**West Glamorgan Regional Partnership Board **

**7th July 2022, 2.30pm**

**Teams Video Call**

**Meeting Notes**

**Attendees**

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| **Name** | **Organisation** | **Initials** |
| Andrew Jarrett | Neath Port Talbot County Brough Council | AJ |
| Caritas Adere | Swansea Council | CA |
| Cllr Alyson Pugh | Swansea Council | AP |
| Cllr Louise Gibbard | Swansea Council | LG |
| Cllr Steve Hunt | Neath Port Talbot County Brough Council | SH |
| Emma Woollett | Swansea Bay University Health Board | EW |
| Gaynor Richards | Neath Port Talbot Council for Voluntary Service | GR |
| Joanne Abbott-Davies | Swansea Bay University Health Board | JAD |
| Jonathan Morris | Tai Tarian | JM |
| Kate Kinsman | West Glamorgan | KK |
| Kelly Ahern | Barnardo’s | KA |
| Kelly Gillings | West Glamorgan | KG |
| Kelvin Jones | Service User/ Citizen Representative | KeJ |
| Malcolm Perrett | Care Forum Wales and Home Care Association | MP |
| Steve Spill | Swansea Bay University Health Board | SS |
| **Co-opted Members** | | |
| Nicola Trotman | West Glamorgan | NT |
| **Presenters** | | |
| Joanne Abbott-Davies | Swansea Bay University Health Board | JAD |
| **Observers** | | |
| Lucy Jones | West Glamorgan | LJ |
| Melanie Blake | West Glamorgan | MB |
| **Apologies** | | |
| Adele Rose Morgan | Citizen Representative | ARM |
| Anne Newman | Carer Representative | AN |
| Brian Owens | Swansea Bay University Health Board | BO |
| Dave Howes | Swansea Council | DH |
| 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 Brough Council | KJ |
| Linda Whittaker | Tai Tarian | LW |
| Pamela Milford | Swansea Council | PM |
| Sian Harrop-Griffiths | Swansea Bay University Health Board | SHG |

