**West Glamorgan Regional Partnership Board **

**5th October 2022, 9am**

**Teams Video Call**

**Meeting Notes**

**Attendees**

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| **Name** | **Organisation** | **Initials** |
| Angela Thomas | Neath Port Talbot County Borough Council | AJ |
| Caritas Adere | Swansea Council | CA |
| Cllr Alyson Pugh | Swansea Council | AP |
| Cllr Jo Hale | Neath Port Talbot County Borough Council | JH |
| Cllr Louise Gibbard | Swansea Council | LG |
| Cllr Sian Harris | Neath Port Talbot County Borough Council | SH |
| Dave Howes | Swansea Council | DH |
| Emma Woollett | Swansea Bay University Health Board | EW |
| Gaynor Richards | Neath Port Talbot Council for Voluntary Service | GR |
| Hazel Powell | Swansea Bay University Health Board | HP |
| Kelly Gillings | West Glamorgan | KG |
| Kelvin Jones | Service User/ Citizen Representative | KeJ |
| Sian Harrop-Griffiths | Swansea Bay University Health Board | SHG |
| Steve Spill | Swansea Bay University Health Board | SS |
| **Co-opted Members** | | |
| Nicola Trotman | West Glamorgan | NT |
| **Presenters** | | |
| Jo Phillips | Swansea Parent/Carer Forum | JP |
| **Observers** | | |
| Lucy Jones | West Glamorgan | LJ |
| Melanie Blake | West Glamorgan | MB |
| **Apologies** | | |
| Adele Rose Morgan | Citizen Representative | ARM |
| Andrew Jarrett | Neath Port Talbot County Borough Council | AJ |
| Anne Newman | Carer Representative | AN |
| Cllr Steve Hunt | Neath Port Talbot County Borough Council | SH |
| Mark Hackett | Swansea Bay University Health Board | MH |
| Mark Wade | Swansea Council | MW |
| Martin Nicholls | Swansea Council | MN |
| Cllr Rob Stewart | Swansea Council | RS |
| Debbie Smith | Swansea Council | DS |
| Karen Jones | Neath Port Talbot County Borough Council | KJ |
| Kelly Ahern | Barnardo’s | KA |
| Linda Whittaker | Tai Tarian | LW |
| Malcolm Perrett | Care Forum Wales and Home Care Association | MP |
| Pamela Milford | Swansea Council | PM |

