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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>26 September 2019</b>	<b>Agenda Item</b>	<b>3.7</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>Aileen Flynn, Head of Strategic 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 such as the West Glamorgan Regional Partnership Board, the Public Services Boards and other key 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, 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>	Members are asked to: <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 key 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 Services Board
- Neath Port Talbot Public Services Board
- Supporting People Regional Collaborative Committee
- 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

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

### 2. KEY ISSUES

The following sections set out some of the key issues discussed at these external partnership groups, and set out, 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 West Glamorgan Regional Partnership Board (18<sup>th</sup> April 2019) (Appendix 1) and its sub committees

- **Additional Learning Needs legislation** – this will be implemented from September 2020, and the HB has an implementation board which is linking with the relevant LA planning groups.
- **Bridgend Boundary Change** - agreement that a Memorandum of Understanding will be put in place in relation to relevant services.
- **West Glamorgan Area Plan** – this was approved, with objectives included in HB IMTP and planning priorities.
- **Carers Strategy** – development of a new Strategy was agreed.

#### Adult Transformation Board (13<sup>th</sup> June 2019) (Appendix 2)

- **Co-production** – it was agreed to develop a definition of and a co-production strategy involving citizens, carers and service users which will also inform HB plans.
- **Hospital 2 Home**. Two workshops to be held in July, one to review current optimal model and the other to look at options to deliver this service. Board endorsed recommendation to recruit additional Occupational Therapists, noting that pending the decision on the final model, the Health Board would

progress at risk so as not to lose the opportunity to recruit students as they graduate. Programme plan and Project Initiation Document (PID) agreed. This is a major focus for the HB in addressing unscheduled care pressures and work is underway to identify funding to support this.

- **Optimal Model Review** – this is a review of the existing Integrated Team services, and is closely aligned to Hospital to Home. Programme plan and PID approved.
- **Adult Mental Health Framework.** A new governance structure and Terms of Reference are in place for the Implementation Groups, with leads nominated for each group. A detailed PID and Project Plan will be bought before the next Board for approval. This is a major piece of work for the HB and partners, which will lead to a different pattern of services more aligned to service user priorities and requirements.
- **Dementia Strategic Framework.** There is currently no Dementia Strategy across West Glamorgan. A mapping exercise was carried out in April/May 2018 which attempted to identify gaps in service provision but this now needs to be more robustly undertaken. A conference was held in the Liberty Stadium with good engagement from those living with dementia, local authorities and the health board. An outline Strategic Framework will be bought to the next Board for approval.

#### Children & Young People Transformation Board (13<sup>th</sup> June 2019) (Appendix 3)

- **Packages of care for children** - there are ongoing discussions between the Health Board and two Local Authorities to resolve historical issues around funding packages of care for children with complex needs. .
- **Edge of Care Service.** A PID and Project Plan were approved subject to timelines being added. This service is aimed at developing an intensive family support service that is capable of delivering effective interventions with children and families on the edge of care, those in care where there is a plan for rehabilitation and to prevent placement disruption for children at risk of escalating to a high cost package of care.
- **Emotional Health & Wellbeing of Children and Young People (CYP).** This group is led by the HB as part of its work on improving services for these CYP, including improving performance of Child & Adolescent Mental Health Services. Terms of Reference and membership of group would be distributed with a progress report at the next meeting.

#### Integrated Transformation Board (13<sup>th</sup> June 2019) (Appendix 4)

- **Digital Transformation.** An overall Digital strategy for the region will be developed, to include the West Glamorgan Community Care Information System. The PID was approved, including a revised structure following the Bridgend Boundary Change.
- **Social Care, Health and Housing Group.** A Strategy to enable the allocation of ICF capital is being developed. The Group is Chaired by the Health Board, and latest minutes are attached at Appendix 5

- **Research, Innovation & Improvement Coordination Hubs.** Draft funding proposal agreed for submission to Welsh Government. A post will be hosted in each of the 3 partner organisations.
- **Transformation Programme Evaluation** Welsh Government are funding an external evaluation of projects funded through the Transformation Programme – the Primary Care Cluster programme and Our Neighbourhood Approach,

## **2.5 Neath Port Talbot Public Services Board (16<sup>th</sup> January 2019) (Appendix 5)**

- A discussion took place on the key objectives of the agreed work streams of the PSB. Partnership organisations agreed appropriate decision making representation for each of the following work streams:
  - Safe and Resilient Communities
  - Ageing Well
  - Green Infrastructure
  - Well-being in the Workplace
  - Tackling Digital Exclusion
  - Children in their early years
- **Critical Incident Group.** Work had progressed putting in place mitigating measure to allow South Wales Police to concentrate on stopping the criminal activity connected to County Lines. It was agreed that a follow up report on the next steps would be presented to the next Area Planning Board.

## **2.6 Swansea Public Services Board (11<sup>th</sup> April 2019) (Appendix 6)**

- The revised governance structure was discussed following the recent governance review. Board Members approved the new governance structure, whilst agreeing that each of the 4 Statutory Partners will lead on one of the four Task & Finish as follows:
  - Early Years - Swansea Bay University Health Board
  - Live Well Age Well - Swansea Council
  - Working with Nature - Natural Resources Wales
  - Stronger Communities - Mid & West Wales Fire & Rescue Service

## **2.7 West Glamorgan Substance Misuse Area Planning Board (26<sup>th</sup> March 2019) (Appendix 7)**

- The revised governance framework was discussed and the framework was agreed in principle. The following membership has been agreed for the health board:
  - Public Health Representative – Director of Public Health and Executive Director lead for Substance Misuse (Sandra Husbands).
  - Strategy Representative - Assistant Director of Strategy (Joanne Abbott-Davies)

- It was agreed that the APB needs to formally report into Community Safety Partnership/Public Services Board, and as appropriate to the Regional Partnership and Safeguarding Boards.
- It was noted that the Critical Incident Group had been stood down, although there were ongoing actions for the APB.
- A previously circulated report on CDAT waiting times which highlighted:
  - Data shared at PSB suggested that ABMU was an outlier in Wales in relation to waiting times.
  - Waiting lists were considered against waiting times (20 weeks); and it was noted that no-one had waited over 17 weeks.
  - Measures had been put in to reduce waiting times

## 2.9 Additional Meetings

The following partnership meetings have also been held with further information available on request:

- Regional Collaborative Committee (30<sup>th</sup> July 2019)
- Neath Port Talbot Youth Justice and Early Intervention Services Management Board (5<sup>th</sup> July 2019)
- Swansea Youth Justice Management Board (5<sup>th</sup> July 2019)
- Community Safety Partnerships

## 3. RECOMMENDATIONS

The Health Board is asked 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 25 <sup>th</sup> July 2019.	
<b>Appendices</b>	<b>Appendix 1 Regional Partnership Board minutes</b> <b>Appendix 2 Adult Transformation Board Minutes</b> <b>Appendix 3 CYP Transformation Board Minutes</b> <b>Appendix 4 Integrated Transformation Board Minutes</b> <b>Appendix 5 NPT Public Services Board Minutes</b>	

	<b>Appendix 6 Swansea Public Services Board Minutes</b> <b>Appendix 7 Area Planning Board Minutes</b>
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# West Glamorgan Regional Partnership Board

18<sup>th</sup> April 2019

3.00 – 5.00

The Centre, Baglan



**Partneriaeth**  
Ranbarthol  
Gorllewin  
Morgannwg

West  
Glamorgan  
Regional  
**Partnership**

## DRAFT Minutes

### Attendees

Name	Organisation	Initials
Professor Andrew Davies (Vice Chair)	SBU HB	AD
Councillor Mark Child	Swansea Council	MC
Councillor Alan Lockyer	Neath Port Talbot CBC	AL
Tracy Myhill	SBU HB	TM
Andrew Jarrett	Neath Port Talbot CBC	AJ
Dave Howes	Swansea Council	DH
Gaynor Richards	NPT CVS	GR
Caritas Adere	Swansea Council	CA
Maggie Berry	SBU HB	MB
Linda Jagers	Carers Representative	LJ
Kelvin Jones	Alternate Service User / Citizen Representative	KJ
Melanie Minty	Care Forum Wales	MM
Anne Newman	Alternate Carers Representative	AN
Kelly Gillings	West Glamorgan	KG
Louise Fraser-Cole	West Glamorgan	LFC

### In attendance

Huw Davies	Welsh Government Agenda Item 6	HD
Joanne Abbott-Davies	SBU HB Representing Sian Harrop-Griffiths	JAD
Nicola Trotman	West Glamorgan	NT
Elaine Tanner	West Glamorgan	ETa
Melanie Blake	West Glamorgan	MBI

### Apologies

Councillor Rob Jones (Chair)	Neath Port Talbot CBC	RJ
Councillor Rob Stewart	Swansea Council	RS
Councillor Peter Richards	Neath Port Talbot CBC	PR
Councillor Clive Lloyd	Swansea Council	CL
Siân Harrop-Griffiths	SBU HB	SHG
Steven Phillips	Neath Port Talbot CBC	SP
Phil Roberts	Swansea Council	PRo
Jack Straw	Swansea Council	JS
Adele Rose Morgan	Service User / Citizen Representative	ARM
Emma Tweed	Care & Repair	ET
Debbie Smith	Swansea Council	DS



Ref	Item	Action / Decision
<b>1</b>	<b>Welcome, Introductions and Apologies</b>	
1.1	RJ was unable to attend the meeting, therefore the Vice Chair, AD welcomed everyone to the meeting and introductions were made	
1.2	AD stated that this would be the last Regional Partnership Board that KG would be attending until after maternity leave which is due to begin in June. AD expressed his thanks at the hard work and enthusiasm that KG has brought to the role to date	
1.3	AD announced his retirement as Chairman for Swansea Bay University Health Board and therefore will be stepping down from his role as Vice Chair of the Regional Partnership Board. This will be AD's last meeting. The role of Chairman of SBU HB is out for advert.	
1.4	The Board thanked AD for his work and achievements during his time working with the region and wished him every success in the future	
1.5	It was noted that there have been issues for some with the format in which Board papers are received, as they come out as one very long document; the re-formatting of the agenda pack was requested	<b>KG to ensure that the papers go out in the normal format and to speak to Democratic Services as the papers would now be sent directly from the West Glamorgan Transformation Office</b>
1.6	AD opened the first meeting of the West Glamorgan Regional Partnership Board following the boundary change with Bridgend CBC	
1.7	AD noted the requirement to ensure that the replacement for the Vice-Chair of the Regional Partnership Board is discussed at the next meeting	<b>KG to ensure that the replacement for the Vice-Chair is added to the agenda for the next meeting</b>
<b>2</b>	<b>Declarations of Interest</b>	
2.1	No declarations of interest were raised	
2.2	AD drew attention to the new Annual Declarations of Interest, Terms of Reference and Membership forms which have been amended in accordance with the boundary change. A copy of the documentation was included in the agenda pack Both forms must be signed and returned in accordance with the Code of Conduct, a copy of which was provided at the meeting for reference since the boundary change	<b>Each Board member to sign and return the Annual Declaration and Code of Conduct forms</b>
2.3	AD also reminded the Board of the voting rights for members, alternative representatives and co-opted members. A copy of the voting rights was included in the agenda pack	
<b>3</b>	<b>Draft Minutes of Previous Meeting – 17<sup>th</sup> January 2019</b>	
3.1	Agreed as an accurate account of the meeting	