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| **Ref** | **Item** | **Action / Decision** |
| **1** | **Welcome, Introductions and Apologies** |  |
| 1.1 | EW opened the meeting and apologies noted and Cllr LG noted she is sharing a screen with Cllr AP. |  |
| **2** | **Declarations of interest** |  |
| 2.1 | No declarations of interest. |  |
| **3** | **Approval off minutes and notes: Full Regional Partnership Board 06/06/2022** |  |
| **3.1** | Minutes approved by the Regional Partnership Board. |  |
| **4** | **Matters Arising and Action Log** | |
| 4.1  4.2  4.3  4.4  4.5  4.5.1  4.5.2  4.5.3  4.6  4.7 | KG noted updates against the actions:   * People’s Forum:   KG noted the progress made to date including a stand at the Swansea Air Show to engage with people across Swansea Bay with twenty new people signing up. Noted we will now be linking in with existing group going forward to further our engagement and KG will bring progress reports to future RPB meetings.  Possibilities for People group will support and may morph into the People’s Forum. Events looking to start in early autumn.   * Annual Declarations of Interest:   MC noted a few returns are outstanding, although extenuating circumstances have been noted for this.   * Action 2322: Research Innovation and Improvement (RII) start to collect information around other examples of innovation and transformative work:   KG updated on this action, noting that this work is in progress but not yet published. She highlighted a national piece of work ongoing to identify a portal to share information across all regions. KG noted the digital programme is supporting this work and would look to bring a demonstration to a future RPB.   * Welsh Government Letter – Revenue for Strategic Capital:   KG updated from the ministerial meeting (07/07/22), that funding of £200k for resources will be provided to support the development and implementation of the 10-year Capital programme to each RPB. KG noted that NT has been working with NPT, Swansea, and the HB to work out how best to use these monies.  KG added that monies will also be allocated to each RPB to coordinate and facilitate the integrated delivery of services through hubs. She observed that the definition of hubs is interpreted marginally differently across the regions and provided some examples of the difference in this definition.  KG highlighted that transitional funding for one year only has been allocated to continue the support of existing community hubs, noting that it is unclear yet if the money will be awarded directly to RPB’s or to the partner organisations directly.  KG also reported that funding will be allocated into WG directly, where they can deploy some expert resource into developing what the integrated hub would look like for all regions across Wales.  KG highlighted that a letter setting out the funding and guidance from WG has not yet been issued, and noted that these above items will be taken to the relevant programme boards for discussion  Scrutiny Panel and Opening up the RPB Meetings to public meetings:  EW noted that these actions are still ongoing as we are awaiting a national consensus. |  |
| **5** | **Feedback on Volunteer Event** |  |
| 5.1  5.2  5.3  5.4  5.5  5.6  5.7  5.8  5.9 | EW raised the recent volunteer event that was hosted by West Glamorgan on the 7th of June, saying how good it was to see a number of our committed volunteer representatives attend this event and to have the opportunity to say thank you for their dedicated contributions to their communities.  NT noted that the feedback from the volunteers was lovely and that they have requested more events to take place in the future. Feedback was that they all appreciated the chance to meet face to face, as for some of the volunteers this is the first time, they have met any of the teams since joining their respective programmes over 2 years ago. There was also feedback that the disadvantage to virtual meetings is the personal side of any meetings and the networking opportunities before and after a meeting.  EW reported some feedback from the minister’s meetings which had been held that morning (07/07/22). Each region had been asked to talk about one of the regional partnership priorities. West Glamorgan talked about the Home First programme and gained some valuable feedback from it. The key message that came through from Ministers was that they are extremely focussed on the immediate pressures and delivery across the entire Health and Social Care System (this was apparent across all the programmes discussed, not just Home First). She noted there had been an opportunity to discuss the tensions between the short term operational focus and the need to ensure that focus on the strategic and transformational nature of some of the programmes is not lost. Finally, she observed that there will need to be an increasing priority on developing a consistent set of measures to monitor and evaluate outcomes and present progress to Ministers, rather than relying on case studies.  EW added that work is ongoing in Welsh Government to coordinate some of the implications of various workstreams underway across WG to ensure consistency. She informed the RPB that, while EW and KG had committed to deliver the spirit of each requirement, this would be done in a way that works for West Glamorgan and this was accepted.  KG reiterated that the ministers are clear that they want delivery on outcomes, and it is crucial to provide all evidence of the progress made, including the scale and pace of this work. Added that the West Glamorgan team are working on the clarity of the programmes’ milestones to support the expectations of the work this year and future years. EW agreed that all partners will need to support this area of work.  KeJ asked that when designing an evaluation system there was consistency across the programmes and added that this should be co-designed with service users, carers and the third sector and utilising some of the expertise from around the partners. As this would improve the way we can demonstrate the monitoring of systemic change. EW agreed and noted that this is the point the ministers were making.  AJ thanked for KG and EW for representing West Glamorgan RPB in this meeting. He observed that it is particularly important for us to hear directly from the ministers regarding their priorities, but also useful to have these meetings to allow us an opportunity to communicate what is important to our region. EW noted that the meetings are much more engaged than they used to be, so these conversations are now a two-way conversation. KG added that the work on how to measure the outcomes is in progress and provided an example of the co-design work of the Carers strategy which has a set of outcomes and measures that have been co-developed.  SH questioned if the leads bring the collective views of the programmes to the RPB in terms of the outcomes and views of the collaborative working and information gathered through the boards? What is this mechanism to capture smaller organisations views?  KG noted the sub structure that sits under the regional board and provided clarity of where information and data is collated. KG highlighted that the Transformation Team are reviewing the membership of programmes to ensure all gaps in representation are identified and filled. She added that the Public Service boards are also involved in discussions around data collection and noted that the Population Needs Assessment will support this area. |  |
