail required. The project plan development will be commenced early next year, with the work stream implementation in March/April. There will be a migrational Project team in place temporarily, whilst undertaking the change of programme, with staff moving back to their organisations after this period.
- The governance structure demonstrates how the subject matter experts/administrative support form a team, working alongside the Alliance Delivery team. The External Advisory panel will be important as part of the change programme, as it was part of the work carried out within the Dundee programme. It will comprise of a selection of

independent key partners/expertise to provide support/challenge suggestions made within the programme. It is suggested that co-Chairs of the panel will be Cllr. Leanne Jones/Andrew Lewis and a list of nominations considered has been provided. Board members can review the document to consider whether additional expertise may be required.

- If the APB agree to the governance structures suggested, the next step will be to put forward the Transformation Board to begin a discussion around resourcing the Project team/organising membership within the governance structures outlined. Once the Project team is in place the implementation work will be defined/developed/detailed and include the business case/programme mandate development document.
- . Work has commenced in relation to developing/implementing a communication strategy. It is important to communicate a vision, involving key stakeholders at the earliest point and discussions are ongoing. It is important to engage with communities/service users and ensure the project is effective in terms of key messages. The prevention work stream will align with schools/colleges/universities and the key beginning point will be December. Existing workforce training/development has been considered as part of this framework, including opportunities for cross disciplinary training. This needs to be a key theme running across all work streams and is a key area for development, expanding on service user perspective/building on existing service user forums.
- Collaborative development of service specifications for the new model and outcomes to be achieved including clinician involvement is key to delivery. Early discussions around engagement have taken place, ensuring people are involved at the earliest point, despite a project team not being currently in place.
- The project needs to be based on what service users feel will help them and will be part of the Expert Advisory panel.
- The final part relates to seeking approval from the APB today for the next phase of work. Agreement on the governance structure outlined/Chairs of the External Advisory panel/Project team resource/additional nominations for the External Advisory group is required to progress with this work.

KJ thanked AM for the work carried out and the first step today is to put the Transformation Board in place. KJ suggested the project Adder development is an opportunity to provide resources to be brought in to support this work.

MC indicated that project Adder has not yet been formally announced by the UK Government, however was mentioned in their comprehensive spending review. The Home Office has secured additional funding from the Treasury and are piloting project Adder in a number of areas for a whole system approach to tackle substance misuse issues. This will involve investment in the Police force/National Crime Agency to support upstream disruption in the supply of illegal drugs. Swansea Bay has been nominated as a pilot area for Wales and 4 areas in England, based on the historical high levels of DRD's. There was a significant reduction in 2019, however this brings an opportunity for Swansea Bay to engage with a number of senior partners at a UK level. KJ/DN have met with the team from the Home Office and have agreed that this will be a useful element to be involved in. A National evaluation will also be commissioned on the approach in each area, which will support the work going forward.

KJ thanked MC for making Board members aware of this. This presents a good opportunity for additional resources to assist with this work.

KR queried whether the document outlines a traditional business change management approach rather than the Alliance approach the APB originally agreed to. . KR has previously been involved with setting up an alliance, through an adaptive change management process, however not through a traditional programme management type approach. KR believed this would be an adaptive change management approach.. This does not appear to be what is on offer today and significant national resources were to be made available to support this. The paper includes the need for local agencies to contribute and KR believed a team would not be set up in this style/format.

JAD stated the traditional way of working has not previously worked and people were enthused of the change proposed. Progress has been made within the last few months of people wanting to see services transformed, which is positive. Balance and further work is required, as JAD feels there is danger of losing the unique Alliance approach.

DN addressed the point within Appendix B regarding the External Advisory panel. More detail on why the representatives have been chosen would be helpful, before signing off.

AM stated more information on members of the External Advisory panel can be developed and is open to contributions from the Board regarding representation. The APB previously requested a clear document regarding governance. KR/JAD have highlighted that this document does not provide an insight into who would be part of those streams or the ongoing collaboration. A governance structure has been provided, which is very much a programme approach. AM is open to other members views on how this structure could work and the necessary approach. Having a resource team has been considered to develop this, due to current difficult existing demands within roles, otherwise significant progress within the timescale without the resources in place, will not be made to drive this work forward.

Project Adder came about after this document had been drafted and AM would be looking to submit a bid for funding within WB for the staffing resource, however this has not been agreed and the money would not be received until the next financial year. The governance structure/transformation board would need to be in place to discuss resourcing of the Project Management team and how it would work.

KR queried the conditions with participating in Project Adder.

AM has not gone through a detailed list of conditions, however during discussions regarding Project Adder, they were open to the areas we feel we want to address and the co-collaboration elements. We would work with them to put together a proposal of what is required within the area. They will provide us with an evaluation of the project on a National scale and the money could be used to support the project team and for our own evaluation purposes. JAD has had conversations internally and has requested details on work programmes and the cost around supporting these, to assist with this work. JAD has looked at details that may be reflected within an alliance approach. A formal Steering group may be required to pull this together to provide an opportunity to look at the approaches/roles to be embedded, particularly if a bid is submitted for external funding.

RL feels this is a sensible approach.

JW agrees with JAD's comments with regard to approach. It takes time, effort and commitment to take forward a transformational/alliance approach. There is an element of groundwork and a Steering group and training may be necessary, before reaching this stage; to

provide clarity due to this being a being a different way of working. JW does not wish to regurgitate work previously carried out.