Ref	Item	Action / Decision
<b>4</b>	<b>Matters Arising and Action Log</b>	
4.1	There were no matters arising	
4.2	Open actions were discussed:	
4.2.1	Expressions of Interest for the ASD Champion for Western Bay to be removed from the action log as it no longer applies to West Glamorgan	<b>Close action</b>
4.2.1	The Mental Health strategic Framework will have been presented to all Cabinets by the next meeting	<b>Close action</b>
4.2.2	The recommended option highlighted in the Western Bay Review for a Regional Scrutiny Panel will be discussed at the next meeting	<b>To be added to the next agenda</b>
<b>5</b>	<b>Action Plan Progress Report</b>	
5.1	There were no issues requiring escalation or highlighting. All actions are either complete or in progress with only a slight delay relating to recruitment. The majority of the plan is green and many tasks will continue into the new financial year but will fall into the newly established workstreams	
5.2	If agreed by the Board, KG stated that there will be a more streamlined format to the Action Plan Progress Report going forward and the progress of each workstream will be presented more clearly	<b>Agreed to a more streamline version of the Action Plan Progress Report going forward</b>
5.3	Progress within the Action Plan for 2018 – 2019 was noted by the Board	
<b>6</b>	<b>Additional Learning Needs (ALN) and Education Tribunal (Wales) Act 2018</b>	
6.1	Huw Davies, Additional Learning Needs Transformation Lead, Welsh Government, briefly ran through the overview document included in the agenda pack	
6.1.1	The purpose of the overview is to raise awareness of the new legislation that will be live from September 2020, and the role of Transformation Lead is to support and challenge key partners	
6.1.2	HD stated that the responsibility for Looked After Children and ALN falls to Local Authorities	
6.1.3	The legislation has three overarching objectives:	
6.1.3.1	A unified legislative framework that supports all children of compulsory age or below with ALN and young people in school or further education	
6.1.3.2	An integrated, collaborative process of assessment, planning and monitoring which facilitates early, timely and effective interventions	
6.1.3.3	A fair and transparent system for providing information and advice and for resolving concerns and appeals	
6.1.4	Welsh Government produced a draft ALN Code prescribed for implementing the Act; the consultation deadline is 14 <sup>th</sup> June	

Ref	Item	Action / Decision
6.1.5	AN queried the lengthy delays in Health Board diagnosis for autism and the requirement of informing Local Authorities	
6.1.5.1	HD confirmed that Health Boards are duty bound to notify Local Authorities in order to provide the necessary provision, as per the Equalities Legislation.	
6.1.5.2	JAD confirmed that referrals currently received go through a multi-agency assessment, thereby automatically informing Local Authorities	
6.1.6	Currently Welsh Government makes the decision in relation to the provision for post 16 learners in specialist placements and coordinate the payments to the provider. ALNET will see this responsibility move to Local Authorities	
6.2	It was queried how the region works through the interfaces between Local Authorities and the Health Board and which Transformation Board would be most suitable to ensure compliance etc. It was suggested that perhaps the Children and Young People Transformation Board would be most appropriate	<b>Add to the Executive Board agenda for discussion</b>
6.3	It was queried whether the Regional Partnership Board has responsibility to ensure the Act is adhered to; HD confirmed the responsibility lies with the Local Authority	
6.4	AD confirmed that the West Glamorgan region is committed to delivering the support and services required	

*Huw Davies left the meeting*

7	<b>Amendments to Partnership Arrangements under Part 9 of the SSWB (Wales) Act 2014</b>	
7.1	KG provided a brief update to the changes in regulations as stated by Welsh Government which came into force on 1 <sup>st</sup> April	
7.2	The Regional Partnership Board were requested to:	
7.2.1	Note the changes in legislation	<b>The changes in legislation were noted</b>
7.2.2	Approve the recommendations and decisions made in the report	
7.2.2.1	Note the name change to the Regional Partnership Board	<b>West Glamorgan Regional Partnership Board approved</b>
7.2.2.2	Note the clarification to Pooled Fund arrangements	
7.2.2.3	Delegate the responsibility for nominating the Housing Representative to the Integrated Transformation Board	<b>Noted</b>
7.2.2.4	Delegate the responsibility for nominating the Education Representative to the Children's Transformation Board	<b>Approved</b>
7.2.2.5	Delegate the development of the Annual Plan to the Transformation Office	<b>Approved</b>

Ref	Item	Action / Decision
7.3	Considering the voting rights of members, AN proposed allowing two representatives on the Regional Partnership Board for Carers and Citizens as well as a separate alternate for each	
7.3.1	CA confirmed that legislation allows for this but the decision lies with the Regional Partnership Board	
7.3.2	DH proposed that the suggestion by AN should be explored and suggested that the Integrated Transformation Board could be assigned this task, to be brought back to the next Regional Partnership Board meeting in July	<b>Integrated Transformation Board to explore the possibility of including two representatives for Carers and Citizens to the RPB with separate alternates for each</b>
<b>8</b>	<b>Western Bay Bridgend Disaggregation Report</b>	
8.1	KG provided a brief update regarding the disaggregation of Bridgend CBC to the region of Cwm Taf Morgannwg and were asked to:	
8.1.1	Note the approach and progress made to date	<b>Noted</b>
8.1.2	Approve the list of services transferring in April 2019 and those that are transitioning through 2019 – 2020	<b>Approved</b>
8.1.3	An extract of the schedule setting out services was briefly discussed. The schedule can be found in section 10.2 of the report	
8.2	It was stated that a Memorandum of Understanding should be completed at the earliest opportunity in relation to the agreed expectation of service	
8.3	KG confirmed that Service Level Agreements are to be completed within the next few weeks	
8.4	The Board was assured that each partner organisation has signed up to the commitment that there would be no prejudice during the transition and that no service has suffered any disruption to date	
8.5	MC acknowledged that this has been a large piece of work and congratulated all involved for the smooth transition	
8.6	AD confirmed that a 'Lessons Learnt' exercise regarding the boundary change will be completed and confirmed that there has been no visible impact to services	
<b>9</b>	<b>Western Bay Social Value Forum Progress Report – March 2019</b>	
9.1	A brief update was provided and the Regional Partnership Board were requested to approve the Western Bay Social Value Forum Progress Report	<b>Approved</b>
9.2	Issuing the report to Welsh Government was slightly delayed	
9.3	The report was co-produced by Elaine Tanner, Implementation Manager, Transformation Programme,	

Ref	Item	Action / Decision
	Council for Voluntary Services and Kelvin Jones, Service User representative	
<b>10</b>	<b>West Glamorgan Area Plan 2019 – 2023</b>	
10.1	The Regional Partnership Board was requested to approve the West Glamorgan Area Plan 2019 – 2023	<b>Approved</b>
10.2	KG confirmed that there has only been one amendment to the Area Plan to include Looked After Children	
10.3	KG informed the Board that the Population Assessment chapters have been disaggregated where possible. This has not been taken through consultation as only the footprint has been re-addressed	
10.4	It is recognised that there is a need for a Carers Strategy which has been agreed as a priority and will be taken forward as a workstream	
<b>11</b>	<b>West Glamorgan Action Plan 2019 – 2021</b>	
11.1	KG informed the Board that the Action Plan was discussed at each Transformation Board and consequently amendments have been made to the version included in the agenda pack.	
11.2	A discussion took place around procurement, social enterprise and housing and it was agreed that there needs to be a robust system in place to ensure efficient services are in place, to include collaboration between partner organisations and Social Value Forum	
11.3	KG welcomed feedback and comments relating to the Action Plan 2019 – 2021 via <a href="mailto:West.Glamorgan@swansea.gov.uk">West.Glamorgan@swansea.gov.uk</a>	<b>Board members to send comments / feedback to the West Glamorgan email address</b>
<b>12</b>	<b>Measuring the Mountain – Recommendations for the Regional Partnership Board</b>	
12.1	The report included in the agenda pack provides details to the Measuring the Mountain: Report of a Citizen's Jury	
12.2	The Regional Partnership Board were requested to:	
12.2.1	Note the Measuring the Mountain Report	<b>Noted</b>
12.2.2	Endorse the work that West Glamorgan has already undertaken and agreed to take as part of the Programme and Principles for the Transformation Programme which address the recommendations of the report	<b>Endorsed</b>
<b>13</b>	<b>ICF Funding 2019 – 2020</b>	
13.1	NT provided detail and an update of the ICF schemes supported for 2019 – 2020, details of which are outlined in the report	
13.2	The Regional Partnership Board were asked to note the information within the report	<b>Noted</b>
13.3	Concerns were expressed around the complicated nature of the application form and it was felt that some small organisations may have been put off from applying due to the forms themselves	<b>RPB to write to Ministers raising concerns regarding</b>

Ref	Item	Action / Decision the ICF application form
13.4	KG and NT have been invited to meet with Welsh Government to provide feedback on the process and intend raising the issue of the application form at this meeting	
<b>14</b>	<b>ICF Funding 2018 – 2019 Summary Update</b>	
14.1	NT provided information of the year end funding position for ICF revenue and capital schemes for 2018 – 2019	
14.2	The report only contains costs currently as outcomes are being collated. The information will be amalgamated and circulated to Board members by the end of April	<b>Circulate amalgamation of costings and outcomes to RPB</b>
14.3	The amalgamated report will be presented at the next Regional Partnership Board meeting in July for information	
14.4	Concerns were raised by AN that funding for respite for carers with dementia was declined	
14.4.1	DH confirmed that this was a statutory responsibility and therefore funding by core services. It is recognised that emergency respite for carers was a priority but this too is a statutory priority	
14.4.2	KG said that work is currently being undertaken around the duplication of proposals received and statutory priorities in order to ensure no aspects are missed	
14.4.3	JAD referenced the new carers strategy that will cover the full range of priorities which will include the National Priorities for Carers	
<b>15</b>	<b>WCVA High Level Findings from Interviews with RPB Chairs Report – Role of the Non-Public Sector Members</b>	
15.1	No feedback has been received following the interviews	<b>Recommendations to be addressed at the next RPB in July</b>
15.2	LJ confirmed that Carer Representatives were also interviewed	
<b>16</b>	<b>Urgent Items</b>	
16.1	It was requested that the Annual Terms of Reference for the Regional Partnership Board be reviewed	<b>Annual Terms of Reference to be reviewed at the next RPB meeting in July</b>

#### **Date of Next Meeting**

18<sup>th</sup> July 2019

3.30 – 5.30

The Centre, Baglan

*The meeting closed at 5.00*

# West Glamorgan Adults Transformation Board Meeting Notes

<b>Date of Meeting</b>	13 <sup>th</sup> June 2019
<b>Time</b>	8.00 – 12.00 (Minister's visit 1.00 – 11.00)
<b>Attendees</b>	David Howes (Swansea), Andrew Jarrett (Neath Port Talbot), Kelvin Jones (Citizens Rep), Linda Jagers (Carer Rep), Melanie Blake (West Glamorgan), Elaine Tanner (West Glamorgan), Deborah Reed (Swansea), Gaynor Richards (Neath Port Talbot CVS), Nicola Trotman (West Glamorgan), Dai Roberts (Swansea Bay Health Board), Amanda Carr (Swansea CVS), Hilary Dover (Swansea Bay Health Board), Aileen Flynn representing Jo Abbott-Davies (Swansea Bay University Health Board), Angela Thomas (Neath Port Talbot), Gareth Howells (Swansea Bay University Health Board), Sarah Collier - observing (Swansea Bay University Health Board), Sian Harrop-Griffiths (Swansea Bay University Health Board),
<b>Apologies</b>	Jo Abbott-Davies (Swansea Bay University Health Board), Chris White (Swansea Bay University Health Board)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions / Decisions</b>	<b>Action</b>
1. Welcome and Apologies			
2. Minutes of Last Meeting	Gareth Howells stated his apologies were not noted for the last meeting	<b>Action:</b> Include apologies from Gareth Howells for 18 <sup>th</sup> April	Louise Fraser-Cole
3. Action Log and Outstanding Actions	<p>Wellbeing and Mental Health Update - Sue Cooper will no longer be co-chair for the Mental Health and Learning Disabilities Board. New co-chair to be nominated</p> <p>Refresh on Current Population Needs, Current Area Plan and Welsh Government Intermediate Care Funding (ICF) Priorities - the partnership does not currently have a definition for co-production</p> <p>Mental Health Strategic Framework Business Case</p> <p>Development of a Coproduction strategy</p>	<p><b>Action:</b> Board members agreed that Jo Abbott-Davies has agreed to act as Interim Chair</p> <p><b>Action:</b> Board members agreed to develop a definition for co-production – not due until November 2019</p> <p>On agenda</p> <p><b>Action:</b> Board members agreed to the development of coproduction strategy to be picked up in the Co-production group</p>	<p>No action</p> <p>Coproduction Group</p>