| **6** | **Amendments to Terms of Reference and Governance Framework** |  |
| 6.1  6.2  6.2.1  6.2.2  6.2.3  6.3  6.4  6.5  6.6  6.7  6.8  6.9  6.10 | EW noted that work on RPB governance is underway via one of the Task and Finish groups, and it is probable that this will result in further changes to the Terms of Reference. These will come back to the RPB in the future.  CA highlighted the proposed changes to the Terms of Reference and Governance Framework for the West Glamorgan Regional Partnership Board**:**   * Section 12 of the Terms of Reference: would like to amend this to enable members from the partnership bodies to nominate a deputy to represent if unable to address reduce the meetings having to be postponed/rescheduled and maintain quorum * Third Sector Roles: Looking to provide clarification on the composition of the membership within the third sector roles. Would like to have representation from the three distinct groups within this sector: The Council for Voluntary Services, Local Third Sector and National Third Sector. Which would bring us in line with other regional partnership boards across South Wales. * Terms of office – Stakeholder Members: Currently the term is 4 years however, we have not yet been able to appoint their replacements, therefore looking to facilitate their continued attendance of the meetings until a new member has been appointed. This will support with the quorum of the board   CA noted the recommendation for the amendments be approved by the RPB.  GR noted clarity on the CVC’s are not elected and have not been across Wales by the third sector networks. The nominations can be ratified by the third sector network. CA agreed.  EW requested agreement from the board on the above proposals.  AJ noted that nomination of a deputy is important and agreed to the proposal but also requested that the importance of attending and prioritising the RPB meetings is imperative. There is a need for consistency in attendance and he asked if this can be noted with the Terms of Reference and of Governance. EW agreed that this is a key point to be included within the Governance Framework and this would be worked through.  KeJ noted the requirements of support and training also need to be included with the above documents for all board members. He noted the opportunity for new board members to meet and have an induction would also be useful to provide support to the membership. He also noted the need to include coproduction in these documents, particularly in clause 10.E, which was approved by the RPB. EW supported the point about training and requested that a review of training needs for all members should be an action.  JAD asked whether there was a need to review the scope and remit of the RPB in the light of the conversation with the ministers this morning. It may be timely to review the documents to ensure it accurately describes the remit and expectations of the RPB? She also noted the need for consistent terminology noting that within Transformation Boards the terms used is “alternate” rather than “deputy”. She asked for greater clarity on clause 14 and suggested a time limit on the extension of the member’s attendance whilst a new representative is found.  EW agreed with the point around scope and noted that this related to the point raised earlier of the work around the Terms of Reference. She suggested that it would be best to stick with the scope that is currently included as this is consistent with the current Part 9. However, she added that the issue will need to be thought about in terms of the way we work.  A small discussion took place around the wording of section 14 and EW requested that this conversation to be held outside the meeting as it was quite detailed. She requested RPB to approve a timeframe be included for the period under eighteen. | **Decision:** RPB approved the proposed amendments to the TORs and governance  **Action**: Ensure the wording of prioritising and importance of attendance at RBP meetings is reflected in the TORs and governance documents.  **Action:** Review the training support for all members of the RPB  **Decision:** RPB approved the word Coproduction to be added to 10E  **Action:** JAD, GR, and CA to meet to discuss the wording in clause 14  **Action:** RPB to approve a timeframe for the period under 18 to be included in the Governance Framework. |
| **7** | **Vice Chair Nominations** |  |
| 7.1 | KG noted that she has received a nomination for Cllr Rob Stewart for the position of the Vice Chair for the West Glamorgan Regional Partnership board. EW requested the RPB approve the nomination from Cllr R Stewart. | **Decision:** RPB approved the nomination of Cllr R Stewart for Vice Chair. |
| **8** | **Progress against West Glamorgan Programme** |  |
| 8.1  8.2  8.3  8.4  8.4.1  8.4.2  8.5  8.5.1  8.6  8.6.1  8.6.2  8.7  8.8  8.9  8.10  8.12  8.13  8.14  8.15  8.16 | Remodelling acute health and community services (Home First and Digital Transformation Programme):  Home First:  KG described the work around Home First, noting that demand and capacity has been reviewed against the national D2RA (Discharge to Recover and Assess) models to see if we can improve our delivery in each area. Several workshops have been held to scope out a new programme around the pathways (Pathway 0: Prevention, Pathway 1: Admission avoidance into hospital and Pathway 3: Intermediate Care Services) and these workshops are continuing. Work has also been undertaken to review the existing Section 33 – the legal framework which the partnership uses to pool their funds.  Next steps are to agree the revised programme plan and prioritise the areas of work that will make the difference. There will be a new, refreshed Section 33 by March 23 across the partnership to ensure all pathways are included in one legal framework so that budgets can be pooled after this.  Digital Transformation for Health and Social Care:  KG explained that the scope of this programme has been widened to include data intelligence, data warehousing and to not specifically focus on one system but a number of systems to bring single records together. The digital strategy group will identify the aims and objectives across the region which will also include assistive technology to support keeping people in their own homes and being independent. KG highlighted this is a brand-new scope and therefore, a digital liaison forum with citizen and carer representatives will be established and the governance arrangements are being worked through. The Research and Innovation work also sits within this board.  Transforming Mental Health Services:  The programme supporting this priority is Emotional Wellbeing and Mental Health. Significant work has already been completed. A strategic framework has been implemented across the partnership, with seven priorities which have now been delivered. A Mental Health Summit held last week (23/06/22) has produced rich information and the next steps will be to co-productively review this data to determine new priorities for this group.  