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| **Ref** | **Item** | **Action / Decision** |
| **1** | **Welcome, Introductions and Apologies** |  |
| 1.1 | EW welcomed the meeting and introductions, and apologies were noted. |  |
| **2** | **Declarations of interest** |  |
| 2.1 | No declarations of interest. MC noted all annual declarations of interest have been received. |  |
| **3** | **Approval off minutes and notes: Full Regional Partnership Board 07/07/2022** |  |
| **3.1** | Minutes approved by the Regional Partnership Board. |  |
| **4** | **Matters Arising and Action Log** | |
| 4.1 | There were no matters arising and the action log was noted to be in progress |  |
| **5** | **Digital Story: Carers Digital Story** |  |
| 5.1  5.2  5.3  5.3  5.4  5.6  5.7  5.8  5.9  5.10  5.11 | JP (Swansea Parent Carers Forum) introduced the Carers Digital story, noting this had been created though filming during a series of engagement events organised by the Carers Liaison Forum. Swansea Music, Digital Art were commissioned to gather the voices of the people with lived experience.  After viewing the video EW noted this was an immensely powerful digital story and that it was so important that we continue to hear the voices of people with lived experience.  LG asked how carers are supported to attend these types of events, noting their caring responsibilities often mean it can be challenging.  JP noted the travel expenses were reimbursed and added that the carers were treated to the Gower Brownies, which the carers really appreciated as due to their limited income and the cost of living they are not always able to treat themselves in this way.  SHG added that this digital story was presented at the Transformation Board (04/10/22). She agreed with the comments on how powerful this video is and thanked JP for presenting as this demonstrates the links between the groups and the membership of the Transformation Boards.  GR highlighted the concern around “hidden carers” but noted that work is ongoing with the Primary Care Clusters to help identify these individuals and to encourage their engagement so that their voice can be heard support provided. GR noted that recognition is vital to carers and that we need to further ensure the integration of young carers and the BAME communities.  A discussion took place around the respite need for carers. JP added the respite needs and definition is being reviewed as carers need support in diverse ways, for example to have such as tasks like gardening completed for them rather than the traditional PA support.  KeJ agreed that the Partnership needs to hear from a multitude of voices to inform and support change.  DH added his thanks to JP and the Carers Liaison forum for this digital story. DH highlighted that hearing examples from carers was an extremely powerful part of this partnership, adding that the statutory organisations might not produce this type of idea/solution without direct input from carers, so the voices of lived experience provide vital information for our region.  EW thanked Johanna Hall-Davies for organising the series of events and noted it is important for the Regional Partnership to understand the engagement and plan to support carers going forward.  JP highlighted the launch of the Carer’s Strategy already endorsed by the Regional Partnership Board and noted that work is ongoing to have all partners and stakeholders to support the development of the engagement plan. JP further highlighted that carers are leading on the development of the action plan. | **Action:**  Programme engagement plan to be brought to a future RPB.  **Forward look: Jan 2023** |
| **6** | **Transforming Complex Care Programme** |  |
| 6.1  6.2  6.3  6.4  6.5  6.6  6.7  6.8  6.9  6.10  6.11 | HP talked through the Transforming Complex Care Programme presentation to highlighting the key elements of work and progress to date.  EW thanked HP for the presentation and noted it was good to hear the progress being made so far given the commitment to this programme across the region.  DH highlighted that the presentation demonstrates the progress made to date which continued throughout the Covid-19 pandemic, emphasising how this challenged the work and direction of the programme. Added that there is still a lot of challenging work to be completed noting that the cost-of-living crisis will also have an impact on this and all programmes.  KeJ noted the involvement of people’s voices and engagement and questioned if any challenges have been faced in different workstreams and how solutions have been sought so far? HP noted all projects have been asked to involved people with lived experience, adding that some projects have been more successful than others in this area. There is challenge from Transformation Boards to ensure that engagement has taken place.  SHG thanked HP and noted her leadership of the programme is providing a strategic view. SHG further highlighted the ambition of the region to move to pooled budget arrangements but noted the challenges and complexity around this area of work.  HP responded around the pooled budgets, noting there is around 12/18 months of preparation work, that will need to be developed and that this work has commenced.  