DN reflected on the last APB, when the initial paper was taken forward. This was taken to substance misuse clinicians within the HB, who were informed further details would be provided. As the paper only came out on 26<sup>th</sup>, DN has not been able to obtain further input and feels this is crucial, as clinical staff need to be on board. Many questions will be asked relating to where structures/key groups feed into the system and more time is required to obtain feedback.

KJ stated that relevant points have been raised and it is positive that members are reaffirming the direction of travel. JAD's suggestion regarding a Steering Group would be helpful moving forward and provide an opportunity for contribution.

KJ requested a collective agreement on the way forward, as the opportunity should not be lost for people to engage, as it has taken a long time to reach this point. KJ suggested a workshop after Christmas for discussions regarding how the alliance project programme is going to look and feel and provide an opportunity for Clinicians and Providers to give feedback. By this time, there may be more detail on how project Adder will feed into this work and whether there may be an opportunity for funding and evaluation as part of the programme. KJ suggested the Home Office are open to how our participation is going to look and is for us to define.

MC confirmed the Home Office have been very open and are not setting conditions in terms of delivery, but wish to support the 5 pilot areas. MC understands the questions regarding the cost of the governance structure, however it was highlighted at the beginning of the journey that there has been a breakdown in governance at APB level. .

KJ put forward to the Board, an opportunity after Christmas to meet in a workshop type arrangement. .It is important to ensure people are fully engaged/supportive through the change process.

AM concurs with this and feels it is an open discussion on how the project is delivered and what resources are used. This is a starting point in bringing together a structure that we all consider would provide what we need and AM is happy to pull together a meeting. . AM will be writing to representatives this week to arrange a date.

KJ suggested information regarding an External Reference group may be distributed on why it was helpful within the Dundee experience and this depends on how engaged people are locally. . We will not be signing anything off today, but taking more time to talk things through, to be clear on what will be helpful, however this excellent opportunity with the Home Office should not be lost. It also provides an opportunity to learn from across the UK, as part of this work.

JAD feels a workshop will not be the same as a steering group, including key people with jointly owned proposals. This could then go to a workshop for wider discussion and would be owned by different agencies and seen as a joint proposed way forward.

AM stated that KR/JAD have been invited to a joint immobilisation group and the dates in the diary could be extended further. Discussions have taken place with Andy Perkins from Dundee and he could be invited to the meeting to provide information on the benefit of having an Expert Advisory panel.

KJ agrees it is important for everyone to have a common understanding of the work; sharing experience/ideas on what will be helpful/unhelpful in the way this moves forward. KJ requested members of the Board inform AM who wishes to contribute to the Steering group and suggest other people outside of the Board. This should be organised as soon as possible to come back to the meeting in March, with a firm/co-produced proposition.

AM is happy to have a co-production approach. Alliancing expertise can also be used to assist with this.

**Recommendation:**

**AM to arrange a Steering meeting to discuss work moving forward. To bring back to Board for decision at the APB meeting in March.**

**5. Covid 19 – 2<sup>nd</sup> Wave Service Update**

JH - Barod:

- It was a challenging time with street delivery during the second lockdown with regard to staffing, which has taken its toll with face-to-face services. 3 people handed their notice in on the lead up to this, as they found it too stressful due to the risk. This had a significant impact on service delivery, however the remaining workforce stepped up.
- Face-to-face delivery via NEX/Outreach was maintained and homes/8 B&B's were visited. Outreach for the sex workers projects still took place on a weekly basis and Crisis drop-in.
- Capacity has been increased due to primary healthcare cluster funding. This has enabled provision of early intervention, potentially stopping individuals coming into services.
- Street cleaning has been carried out, as discarded needles have been prominent in certain locations within Swansea.
- Online SMART Recovery sessions have been delivered 3 times a week and have been well attended.
- Face-to-face were due to begin before the 2<sup>nd</sup> wave. Unfortunately this was put on hold, however will be reinstated soon.
- During the 10 day lockdown period, 22 Naloxone kits were distributed. Barod are carrying out the admin for the Effective of Naloxone peers project, via PHW looking at the reuptake of those using Naloxone.
- 103 needle exchanges took place and 35 referrals into services.
- The Gastroenterology/Heptology nurses have been delivering in Mansel Street, providing fibro scanning/vena puncture.
- The phase 2 funding post, supporting the homelessness element has been filled.
- 2 people entered rehab from the Tier 4 panel.
- The Rapid Access prescribing services has taken 2 referrals. The service provision was taken to the individuals, who may not have otherwise made it into service.
- The web chat is receiving referrals weekly. Services are open/running for direct referrals, in par with AADAS referrals/referrals via the engagement service. There has been a 100 more referrals this year within Quarter 1 & 2, compared to last year, due to an increase of promotion/co-production.

KJ appreciates the commitment/innovation shown during this time.

BH - WCADA:

- We were better prepared for the 2<sup>nd</sup> lockdown.
- Opening hours remained the same.
- Face-to-face was delivered when necessary and support via phone/online available.
- Service was delivered from the agency/in schools. Walk and talk sessions also took place with service users, however this is harder during the winter months.
- The minibus has been utilised for Outreach, whilst maintaining social distancing/ventilation.
- Cafle Cymru (WG out of work programme) had the highest number of registrations in October/November. The project supports people with training/education/volunteering/employment; building a wider recovery journey.
- WCADA have linked in with the Fair Share scheme, providing food parcels. This has been further developed via funding from COVID relief. There is an older person's worker working across Swansea/NPT/Bridgend, supporting older people who may be feeling lonely/isolated.

