

Western Bay Regional Partnership Board

19th July 2018 - 10.00 – 12.00

Committee Room 1, Civic Centre, Swansea



**Caring Together
Western Bay**
Health and Social Care Programme
**Gofalu Gyda'n Gilydd
Bae'r Gorllewin**
Rhaglen Gofal Iechyd a Chymdeithasol

Meeting Minutes

Attendees

Name	Organisation	Initials
Professor Andrew Davies (Vice Chair)	ABMU HB	AD
Maggi Berry	ABMU HB	MB
Siân Harrop-Griffiths	ABMU HB	SHG
Councillor Dhanisha Patel	Bridgend CBC	DP
Darren Mepham	Bridgend CBC	DM
Susan Cooper	Bridgend CBC	SC
Councillor Peter Richards	Neath Port Talbot CBC	PR
Andrew Jarrett	Neath Port Talbot CBC	AJ
Councillor Clive Lloyd	Swansea Council	CL
Dave Howes	Swansea Council	DH
Caritas Adere	Swansea Council (legal advisor)	CA
Gaynor Richards	NPT CVS	GR
Linda Jagers	Carers Representative	LJ
Kelvin Jones	Alternate Service User / Citizen Representative	KJ
Kelly Gillings	Western Bay	KG
Louise Fraser-Cole	Western Bay	LFC
In attendance		
Keith Moultrie (Agenda Item 5 & 7)	IPC	KM
Bruce McLernon	Care Forum Wales	BMc
Steve Davies	Western Bay	SD
Nicola Trotman	Western Bay	NT
Elaine Tanner	Western Bay	ET
Allison Rees	WAO	AR
Apologies		
Councillor Rob Jones (Chair)	Neath Port Talbot CBC	RJ
Tracy Myhill	ABMU HB	AH
Steven Phillips	Neath Port Talbot CBC	SP
Councillor Alan Lockyer	Neath Port Talbot CBC	AL
Phil Roberts	Swansea Council	PR
Councillor Rob Stewart	Swansea Council	RS
Councillor Mark Child	Swansea Council	MC
Councillor Huw David	Bridgend County Borough Council	HD
Councillor Phil White	Bridgend CBC	PW
John Hughes	Unison	JH
Melanie Minty	Care Forum Wales	MM
Adele Rose Morgan	Service User / Citizen Representative	ARM
Debbie Smith	Swansea Council	DS
Emma Tweed	Care and Repair	ET
Carwyn Tywyn	Mencap Cymru	CT

Ref	Item	Action
1	Welcome, Introductions and Apologies	
1.1	AD welcomed everyone to the meeting and gave the apologies of the Chair who is unwell. Best wishes were extended for a swift recovery	
1.2	Swansea Cabinet meeting schedules have changed and now clash with the original dates of Regional Partnership Board meetings. Future meeting times, and where necessary, dates, have been rearranged to accommodate the change. The Deputy Leader of Swansea has sent apologies but will attend after the Cabinet meeting	
1.3	Kelly Gillings was introduced to the Board as the newly appointed Interim Lead Officer for Western Bay	
1.4	Kelvin Jones, alternate service user / citizen representative was welcomed	
1.5	The Welsh Audit Office is conducting a review of ICF; Allison Rees is in attendance to observe proceedings	
2	Declarations of Interest and Code of Conduct	
2.1	The Code of Conduct has been amended in line with the recommendations from the Board. As a result, each member of the Regional Partnership Board is required to sign a copy of the amended Code of Conduct as well as the annual Declaration of Interest.	Members of the Board to sign the amended CoC and annual Declaration of Interest forms
2.2	GR informed the Board of a declaration of interest relating to agenda item 8, ICF Update April – June 2018. A Declaration of Interest was completed.	
3	Draft Minutes of Previous Meeting – 9th April 2018	
3.1	It was agreed that the minutes were an accurate representation of the last meeting.	
4	Matters Arising and action Log	
4.1	There were no matters arising from the last action log.	
5	Western Bay Scoping Review	
5.1	KM gave a presentation on IPCs findings and options from the commissioned Scoping Review. The presentation is now available electronically	
5.2	KM laid out the project scope; to recognise the progress made over the last five years and consider the effects of the changing legislation. IPC will also propose a new vision and focus for the work going forward. The scoping review is three quarters of the way to completion.	
5.3	IPC feel that the approach to date is successful and feel that the ethos of developing regionally and delivering locally works well. This way of working has achieved a great deal of regional projects that have been managed effectively.	
5.4	IPC have also noted the WB Programme Office, although larger compared to other regions, works well. IPC cautions against reducing the programme office capacity in line with the overall	