Agenda Item	Discussion	Actions / Decisions	Action
4. Declarations of Interest	None	No action	
5. Feasibility for the Provision of Home-Based Social Care Services through the Development of a Social Enterprise Model / Covering Report	<p>Margaret Lake gave a presentation on the findings of the feasibility study.</p> <p>Neath Port Talbot Council for Voluntary Services on behalf of the Regional Partnership, commissioned a study to explore the feasibility of a social enterprise business model for the delivery of home-based social care services for citizens who are frail and elderly.</p> <p>There is an opportunity to submit an application for the Welsh Government Foundational Economy Challenge Fund, as it was recognised that this project is eligible for the grant funding. Funding up to £100k is available. The deadline for submission of bids is 12<sup>th</sup> July. Around £1.5m of this fund is earmarked for the valleys.</p> <p>Noted it would be useful to define low level support. Currently lack of management information in terms of demand. Useful to start this model small in the community, for example, in a small valley setting. GPs citing particular issue in Afan Valley. Useful to test on a smaller basis and then consider the impact, lessons learned before considering rolling it out wider. Would be positive to have local people providing local support in the communities. Ethos of the project would be ground based and locally based.</p> <p>Links to Dementia strategy, Hospital to Home and Our Neighbourhood Approach.</p> <p>Given the scheme links to Our Neighbourhood Approach, agreed that the project will report via the NPT Joint Partnership Board up to the Integrated Board.</p> <p>Agreed that NPTCVS submit the bid to Welsh Government by 12<sup>th</sup> July. Gaynor Richards state that there is a Shadow Foundation and Economy Board that could be reconvened very quickly to look at this.</p>	<p><b>Decision:</b> Board members agreed that the Project for the Social Enterprise Model for Home-based Social Care is reported to NPT Joint Partnership Board and then to the Integrated Board.</p> <p><b>Action:</b> Board members agreed that NPTCVS submit the bid to Welsh Government by 12<sup>th</sup> July.</p>	Gaynor Richards



Agenda Item	Discussion	Actions / Decisions	Action
6. Revised Terms of Reference and Board membership	<p>All previous comments from Board members have been included in the revised Terms of Reference and are consistent across all three Transformation Boards</p> <p>Kelvin Jones noted that there is a need to include building resilience for citizen and carer representatives into the Terms of Reference</p>	<p><b>Action:</b> Board members agreed carer / citizen resilience needs to be considered in terms of ensuring sufficient representation at the Board and then included in the Terms of Reference for each Transformation Board</p>	Nicola Trotman
7. Revised Final Programme plan and PID for Hospital to Home and Highlight report	<p>Hilary Dover stated that a priority action must be the recruitment of any registered therapy posts to ensure recruitment of graduates. The deadline for this is the end of June.</p> <p>The John Bolton Model demand and capacity planning work is being undertaken in collaboration with NHS Wales Delivery Unit.</p> <p>Two Workshops are to be held in July. One is to review the current optimal model service delivery against the original model agreed to in 2015, including current reablement capacity, how it is funded and current operating model. Second workshop is to work through the options to deliver the Hospital To Home service as outlined in the options paper; this will include working through the Trusted Assessor Model and associated competencies.</p> <p>Kelvin asked if citizens have been asked what they would like in the role of trusted assessor. Agreed that Kelvin will attend the workshop.</p> <p>There may be scope to extend this to younger patients at a later stage once this stage is complete and an evaluation / lessons learnt is complete</p>	<p><b>Action:</b> Agreed Kelvin to attend Hospital to Home workshop to be part of the discussion around role of trusted assessor.</p>	Elaine Tanner

Agenda Item	Discussion	Actions / Decisions	Action
	<p>The options paper was considered and board members agreed to exclude option 3. These options will be taken to the workshop to be worked through in more detail.</p> <p>Hilary Dover stated that there is no intention to recruit staff from Domiciliary Care, but reiterated that recruitment of Occupational Therapists is essential</p> <p>The Board endorsed the recommendation of recruiting Occupational Therapists, though noting that pending decision on the final model, Health Board would proceed at risk, if future funding not confirmed.</p> <p>Dave Howes stated that Swansea will not endorse anything without understanding what the model would look like and requested a detailed model of Hospital to Home and current Optimal Model. Dave Howes raised concerns that he hadn't as yet seen a picture of what the service would look like to deal with the population</p> <p>It was agreed that an extraordinary meeting of the full Board was required to agree the final model within the funding available.</p> <p>Board members approved final programme plan and PID, noting they would need to be reviewed following the workshops.</p>	<p><b>Decision:</b> Agreed the options in the options appraisal report with the exception of option 3.</p> <p><b>Decision:</b> Board endorsed the recommendation of recruiting Occupational Therapists, though noting that pending decision on the final model, Health Board would proceed at risk, if future funding not confirmed.</p> <p><b>Action:</b> Board members agreed that a model of Hospital to Home and Optimal Model be produced to identify the best way of working, demonstrating efficiencies and improvements.</p> <p><b>Action:</b> Arrange an extraordinary meeting of the Adults Board following the 2 proposed Workshops and before the next scheduled meeting in order to agree the final model within the funding available.</p> <p><b>Decision:</b> Board members approved final programme plan and PID, noting they would need</p>	<p>Elaine Tanner</p> <p>Louise Fraser-Cole</p>

Agenda Item	Discussion	Actions / Decisions	Action
		to be reviewed following the workshops.	
<p>8. Revised Programme plan and PID for Review of Optimum Model for Intermediate Care Services Highlight report</p> <p>Care Homes support - Highlight Report</p>	<p>It was agreed at the last Adult's Transformation Board that re focusing the optimal model while the Hospital 2 Home work is being undertaken is not possible as the current arrangements cannot be de-stabilised and risk disrupting current services. Until there is clarity on how Hospital to Home will perform and deliver, the group will produce a position statement, gaining clarity and understanding around existing processes in each locality, in readiness to re-align services in future if needed, to improve outcomes for citizens</p> <p>Deb Reed confirmed that there is a workshop booked in July</p> <p>Deb Reed requested that ICF funding be utilised to support reablement staff to increase flow; it was clarified that the current ICF funding (Dementia) is for the H2H model. Dementia is not factored into the John Bolton Model therefore this needs to be explored at the workshop in July</p> <p>Deb Reed requested the approval of a Vice Chair for the Optimal Model Implementation Group. Sarah Waite was nominated however it was agreed that a senior officer be appointed as Vice Chair, to follow the other programmes of work.</p> <p>Swansea and NPT independently reviewing adults services however working very closely together. Dave Howes noted officers should be cognisant of the pending Hospital to Home and review of Optimum Model proposals whilst remodelling and restructuring services. Dave Howes and Andrew Jarrett</p>	<p><b>Decision:</b> Board members approved the final PID and programme plan for the Optimal Model</p> <p><b>Action:</b> Board members agreed to a discussion to identify a sufficiently senior officer as Vice Chair for the Optimum Model Workstream. Hilary, Gareth and Dave to discuss outside of the meeting</p>	<p>Elaine Tanner to confirm with leads</p>

Agenda Item	Discussion	Actions / Decisions	Action
	assured Board this would be done as a general point of principle.		
9. Implementing the Adult Mental Health Strategic Framework Highlight Report	<p>Aileen Flynn confirmed that a new governance structure and Terms of Reference are in place for the Implementation Groups, with leads nominated for each group.</p> <p>The Implementation Group are scheduled to meet in July and that a Programme Initiation Document and Project Plan will be brought to the next Adults Board meeting</p> <p>Aileen Flynn confirmed that citizens have been involved at every stage of the process to date</p> <p>Andrew Jarrett stated that posts had only been agreed on the understanding that a Programme Plan would be in place and as there is no plan in place, he would not be happy to endorse. Dave Howes confirmed that Swansea would not agree to host 5 posts. It was agreed that further discussion is required regarding the requested posts between Dave Howes, Andrew Jarrett and Jo Abbott-Davies</p> <p>The Board requested a PID and Programme Plan for Mental Health and Wellbeing</p>	<p><b>Action:</b> Discussion required to establish the hosting organisation of the requested 5 posts included in the ICF bid for Mental Health.</p> <p><b>Action:</b> PID and programme plan for the Adult Mental Health Strategic Framework to be brought to the next Adults Transformation Board in September.</p>	<p>Jo Abbot-Davies</p> <p>Jo Abbott-Davies</p>
10. Dementia Strategic Framework Paper and revised PID	Gareth Howells informed the Board that there is currently no Dementia Strategy across West Glamorgan and that a mapping exercise completed in April/May 2018 attempted to identify gaps in service provision. A conference was held in the Liberty Stadium with good engagement from those living with dementia, local authorities and the health board		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Andrew Jarrett raised concerns at the delay in developing a strategic framework and plan to support the development of services.</p> <p>Gareth Howells confirmed that the mapping exercise could run in parallel with the development of the strategic plan whilst also linking with other relevant workstreams in the programme.</p> <p>Gareth Howells confirmed that an outline Strategic Framework will be produced by the next meeting</p> <p>It was agreed to endorse the use of existing funding to engage and collaborate with Swansea University to map current dementia services across the region and support the development of a strategic framework for Dementia, which needs to be produced by the next Adults Board meeting</p>	<p><b>Action:</b> Board members agreed that a Strategic Framework for Dementia would be produced by the next meeting</p> <p><b>Decision:</b> Board members agreed to endorse the recommendation to utilise the funding to engage Swansea University on the understanding that a Strategic Framework for Dementia would be produced by the next Adults Board meeting</p>	Gareth Howells
11. Welsh Government Mental Health Funding Proposals	<p>Dai Roberts notified the Board of additional funding available from Welsh Government on 2019-20 for Mental Health Services and identifying priorities for proposals which will need to be submitted for approval but stated that the funding streams were complex. Dai Roberts noted the overlap with the Implementing the Adult Mental Health Strategic Framework paper.</p> <p>Welsh Government have indicated that they expect proposals to be submitted by the end of June but are happy to receive submissions in advance of this date should organizations be in a position to do so.</p>		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Hilary Dover endorsed the proposal but highlighted the overlaps with Cluster Transformation and Our Neighborhood Approach which feeds into the Integrated Board.</p> <p>Noted there had been limited time to dovetail this funding with ICF funding and the wider programme. Dai Roberts noted the complexities around the funding criteria for Welsh Government. Useful to know in advance of when these decisions for funding will need to be made in the future.</p> <p>The Board agreed to endorse the additional funding for mental health proposal.</p>	<p><b>Decision:</b> Board members agreed to endorse the additional funding for mental health proposal</p>	
12. Commissioning for Complex Needs Highlight Report	Due to time constraints, the Board did not discuss the Commissioning for Complex Needs Highlight Report but acknowledged that it was on the agenda for updating and noting		
13. Pooled fund for care homes update	Due to time constraints, the Board did not discuss the Pooled fund for Care Homes update but acknowledged that it was on the agenda for updating and noting		

**Date of Next Meeting: 19<sup>th</sup> September**

# West Glamorgan Children's Transformation Board Meeting Notes



**Partneriaeth**  
Ranbarthol  
Gorllewin  
Morgannwg

West  
Glamorgan  
Regional  
**Partnership**

<b>Date of Meeting</b>	13 <sup>th</sup> June 2019
<b>Time</b>	2.40 – 4.40
<b>Attendees</b>	Andrew Jarrett (Neath Port Talbot), Dave Howes (Swansea), Melanie Blake (West Glamorgan), Aileen Flynn (Swansea Bay University Health Board), Gareth Howells (Swansea Bay University Health Board), Keri Warren (Neath Port Talbot CBC), Amanda Carr (Swansea CVS), Nicola Trotman (West Glamorgan), Kelvin Jones (Citizen Rep), Linda Jagers (Carer Rep), Gaynor Richards (Neath Port Talbot CVS), Delyth Berni (Neath Port Talbot CBC)
<b>Apologies</b>	Jo Abbott-Davies, Jason Crawl and Julie Thomas