CJ – PSALT:

- A lot was learnt from the 1<sup>st</sup> lockdown.
- Service delivery continued, including face-to-face, whilst maintaining social distancing.
- Work was carried out with HB colleagues in relation to pharmacy collections for self-isolating patients. Protocols have now been developed, liaising with Barod/WCADA to collect medication when certain individuals are not available.

NH – Dyfodol:

- We were better prepared for the 2<sup>nd</sup> lockdown. It did not really affect service delivery and we have moved to a wider access provision.
- A number of Outreach work has been undertaken to ensure delivery services for people self-isolating and the 2 vehicles have been adapted.
- The RAP service has been maintained, which includes 25 people and the referrals are in excess of 50.
- 30 people in the region are prescribed Buvidal and it has been confirmed by WG that this will be maintained into next year.
- Social distancing is currently maintained on site within staff bubbles, to avoid cross contamination and maintain service delivery.
- Staff have worked really hard to manage through the process and we have been impressed with their resilience throughout.

KJ thanked Providers for the work undertaken since March.

**Action 1:**

JJ to send a thank you from the Chair of the APB to Providers.

**6. Financial Planning Framework**

KJ stated a process within timescales was requested at the CFP by HB colleagues for setting next year's budgets. The draft framework paper was provided to members.

JJ provided an update:

- The draft Financial Planning Framework has been distributed to the CFP sub-group via email and positive comments were received.
- The main points (page 3), with a table of key actions required to be delivered each financial year. Timeframes have been drafted when matters are to be addressed to the CFP/APB. The expenditure plan needs to be agreed within plenty of time, including the HB's ring-fenced budget and to be signed off by the APB earlier than has been happening.
- The section regarding priorities later in the document relates to how funding is utilised and how bids are funded/supported. The discussion at the CFP was around priorities and how we ensure the projects supported deliver. A summary with overarching priorities is provided (page 5), to reduce the harms from substance misuse/DRD's within the region. JJ has outlined 4 bullet points, when considering projects. There is a proposal further on how this could be scored (Appendix B) and an application form to be filled in.
- A set format to receive/consider projects within a set timeframe is outlined in the framework.

KJ requested feedback on this, however a different approach will be adopted in the longer term.

JJ stated that there is always slippage within the year that needs to be managed. This framework pinpoints times of the year when slippage is considered.

OV agrees if bids are put forward early and agreed in principle, slippage may be used. This will avoid rushing to spend the money at the end of the year and the CFP/APB may be informed where the money could be spent. OV agrees with the paper, as it will allow a smoother process and provide early identification of where money may be spent.

MC stated that WG will expect a better join up in relation to financial planning from all APB's/HB. A number of APB's provide a significant amount of investment from SMAF. The join up/planning from the HB is not as strong as it should be in, in a number of areas. This will be reinforced in the APB/HB allocation letter.

KJ stated this was agreed last year, however this has been an unusual year, due to COVID. The information will be brought together to provide an overall view of substance misuse services within the region.

JAD suggests the HB have attempted to get a grip on various funding and are now in a much better position. Having a plan will help everyone, including Providers and welcomes this, as it will avoid confusion/tensions.

**Recommendation:**

**Financial Planning Framework agreed.**

**7. Commissioning Finance and Performance Sub Group Recommendations**

- **Partnership Agreement – recommendation to proceed**

CJ stated that this report was presented to the CFP sub-group and highlights that in order for decisions to be implemented by the Board, a Partnership Agreement needs to be established. Joanna Stephens from Legal services is currently revising the document. Once finalised this will be circulated for approval. This will then enable the team to implement decisions on behalf of the Board, pending the Transformation project. The CFP agreed with the recommendations in

the paper to develop a new agreement and to streamline the way that projects are funded under the agreement to ensure that services are wholly funded by SMAF and partners. . An action was taken from the CFP for discussions to take place regarding how this can be managed within the HB and a meeting has been arranged with Richard Bowmer.

JAD is aware that there are partnership agreements exist under the West Glamorgan programme Board, as the 2 Local Authorities/HB are already signed up for ICF. JAD queried whether what has already been legally agreed could be used as a base, as an easier process.

CJ stated that this is a useful suggestion, however the difficulty is that the APB has a uniqueness.

KJ asked the Board to note the work carried out in developing the Partnership Agreement and endorse the proposal. This will be based on that already in place with RPB projects and adjusted to the APB's work.

**Recommendation:**

**The proposal to develop a Partnership Agreement to include details of how the SMAF and Partner Contributions will be managed was agreed.**

- **Approval of HB Expenditure Plan 20/21**

KJ stated that this was scrutinised at the CFP sub-group, who were happy to support this coming to the Board for approval.

JJ provided an update:

- The HB are worked with the APB team to develop a new set of service specifications, alongside the plan submitted to the CFP, which helped them look at things differently and reach final agreement. There is a system in place going forward that the formal financial plan/legal agreement will feed into.