Ref	Item	Action
	reduction in resources as a result of changes in government grants and the Bridgend move to Cwm Taff	
5.5	The overall aspirations of WB are clear but clarity is required on partnership arrangements and leadership going forward.	
5.6	In line with the WG plan for Health and Social Care, the Regional Partnership Board will need to provide a clear steer regarding the Area Plan as well as pushing through a seamless model of Health and Social Care.	
5.7	IPC recommended that the Regional Partnership Board use this opportunity to develop four key areas: vision and priorities; programme delivery; governance arrangements and the programme office.	
5.8	It has been recognised that this is an ideal opportunity to engage with the public and staff and to work with citizens.	
5.9	IPC strongly recommend undertaking an intensive exercise with partners to agree new priorities and how to revise the Area Plan. Following this exercise, it is recommended that a series of engagement events run by the Board with stakeholders be held in order to test and develop the Area Plan	
5.10	<p>IPC have identified a number of suggestions for the Regional Partnership Board:</p> <ul style="list-style-type: none"> • A citizen advisory function to the Board should remain but recommends membership should also include housing • IPC does not feel that there is a strong argument for holding RPB meetings in public; it is felt that the Board may be inappropriately challenged during meetings. The RPB is held accountable by public bodies and are therefore held accountable by the public. • Additional expertise could be co-opted • Focus ad decision making is uniquely placed to act in an oversight and advisory capacity 	
5.11	The role of the Chair is to oversee the development of the Work Plan and agenda, to ensure equal opportunities as well as to chair meetings	
5.12	IPC recommends that a GP and third sector representative sit on the Leadership Group	
5.13	IPC found that citizen engagement needs sharpening and feels that the current Regional Citizens Panel is struggling to do too many things; it is however felt that citizens could contribute to more to regional projects	
5.14	It was questioned how officers and executives are contactable to the public	
5.15	It was agreed that the scoping review to date is helpful in identifying the current position of the region and that this is an ideal opportunity to re-shape and prioritise.	
5.16	It was agreed that the governance architecture needs to be reviewed and amended if necessary, to include reporting on workstreams and action planning. It was also felt that it was	

Ref	Item	Action
	unfair for one person to represent the views of many in terms of carers and citizens	
5.17	It was noted that, going forward, the region may have to take on more work and commit more resources to collaborative working. It was agreed that resources is much wider than just funding and budgets	
5.18	It was agreed that the role of the programme office must be made clearer in terms of project management and any possible leadership expectations. The role of the Programme Director / Lead Officer is currently that of governance reporting in many instances	
5.19	The possibility of rebranding was discussed to help raise general awareness from local members and an opportunity to co-produce the Communications Plan with citizens	
5.20	It was suggested that the role of the Regional Partnership Board and programme management be explored by Chief Executives, Directors, third sector representatives and citizens. The group would look at governance, the principles of working	Leadership Group to explore the principles and basis of RPB and governance going forward
5.21	KJ emphasised the need to define the principles of co-production.	