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions / Decisions</b>	<b>Action For</b>
1. Welcome and Apologies	Andrew Jarrett welcome the Board to the meeting and introductions and apologies were made		
2. Minutes of the Last Meeting	Agreed as accurate		
3. Action Log	<p>Community Adolescent Mental Health Service (CAMHS) Liaison Workers – currently continuing but with no formal SLA in place. Bridgend CBC have assured that there is funding available for the service</p> <p>Multi Agency Placement Support Service (MAPSS) – currently continuing but with no formal SLA in place. Bridgend CBC have assured that there is funding available for the service</p> <p>Children's Transformation Board – Work stream Governance – the outstanding issue in relation to historical funding issues for packages of care for children with complex needs to be resolved before the Executive</p>	<p><b>Action:</b> Board members agreed that a formal SLA for CAHMS liaison workers must be drawn up in order for Bridgend CBC to continue using the service</p> <p><b>Action:</b> Board members agreed that a formal SLA must be drawn up for MAPSS in order for Bridgend CBC to continue using the service</p> <p><b>Action:</b> Board members agreed a meeting would take place immediately after the Board meeting in order to ensure that the historical funding issues</p>	<p>Michelle Davies</p> <p>Delyth Berni</p> <p>Melanie Blake</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	Board meets on 3 <sup>rd</sup> July in order that the Continuing Care Framework workstream can progress.	are resolved before the Executive Board meets on 3 <sup>rd</sup> July	
4. Declarations of Interest	There were no declarations of interest		
5. Revised Terms of Reference and Board Membership	<p>Kelvin Jones noted that there is a need to include building resilience for citizen and carer representatives into the Terms of Reference</p> <p>The Board agreed the revised Terms of Reference and membership on the understanding that citizen and carer representative resilience be included</p>	<b>Action:</b> Board members agreed carer / citizen resilience needs to be considered in terms of ensuring sufficient representation at the Board and then included in the Terms of Reference for each Transformation Board	Nicola Trotman
6. Edge of Care Project Initiation Document and Project Plan	<p>Keri Warren fed back to the Board</p> <p>The programme of work which aims to develop an intensive family support service that is capable of delivering effective interventions with children and families on the edge of care, those in care where there is a plan for rehabilitation and to prevent placement disruption for children at risk of escalating to a high cost package of care. Noted that the development of the Edge of Care service has highlighted different gaps across localities. Aim to address these gaps, for example, in NPT there is an approach around rapid response for challenging adolescents. Regional approach for this to be developed with local delivery. There is also a meeting being held with Swansea's Flexi Support (Family Support Team) to draw on their experience.</p> <p>Project Initiation Document and Project Plan were agreed with the proviso that timelines to be added. Revised project plan and detailed progress update to come back to next Board.</p>	<p><b>Action:</b> Board members agreed a revised project plan and detailed progress update for Edge of Care Project to come back to next Board.</p>	Keri Warren



Agenda Item	Discussion	Actions / Decisions	Action For
7. Post Adoption Support Highlight Report	<p>Delyth Berni fed back progress to the Board. Recruitment to the service will be delayed until September 2019. Discussions have been taking place with the MAPSS service about the potential to integrate both services in order to maximize resources, support, performance management and training opportunities. It is proposed that the services will be managed by the Regional Manager from the Western Bay Adoption Service. The Board questioned the availability of a Project Initiation Plan and project plan.</p> <p>Concerns were raised that if the Western Bay Adoption Service was integrated with the Multi-Agency Placement Support Service, there was a risk of staff in similar roles would have different terms and conditions. It was emphasised that they were separate services with separate delivery.</p> <p>Financial concerns were expressed, especially relating to Bridgend CBC's exit to Cwm Taf. There is an understanding that Bridgend CBC will pay into the service but clarification is required</p>	<p><b>Decision:</b> Board members agreed that MAPSS and Post Adoption Support will not be merged. They are to remain as two distinct and separate services.</p> <p><b>Action:</b> Project Initiation Document and Project Plan with timelines for Post Adoption Support Services to be presented at next meeting</p> <p><b>Action:</b> Board members agreed that clarification on contribution of costs for Bridgend to buy into the Post Adoption Service is required.</p>	<p>Nichola Rodgers</p> <p>Julie Thomas</p>
8. Multi-Agency Placement Support Service (MAPSS) Highlight Report	<p>It was confirmed that there is no SLA with Bridgend CBC</p> <p>Discussions on the Multi-Agency Placement Support service integrating with the pending Western Bay Adoption Therapeutic Service are taking place.</p> <p>Concerns were expressed regarding the use of ICF funding relating to the accommodation of the service as</p>	<p><b>Action:</b> SLA with Bridgend for MAPSS to be drawn up by next Board meeting</p> <p><b>Decision:</b> Captured above</p> <p><b>Action:</b> Board members agreed that clarification relating to ICF funding for accommodation costs for</p>	<p>Delyth Berni</p> <p>Nicola Trotman</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>the MAPSS team had not moved into Block D of Neath Port Talbot Hospital. Further clarification is required</p> <p>Performance Framework required on outcomes and deliverables for the project</p>	<p>Block D is required, given MAPSS team are no longer going to move into Block D.</p> <p><b>Action:</b> Board members agreed that the performance framework to be delivered at next meeting to demonstrate impact from date MAPSS became fully operational.</p>	Delyth Berni
9. Emotional and Wellbeing Planning Group	<p>Aileen Flynn fed back on behalf of Michelle Davies. The Board were asked to note the strategic priorities agreed for 2019/ 20 for the Children &amp; Young Peoples Emotional Health &amp; Wellbeing Delivery Plan as well as to note the wider piece of work around how we commission CAMHS. Noted that this wider piece of work will need to link in the CAMHS liaison workers, currently funded by ICF and that this investment will need to be measured, in order to evidence whether future costs could be covered in recommissioning. Question raised around whether the right people are attending given non-attendance of some members.</p> <p>The Board noted there was no Progress update for the CAMHS liaison work. Progress update required to assure members of the impact of this Group</p> <p>GP's are concerned with this area of work, how is the CAMHS liaison service relayed to them for signposting</p>	<p><b>Action:</b> Board members agreed that investment need to be measured in terms of the CAMHS liaison workers in order to demonstrate the impact. This can be picked up in the business cases due in December 2019.</p> <p><b>Action:</b> Board members agreed that the Terms of Reference and membership of the group to be circulated for information.</p> <p><b>Action:</b> Board members agreed detailed progress report for Emotional and Wellbeing Group to come to next board meeting.</p> <p><b>Action:</b> Board members agreed that communication is required for GP's on how to access the service</p>	<p>Michelle Davies</p> <p>Michelle Davies</p> <p>Michelle Davies</p> <p>Michelle Davies</p>

Agenda Item	Discussion	Actions / Decisions	Action For
10. Regional Strategy for West Glamorgan Children's Transformation Board	<p>Andrew Jarrett stated that he has requested Heads of Service to meet on a fortnightly basis to move this forward. It was confirmed that there dates arranged but they have not yet met.</p> <p>A Head of Children's Service is required from the Health Board</p> <p>Andrew Jarrett highlighted the necessity for strategic plans.</p>	<p><b>Action:</b> Board members agreed that a Lead is required from the Health Board for the new Regional Strategy Implementation Group</p>	Gareth Howells
11. Urgent Items	None		

**Date of Next Meeting:** 19<sup>th</sup> September 2019

# West Glamorgan Integrated Transformation Board Meeting Notes



<b>Date of Meeting</b>	13 <sup>th</sup> June 2019
<b>Time</b>	12.00 – 2.00
<b>Attendees</b>	Sian Harrop-Griffiths (Swansea Bay University Health Board), Nicola Trotman (West Glamorgan), Kelvin Jones (Citizen Representative), Linda Jagers (Cares Representative), Amanda Carr (Swansea CVS), Andrew Jarrett (Neath Port Talbot CBC), Angela Thomas (Neath Port Talbot CBC), Dave Howes (Swansea), Deb Reed (Swansea), Gaynor Richards (Neath Port Talbot CVS), Hilary Dover (Swansea Bay University Health Board), Aileen Flynn (Swansea Bay University Health Board), Tracey Bell (West Glamorgan), Lucy Jones (West Glamorgan)
<b>Apologies</b>	Joanne Abbott-Davies (Swansea Bay University Health Board), Sarah Caulkin (Swansea)

Agenda Item	Discussion	Actions / Decisions	Action For
1. Welcome, introductions and apologies	Introductions were made and apologies given		
2. Minutes of Last Meeting	Agreed as accurate	No action	
3. Action Log	Emerging Priorities Transport –The final report for an alternative transport model in NPT will be taken for sign off by the PSB and will then be brought to the next Integrated Board meeting. Gaynor Richards also stated that there may be additional resources available which will be discussed with the Deputy Minister	<b>Action:</b> Board Members agreed that the final report for Transport to be brought to the next Integrated Board, once it had been approved by PSB. Gaynor to circulate report.	Gaynor Richards
4. Declarations of Interest	A draft Declaration of Interest Protocol was requested by Sian Harrop-Griffiths.  Given the nature of work Board members are involved in, it was agreed that declarations of interest would only need to be declared in relation to ICF Multi Agency Panels	No action	