**Recommendation:**

**HB Expenditure Plan 20/21 approved.**

- **Evaluation of Routes into Service – approval of recommendation to amend service**

EB provided a summary of the report:

- An evaluation was carried out and issues identified regarding the way people currently access services via AADAS. It is proposed to open up the way people access services; to make accessible via 3<sup>rd</sup> sector partners, with a first point of contact approach. A discussion will take place to find out an individual's issues/needs, provide advice/information as a brief intervention and if necessary refer them to the appropriate service. The assessment will be ongoing when in structured treatment and accessible through various means, including via phone/drop-in/email/internet. The following concerns were raised during the consultation:
  - Whether the assessment will be consistent/good quality.
  - If people will be referred to the appropriate service following the assessment.

- Capacity to deliver at first point of contact.
- If services will be open to people following this.
- If enough service user/stakeholder engagement is being carried out.

A recommendation was taken to the CFP and it was agreed for the proposal to be explored further, providing more work is undertaken in relation to concerns raised and how these can be mitigated. Endorsement is required by the APB today to proceed with this. EB has set a date for the Steering Group to meet, including 3<sup>rd</sup> sector Providers/prescribing agencies to address the concerns.

KJ stated that support was given to the change of the current model, however it was recognised that further work is required on how the revised model will work. Progress should be noted and endorsed today.

DN queried how the proposed work will fit into the remodelling of services and whether this is an appropriate time to look at this, whilst looking at the proposed remodelling. DN has sent comments back to EB/CJ on behalf of clinicians, however further work is required. It is questioned why single point of access was initially put in place and assurances regarding referrals are required.

KJ stated the overall remodelling is looking to set the service up on a different footing long term. This piece of work is to address current problems and there will be an opportunity for people to feed in to the next piece of work carried out by EB. There are problems with the current model that need to be addressed and further work is required to bring an alternative approach forward.

EB confirmed the HB have been invited to attend the Steering group on 9<sup>th</sup> December. The SPOC concept will still exist, however will be provided by 3<sup>rd</sup> sector colleagues, rather than AADAS.

DN's understanding of the document, is wherever someone turns up, the assessment will be carried out. This will potentially provide better access, however is worried from an APB perspective how a follow up/evidence that they have received a good service will be monitored. DN is also concerned regarding the data mechanism, particularly with the PARIS changeover to WCCIS and how it will feed into this.

KJ recommended that these points be fed into the next piece of work.

JAD suggested the AADAS system cannot be changed prior to extricating from the service in Bridgend. An agreement from Bridgend/Cwmtaf APB is required in relation to whether we continue to provide that service, prior to changing the process within NPT/Swansea. KJ agreed that clarity regarding moving from this arrangement is required.

AM agrees with JAD's comments and offered support if required and she is also a member of Cwmtaf APB Bridgend Development group.

EB stated that Cwmtaf APB have been invited to attend the Routes Evaluation Steering.

KJ confirmed that a revised model will be taken to the CFP and brought back to the APB to authorise the change.

DN queried whether substance misuse HB staff covering Bridgend have been invited to the Steering group or Cwmtaf APB. EB confirmed that discussions have taken place with Cwmtaf APB and they will speak to HB colleagues in Bridgend to be invited to the meeting on the 9<sup>th</sup>.

8. KJ requested the APB note that a report proposing a final model will be brought back to the Board. EB has a few comments to take on board, for the final completion of work. **Service Development Update**

JJ requested the APB note the paper which provided an update on the work undertaken on the recommendations supported by the APB at the last meeting in relation to changes to services:

- To extend low threshold prescribing services within PSALT for a time limited period (to include medication costs). Work is currently ongoing regarding contract issues. This some could into fruition in the New Year.
- A strategic evaluation of Platform Counselling services was carried out. It was identified that we were paying for services not being delivered within WB. This has now been streamlined and is in place. A report will be taken to the Council next week in relation to exemption to contract procurement rules.
- A decision was made to cease the Phase project, due to the pandemic and not being able to deliver effectively. Everyone has been notified and this will end at the end of this month. We are working with NPT Education department, to provide an exit plan and identify how resources can be used moving forward.

9. **Performance Management**

- Qtr 2 monitoring Report

EB provided an update:

- Providers gave a good update regarding pressures responded to, at the start of the meeting.
- Positive work in relation to contingency planning is included within the report. This will ensure people on OST treatment can access prescriptions if self-isolating. The Providers are working together to ensure arrangements are in place.

DN stated there has been no change to CDAT services. Work has continued and much of it is virtual. Calon Lan has remained closed during the second wave and contingencies are in place, as this is provided on an Adult Acute Admission ward. Currently there is no waiting list for NPT inpatient detox, however there are some waiting within the Swansea area, who are working with other Providers. DN has requested the HB Information team streamline this information; for specific information regarding waiting times to be provided and be shared with the CFP group moving forward. EB is working with the service manager on a report regarding the potential impact and there has not been an impact on opiate inpatient detox. 1 case has been brought to DN's attention across the whole APB area and consideration is being given on how he can be brought in to inpatient detox. This should not have had a detrimental impact on anybody within the region.

KJ requested DN thank colleagues for work carried out within these challenging months.

10. **Matters to report to linked partnerships**

There were no matters to report to linked partnerships.

11. **A.O.B.**

CT provided an update on the fatal/non-fatal OD's within Swansea Bay.

