**West Glamorgan Regional Partnership Board **

**13th April 2023 @ 9am**

**Teams Video Call**

**Meeting Notes**

**Attendees**

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| **Name** | **Organisation** | **Initials** |
| Angela Thomas | Neath Port Talbot County Borough Council | AT |
| Cllr Jo Hale | Neath Port Talbot County Borough Council | JH |
| Cllr Sian Harris | Neath Port Talbot County Borough Council | Sha |
| Cllr Steve Hunt | Neath Port Talbot County Borough Council | SH |
| Dave Howes | Swansea Council | DH |
| Debbie Smith | Swansea Council | DS |
| Emma Woollett | Swansea Bay University Health Board | EW |
| Gaynor Richards | Neath Port Talbot Council for Voluntary Service | GR |
| Kelvin Jones | Service User/ Citizen Representative | KeJ |
| Linda Whittaker | Tai Tarian | LW |
| Steve Spill | Swansea Bay University Health Board | SS |
| **Co-opted Members** | | |
| Nicola Trotman | West Glamorgan | NT |
| Brian Owens | Swansea Bay University Health Board | BO |
| Deb Lewis | Swansea Bay University Health Board | DL |
| **Presenters** | | |
| Andy Griffiths | Swansea Bay University Health Board | AG |
| Carys Richards | Neath Port Talbot Council for Voluntary Services | CR |
| **Observers** | | |
| Debbie Evans | West Glamorgan | DE |
| Helen Dale | West Glamorgan | HD |
| Katie Kinevane | West Glamorgan | KK |
| Karen Stapleton | Swansea Bay University Health Board | KS |
| Kirsty Roderick | West Glamorgan | KR |
| Lucy Jones | West Glamorgan | LJ |
| Megan Crombie | West Glamorgan | MC |
| **Apologies** | | |
| Adele Rose Morgan | Citizen Representative | ARM |
| Andrew Jarrett | Neath Port Talbot County Borough Council | AJ |
| Caritas Adere | Swansea Council | CA |
| Cllr Alyson Pugh | Swansea Council | AP |
| Cllr Louise Gibbard | Swansea Council | LG |
| Cllr Rob Stewart | Swansea Council | RS |
| Karen Jones | Neath Port Talbot County Borough Council | KJ |
| Kelly Ahern | Barnardo’s | KA |
| Kelly Gillings | West Glamorgan | KG |
| Malcolm Perret | Care Forum Wales and Home Care Association | MP |
| Mark Hackett | Swansea Bay University Health Board | MH |
| Mark Wade | Swansea Council | MW |
| Martin Nicholls | Swansea Council | MN |