Agenda Item	Discussion	Actions / Decisions	Action For
	No declarations of interest were expressed		
5. Revised Terms of Reference and Board Membership	<p>Nicola Trotman assured the Board that all previous comments from Board members have been included in the revised Terms of Reference and are consistent across all three Transformation Boards</p> <p>Mark Wade, Head of Housing and Public Health, Swansea Council has been appointed as Housing Representative</p> <p>Kelvin Jones noted that there is a need to include building resilience for citizen and carer representatives into the Terms of Reference</p>	<p><b>Action:</b> Board members agreed carer / citizen resilience needs to be considered in terms of ensuring sufficient representation at the Board and then included in the Terms of Reference for each Transformation Board.</p>	Nicola Trotman
6. Digital Transformation Programme Initiation Document	<p>Tracey Bell, Welsh Community Care Information System Product Specialist, West Glamorgan, updated the Board in Sarah Caulkin's absence.</p> <p>The Programme Initiation Document provides details of ongoing work, the proposed Implementation Groups as well as membership for the groups, which require Board approval. A more developed programme plan will follow shortly.</p> <p>Sarah Caulkin will meet with each partner organisation to ensure alignment of digital transformation across the region.</p> <p>Kelvin Jones queried how citizens will be consulted in this work; Tracey Bell and Lucy Jones, Welsh Community Care Information System Business Change Manager, West Glamorgan will attend Citizen Forums to discuss how best to involve citizens</p>	<p><b>Action:</b> Board members agreed that the programme plan for Digital Transformation to come to the next Board meeting, noting this could be 2 separate plans, one for WCCIS and one for Digital Transformation</p> <p><b>Action:</b> Board members agreed that coproduction be embedded into the Programme Initiation Document and Tracy Bell will attend Citizen Forums to discuss how best to involve citizens</p>	<p>Tracey Bell</p> <p>Tracey Bell</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>Amanda Carr noted that the Third Sector is not reflected within the document. Tracey Bell agreed that the document needs strengthening</p> <p>Andrew Jarrett noted that his name was listed as a member of the Digital Transformation Group but stated he would be unable to meet on a monthly basis. It was recommended than Ian Finnemore attend for Neath Port Talbot CBC</p> <p>Dave Howes endorsed the proposal, recommending that the governance is established as suggested, and monitored / reviewed as progressed</p> <p>The Board were asked to approve the proposed governance structure and Implementation Group membership</p> <p>Sian Harrop-Griffiths queried whether Welsh Community Care Information System was reflected throughout the governance structure and groups or whether it should be a separate group</p> <p>Dave Howes stated that there had previously been a Welsh Community Care Information System Group but it had been agreed to move away from this in favour of the broader digital transformation workstream. There is a local Welsh Community Care Information System Group.</p> <p>It was agreed that the Welsh Community Care Information System would be required for the Hospital to Home service, further strengthening the argument for a single Welsh Community Care Information System Implementation Group</p>	<p><b>Action:</b> Board members agreed that the Third Sector be embedded into the Programme Initiation Document for Digital Transformation</p> <p><b>Action:</b> Board members agreed that Ian Finnemore represent Neath Port Talbot CBC on the Digital Transformation Board in place of Andrew Jarrett.</p> <p><b>Decision:</b> Board members approved the proposed Implementation Groups membership</p> <p><b>Action:</b> Board members agreed the need for a single Welsh Community Care Information System Implementation Group to be reviewed.</p>	<p>Tracey Bell</p> <p>Tracey Bell</p> <p>Sarah Caulkin / Tracey Bell</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>Board members were asked to endorse the Programme Initiation Document.</p> <p>It was agreed that a revised Programme Initiation Document would be brought back to the next board meeting for information</p>	<p><b>Action:</b> Board members agreed that a revised Programme Initiation Document be brought back to the next board meeting for information</p>	<p>Sarah Caulkin</p>
<p>7. West Glamorgan WCCIS Revised Regional Structure</p>	<p>Dave Howes stated that money had been saved by the Welsh Community Care Information System Implementation Manager resigning his post for a role within Bridgend CBC and noted that, although savings have been made, expertise has been lost.</p> <p>Andrew Jarrett queried if Neath Port Talbot CBC and the Health Board deploy Welsh Community Care Information System would there be sufficient resource. Dave Howes confirmed local resource had been allocated.</p> <p>Board members approved the new regional structure for Welsh Community Care Information System. Agreed that in future salary costs to be included in proposals rather than grades.</p>	<p><b>Decision:</b> Board members approved the new regional structure for Welsh Community Care Information System</p>	
<p>8. Social Care, Health and Housing Highlight Report</p>	<p>The Social Care, Health, &amp; Housing Group met on 14<sup>th</sup> May where Jo Abbott-Davies agreed to act as Chair on an interim basis for an initial six month period, at which time governance arrangements will be reviewed in line with the Terms of Reference. The meeting was well attended by a broad range of stakeholders from Social Services, Housing, Health and Third Sector organisations</p> <p>The schedule of meetings have been arranged for the next six months.</p> <p>Opinion Research Services have been appointed to undertake a local housing market needs assessment across the Region. This work will identify and analyse information / data to</p>	<p><b>Action:</b> Board members agreed that the Opinion Research Services Report be brought to the next Board meeting</p>	<p>Jo Abbott-Davies</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>inform the regional assessment at a more local level, which will more accurately reflect the housing needs of the population going forward. .</p> <p>Noted it was essential that the aspirations and vision for the approach for Housing related solutions for health and social care was clear and defined. It is proposed that some of the remaining Institute of Public Care consultancy days are utilised to support this work.</p> <p>It was noted that given Welsh Government had taken money out of the Housing grants there was huge expectation in what is delivered in terms of Housing across the region and we will need to include some 'show stoppers'</p> <p>Amanda Carr noted that there may links with the Joint PSB around housing and substance misuse using ICF funding</p> <p>The Board requested to see the Terms of Reference and membership for the Social Care, Health, &amp; Housing Group as well as the minutes of the meeting.</p> <p>Aileen Flynn stated that there are 25 members currently on the group. Noted that the group was very large and agreed the size of this group will be reduced. Agreed anyone who will no longer sit on the group will continue to consulted and engaged. Noted that Linda Whittaker was a key member and suggestion that Linda could be asked to be an ambassador, to encourage her attendance, particularly at this development stage.</p> <p>It was agreed that the Social Care, Health, &amp; Housing Group must be mindful of the key priorities in terms of the current programmes and projects and ICF schemes which support</p>	<p><b>Action:</b> Board members agreed that the Social Care, Health, &amp; Housing Group to consider links with housing and substance misuse. Aileen Flynn to raise with the group</p> <p><b>Action:</b> Board members agreed that the Terms of Reference, membership and minutes be circulated to the Integration Board members.</p> <p><b>Action:</b> Size of the Social Care, Health and Housing Group to be rationalised given the current group is too large. Encourage Linda Whittaker to be member of the Housing Group.</p> <p><b>Action:</b> Board members asked that a steer be fed back to the Housing Group that the prioritised ICF schemes should support the priorities within the current programmes and projects.</p>	<p>Jo Abbott-Davies</p> <p>Jo Abbott-Davies</p> <p>Jo Abbott-Davies</p> <p>Jo Abbott-Davies</p>



Agenda Item	Discussion	Actions / Decisions	Action For
	<p>these priorities should be prioritised for allocation of capital ICF funding.</p> <p>The Board approved the regional capital bid for Community Equipment Store and capital bid for Hillside Secure Estate.</p> <p>Noted that there was a corresponding revenue bid for the Community Equipment Store which was aligned to the capital application. Board members agreed the revenue bid, however Andrew Jarrett confirmed that he had a meeting on 5<sup>th</sup> July and would feedback if he identifies any issues with this bid.</p> <p>Board members asked that the Housing groups members always consider potential revenue implications of any capital schemes.</p> <p>Board members agreed to endorse the second round of capital bids which closed this week via email, given the tight timescales to submit to Welsh Government.</p>	<p><b>Decision:</b> Board members approved the regional capital bid for Community Equipment Store and capital bid for Hillside Secure Estate.</p> <p><b>Decision:</b> Board members approved the revenue funding application for the Community Equipment Store which was aligned to the capital funding application.</p> <p><b>Action:</b> Board members asked that Housing Group members always consider potential revenue implications of any capital schemes.</p> <p><b>Decision:</b> Board members agreed to endorse the second round of capital bids which closed this week via email, given the tight timescales.</p>	Jo Abbott-Davies
9. Research, Innovation & Improvement Co-ordination Hubs Network Draft Funding Proposal	<p>Nicola Trotman stated that regions have been invited to submit an application for funding up to £250k per annum for the establishment of a Research, Innovation and Improvement Co-ordination Hub in each Regional Partnership Board area over the two financial years 2019-20 and 2020-21.</p> <p>The timescales for submission of the funding application is 31<sup>st</sup> May, however due to a delay in meeting the Welsh Government Lead, an end of June deadline has been confirmed.</p>		

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>A draft proposal has been developed for funding of £249,970 in 2019-20 and £250,000 in 2020-21.</p> <p>The Regional Research, Innovation and Improvement Hub Team would complement the West Glamorgan Transformation Programme Office and it is proposed that they be co-located with the team which is currently hosted by Swansea Council. It is proposed that the additional staff in the Hub be hosted by Swansea Council.</p> <p>After discussion, it was agreed that any comments from Board members be sent directly to Nicola Trotman before submitting a draft proposal to Welsh Government for feedback.</p> <p>Noted it would be important to link in with Richard Evans, Swansea Bay Health Board.</p>	<p><b>Action:</b> Board members agreed to email any comments in relation to the application for funding for the establishment of a Research, Innovation and Improvement Co-ordination Hub direct to <a href="mailto:Nicola.Trotman@swansea.gov.uk">Nicola.Trotman@swansea.gov.uk</a></p> <p><b>Action:</b> Board members agreed to submit the draft Research, Innovation and Improvement Hub funding proposal to Welsh Government to obtain informal feedback before RPB meeting.</p> <p><b>Action:</b> Board members agreed Nicola Trotman would link in with Richard Evans in terms of the Research, Innovation and Improvement Hub Proposal.</p>	<p>All Board Members</p> <p>Nicola Trotman</p> <p>Nicola Trotman</p>
10. Regional Partnership Board Evaluation Proposal	<p>Nicola Trotman briefly ran through the Regional Partnership Board Evaluation Proposal and the associated guidance.</p> <p>Board members approved the RPB evaluation proposal and agreed to submit a bid to draw down the funding, using IPC if it is within their remit or local investment if it not</p> <p>Kelvin Jones raised the issue in terms of linking in with other citizens across the region and Wales, noting that websites did not include contact details for citizen reps. Amanda Carr confirmed that CVSs could support this.</p>	<p><b>Decision:</b> Board members approved the RPB evaluation proposal</p> <p><b>Action:</b> Board members agreed that CVSs could support Kelvin in linking with other citizen networks across the region.</p>	<p>Gaynor Richards / Amanda Carr</p>
11. Transformation Programme	Agreed that the evaluation for the transformation programme needs to proceed at pace, given the short timescales.		

Agenda Item	Discussion	Actions / Decisions	Action For
Highlight Report: Evaluation and Reporting Process	<p>Dave Howes questioned whether the Health Board should lead the procurement given that the Primary Care Cluster programme was high profile.</p> <p>Agreed that the decision for the lead partner organisation for the procurement needs to be agreed based on which organisation has the quickest procurement process. Escalate to Andrew Jarrett, Dave Howes and Sian Harrop-Griffiths to endorse this decision.</p> <p>Noted that it would be one tender with 2 discrete parts.</p>	<p><b>Action:</b> Board members agreed that the decision for the lead partner organisation for the procurement needs to be agreed based on which organisation has the quickest procurement process. Escalate to Andrew Jarrett, Dave Howes and Sian Harrop-Griffiths to endorse this decision.</p>	Nicola Trotman
12. Draft Communications Strategy	<p>Kirsty Roderick, Communications and Engagement Officer, West Glamorgan briefly explained that this was a good opportunity to take stock of where we are as a region, what is working well and to look at next steps in terms of communication.</p> <p>The West Glamorgan Coproduction Group have been involved in the development of the new Communications Plan, which includes a proposal to create social media accounts on Facebook and Twitter. This would be a pilot in the first instance and would be managed by the communications and engagement officer.</p> <p>A citizen run Facebook page is also proposed, which can be used as a point of contact for the public with a mechanism to engage with citizens in a private group. There is an appetite for this as a means of enabling citizen/carer representatives to engage more widely.</p> <p>It is proposed that all accounts could be launched simultaneously, and potentially in line with the relaunch of</p>	<p><b>Decision:</b> Board members approved the new social media initiatives included in the draft communications plan</p>	

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>the website. Timescales and the work involved will need to be considered.</p> <p>The Board agreed the general design of the Communication Plan, but felt that the front cover depicted a corporate scene, and that a more inclusive, community-focussed image would be more fitting. It was also agreed to add West Glamorgan's vision and strapline to the Communications Plan.</p>	<p><b>Action:</b> Board members agreed that the vision and strapline for West Glamorgan be included in the Communications Plan, as well as the suggested changes to the cover.</p>	Kirsty Roderick
13. Reports for Update and Noting and Information Only	Due to time constraints all reports for noting and for information only were not discussed but, as the expectation is that Board members will have read all papers in advance of the meeting, it was agreed that any points within the reports were noted		
14. Urgent Items	No urgent items were raised		

**Date of Next Meeting:** 19<sup>th</sup> September 2019

## **PUBLIC SERVICES BOARD**

**(Baglan Bay Innovation Centre)**

**Members Present:**

**16 January 2019**

**Neath Port Talbot County Borough Council:**

Cllr. R.G.Jones, (Chairperson), S.Phillips, A.Evans, A.Jarrett, K.Jones,  
P.Hopkins, F.Clay-Poole and J.Woodman-Ralph

**Abertawe Bro Morgannwg University Health Board:**

A.Davies, S.Harrop-Griffiths and S.Husbands

**South Wales Police:**

M.Jones

**Department of Work and Pensions:**

M.Bennett

**NPT CVS:**

G.Richards

**NPT Homes:**

L.Whittaker

**Natural Resources Wales:**

M.Evans

**Mid and West Wales Fire and Rescue Service:**

R.Thomas

**Police and Crime Commissioners Office:**

M.Brace

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1. **WELCOME, INTRODUCTIONS AND APOLOGIES**

**Apologies:**

Sian Harrop-Griffiths,  
Eirian Evans

PSB members congratulated Roger Thomas on his recent promotion to Deputy Fire Officer in the Mid and West Wales Fire and Rescue Service.

2. **MINUTES OF THE MEETING HELD ON THE 11 JULY 2018**

**RESOLVED:** That the Minutes of the 11 July 2018, be approved.

3. **MINUTES OF THE MEETING HELD ON 10 OCTOBER 2018**

**RESOLVED:** That the Minutes of the 10 October 2018 be approved with the following amendment. That Sandra Husbands be included under Abertawe Bro Morgannwg University Health Board and not as stated in the Minutes under Public Health as she is the Director of Public Health.

4. **WELL-BEING PLAN PRIORITIES - HIGHLIGHT REPORTS**

**Safe and Resilient Communities**

Board Members received an update on the Building Safe and Resilient Communities, as detailed in the circulated report.