KG noted this is part of the longer-term ambition, highlighting key practicalities that need to be in place for us to create sustainable-pooled budgets. KG highlighted that some pooled budgets already exist, noting the work that is taking place around these such as the Home First Programme to review the schedules and how this is pieced together. Adding the Complex Care programme is more difficult due to the items that are not currently in place such as the regional commissioning arrangements.  KG provided reassurance to the partnership board that the team are using the coproduction toolkit to map the areas of practice around coproduction, which will highlight best practice and no doubt identify any gaps in our work.  EW requested that this work be received by the Regional Partnership Board to provide assurance around the coproduction and engagement work.  DH added the Section 33 agreement in Home First (Older people services care at home) is no longer fit for purpose and is in review which will look to “proper” pooled budget arrangements. Adding a pooled fund in the Complex Care programme could help to promote a cultural shift for the partnership and highlighted that if this is the ambition, then we should clearly state this and challenge ourselves to overcome the issues highlighted today.  EW agreed and noted that this is an area the Regional Partnership Board would like to progress and requested updates are brought back to future Regional Partnership Board meetings. HP added there is work that needs to be done to establish what would need to be in place to support the pooled funds. KG noted the project plan that is in place around this item and noted a short synopsis could be brought back to a future Regional Partnership Board meeting. EW noted a conversation with the statutory partners would need to be held for this item. | **Action:** Assurance paper on how well projects are co-produced to be brought to a future RPB.  **Forward Look Date:** **Plan** **for Jan 2023**  **Action:** Update on work to establish pooled budgets to be brought to a future RPB meeting  **Forward Look Date:** **Plan** **for April 2023** |
| **7** | **Area Plan / Action Plan** |  |
| 7.1  7.2  7.3  7.4  7.5 | KG presented slides and discussed the progress of the development of the new West Glamorgan Area Plan for 2023-2027. Key dates for completion were highlighted, notably that the Regional Partnership Board will need to review and endorse the Area Plan at the January meeting to enable the plan to be endorsed by the statutory partners during January to March 2023. The Area Plan should be published by the region on the 1st of April 2023.  KG added that like the Population Needs Assessment and Market Stability Report, the Area Plan should become an iterative process and not one undertaken every 5 years.  LG supported this idea going forward.  DH added that this is supporting the strategic view and direction of the Regional Partnership Board. DH further highlighted that this is the way the partnership has been working over the last couple of years, noting that the update today provides continued assurances that we are working in this way.  EW agreed and noted that it was important that the Area Plan drew together the PNA and the MSR into a template for transformation and that it clearly sets out Goals, Methods and Outcomes so that the partnership was able to clearly articulate business cases to Welsh Government and to evaluate the impact on service users. |  |
| **7a** | **Progress against West Glamorgan Programme** |  |
| 7a.1  7a.2  7a.3  7a.3  7a.4  7b.5  7a.6  7a.7  7a.6 | KG noted that the report presented in the pack speaks for itself but highlighted an area of work to separate the “Service” and “Transformational” elements of the Home First Programme.  KG highlighted that the one item that was Red RAG Rated was due to ongoing conversations around the housing partnership programme. It was noted that work is continuing around the Strategic Capital Planning which has made huge strides forward and thanked NT and DH for their support in this work.  EW thanked KG for her report and highlighted the pressure that colleagues are under currently.  KeJ flagged the lack of consistency in Coproduction across the programmes. EW highlighted the action from earlier in today’s meeting should provide these assurances.  DH noted the challenges around how the Regional Partnership Board is scrutinised, highlighting the statutory partner scrutiny functions. Adding we should use this report in the RPB in the absence of a joint scrutiny process, further noting that the report should be shared into the statutory partners governance arrangements to provide assurance.  EW agreed and noted this is a promising idea and a discussion was held around this item. KG highlighted the conversations with Welsh Government around the Regional Partnership Boards scrutiny across the whole of Wales.  SHG agreed and suggested that as a Regional Partnership Board we should agree a reporting arrangement that support our Regional Partnership Board. SHG further agreed that this report should be shared to update on progress within the individual organisations.  EW agreed and noted that feedback from the individual organisations can be fed back to the Regional Partnership Board.  KeJ asked whether there was sufficient assurance that all the programmes or projects are non-discriminatory. KG added she would take this as an action as part of our IAA process and suggested KeJ support in this work. | **Action:** Statutory partners to ensure that update reports are scrutinised through their own internal governance structures and feedback provided back to RPB team.  **Ongoing**  **Action:** Review the accessibility reports and IAA Process.  **Deadline:** March 2023 |