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| **Ref** | **Item** | **Action / Decision** |
| **1** | **Welcome, Introductions and Apologies** |  |
| 1.1  1.2 | EW opened the meeting, made introductions and apologies were noted.  MC introduced two new members of the West Glamorgan team, Debbie Evans (Capital Programme Manager) and Helen Dale (Interim Transformation Manager) |  |
| **2** | **Declarations of interest** |  |
| 2.1 | No declarations of interest. |  |
| **3** | **Approval off minutes and notes** |  |
| **3.1** | Minutes approved by the Regional Partnership Board for both sets (25/01/23 and 13/02/23) |  |
| **4** | **Matters Arising and Action Log** | |
| 4.1  4.2  4.3  4.4  4.5  4.6 | There are no actions due for this meeting.  NT updated against the action log:   * Common data sets action will be brought back in September to provide assurance that this is being embedded. * IAA Action: KG and KeJ are working on this action together along with the Coproduction group.   NT noted some of the future actions in the log are currently awaiting updates from national bodies and Welsh Government  NT noted the action about the requirements and opportunities around establishment of pooled budgets and updated that this action is in progress and a presentation will be brought back to a future meeting.  KeJ noted an amendment to an item on the Feb, 23 minutes (3.12 around the different outcome measures ) and said that he raised a question asking how would we fulfil the themes which included, personal / individual, operational / delivery, and strategic / organisational and whether this would be picked up in the Action Plan and the Pan Cluster work, or is there further development work to consider how we approach this to ensure the elements are given equal strength?  EW noted this would need to be incorporated into the work around the engagement and coproduction and implemented into our work going forward. EW added that this will need to be reflected into the engagement strategy, which includes the co-production approach we take to produce all documentation, strategies, and plans. | **Action:** Reference the outcome measure themes in the engagement strategy |
| **5** | **Digital Story: Carers Digital Story** |  |
| 5.1  5.2  5.3  5.4  5.5 | GR introduced the Carers Digital Story from Ishbel Hansen a Parent Carer from Swansea. GR said Ishbel commits a lot of her time to help develop services for carers across the region and is an active member of the Swansea Parent Carer forum and the Carers Liaison Forum. GR added that carers are the best people to help shape and inform service developments.  GR confirmed that this digital story will help demonstrate the challenges Ishbel has faced as a parent carer through her own experiences, noting that this is only one story from over 50,000 unpaid carers across our region and other stories are not as positive as this one played today.  The digital story was played to the Regional Partnership Board.  A discussion was held around this recoding and SH said that Ishbel was an inspiration and noted the power of this story and thanked GR for bringing this to the meeting today.  GR noted that the role of the Carers programme overall is to support the carers across the region to try and make their lives as easy as possible and thanked SH for his comments. |  |
| **6** | **Carers Programme Update** |  |
| 6.1  6.2  6.3  6.4  6.5  6.6 | GR delivered the presentation and expanded on some of the information within the Carers Programme updates.  EW thanked GR for the presentation and questioned what will carers see at the end of this year from the priorities? GR noted the following priorities, based on what the carers have explained would help them the most and what is important to them:   * Reviewing and transforming access to and provision of respite/short break services * Developing ongoing engagement campaign to ensure carers shape the provision of future services * Reviewing how carers can access services such as Direct Payments * Developing a carers centre in NPT to ensure parity across the region * Developing robust information, advice and assistance provision for carers across the rgion.   KeJ questioned if there is any correlation to the carers who are coming forward and their backgrounds, for example in terms of people coming from communities with the greatest health inequalities? KeJ added, if this hasn’t been captured, could this be considered within the mapping work that is ongoing?  NT confirmed that this mapping work is to identify the range of different services that are available both regionally and locally to work out where the gaps are. NT added that once the mapping work had been completed it would be useful to consider the location of the services and whether there are links to areas of deprivation and possible correlations to health inequalities.  DH noted that the development of the carers programme is an excellent example of our coproduction approach and stated that we are now seeing the benefits. He gave an example in relation to carers assessments, given this had previously been flagged by carers, which had resulted in the improvements being put in place and this had been evidenced in the digital story today. DH added thanks to GR for her leadership of the carers programme which had helped to drive the progress and difference made to date for carers.  EW noted the progress of this programme since before the pandemic and thanked GR for being able to provide tangible examples of the improvements which have supported carers in their caring roles. |  |
| **7** | **Draft Action Plan 2023-24 to Deliver Area Plan Update** |  |
| 7.1  7.2  7.3  7.4  7.5  7.6  7.7  7.8  7.9  7.10  7.11  7.12  7.13  7.14  7.15 | NT presented the draft action plan and noted the following discussion points for the Regional Partnership Board:   * Does Regional Partnership Board agree the key areas of action? * Does Regional Partnership Board believe the scope is deliverable all at once? Which are the key areas for the next 12 months? * Are there aspects that Regional Partnership Board members feel should be specifically considered in developing detail action plans?   EW thanked NT for the presentation and requested any thoughts from the Regional Partnership Board.  BO questioned whether 18-65 age group was included in the Older People Action Plan and whether this cohort is being missed in other areas?  KeJ raised 3 points:   * Language of the report: some of the language needs to be reviewed to ensure the document can be understood by all. * Coproduction: some action plans reference co-production at different levels, though they all need to reference co-production both strategically and locally. * Regular review and assessments of this work: co-designing of reviews would help support this area, particularly in the quality of the services as experienced by the people.   DH thanked KG, NT, and the West Glamorgan team for pulling together a plan that has incorporated all the elements that influence our plans and noted this is a very complex piece of work.  