It was highlighted that the Transformation Bid forwarded to Welsh Government had been successful, in principle. In addition, Local Area Co-ordination had now been established in the pilot areas. Positive meetings had taken place with Tairgwaith Town Council one of the pilot areas. Work has started on mapping out community assets.

Appreciation was given to Neath Port Council for Voluntary Services and Abertawe Bro Morgannwg University Health Board for providing support to the project, in the absence of the lead officer.

**Ageing Well**

An update was given to Board Members on the Ageing Well Project as detailed in the circulated report.

Meetings had taken place to scope out areas where there could be a cross-over of the Ageing Well and Children in their Early Years Projects in readiness for Evaluation of the Projects. In addition,

positive feedback on the Project had been received from the Older People's Commissioner representative.

Concern was expressed at the lack of attendance by lead officers at the meeting held before Christmas and this was causing a significant challenge in relation to formulating a coherent delivery plan and agreeing the objectives within the Group.

**RESOLVED:** That partners confirm that the appropriate representation attends the Ageing Well Strategy Group to ensure that decisions can be taken on behalf of the organisation.

### Green Infrastructure

Board Members received an update in regard to the Green Infrastructure Project as detailed in the circulated report.

Joint funding bid had been submitted by Neath Port Talbot, Swansea and Carmarthenshire County Councils to support the Green Infrastructure across the area which would link into the Green Infrastructure Project. No information had been received on the result of the bid.

Discussion also took place on the need for neighbouring Public Services Boards to work together on common themes.

It was highlighted that there was a need for all partners to commit to support the Green Infrastructure Core Group. Board Members who attended the meeting in December emphasised how productive the meeting had been for those who attended. The next meeting had been scheduled for the 31 January 2019 where project leads had been asked to provide 5 minute presentation on their theme and how it linked into the Green Infrastructure theme.

In addition, Natural Resources Wales was looking at their priorities going forward and agreed to give a presentation to Board Members at the next meeting on the emerging themes are.

Board Members noted that Glanrhyd Hospital was the first hospital to be awarded a Green Infrastructure Award.

An update was received on the recent awards given to young people who took part in neighbourhood schemes. Discussion took place on the links between the neighbourhood schemes and the green

infrastructure project. It was agreed that NPT CVS would pull together information on the different schemes and circulate to partners so that these could be utilised, where necessary.

**RESOLVED:** That partners nominate representatives of all the priorities to attend and give a 5 minute presentation overview on their theme and any potential links to the Green Infrastructure Theme.

### Well-being in the Workplace

Board Members received an overview of the Well-being through the Workplace as detailed in the circulated report.

A multi-organisational action planning workshop was held on the 15 October 2018 to develop and agree actions in support of the Wellbeing Plan but attendance had been low. It was highlighted that wellbeing within the workplace was not seen as a high priority to staff. Discussion took place on the need to reflect on the priorities on Wellbeing and consider how this priority would be measured in the workplace and the need to share that data.

**RESOLVED:**

1. That the ongoing work continue to be supported by partners and, where necessary, clarity be sought in regard to the expected outcomes and what can be delivered and developed collaboratively.
2. That, the focus be on developing and improving workplace well-being of PSB member organisations.

### Tackling Digital Exclusion

An Update was given on Tackling Digital Exclusion, as detailed in the circulated report

Members noted that work had progressed in the four areas and appreciation was given to all partners for their participation in the project. The Digital Inclusion Working Group would be reformed in



January 2019 to look at the output of the survey and the areas that could benefit from a collaborative approach.

In addition, the Third Sector digital capability led by NPT Council for Voluntary Services had received grant monies which had enabled them to appoint a Digital Ambassador to move the work forward.

The Head of ICT within Neath Port Talbot County Borough Council has been looking at Connectivity within Neath Port Talbot and would attend a future meeting of the PSB to give an update on the local position.

Board Members received an update on the Cyber Crime and the awareness raising work that has taken place. The Community Safety Partnership are working with the Police to deliver these campaigns. Work was also continuing to further develop key messages to protect people when on-line.

#### Children in their early years

An update was received in regard to the Children in their early years, as detailed in the circulated report.

It was highlighted that the two part-time officers who were undertaking the lead role in the Children's Community Pilot had had a meeting with partner agencies to determine the gaps in provision and explore what could work. It was explained that the pilot would focus on working with only a small amount of families who had the most challenging issues and that the work would align with initiatives currently being led by the Police in Awel y Mor Primary School and Melin Primary School. Also, Officers had visited the Children's Community Model in Blaen y Maes, where as a result of the model, there has been a reduction in criminal activity. Discussion took place on the need to evidence this reduction in criminality and to be able to evidence the impact that the early intervention/prevention work was having.

An invitation had been received from the Welsh Government to join the Early Years Transformation Programme as a pathfinder and PSB was asked to support the involvement in this project. No additional monies would be allocated to support the system change but there could be some funding towards a local co-ordinator/project lead. A meeting with Welsh Government has been scheduled for the February 2019 to progress.

It was noted that the Cymru Well Wales Grant Application for a small grant from the national First 1,000 Days Programme Team was successful and the funding was to be used to host two half day engagement sessions. One session would be with stakeholders and the other with parents/carers to identify whether resources in early years were being targeted and delivered efficiently and in a cost effective manner.

Discussions also took place on the links between the early years, safe and resilient communities and ageing well priorities and the need to ensure that no duplication of work takes place. It was also identified that other Public Services Boards had similar priorities and the need to work with neighbouring authorities to ensure that the priorities were achieved especially in the current economic climate.

**RESOLVED:** That the on-going work around early years, safe and resilient communities and ageing well, be aligned.

## 5. **FIRST 1,000 DAYS SYSTEM ENGAGEMENT EVENT REPORT**

Board Members received an overview of the First 1,000 Days event held last October 2018 which Neath Port Talbot County Borough Council hosted. An additional Seminar has been arranged for January/February 2019.

There was 5 key themes which the event concentrated on as follows:

- a) Communication and Information Sharing
- b) Service Design and Delivery
- c) Mental Health Support
- d) Enhanced Support for Fathers/Male carers
- e) Development of the Workforce.

Discussion took place on the proposal that the responsibility for the development and delivery of the first 1,000 days work programme be adopted by the Think Families Partnership Board which would feed into the PSB. An action plan would be developed based the five themes above. The work of the 1,000 days programme would be aligned with the other models of intervention. Board Members asked that consideration be given to ensuring that no duplication of work takes place.

**RESOLVED:** That the following be approved as detailed in the circulated report:

### **Leadership and Governance**

That the responsibility for the development and delivery of the first 1,000 days work programme be adopted by the Think Families Partnership. Initially, the focus of this work would be the development of an action plan based on the five key themes that emerged from the engagement event:

- a) Communication and Information Sharing
- b) Service Design and Delivery
- c) Mental Health Support
- d) Enhanced Support for Fathers/Male Carers
- e) Development of the Workforce

### **Alignment of priorities**

That the work that emerges from the first 1,000 days programme be aligned with the other models of intervention.

### **Multi-agency working**

That there is continued enthusiasm to work together to improve existing systems to ensure we move together in partnership.

### **Early Years Pathfinder on Integration**

That Neath Port Talbot participates as a pathfinder in the Welsh Government's *Early Years Integration* programme.

That the key themes identified in the Systems Engagement Event which align with the areas of work identified by the Welsh Government as part of the Early Years Integration Programme inform the early phases of this

work and identify the areas where more work may be required.

### **Monitoring and Reporting**

That the implementation of these workstreams will be managed by the Think Families Partnership and that progress would be reported (by the Think Families Partnership) to the Public Services Board and included in the Public Services Board's Annual Report.

## **6. LEAD OFFICER MEETING 19 DECEMBER FEEDBACK**

An update was given on the Lead Officers meeting held on the 19 December 2018.

The meeting was very positive and that the discussion centred round the links between work streams, Safe and Resilient Communities, Ageing Well, Green Infrastructure and Children in their early years and the need to align the workstreams to prevent duplication of work. It was proposed that the alignment could be based on an area basis. Consideration should also be given on whether neighbouring authorities have similar workstreams. Any changes to the workstreams could be made and included in the Annual Report which has to be completed and published by July 2019. It was highlighted that Neath Port Talbot Public Services Board was held as an example of a good model.

**RESOLVED:** That the Assistant Chief Executive and Chief Digital Officer, Neath Port Talbot County Borough Council with Lead Officers develop proposals on aligning the workstreams for future consideration by the Board.

## **7. CRITICAL INCIDENT GROUP UPDATE**

A brief update was given on the progress of the Critical Incident Group which was established by a Joint meeting of Swansea and Neath Port Talbot Public Services Board in September 2018.

Three meetings had taken place with excellent commitment from partners. Work has progressed putting in place mitigating measure to allow South Wales Police to concentrate on stopping the criminal activity connected to County Lines.

It was highlighted that the next meeting of the Critical Incident Group would be held on 30 January 2019. A report on the next steps will be presented to that group proposing the Area Planning Board as the group to take this work forward. The proposal if successful would be considered by the next meeting of the Joint PSB on the 25 February 2019 where a final decision would be taken as to whether the Critical Incident Group would continue.

It was noted that further work was needed to protect children and young people by targeting schools, colleges and universities and ensuring they are all aware of what County Lines are.

**RESOLVED:** That the report be noted.

## **8. ANNUAL REPORT AND ASSOCIATED MATTERS**

Board Members were updated on the Public Services Board Annual Report as detailed in the circulated report.

It was confirmed that the progress report has to be completed and published by July 2019. The report has to identify the progress that Neath Port Talbot Well-being Plan has made against the six objectives set out in the plan.

Lead Officers were asked to complete the circulated template with an update on the current position on their workstream and to forward to the Assistant Chief Executive and Chief Digital Officer, Neath Port Talbot for inclusion in the Annual Report which would be brought to the next meeting of the PSB.

Board Members also noted that this was Fiona Clay-Poole's last meeting as PSB Officer and thanked her for all the work that she had undertaken in supporting all the Lead Officers in developing the Wellbeing priorities.

It was highlighted that in regard to the recent recruitment campaign for the post of PSB Officer, no candidate had been appointed and the campaign would have to be re-advertised.

Partners were asked to circulate the details of the post within their organisations.

**RESOLVED:** That all Leads Officers complete the circulated template with an up to date position of the Wellbeing priorities and forward to the Assistant Chief Assistant and Chief Digital Officer for inclusion in the Annual Report.

## 9. AGENCY UPDATES

It was highlighted the new Welsh Government funding arrangements for over 19 year olds, currently out for consultation. Welsh Government propose to reduce funding which would prevent NPT College from providing up-skilling training to employers. Future funding would only be provided for 16 – 19 year olds and would be confirmed by the end of the financial year. Discussion took place on the impact the new proposals would have on future education in Wales. It was agreed that the Chief Executive of Neath Port Talbot Colleges to write to the PSB for a collaborative response to be given to the proposals.

Discussion took place on the increasing number of challenges to Local Authority decisions by using additional legislation contained in the Future Generations Act. Outcome was awaited on the judicial review on the decision to close Cymmer School. PSB members would be kept updated on progress.

## 10. ANY OTHER BUSINESS

An invitation has been received from Welsh Government asking if NPT PSB would like to participate in the Early Years Integration Pathfinders Workshop scheduled for the 8 February 2019. Board Members were asked to support NPT PSB involvement in the workshop.

**RESOLVED:** That approval be granted for NPT PSB to participate in the Early Years Integration Pathfinders Workshop.

**CHAIRPERSON**

# Agenda Item 5



## **Minutes of the Swansea Public Services Board - Core Group**

**Committee Room 3C - Guildhall, Swansea**

**Thursday, 11 April 2019 at 3.00 pm**

**Present:** Andrew Davies (Chair) Presided

Joanne Abbott-Davies, Swansea Bay University Health Board  
Mark Brace, Police & Crime Commissioners Office  
Amanda Carr, Swansea Council for Voluntary Service  
Martyn Evans, Natural Resources Wales  
Adam Hill, Swansea Council  
Martin Jones, South Wales Police  
Roger Thomas, Mid & West Wales Fire & Rescue Service

### **Apologies for Absence**

Karen Cornish, Welsh Government  
Jan Curtice, Mid & West Wales Fire & Rescue Service  
Sian Harrop-Griffiths, Swansea Bay UHB  
Phil Roberts, Swansea Council  
Rob Stewart, Swansea Council

### **Also Present**

Leanne Aherne, Swansea Council  
Allison Lowe, Swansea Council  
Suzy Richards, Swansea Council

## **22 Preliminary Matters.**

### **a Welcome & Apologies for Absence.**

The Chair welcomed everyone to the meeting. He stated that whilst he had announced his intention to retire as Chairman of Swansea Bay University Health Board, he would remain in post until his successor had been appointed. He would continue his role as Chair of Swansea Public Services Board until a replacement had been appointed and would discuss the process of appointing a new Chair of the PSB with the Leader of Swansea Council and colleagues.