It was noted the single point of access has gone live, but the 111 interface has been running behind due to waiting for Welsh Government.  Looking to develop a co-produced Mental Health strategy with a focus on prevention. JAD thanked the West Glamorgan team for their effort in organising the Mental Health Summit and highlighted the varied attendance from across the region and from a range of services.  Transforming Complex Care:  KG noted this is the most complex area of work as the programme links across a number of other programmes to improve services offered to the most complex needs across the region. Currently working on joint funding arrangements across the region and on the ability to improve transition for young people (children to adults).  A big piece of work now is to re-scope the Domiciliary Care market as current pressures show that we need to look a whole transformation of this service.  Children and Young People Programme:  KG highlighted that the Transition policy now sits within the Children and Young People programme, but this interlinks with the Transforming Complex Care programme.  Schools have supported the roll out of Kooth to all children and young people to support pupil’s mental health. This programme has also been providing support to CAMHS through the COVID period and the recovery period to help bridge the gaps between the child referred to the services and having an appointment with the CAMHS team.  A key priority for this programme is the NEST/NYTH framework, published by Welsh Government which is a tool/mechanism in which we will deliver Children’s services to align with the rest of Wales in the way we respond to Children and Young People  Emotional Wellbeing and Learning Disabilities:  This is a new programme, which aims to work support people with learning disabilities in this region. Currently working with Your Voice Advocacy who are supporting Coproduction of services by speaking to people and parent/carers of people with learning disabilities about how we modernise our services. Multiple engagement events have taken place and the strategy is in development as well as the action plan to deliver the strategy.  Stabilization and reconstruction:  Prevention and Community Coordination programme, third sector and statutory partners came together to options for supporting people in the community when services slowed or paused. Also, looking to support people before escalating into health and social care.  Regional Housing Partnership:  KG highlighted the capital programme and referred to the news provided in the action's agenda item earlier in today’s meeting. A key piece of work is developing the 10-year Capital Strategy.  Carers Partnership:  Multiple face-to-face engagements events were held recently, to understand what can be improved in the strategy and then a full Carers Implementation Plan for the next 5 years needs to be developed.  EW provided thanks to KG and the West Glamorgan team for the work undertaken on the above programmes to date.  AJ observed that it would be good to understand how accessible the information is to our newer members and requested future RPB’s have a small update against the programmes included on each agenda. He stressed the need to increase our focus on outcomes and the impact we are having.  AJ also noted the Sanctuary service in Swansea and asked that, as a regional programme, this be rolled out to NPT. JAD noted the initial set up was part of the testing phase to understand the possible remit of the model and further work is ongoing to understand how we can localise the services to support Neath Port Talbot.  SH questioned if the programmes run in conjunction with each other and asked if there were opportunities to accelerate quick wins as well as large scale programmes? KG noted the programmes do run in conjunction with each other and although long-term transformation is the focus, the programme board have also developed smaller/quicker schemes of work to deliver outcomes in the short term.  MP questioned the issue around the Domiciliary care services not working across the region and what was West Glamorgan investigating in terms of support for the Domiciliary care market? Also, offered support from Care Forum Wales and Home Care Association (previously UK HCA) – to support in any way they can. KG agreed that there was a need for new innovations to support the Domiciliary care market, noting a Domiciliary care action plan developing via the Externally Commissioned Care group. KG suggested that the Externally Commissioned Care group should contact MP. MP noted the need to be careful around the capacity challenges which may potentially destabilise the market further by moving a small pool of labour from one part of the system to another. | **Action**: Add Programme updates to future RPB agendas.  **Action**: KG to ensure that the ECC group note the support from Care Forum Wales and Home Care Association |
| **9** | **Market Stability Report** |  |
| 9.1  9.2  9.3  9.4  9.5 | KG noted that Welsh Government have requested as part of section14B of the Social Services and Wellbeing Act that all regions produce a Market Stability Report. The development must start with the local reports by local authorities, who should ensure that the Heath Board, Citizen, and Carer representatives are involved and then these are collated into a regional version. She noted that this is the first time we have had to complete this report and there have been challenges.  KG noted that services are measured differently across the region, highlighting that the aim is now to agree a definition of how we collect data and information going forward. She noted that COVID has created some volatility across the services, and this has added to the difficulty in establishing a regional view of the stability of the market.  The Market Stability report and the Population Needs Assessment will now be cross analysed to form the Area Plan. The Board was asked to approve the Market Stability report to progress to the next stage of approvals (local cabinets and Heath Board) and to publish the draft to Welsh Government and West Glamorgan website.  KeJ questioned how we will rectify any weaknesses identified in the report, how partners will review the issues highlighted within the report and what are the next steps? KG noted that the West Glamorgan team and partners are reviewing the issues around the data weaknesses. She added that the Market Stability report is to become an iterative process in order to work through the weaknesses identified. The next step is to develop an Area Plan and potentially a commissioning plan. Specific workshops will be required and the relevant programme boards will review the relevant chapters. The process is being thought though currently and a future proposal will be brought back to the RPB.  EW requested agreement for submitting the Market Stability report to Welsh government and publish. | **Decision**:RPB approved the draft MSR for publishing to WG and the Website |