DH noted that as a Regional Partnership Board it would be useful to identify 5/6 key transformation areas from the action plan which RPB agree to prioritise. RPB could then focus on these key areas to make the agenda more manageable, whilst other elements continue to be worked on in the background. Noting some possibilities could be:   * Older People Programme (noting the different iterations that this has had over the years) * Children’s Services * Supporting Mental Health and Wellbeing * Carers   DH added in response to BO’s question that the emphasis of the previous iterations of the Home First Programme have been to support the over 65’s. He highlighted the historical emphasis as described in the legal agreement of the Section 33 agreement described the over 65’s cohort and highlighted that this legal agreement may need/want to be reviewed as part of the full Section 33 agreement review work to ensure the cohort of 18-65 is not lost in our focus.  KS noted the health board recognises the importance of these plans and added that they are going to be formally writing to the Regional Partnership Board in terms of some of their feedback around the draft action plan.  KS said that she felt that there were currently too many actions, and it would be essential that we prioritise the key actions. It was also essential to develop measurable outcomes which align with the actions in the plan. She added that coproduction is important whilst noting the challenging timescales, and it is important that the programme boards own these actions to drive the work forward.  EW agreed with the points raised by DH and KS and agreed that it would be useful for RPB to focus on 5/6 key areas of transformation and agreed with the areas that DH had identified.  NT confirmed that the draft action plans had been developed from the information in the Population Needs Assessment but noted that there are far too many priorities and agreed with KS that it was key that the programme boards own their respective areas of work and drive the work forward. NT stated that the work is progressing around the development of Performance Framework with a couple of the regions, including West Glam, trialling, and testing the new framework for quarter four.  NT agreed with the points raised around the language and noted that the action plan was a requirement from Welsh Government, and they really liked the format of the action plan. NT confirmed that once we have prioritised the work, we will need to work on creating a more accessible plan with simpler language to ensure anyone who reads it is clear on the aims of what each programme is trying to deliver.  NT noted that recent communication has been received from Welsh Government who have now commissioned OB3 to undertake a national review of the RIF (Regional Integrated Fund) and we will need to understand what this will look like to support our own evaluation requirements and that this would need to be a priority this year.  EW thanked NT and KG for the work on this agenda item and noted the key areas of prioritising work is a helpful suggestion and from a Regional Partnership Board perspective these should include:   * Older People Programme (noting the different iterations that this has had over the years) * Children’s Services * Supporting Mental Health and Wellbeing * Carers   EW re-iterated the need to keep the language in documents simple and easy to read and stressed the importance of prioritising work plans and of setting out key outcome measures for both impact on users and operational impact. She added that creating plans in this way will help us to measure impact which will assure both ourselves and Welsh Government. |  |
| **8** | **RIF Investment 23-24** |  |
| 8.1  8.2  8.3  8.4  8.5  8.6 | NT delivered the presentation for this agenda item.  EW noted that this presentation illustrates the complexity that DH mentioned earlier in today’s meeting.  DH noted the considerable challenge within the region around the lack of inflationary uplift to RIF funding and added the work to contain these costs has been extremely challenging and the region has done well in this area noting some difficult decisions have had to be made. He observed that this is a considerable achievement and thanked the West Glamorgan team and the programmes leads for their support in this work.  BO noted the possibility of keeping a reserve in mind, around the un-allocated RIF, to support winter pressures. DH noted this is a good point and this type of action has happened in the past and this is something that could be considered for this year.  DH noted the Welsh Government aspirations around Further Faster, adding that the detail is still to be received but this is also an area that will require us to rethink in terms of the available funding.  NT noted that a communication will go to all project leads to ask for clarification of the impact on the scope, deliverability and the outcomes of these projects given no uplift has been provided across the Board. This information will then be collated and taken to the relevant programme boards for discussion to consider any potential issues. |  |
| **9** | **Pan Cluster Planning Group Plan** |  |
| 9.1  9.2  9.4  9.5  9.6 | AG introduced the Pan Cluster Planning group plan and provided some context noting this is the first plan produced by the group. AG informed the group of the National Accelerated Cluster Development plan (22/23), highlighting that there is a series of ministerial milestones to enable a more rapid delivery of a primary care model for Wales.  AG noted this is being presented to the Regional Partnership board for endorsement. The Pan Cluster Planning group is a 3-year plan which has been reviewed and includes recommended priorities, projects for development and implementation across our health board region by the cluster membership.  KeJ noted that currently this plan does not mention the Social Services Wellbeing Act, under the strategic context. Also, questioned if people from the community have been involved in this work to date or is this something that is going to be built in. He also asked if there is any training being developed and the potential of coproduction involvement.  GR adding on the 8th of March there was a successful workshop between 3rd sector and the clusters to establish a 3rd sector collaborative and this will be in addition to the 6 cluster meetings. GR confirmed when this is established, she would be happy to pick up the training issue with KeJ.  AG welcomed the comments and feedback and any further access around training for Coproduction as well as any further comments to support going forward. |  |
| **10** | **West Glamorgan Programme Progress Report** |  |
| 10.1  10.2 | NT presented the West Glamorgan Programme Progress report, noting the timing has not aligned with the quarter 4 / end of year performance information and therefore the performance measures are the quarter 2 measures.  EW noted that this is here for information and requested if anyone has any comments on the format to send it through. NT noted that the report template would be updated once the new performance framework is completed. |  |

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| **11** | **Age Alliance Wales Letter March 2023** |  |
| 11.1 | EW noted that this item is for noting, adding that the letter had been brought to the last Regional Partnership Board who felt that a formal response should be made. |  |
| **12** | **Statutory Guidance on Representations Made by the Citizen Voice Body** |  |
| 12.1  12.2 | EW noted that this item is for noting, and requested if the representative from Llais has been formally invited to them for the Regional Partnership Boards.  MC noted she would check if this has been actioned and if not, she would action this. EW also noted that WAST should also be formally invited. |  |
| **13** | **AOB** |  |
| 13.1  13.2 | No, any other business was raised. |  |

*The meeting closed at 10.56am*

**Date of Next Meeting:** 13th June 2023, 10am