- CT received a number of requests last week for data for this year and did not want this to be released before taken to the APB. Data shows an increase in fatal cases and we are currently standing at 30 suspected drug deaths. 7 have been confirmed as drug deaths by the Coroner and 23 are outstanding, which is an increase of 6 compared to 2019. Within the data there is a spike in the NPT area. In 2019 there were 4, compared to 10 this year. As a result of this, there is a meeting next week for a deeper dive into the data and to see what is being done/what more can be done in the NPT area.
- 250 non-fatal notifications have been received this year, compared to 99 last year. 206 have been reviewed and 115 have received intervention/advice from services.

KJ recommended a more comprehensive report relating to this is provided to the Board at the next meeting.

CT spoke to JJ yesterday in relation to reports. A report will be formalised for the Board and this will be taken to the HR sub-group next week.

**Action 2:**

**CT to produce a more comprehensive report regarding fatal/non-fatal OD's, to be provided to the Board at the next meeting.**

MR highlighted the risk relating to BBV testing not being restarted within the region, unlike other areas. There was a high prevalence within Swansea Bay, prior to the pandemic and due to evidence suggesting a reduction in NEX programmes, we may see a spike in Hepatitis C post pandemic/when testing is restarted. There has been good positive feedback from the Ambassador, Neath. All staff are now trained in Naloxone use and are supportive of the ongoing work with substance misuse. Hopefully this will encourage partners around the table to engage in assertive Outreach within the hotel, as positive outcomes have been seen.

KJ thanked MR and hopefully OV/MC will take the point regarding BBV testing back to WG.

JJ confirmed that a standard report will be drafted in relation to CT's data and will be produced quarterly. This will go to the HR sub-group to be signed off, prior to being brought to the APB. The standard report will be given to Providers, as opposed to CT producing ad-hoc reports when necessary. Hopefully this system will flow better and we will have something on hand to provide people when requesting an update in relation to deaths. The route will be formalised through the APB, from the DPTF, to the HR sub-group, to the CFP and escalated to the APB. Further work is required to ensure the APB receives this information.

TM is attending the meeting instead of Joanna Maal, who has temporarily moved positions. The Police are keen to progress the Public Health Board systems approach within substance misuse and the new alliance programme. Today's contributions have been key/critical in maintaining momentum to enable this to move forward. A pilot has been proposed within the region for frontline officers to carry Naloxone, which has been through consultation. Some minor amendments are being made and a quality impact assessment is being reviewed, before being sent to Chief Officers for a final sign-off.

KJ will be moving to a new role and stepping down as Chair of the APB. KJ thanked everyone for their help/support and tolerance during her time involved. Nominations for a new Chair will be required by the next meeting in March and discussions will be required outside of the meeting. KJ still wishes to support the APB agenda going forward, in particular with the Public Health approach.

DN requested assurances in relation to the transition from PARIS to WCCIS.

KJ stated that this was discussed at the CFP, where Simon Giles suggested that work needs to be carried out in relation to data validation. Operational staff are struggling with workloads, however Simon is satisfied that staff are working through this. KJ requested that Simon escalate this back to the APB, if work stops for any reason, however he is confident that this work is scheduled to be completed.

DN requested whether Simon will be signing off WCCIS on behalf of the APB regarding data required moving forward.

KJ suggests that further questions will be required in relation to this.

**Date of next meeting:**

**3.3.21**

**Via Teams**

# West Glamorgan Regional Partnership Board

28<sup>th</sup> July 2020

11.30 – 2.00

Teams Video Call



Partneriaeth  
Ranbarthol  
Gorllewin  
Morgannwg

West  
Glamorgan  
Regional  
Partnership

## DRAFT Minutes

### Attendees

Name	Organisation	Initials
Councillor Rob Jones (Chair)	Neath Port Talbot County Borough Council	RJ
Emma Woollett (Vice Chair)	Swansea Bay University Health Board	EW
Councillor Rob Stewart	Swansea Council	RS
Councillor Elliott King	Swansea Council	EK
Councillor Clive Lloyd	Swansea Council	MC
Phil Roberts	Swansea Council	PR
Steven Phillips	Neath Port Talbot County Borough Council	SP
Andrew Jarrett	Neath Port Talbot County Borough Council	AJ
Dave Howes	Swansea Council	DH
Mark Wade	Swansea Council	MW
Tracy Myhill	Swansea Bay University Health Board	TM
Siân Harrop-Griffiths	Swansea Bay University Health Board	SHG
Gaynor Richards	Third Sector Representative (CVC), NPT CVS	GR
Debbie Smith	Swansea Council	DS
Caritas Adere	Swansea Council	CA
Emma Tweed	Third Sector Representative (National)	ET
Linda Jaggars	Carers Representative	LJ
Kelvin Jones	Service User / Citizen Representative	KJ
Anne Newman	Carers Representative	AN
Adele Rose Morgan	Service User / Citizen Representative	ARM
Malcolm Perret	Care Forum Wales (Care Providers)	MP
Kelly Gillings	West Glamorgan	KG
<b>In attendance</b>		
Louise Fraser-Cole	West Glamorgan	LFC
Melanie Blake	West Glamorgan	MB
Lee Cambule	West Glamorgan	LC
Kate Kinsman	West Glamorgan	KK
Kirsty Roderick	West Glamorgan	KR
Jack Straw	Integration	JS
<b>Apologies</b>		
Councillor Peter Richards	Neath Port Talbot County Borough Council	PR
Councillor Alan Lockyer	Neath Port Talbot County Borough Council	AL
Aled Evans	Neath Port Talbot County Borough Council	AE
Nicola Trotman	West Glamorgan	NT