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| **10** | **Regional Integrated Fund Feedback** |  |
| 10.1  10.2 | KG noted the feedback for the Regional Integrated Fund submission which was generally positive, highlighting only one scheme that they were keen we did not continue with. WG provided minor suggestions, but this did not change the funding or the scope of the work. She drew attention to the recommendation that we should reply to their feedback, revising the framework in line with the recommendations and requested the Regional Partnership Board delegates approval to the Transformation Boards.  EW noted this sounds like a sensible approach and requested the Regional Partnership Board approved this recommendation. | **Decision**: RPB agreed the approach to the RIF feedback |

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| **11** | **Draft Annual Report for 21-22** |  |
| 11.1  11.2 | NT noted that it is a requirement in the legislation for RPB’s to produce the Annual Report each year along with an easy read and Welsh version. All versions will be published on the West Glamorgan website. She added that this is a useful document for new member of the Regional Partnership Board to provide an overview of the Regional Partnership Board work and requested approval to submit this to Welsh Government.  EW requested the Regional Partnership Board approve the draft annual report for submission to Welsh Government. | **Decision**: RPB approved the annual report (21-22) |

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| **12** | **Response to Children's Commissioner Letter** |  |
| 12.1  12.2  12.3  12.4 | NT noted Wales has a new Children’s commissioner who in April 22 requested a progress update against the No Wrong Door report and the recommendations included within the report. She added that the draft has not yet gone to the Children’s Commissioner.  EW noted that it would be helpful to share the original letter with the Regional Partnership Board Members.  AJ reiterated the meaning of the No Wrong Door approach, meaning we should provide processes which allow children to access different organisations but through one channel/access point. He added that he was happy to endorse this document as to the plans we have for the future.  EW requested the Regional Partnership Board approve this letter for submission to Welsh Government. | **Action:** MC to share the original letter from the Childrens Commissioner with Board Members  **Decision:** RPB Approved the response letter to the Children’s Commissioner |
| **13** | **Triennial Social Value Report** |  |
| 13.1  13.2  13.3  13.4  13.5 | GR noted that Social Value form’s part 2 of the Code of Practice under the Social Services and Wellbeing Wales Act, noting that the Transformation Board approved the report on 21st June 2022 and that the Social Value Forum endorsed it on 24th June 2022.  She highlighted that Social Value is around influencing local service provision and recognising added value. The social value forum facilitates the engagement and connection between the Regional Partnership Boards and the social value-based providers to encourage a successful social value sector.  The report sets out the history and timeline over the last 3 years including its membership, outcomes, and objectives. Progress and the disruption from COVID-19 is demonstrated within the report which has been developed in a co-productive manner. Members of the social value forum have been upskilled and some of the budget has been used to pay for Social Return on Investment (SROI) training.  GR provided thanks to the Urban Foundry for providing free training for members of the forum on the Theory of Change. The infographics capture the key elements and components that shape the social value, including Coproduction. The recommendation to the Regional Partnership Board was to approve this report.  EW noted thanks to GR and requested that the Regional Partnership Board approved the Triennial Social Value Report | **Decision:** RPB approved the Triennial Social Value Report |