The Chair, on behalf of the Board, also asked that their best wishes be passed to Phil Roberts, Chief Executive, Swansea Council who was recovering at home following an operation.

### **b Disclosures of Personal & Prejudicial Interest.**

No interests were declared.

c Minutes:

**Agreed** that the Minutes of the Swansea Public Services Board Core Group meeting held on 18 October 2018 be approved and signed as a correct record.

**23 Items for Discussion / Decision / Approval.**

a Governance Review.

The Chair presented a report to set out options for an improved governance structure.

Following earlier discussions a Steering Group had been established to explore options for a Review of Governance. The Steering Group had met twice, with a sub group being set up to draft Terms of Reference and a Memorandum of Understanding (attached at Appendix 1).

An in-depth discussion about the way forward ensued. Discussions centred around the following:

- The key principles guiding the PSB should be transparency, inclusiveness, accountability and ensuring the effectiveness of the PSB;
- The PSB had previously been driven by the Wellbeing and Future Generations Act legislation and timescales, however the Board was now in a position to make changes to the governance arrangements, based on lessons learnt and good practice shared from other PSB's;
- The Governance Review proposes that a Joint Committee would fulfill basic statutory requirements. This would consist of Statutory Members, invited participants and consider representation from Housing;
- The achievement of the Local Well-being Objectives would then be driven by Task & Finish Delivery Groups for each of the four local Well-being Objectives. These groups would each be serviced by a statutory partner responsible for reporting. Membership would include all relevant partners based on areas of expertise;
- A wider Partnership Forum would meet twice a year in order to encourage wider and meaningful participation from stakeholders;
- There was an urgent need to ensure there was clarity on what the PSB was trying to achieve and that the action plans were effective;
- Effective communication should commence to ensure that partners did not feel they were being marginalised. The drive was to be more effective and seek to ensure that everyone involved had an equal stake;
- The ambition should be that the work of the PSB was seen as the "day job" for all partners, based on the Five Ways of Working under the Act. However, the PSB should also be aspiring to deliver 2 or 3 positive items that wouldn't be happening unless the PSB had instigated it – things that could make a real difference to local communities. This would also need to link into the PSB's priorities;



- There was a real need to consider the work ongoing with other partnerships in the area, viz. West Glamorgan PSB and Neath Port Talbot PSB and how they linked with the work of the Swansea PSB;
- Joint working had already commenced via the Welsh Government request for Swansea and Neath Port Talbot to become pathfinders for the 'Early Years' objective. The 'Working with Nature' Objective workstream was already working on this basis and it was hoped that the other objectives might follow;
- A mechanism to measure progress on the four Task & Finish Delivery Groups should be considered;
- Feedback from Task & Finish delivery groups should be a standing agenda item on the Joint PSB Committee. Progress is to be reported to the statutory member responsible for each local Well-being Objective workstream;
- A process for partners to raise emergency issues, such as the recent 'Critical Incident' group be considered;
- Noted that various other partnerships were in the process of being established - need a way to avoid duplication;
- Urgent consideration be given to how initiatives schemes such as the Poverty Truth Commission & Suicide / Self Harm Prevention have appropriate governance, reporting and accountability. Should these be incorporated into the work of the PSB or should the PSB be informed of progress in these areas? Unless this was done, there was a significant danger of duplication and a lack of strategic focus;
- An Audit of who is doing what to avoid duplication would be beneficial;
- Were there opportunities to galvanise work already ongoing, eg Critical Incident / County Lines and Substance Misuse that would have a knock-on effect of some of the other objectives?;
- Away days and conversations outside of formal meetings could be used to add effectiveness.

**Agreed that:**

1. The diagram outlining the proposed future structure (on page 11) be approved subject to the removal of the word Council from Council Admin;
2. Each of the 4 Statutory Partners lead on one of the four Task & Finish Delivery Groups (and provide relevant administrative support) as follows:
  - Early Years - Swansea Bay University Health Board
  - Live Well Age Well - Swansea Council
  - Working with Nature - Natural Resources Wales
  - Stronger Communities - Mid & West Wales Fire & Rescue Service;
3. It was agreed that Adam Hill, Deputy Chief Executive, Karen Jones, Assistant Chief Executive, Neath Port Talbot and Sian Harrop-Griffiths, Director of Strategy, Swansea Bay University Health Board continue discussions regarding joint working;
4. An audit be undertaken by each of the statutory partners on the Local Well-being Objectives to comprehensively capture the work being undertaken;
5. The Chair write to all the partners outlining the new structure and the plans for future meetings;

**b Risk Tracker.**

Suzy Richards, Sustainable Policy Officer, Swansea Council provided an update on the Risk / Issue Log.

In addition, the bid for Regional Support funding had been approved in principle (by Welsh Government).

The Chair thanked the Sustainable Policy Officer for all her and the team's hard work and perseverance in the work involved with administering the PSB and developing the Risk / Issue Log.

**Agreed** that the report be noted.

**c Action Plan, Delivery and Reporting Update. (Presentation)**

Suzy Richards, Sustainable Policy Officer provided a presentation update on the Action Plan, Delivery and Reporting.

Responses from Well-being Objective leads on the information requested had been slow being submitted, with some information having only being received in the last two days. Much of the information received was extremely detailed and broken down quite comprehensively, making it difficult to map.

Some topics/workstreams would need to be re-allocated due to staff changes in both Swansea Council and due to some staff in the former ABMU having moved to Bridgend Health Board.

The Deputy Chief Executive suggested that it would be helpful if the list could be broken down to establish what was already being delivered. In addition any items that were not adding value could be disregarded in order to reduce the number to 3 or 4 for each priority to identify whether the objective was being met.

**Agreed** that:

- 1) Updates from all statutory members on progress be presented to the next PSB Core Group meeting scheduled for 20 June 2019;
- 2) The Sustainable Policy Officer & PSB Support Officer itemise each of the working groups in order to reduce the number to 3 or 4 for each priority to identify where the objective was being met.

**d Annual Reporting. (Verbal)**

Suzy Richards, Sustainable Policy Officer stated it was the Board's responsibility to report on 2018/2019 activity by 5 July 2019. As the report would require Scrutiny Panel feedback and also a Welsh translation, the report would need to be signed off fully by the 4 statutory partners by the end of May.

Welsh Government / Future Generations Commissioner have an expectation that the report is in an accessible format, ie presentation via multi-media with web links, etc,

however there was currently no expertise / capacity or budget in this field within the admin team of the PSB, a sponsor or small sub group to agree a format was required.

Several suggestions, such as working with The West Glamorgan Regional Planning Group and Neath Port Talbot PSB were suggested. The Core Group agreed that NPT PSB be approached for advice as their platform was interactive. It was suggested that the regional bid was used to fund a multimedia report produced by a company such as i-create.

Amanda Carr, SCVS, also offered use of some recent Third Sector clips that could be utilised in the report.

The Sustainable Policy Officer reported that the Welsh Government had confirmed that the report did not require individual sign off by the 4 statutory partners. Should individual organisations wish to do so, a strict deadline would need to be adhered to.

**Agreed that:**

- 1) NPT PSB be approached for their advice in relation to their multi-media platform; Adam Hill to speak with Karen Jones to establish if regional funding could be used to fund a digital report;
- 2) The Sustainable Policy Officer circulate the draft report to the Board for approval via email at the end of May 2019.

- e Regional Working Update - Support for Public Services 2018/19 and 2019/20.  
(Verbal)

The Sustainable Policy Officer reported that last year's grant had been paid. 90% of the available grant had been utilised.

In addition, draft outline proposals of around £40k had been approved in principle for joint regional activities.

**24 Items for Information.**

- a Correspondence - Public Services Board Scrutiny Performance Panel - 5 December 2018.

Noted.

- b Correspondence - Public Services Board Scrutiny Performance Panel - 6 February 2019.

Noted.

c Feedback from National PSB / RPB Event - 20 March 2019. (Verbal)

The Chair reported that the event had been very positive with the work of Swansea PSB and West Glamorgan RPB being highlighted and a number of good projects being discussed.

**25 Any Other Business. (Verbal)**

- Martin Evans, Natural Resources Wales mentioned a new grant scheme that was due to be announced in May / June. He would provide more details at the next meeting;
- Regional Environment Conference between Swansea, Neath Port Talbot and Carmarthenshire being held on 8 May 2019 in the George Hall. Further details would be circulated by email;
- The Chair reported progress to date in working towards Welsh Government, Early Years Pathfinder status, working with Neath Port Talbot PSB.

The meeting ended at 4.33 pm

**Chair**



**Western Bay Area Planning Board**

**26<sup>th</sup> March 2019**

**Minutes of the Meeting**

**Present:**

Karen Jones	Assistant Chief Executive NPTCBC (Chair)
Claire Jones	APB Regional Team
Julia Jenkins	APB Regional Team
Nicola Headon	APB Regional Team
Gareth Hopkins	Police and Crime Commissioners Office
Jamie Harris	Barod
Martin Jones	Chief Superintendent South Wales Police
Karen Ozzati	WCADA
Lisa Shipton	WCADA
Owen Venables	Welsh Government
Michael Curtis	Welsh Government
Julie Thomas	City and County of Swansea
Dai Roberts	SBUHB
Joanne Abbott-Davies	SBUHB
Dermot Nolan	SBUHB
Helen Powell	Department of Work and Pensions
Mark Hurry	Department of Work and Pensions
Mydrian Harries	Mid and West Wales Fire Service

**Apologies**

David Howes	City and County of Swansea
Neil Harding	G4S Community Contracts Wales
Amanda Lewis	HM Prison & Probation Service
Jackie Davies	Bridgend CBC
Simon Giles	City and County of Swansea

**1. Declarations of Interest: none noted**

**2. Welcome & Introductions**

The Chair welcomed colleagues including new members, and noted apologies. KJ advised members that this is the first APB meeting since the CIG had been stepped down and handed actions over to the APB. There are now actions that the APB need to pick up and agree how to take forward.

### 3. Governance framework implementation

The revised governance framework has previously been discussed and circulated for further comments (following amendments at last APB meeting) where it was agreed in principle. It was noted that no points had been raised in respect of the content but some nominations to the APB still needed to be confirmed. KJ directed members to the membership section of the framework and requested the Board's assistance; the following membership was agreed:

- SBUHB
  - Strategy Representative Joanne Abbott-Davies with, Aileen Flynn as Deputy
  - Public Health -Sandra Husbands. **Action: Health Board to confirm to APB Team whether Judith Tomlinson will be SH's deputy.**
  - Clinical Representative – Dermot Nolan. **Action: DN to confirm to APB who his deputy will be.**
  - Primary Care Representative – still to be confirmed. **Action: JAD to confirm once recruitment process has been finalised.**
- NPTCBC – Karen Jones with Claire Jones as Deputy.
- Swansea City Council – Dave Howes with Alex Williams as Deputy. Deborah will attend as deputy whilst Alex is on maternity leave
- South Wales Police – Joanna Maal with Simon Belcher as Deputy.
- Police and Crime Commission – Gareth Hopkins with Mark Brace as Deputy
- Probation Service – confirmed already to the APB team.
- Mid and West Wales Fire Service – Mydrian Harries with Karen Jones as Deputy.
- NOMS – Neil Harding
- Prisons/HMPPS – Covered by National Probation Service.
- WCADA – Karen Ozzati with Becky Hancock as deputy.
- Barod – Jamie Harris with Sian Prior as deputy
- Psalt – Carly Jones. Deputy to be confirmed
- Service User Representative – to be clarified upon further work.
- Department of Work and Pensions - Matthew Bennett &, Helen Powell with Mark Hurry as Deputy.
- Housing Strategy Representative – To be confirmed. **Action: DH/Andrew Jarret to confirm**
- Children and Young Persons – Keri Warren will represent NPT. Deputy to be confirmed.
- Safeguarding – to be confirmed. **Action CJ to contact Western Bay Safeguarding Board to request representative.**
- Welsh Government – Owen Venables with Adele Taylor as deputy
- APB Team – Claire Jones & Julia Jenkins.
- Western Bay Regional Partnership Board – Date in diary with KJ to discuss. Important to have line of communication with Regional Partnership Board. Need to focus on transformational changes.
- Public Health Wales – Discussion between SH & JT to confirm.