Ref	Item	Action / Decision
1	<b>Welcome, Introductions and Apologies</b>	
1.1	The Chair opened the meeting and introductions were made Members were asked to use the raised hand icon or use the chat option to highlight to the Chair that they wish to comment	
1.2	The Chair took the opportunity in this first meeting of the Regional Partnership Board since January 2020 to address the current emergency arrangements in place due to the Covid 19 pandemic	
1.2.1	During these unprecedented times, the Chair noted that, in his role as Leader of Neath Port Talbot CBC, it has only been necessary to circumvent democracy and sign a total of five urgency actions in three years. During these extraordinarily challenging times since lockdown, 150 urgency actions have been signed. Normal decision making processes has been put on hold and emergency regulations have been invoked by Welsh Government.	
1.2.2	During these times, a better way of working has been found in many areas but, inevitably, there will be a review into the actions taken during this pandemic and there will be lessons to learn.	
1.2.3	Statutory partners have had to make decisions at a fast pace; the Regional Partnership Board gives the strategic direction but it is the partners that have the duty of statutory delivery. The Leaders met twice weekly during the peak of infection but has reduced those meetings to weekly, supplemented if required by additional meetings. The Chair stated that it was with regret that all members of the Regional Partnership Board could not be consulted on any necessary decisions but time did not allow	
1.3	The Chair invited each Leader and Chief Executive from each statutory partner to address the Board, at their request	
1.3.1	Both the Leader and Chief Executive of Swansea Council expressed regret that there has been no time for debate when making decisions at pace to keep citizens safe but noted that circumstances were such that there was no luxury of time. The challenges faced over the last few months have been unprecedented and quick decisions had to be made based on the guidance and information available at any given time. Statutory partners were required to halt normal services and readdress the way services were delivered in line with the predicted catastrophic impact of Covid 19. It was highlighted that the region should be proud of how partners, including the third sector, have responded to the crisis and how much stronger the relationships between partners have become. Guidance from Welsh Government and England was sometimes contradictory which caused confusion and added to the challenge; guidance also changed rapidly and each statutory partner had to react and adapt accordingly. As a result of the decisions made by the region, it is in a much stronger position to cope with any future peaks as well as the pressure of winter flu. The Chair was thanked for his strong leadership throughout this crisis	
1.3.2	The Chair and Chief Executive of the Health Board noted that it is easy to forget how much pressure colleagues were under at the start of the pandemic but noted how proud they were of how colleagues rose to the challenge and worked together so successfully. At the heart of everything was the safety of individuals and the competing needs of the population. They expressed regret that this work could	

Ref	Item	Action / Decision
	<p>not be carried out in collaboration with all partners but reiterated that this was just not feasible at the time. It was noted that communication with partners could have been more effective and this is a lesson to be taken forward in the event of a second peak. The importance of the scale of the impact was highlighted and it was noted that, in order to prepare and cope with the emergency, staff within the Health Board were redeployed and retrained where necessary; super surge capacity was created with two field hospitals built; a stronger infrastructure was created and services were suspended with a move from delivery to containment in order to add the required capacity. The staff response to the crisis was awe inspiring with colleagues taking on new roles, additional staff were recruited, some moved away from family and friends and some sadly lost their lives; thoughts are with colleagues, families and friends of those who lost their lives helping those in need during the crisis. Further discussion around the number of cases, deaths and tracing will be provided in more detail at a later stage but thanks were expressed to colleagues within each local authority for their support and close working during these challenging times. Essential services have been continued throughout, albeit differently for some. It was noted that the region should be proud of the significant leadership throughout.</p>	
1.3.3	<p>Tracy Myhill is retiring at the end of this year and, on behalf the region, the Chair of the Regional Partnership Board expressed thanks for the hard work and commitment by Tracy Myhill to the partnership during her role as Chief Executive.</p>	
1.3.4	<p>The Chief Executive of Neath Port Talbot County Borough Council reiterated the messages of the others during this time of crisis.</p>	
1.3.5	<p>The Chair noted that the work rate of the executive leaders has been phenomenal during this time and noted that they have been under immense pressure in relation to the required response, working at all hours of the day and night. Planning continues for a second peak but the region is ready</p>	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	<p>No declarations of interest were raised</p>	
<b>3</b>	<b>Draft Minutes of Previous Meeting – 16<sup>th</sup> January 2020</b>	
3.1	<p>The draft minutes were included with the agenda pack for comment or approval</p>	
3.2	<p>It was noted that some queries had been raised following the January meeting via email in February. The Chair stated that he had not received the queries sent in February</p>	
3.2.1	<p>Kelly Gillings to look into the queries raised regarding the January minutes and respond outside of the meeting</p>	<p><b>KG to respond to the queries raised regarding the January minutes</b></p>