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| **14** | **Accelerated Cluster Development** |  |
| 14.1  14.2  14.3  14.4  14.5  14.6  14.7  14.8  14.9  14.10  14.11  14.12 | SM noted that this is a joint paper between SM and KG. Primary care clusters have been in place in Wales since 2010. West Glamorgan now has eight primary care clusters serving populations of between 30,000-70,000 and we are now embedding the new primary care model for Wales, including initiatives to prevent ill health, coordination of multi-disciplinary services and support for the sustainability of primary care particularly GP practices.  SM noted that there is more opportunity (an a requirement) to link the Regional Partnership Board and the work of the clusters. There is a national programme to accelerate cluster development in Wales which has ministerial support. The aim of this work is to develop a standardised approach across Wales, with greater visibility and closer links to the Regional Partnership Board.  To date, a joint approach has been taken to establish a way of achieving accelerated cluster development but it is important to understand that there are thirty ministerial milestones to work towards. Welsh Government expect West Glamorgan and all other regions to set up Pan Cluster Planning groups.  KG added that conversations have taken place around how to work better together by aligning the work programmes.  EW observed that she had had concerns about the complexity of this, but noted this paper seemed to set out a pragmatic way forward.  SS noted the minister very clearly stated this morning that this year and next year are transitional years. Each area is coming from a different starting point but all with the same aim, and the Minister seems to be keen on the regions getting to the end point rather than the detail of how they get there.  KeJ highlighted that there does not seem to be any mention of the people who receive the services and suggested that this was an area that we should be looking to incorporate Coproduction. He noted an excellent example of this sort of work was an organisation called Bromley by Bow that is delivering preventative health (cost of living, anything that can affect a person health) but observed that they started in 1980. While he was glad to hear that transition is more than 1 year, discussions need to start to actively involve people.  AJ agreed with KeJ’s points, adding that he was pleased to see primary care clusters now taking shape on a geographical basis for health and social care services including the third sector, rather than being purely health focused. He thanked SM for her efforts to bring the Regional Partnership Board up to speed on this work. While he had some concerns about the complexity of setting up a whole new infrastructure to support this work, he was happy to endorse this work.  EW agreed with AJ’s points and noted that the Regional Partnership Board will need to review the governance of this work.  SM noted that Coproduction is an essential element, and the Community Health Council are now being including within the pan cluster planning group as observers. She also flagged the reasoning for one pan cluster planning group was to support the concern around the governance and membership.  KG reported a constructive meeting with Inese Robotham around the six goals work and advised that a workshop with key leads will be held to work through the governance to reduce duplication over the next fortnight. A paper on this will be brought back to the Regional Partnership Board.  EW added it is believed that West Glamorgan is the only Regional Partnership Board that has achieved a single pan cluster planning group across the region, which is a very positive demonstration of the trust across the partnership. She requested the Regional Partnership Board agree the paper. | **Decision:** RB approved the accelerate cluster development paper |

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| **15** | **End of Year Funding Report** |  |
| 15.1  15.2 | NT noted this is for information, but drew the Board’s attention to the visual created to summarise performance. She noted that there was still more work to be done in terms of developing a more consistent set of performance measures but that this visual will be developed to inform the Regional Partnership Board.  KeJ questioned whether the value impact of volunteering should be included in future iterations and noted that we could share examples of coproduction going on the various groups, projects, and boards. NT agreed. |  |

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| **16** | **AOB** |  |
| 16.1 | No AOB raised. |  |

*The meeting closed at 4.30pm*

**Date of Next Meeting:**

TBC