| **8** | **Amendments to Terms of Reference and Governance Framework** |  |
| 8.1  8.2  8.3  8.4  8.5 | GR noted an email exchange with CA to reflect the issues around the CVCs section. CA presented the amendments to the Governance Framework to reflect GR’s comments and clarify where care providers have been selected from, the Carers Liaison Forum, and the clarity around the time limit for the transition period of stakeholder members of 6 months.  CA noted that the word Co-Productive be added to the paragraph 10A.  CA noted the next change regarding the importance that members prioritise the meeting of the Regional Partnership Board. This gives the chair the mechanism of terminating membership if/when they fail to attend three consecutive meetings, after consultation with the group.  CA noted the final change of the wording in paragraph 14, which reflected the changes above. Representatives from the local third sectors and national third sector shall be selected from the original third sector health and social care network and that the representative from the CVCs shall be nominated by the CVC’s and ratified by the third sector.  EW thanked CA for the presentation and requested if the Regional Partnership Board approved the updated Governance Framework. She added that the next review will be in 12 months, unless anything comes out of the Welsh Governments task and finish group. | **Decision:** RPB approved the updated governance framework  **Action:** Review Terms of Reference and Governance Arrangements  **Forward Look Date:** **Plan** **for October 2023** |
| **9** | **West Glamorgan Response to the Phase 1 of the Engagement and Voice** |  |
| 9.1  9.2  9.3  9.4  9.5  9.6  9.7  9.8  9.9  9.10  9.11  9.12 | KeJ provided some background to this agenda item, noting the engagement work complete to date.  Thirteen recommendations have been made by the national group and West Glamorgan has led the way in this area.  He highlighted some practical help was needed to help support the representatives to fully participate in meetings and noted that recruitment is ongoing for this role within West Glamorgan.  He added that the group concluded that the term representative should be amended to ‘Member/s,’ noting the concept that this creates equality across the membership.  KeJ highlighted some other areas of discussion including the need to increase diversity and openness of recruitment and how to involve young people and children more in direct relationships with the Regional Partnership Boards.  EW thanked KeJ and added that this has been a useful process as this has clarified the work of the Regional Partnership Boards at a national level.  GR thanked EW, KG, and the West Glamorgan team for the supporting the people with lived experience and carers, adding the recent face-to-face meetings have been welcomed.  GR added the People’s Forum will be pivotal in supporting volunteers, adding the induction and support mechanisms could be built upon going forward.  KeJ highlighted that work is continuing at a national level. Phase 2 will focus on part 9 and 2 of the Social Services and Wellbeing Act Wales 2014 and how Coproduction can be embedded. KeJ provided an example of one suggestion: agenda items could be submitted by any member. He highlighted that this would need amendment to our governance arrangements.  KeJ highlighted the need for joint training for all members.  KG added the training plan is being reviewed and coproduced by the Coproduction group and will be brought to the Regional Partnership Board when this work has completed. She noted that the recruitment of the Volunteer Representative coordinator is due to close tomorrow (06/10/22) adding that three members of the Coproduction group are forming the panel for shortlisting and interviewing.  EW noted the work to develop the People’s forum and requested an update against its progress be brought to the Regional Partnership Board. KG provided some updates around this work adding a progress report will be brought back to a future Regional Partnership Board meeting. EW noted the need to clarify how the People’s Forum will link in with the Regional Partnership Board. Also agreed the need for accessible language of the papers for the Regional Partnership Board adding that this is a responsibility for everyone. | **Action:** People’s Forum progress update to be brought to RPB.  **Deadline:** 24/01/23 |
| **10** | **Notes from the Chairs Ministerial Meeting 07th July** |  |
| 10.1 | EW highlighted that a meeting has not taken places since the Regional Partnership Board last met. |  |

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| **11** | **AOB** |  |
| 11.1  11.2  11.3 | KG noted that the West Glamorgan newsletter was re-launched this morning (05/10/22) and welcomed any comments/feedback. Adding that the communications plans are being finalised and will be taken through the governance for approval.  EW thanked JP for their participation and JP provided some feedback about the importance of the service user and carer representations having a sight of this structure and the challenges the regional partnership Board face in the meetings.  KG reminded the Regional Partnership Board that the process to recruit more service user representatives is currently in progress. |  |

*The meeting closed at 10.50am*

**Date of Next Meeting:** 14th November 2022, 1pm