Ref	Item	Action / Decision
<b>4</b>	<b>Terms of Reference Amendment</b>	
4.1	Debbie Smith presented the Terms of Reference, highlighting the minor amendments in line with the Covid 19 emergency arrangements	
4.1.1	The last version of the Regional Partnership Board Terms of Reference were approved at the RPB on 17 <sup>th</sup> October 2019. In light of the pandemic the Terms of Reference were revised and point 32, Emergency Arrangements, was added to the subsequent version (version 18). This states that “in the event of an emergency situation arising which either impacts upon the ability of the Regional Partnership Board to meet and undertake its functions in an effective manner or which otherwise requires a modification to these Terms of Reference then the Partnership Bodies shall by agreement and utilising the powers and authority vested in each of the Partnership Bodies in accordance with their respective constitutions, make such amendments to the Terms of Reference and to any operational and governance arrangements established as part of these partnership arrangements as are necessary to enable to the Regional Partnership Board to respond to the emergency situation”.	
4.1.2	The revised version of the Terms of Reference and the Extraordinary Governance Arrangements was approved in the Swansea Council and Neath Port Talbot County Borough Council Cabinets and the Swansea Bay University Health Board in April 2020	
4.1.3	The Terms of Reference have now been brought to the Board for noting and endorsement, although it was highlighted that the final decision lies with statutory bodies	<b>The Regional Partnership Board noted and endorsed the amendment to the ToR</b>
4.1.4	The difficulties and challenges faced by the statutory bodies in keeping its citizens safe was acknowledged but concerns were expressed that, while the relationships between statutory bodies have grown stronger, the relationships with non-statutory partners has not as they have not been involved in building and sharing a knowledge base. It was felt that moving forward, these relationships need to be strengthened. It was noted that, within the Terms of Reference, the emphasis is on statutory partners and therefore there is an inequality for citizen, carer and third sector representatives which was felt to further emphasise the need to build relationships.	
4.1.4.1	It was reiterated that the need to move at considerable pace during these unprecedented times in order to deliver outcomes did not allow for consultation and coproduction with all partners, which was acknowledged as regrettable. It was also recognised that the relationship with non-statutory partners needs to be rebuilt and going forward better communication is required. It was also reiterated that coproduction is not possible during a crisis but the work and input of non-statutory members is an integral part of the Regional Partnership Board with further involvement in transition planning and more input at Transformation Boards. The Chair also noted that he remains happy to meet with non-statutory members of the Board.	
4.1.4.2	It was noted that Welsh Government has set out its clear expectation of statutory partners. The CMO wrote to Health and Council Chief	

Ref	Item	Action / Decision
	Executives requesting a local prevention and response with a ten day deadline	
4.2	A request was submitted to the Chair that answers to questions sent on the afternoon of 24 <sup>th</sup> July be answered.	
4.2.1	It was confirmed that, due to the technical and legal nature of the questions a response would not be possible during the meeting as the appropriate officers had not had sufficient time to address. Responses to those questions would be forwarded outside of the meeting and before September in order to allow sufficient time for the appropriate officers.	<b>Responses to AN questions to be forwarded by September at the latest</b>
4.3	Attention was drawn to the fact that some non-statutory partners have felt isolated and “furloughed” during this crisis, emphasised by the lack of communication and engagement. Some members of the Board have been left to feel undervalued.	
4.3.1	It was emphasised that all members of the Board were valued as was their contribution and non-statutory partners also sit on the Transformation Boards, providing valuable input; due to the pandemic it has not been possible to maintain the same level of engagement. It was noted that this is also true for Cabinet Members. The priority has been the health and care of the community as a whole.	
4.4	It was noted by some that they have felt isolated and have not felt able to contact statutory partners during the crisis regarding concerns	
4.4.1	Regret was expressed that some members of the Board felt unable to contact the region during the crisis and it was emphasised that any concerns can be forwarded directly to executive officers within health and social care or to the West Glamorgan Transformation office. It was noted how difficult it has been for carers during this crisis and members were thanked for highlighting this.	
4.5	Following a query as to whether the Care Homes response has been sent to John Bolton, it was confirmed that the regional response was provided by the deadline.	
4.5.1	Malcolm Perret offered to circulate the Care Forum Wales response to John Bolton for information and this offer was accepted.	<b>MP to forward the CFW response to KG for circulation to the wider Board</b>
4.6	The importance of having the opportunity to be heard was acknowledged and Gaynor Richards took the opportunity to thank Emma Woollett and Sian Harrop-Griffiths for their support of the Carers Partnership Board and emergency plan for carers as well as the escalation to Community Silver Command for endorsement	
<b>5</b>	<b>RPB Extraordinary Governance</b>	
5.1	The Board was asked to approve the recommendations in the West Glamorgan Extraordinary Governance paper circulated with the agenda pack	
5.1.1	The Board was asked to note the amendment to the Terms of Reference for the Regional Partnership Board as attached in Appendix 5 of the paper	<b>The Board noted and endorsed the amendment to the ToR for RPB</b>