KJ asked for any observations regarding the membership, and it was noted that Chairs of sub-committees are invited to attend to report to the Board and not as members.

KJ referred the meeting to the APB structure charts and noted the reporting structure to the respective Public Services Board. It was agreed that the APB needs to formally report into Community Safety Partnership/Public Services Board, and as appropriately to the regional partnership and safeguarding Boards, respectively. **Action: APB team to devise a reporting template to be used to update all the partnerships and formalise reporting arrangements.**

KJ noted that the sub-groups had been streamlined. It was also noted that the APB is the place for decisions and on recommendations reported by the sub groups. Voting members are identified in the governance document.

- Commissioning, Finance, Performance and Sub Committee to replace Executive Group and expanded to cover all full member organisations.
- Service User Forum – the former Executive Group had already identified further work is required on how service users are involved in the APB and a piece of work needs to be undertaken regarding service user involvement
- DDIG – may need to be reformatted in light of the review of the Dual Diagnosis Strategy being led by SBUHB.
- Harm Reduction Sub Group – This group will now be responsible for the Tier 4 panel and the Fatal and non-fatal panel. LS will remain as Chair – meeting next month to look at membership and review terms of membership. Focus of work may need to change. HRG will review membership at its next meeting.
- DR asked if members were happy that the Commissioning, Finance, & Performance (CFP) Sub Committee will be able to filter all the sub groups work appropriately and ensure the right level of information is fed up to the APB? OV advised that there is a similar process within other APB's and, that works well.
- KJ stated that processes can be adapted over time if APB feels this need to change and it was noted that the APB can require direct reports from sub groups. It was acknowledged that the CFP Committee will need regular update reports from sub-committee groups.
- MJ reminded the APB that Service user and CFP groups will be essential for service improvement, and that the Gnoll event identified the need for quantitative performance information to help this process.

KJ asked members to agree the governance structure subject to amending new members. The new processes will now become active. **All agreed**

#### **4. Minutes of last meeting:**

Agreed as true record.

**Actions:** Actions – all actions are covered in the matters arising section of the agenda.

#### **Matters Arising**

##### **i. NewID Engagement Pilot Project Outcomes -**

CJ referred to papers included in the agenda for information, which showed work undertaken to develop outcomes. It was noted that the report produced at the end of the pilot will be used to evaluate outcomes and inform whether services need to be commissioned. JAD enquired how the results will link with HSR timescale. KJ stated that both pieces of work will end around the same time and as such the evaluation will inform model.

## **ii. Minimum Unit Pricing**

MUP – a briefing note was provided to members in the papers. CJ, Welsh Government and Public Health Wales met to consider actions in respect of MUP. CJ referred members to the recommendations set out in the paper. A Task and Finish Group will be established to take this agenda forward. It was suggested that the Harm Reduction Sub Group lead on this work.

**Action: MUP to be placed on the agenda of the HR Sub Group going forward.**

MC stated that there will be a need to identify most vulnerable people who won't be in touch with services. Large bottles of cider will increase by around £5 per bottle to reduce hazardous drinking. The legislation is already in force in Scotland and being monitoring – no massive negative effects noted. Hopefully similar results in Wales

OV – provided Feedback from the WG MPU Lead.

- Results of consultation – summary responses available. Can circulate link to members.
- Asked for comments on the communication materials produced by WG which have been circulated by 12<sup>th</sup> April.
- Still working with Local Authorities and Heads of Trading Standards about enforcement of legislation.
- Evaluation of legislation will be undertaken by commission.

JJ stated that the Engagement pilot project will help to create awareness amongst those not engaged and be able to refer to relevant organisation. JAD will agenda MUP at the West Glamorgan Health, Social Care and Housing Group to raise awareness amongst housing providers. KJ queried whether materials will have straightforward guide to what the legislation is hoping to achieve, what the over-arching 'ask' is from agencies and whether there was a common set of messages from Welsh Government. **Action: OV to liaise with MUP Lead regarding communication materials and share with APB team.**

Further consideration needed to be given to -

- Local events in run up to legislation coming in being to raise awareness
- Awareness raising at organisations.
- Engaging with Retailers
- Signposting for service users.
- Bill boarding and bus advertising.



MH suggested that communication material should be available to food banks as people may not be able to afford food. GH concerned that a small number of people could become involved with criminal justice system. JT raised concerns about the impact on child poverty. **Action: MC to look into Scottish results so far in relation to an increase in non-serious crimes and impact on child poverty.**

KO concurred that agencies need to be prepared for consequences of withdrawal if people cannot afford to buy alcohol.

**iii. VAWDASV representations on Swansea DA MARAC by substance misuse agencies.**

KJ has provided the APBs response to the VASDAWSV Forum in Swansea. No further representations have been made.

**iv. Performance APB**

CJ directed members to the notes of meeting held to date with partners in an attempt to take forward this action delegated from the former Executive group. The team did not want to create an overly onerous system, but it was important that the APB was sighted on performance matters and received appropriate assurance given the substantial investment in services. However it was noted that in the absence of a monitoring officer this work could not be progressed. The post had been advertised internally with no success and a Business case has been submitted to advertise externally.

The Commissioning, Finance & Performance Sub group will have ownership of this action, and is important that it continues to link in with work being undertaken nationally by the DIAB.

KJ confirmed that there needs to be a step/change in relation to performance. MC suggested that consideration be given to using the under-spend created by the vacancy to commission a specialist to start on this work. CJ/JJ confirmed that this was one of the options currently under consideration.

**v. Harm Reduction and Needle Exchange – CIG actions**

CJ directed members to the notes of last HRG meeting, which demonstrated that the actions from CIG and APB in this respect have been picked up by the Harm Reduction Sub Group.

DN raised a concern regarding the sharing of information in relation to severe infections and how information from PHW is fed back to APBs and the agencies, to allow for an effective response to take place. All agreed that a clear process on how information is shared was needed in respect of such cases.

The APB still needs assurance around the safeguarding/wellbeing of the service users. PHW raised these concerns and as such need to report back to the APB. **Action: KJ to write to PHW regarding these concerns.** It was noted that KJ has a meeting with Sandra Husbands regarding Information-sharing.

## 5. CIG Update

KJ directed members to the CIG report and action plan circulated with the papers, and in so doing provided an overview of how the CIG arose and the reasons it was called, including the rate of drug related deaths. The CIG has been stood down, but there are actions remitted to the APB. The APB will be required to report on the actions and provide assurance to the PSBs that matters are being progressed. KJ asked CJ to ensure that the actions attributed to the APB are included in the overall work plan for the APB. It was noted that there will be future meetings of PSB's at 6 and 12 months to monitor progress of all the actions. **Action: APBs work plan to be included on the agenda for next meeting.**

## 6. CDAT Waiting times

DN directed members to previously circulated report, which highlighted that:-

- Data shared at PSB suggested that ABMU was an outlier in Wales in relation to waiting times.
- Ongoing work being undertaken by the health board to review the situation and to correct its inputted PARIS data as this had caused the data to be skewed.
- Waiting lists were looked at against waiting times (20 weeks) and reported back to PSB; no-one had gone over 17 weeks across region.
- Measures put in to reduce waiting times included extra clinics.
- Noted that this was a short term action to bring waiting lists down and that there is a need to look at long term plans within resources available.
- OST pathways – different in each area.
- Needed to ensure step up – step down as needed between LTPS, PSALT and CDAT prescriber.
- Criminal Justice not included in pathways for purposes of this report, but needed to be considered.
- Average length of time one person is in service CDAT and LTPS is seven years, as ongoing maintenance and support required.

DN requested that an agreed length of time to wait for a prescription needs to be decided upon. Members agreed that an immediate review of prescribing needs to take place whilst the recommissioning process takes place.

MJ concurred that there is a need for people on waiting list to move into treatment quickly to see a benefit and reduce the risks and harms that are occurring in our communities

JH advised the APB that the engagement service is now finding more people resulting in more referrals to OST. Identified need to ensure that there is access to OST to ensure motivation was not lost.

JJ mentioned that there was a presentation at the PHW National Harm Reduction Conference in Cardiff by a consultant from Lambeth Health board who operates a rapid access, same day

prescribing service. There was a need to look at these kinds of models as harm reduction interventions. DR suggested to get clinicians in a room to look at interim period. **Action: APB Team to arrange this meeting to look at OST provision in the interim.**

## **7. Transition Update**

Jackie Davies had sent apologies and CJ updated the APB that –

- Number of transition meetings had taken place with representation from HB's and APB's.
- Have worked on the assumption that services will transfer 1<sup>st</sup> April as SMAF has been transferred by WG to CTM APB.
- Third sector providers have been informed.
- All services in Bridgend covered by CTM APB, with the exception of PARIS where CTM APB will need to have an agreement direct with CCOS.

JAD advised that 4000 staff had been 'Tuped' to CTMHB, which included the CDAT team in Bridgend, and confirmed that third sector funding provided by the HB for service in Bridgend will also transfer to CTM APB. JAD raised an issue of the HB ring-fenced budget which required further clarification, and MC undertook to seek that clarification.

## **8. Dual Diagnosis strategy update.**

JAD directed members to a report provided by the HB which had been circulated with the papers, highlighting that-

- The APB concluded last year that there is a requirement for a new DD Strategy. It is proposed that the HB will lead on this with the following actions:
  - A working group is set up utilising WG DD guidelines
  - Targeting engagement around this piece of work linked to service user engagement.
  - Need to work with HSR reviewers regarding service changes.
  - This should be a joint strategy between the HB and the APB
  - This group will replace the DDIG and be monitored by the CFPSPG

## **9. DIAB Update**

CJ explained that SG has been leading on this work regionally and was going to present new dashboard at this meeting but was not available to attend. MC advised that the DIAB group is leading on work to develop the dashboard and the new KPI, and noted that the dashboard is well in progress. MC also noted that NWIS contains a wealth of data that could be available to APBs to enable APB's to make decisions and be sighted on key issues. The current KPIs will remain, but there is an additional one in respect of BBV and a target of 50% has been set by the DIAB

Welsh Government sought feedback on what information would be useful, and initial feedback proposed

- waiting times
- crime e.g. increase in shoplifting regarding MUP

- non-fatal overdoses
- clients who are parents are being engaged in SM services

KJ invited feedback on the proposals. **Action: APB members to refer comments on the proposals to the regional support team.**

#### **10. Financial Report 2018/2019**

CJ presented financial report highlighting end of year movements following decision by APB in December, and sought approval for further virements within the budget. It was noted that there was further slippage including as a result of staff vacancies and a Tier 4 residential rehab budget underspend of £40,320.

The following proposals to utilise the underspend were supported

- Harm reduction materials.
- Contribution to cost of delivering CIG.
- Ring- fenced Tier 4 budget to be vied to detox ward

#### **11. HB Ring fenced budget 2018/2019**

This was cleared by email and the funding was released by Welsh Government to the HB. Ongoing work is required around what information the HB needs to provide to allow APB to be confident of its spend.

#### **12. Expenditure Plan 19/20**

Plan was to bring a draft plan to this meeting however due to come late amendments to the WB allocation and the reissuing of the letter to the APB this work has been delayed.

**Action: APB to meet in 4 weeks' time to consider a draft plan and sign off.**

#### **13. A.O.B.**

DR confirmed that he felt the meeting had been more positive and productive.

KO requested that the APB give equal importance to alcohol as drugs.

KJ noted that induction will be offered to new members