<b>Ref</b>	<b>Item</b>	<b>Action / Decision</b>
5.1.2	The Board was asked to approve the governance arrangements as outlined in the report as appropriate emergency arrangements to be implemented by the RPB in accordance with paragraph 32 of the amended Terms of Reference	<b>The Board approved the governance arrangements as outlined</b>
5.1.3	The Board was asked to approve the creation of the new pooled fund for Covid 19 and approve the information and actions taken as detailed within Appendix 1 of the report	<b>The Board approved the creation of the new pooled fund for Covid 19</b>
5.1.4	The Board was asked to cancel the Partnership meetings specifically the Transformation Boards and the scheduled Regional Partnership Board meetings until September 2020 or until such time as the Covid 19 situation is under control and to hold in their place meetings of the Health and Social Care Interface Board and Emergency Regional Partnership Board as and when necessary	<b>The Board approved the recommendation to cancel Partnership meetings until September or until such time as the Covid 19 situation is under control</b>
5.1.5	The Board was asked to approve the proposals for emergency financial decision making contained within the report and specifically the delegated limits as outlined in 3.13	<b>The Board approved the proposal for emergency financial decision making</b>
5.1.6	The Board was asked to approve the capture of all decisions in an online log with the relevant decision making details included	<b>The Board approved the online log</b>

## **6 Overview Report**

6.1	Jack Straw gave a brief background and context to the report commissioned by the Regional Partnership Board. Full details are contained within the report which was included in the agenda pack.	
6.2	It was highlighted that Directors of Social Services and the Director of Strategy have provided input to the report and that the report has been agreed across the partnership. The Overview Report forms part of a wider evidence base of interactions carried out against Welsh Government guidance relating to care homes at any given point in time. Jack Straw noted that the Overview Report will also be sent to John Bolton as part of the feedback regarding care homes following this meeting.	
6.3	The report is a response to Covid 19 and provides an honest overview of the strengths and challenges faced by the region. The report also provides advice on how the Regional Partnership Board and statutory bodies may be best developed going forward	
6.4	It was stressed that report does not include the benefit of hindsight and highlighted that the statutory bodies could only implement requirements according to the latest guidance at the time.	
6.5	The report concludes that the partnership can give strong assurances to any future inquiry that guidance was implemented accordingly, even when the guidance was changing at significant speed and can	

Ref	Item	Action / Decision
	also demonstrate the concerns raised at a national level and how the region influenced national guidance in some instances.	
6.6	Directors were challenged to respond regarding whether the eligibility criteria and assessment of need modifications against the Social Services and Wellbeing Act are being exercised	
6.6.1	A full response will be provided by Legal but it was confirmed that the region has taken a proportionate response depending on the challenges faced and will continue in that vein depending on the challenge. It was noted that there have been difficult conversations between partners but residents have always been at the forefront of decisions and planning.	
6.7	It was confirmed that this report is now in the public domain and the Board was encouraged to take back to their organisations and wider citizens	<b>Citizen/Carer reps to contact KG if further understanding of the report is required</b>
6.8	The Board thanked Jack Straw for his help and support to the region during the Covid 19 crisis and for the comprehensive Overview Report produced	
<b>7</b>	<b>Finance Report</b>	
7.1	Kelly Gillings presented the key items and recommendations within the report which was included in the agenda pack.	
7.2	Clarity was sought regarding the Carers Development Officer post and whether the costs were being taken from the West Glamorgan Transformation Office infrastructure costs as agreed previously. This was confirmed	
7.2.1	Clarification of the agreement to include the £48k for the Carers Development Officer post was requested as it was thought to have been allocated by the Carers Partnership Board pre-February	<b>Confirm allocation of £48k outside of RPB</b>
7.3	The Board was asked to endorse the recommendations within the report:	
7.3.1	The Board was asked to endorse the Covid 19 approach outlined	<b>The Board endorsed the Covid 19 funding approach</b>
7.3.2	The Board was asked to provide final endorsement of the three revenue schemes	<b>The Board endorsed the revenue schemes</b>
7.3.3	The Board was asked to endorse the new main and discretionary capital funding Covid 19 related schemes	<b>The Board endorsed the MCP and DCP Covid 19 related schemes</b>
<b>8</b>	<b>Outstanding Actions Log</b>	
8.1	Circulated with the agenda pack for information only	

<b>Ref</b>	<b>Item</b>	<b>Action / Decision</b>
8.2	There is only one outstanding action, to review the need of a Regional Scrutiny Panel. This was due to be reviewed at the April meeting but emergency arrangements were in place as a response to Covid 19 and therefore delayed. It was confirmed that this action will be picked up once emergency arrangements have been stood down	<b>Review the need for a Regional Scrutiny Panel once emergency arrangements have been stood down</b>
<b>9</b>	<b>Amended Minutes from July and October</b>	
9.1	Circulated with the agenda pack for information only	
9.2	Amendments to both minutes were made as raised previously and queries raised regarding the October 2019 minutes have now been agreed by the Board member	
<b>10</b>	<b>Action Plan Progress Update: January – February (action prior to COVID-19)</b>	
10.1	Circulated with the agenda pack for information only	
<b>11</b>	<b>Children’s Commissioner Correspondence</b>	
11.1	Circulated with the agenda pack for information only	
<b>12</b>	<b>Urgent Items</b>	
12.1	There were no urgent items raised	
12.2	It was queried whether the statistics related to the deaths of disabled individuals would help inform regional decisions regarding the possible second wave of Covid 19	
12.2.1	It was emphasised that the plan is to minimise the risk for all members of the community which will include the particularly vulnerable and at risk.	
12.2.2	It was emphasised that there is currently no safe place on earth until a vaccine is found but the partnership will strive to continue to protect all individuals in the region	

**Date of Next Meeting:**

15<sup>th</sup> October 2020

11.00 – 1.00

To be confirmed

*The meeting closed at 1.30*