CL joined the meeting

6	Transformation Grant	
6.1	SHG provided an update on the Transformation Grant	
6.2	The guidance describes how a targeted Transformation Fund will support implementation of new models of seamless health and social care promoted by Regional Partnership Boards. Welsh Government has committed £100m to the Transformation Fund over the two financial years 2018-19 and 2019-20.	Guidance and letter to be circulated to RPB for information
6.3	The focus will be on family and a lifetime approach and how to maximise opportunities across communities	
6.4	It was noted that the Cabinet Secretary seems positive about the changes already taking place but suggests that citizens and trade union representatives be involved	
6.5	The Transformation Grant would provide the ability to build on communications and co-production and would also provide an opportunity to link into council services already offered, build on these while integrating health services	
6.6	It was highlighted that training for citizens and members could be provided to act as a 'critical friend' to highlight issues and build trust going forward	
7	Children and Young People with Complex Needs Report	
7.1	KM reported back the findings and recommendations of IPC who were commissioned to map the current arrangements for funding children and young people with complex needs who require/receive Bi-partite or Tri-partite funding, and to consider options for future processes and policies that streamline the process for all partners within Western Bay	

Ref	Item	Action
7.2	IPC conducted a series of interviews with; managers; principle officers and other relevant leads from each of the Local Authorities and the Health Board, who individually had knowledge of the needs of children and young people with complex needs.	
7.3	It was reported that there are currently no joint written protocols between any of the agencies in relation to this group of children and young people. There was a disparity in the understanding of the interviewees in relation to the actual process for assessment of children and young people with different types of complex needs and the determination of the care they will receive and where.	
7.4	IPC found that it is clear from the work on this project so far that professionals across the agencies involved are trying to meet the needs of families on a case-by case basis. They are however having to do so in the absence of a common or parallel set of policies and guidelines. This is causing delays in decision-making, uncertainty and suspicion between colleagues, and instances where needs are not being met.	
7.5	IPC recommended that:	
7.5.1	A strategic leadership group with corporate representation (nominated by CEO's) from the three LAs, including social care and education, and the Health Board should be formed	
7.5.2	The strategic leadership group should confirm their joint commitment to delivering child and family centred care	
7.5.3	Representation should be made to Welsh Government to highlight the inconsistencies with the anticipation that they will be addressed and that the system will become clear and transparent to all agencies.	
7.5.4	Pooled budgets and or funding matrix should be considered to facilitate funding decisions.	
7.5.5	A jointly agreed approach should be adopted by agencies in the development of all documentation and processes, with the explicit aim of ensuring all documentation is able to be understood by parents/carers; making guidelines and processes that are clear and transparent, with explicit timelines for completion of different stages; ensuring there is a joint agency approach from the outset; decision making points in processes are clear; streamlining panels, and making them joint agency, (wherever possible), to facilitate integral/joint decision making and developing joint funding agreements/processes/matrix.	
7.5.6	To ensure consistency across all agencies a joint quality assurance process should be agreed, that includes identification and audit of all the elements of the process (including service gaps), within agreed time frames. A quality assurance process (with template) is currently in place within the Health Board for continuing care criteria.	
7.5.7	Joint development days should be developed on a regular basis for managers and other staff responsible for determining the	

Ref	Item	Action
	care needs of this group of children and young people and for funding of packages of care.	
7.6	KM informed the Board that stage 2 should be complete within three months where IPC would return and report to the Board	
7.7	It was noted how far the region has come and the level of trust between partners as demonstrated by the level of honesty shared in the report	
7.8	It was agreed that a new transparent way of working between agencies must be found	
7.9	IPC will report findings to the Leadership Group on completion of stage 2.	IPC to report findings from stage 2 to Leadership Group once complete
8	Integrated Care Fund Update April – June 2018	
8.1	The Regional Partnership Board is asked to endorse the additional revenue scheme for development of a feasibility study into a Social Enterprise Model for Domiciliary. Endorsement was received	
8.2	Following a question regarding the expertise on the Community Services Board regarding social enterprise, it was explained that this is a bid to scope out the feasibility and to understand the risks involved	
8.3	An update is to be provided at the next meeting	Provide an ICF update at the next meeting in October
9	Draft Action Plan Progress Report	
9.1	KG explained to the Board that this is the first progress report against the Action Plan	
9.2	The Board was asked to note the progress to date on key actions and to agree the level of detail within the report	
9.3	It was agreed that no further detail was required and that any red actions be brought to the attention of the Board for discussion; green and amber actions would be provided for information only	
9.4	The Regional Partnership Board noted the progress to date	
9.5	The Regional Partnership Board endorsed the template as a method for gathering and reporting progress	
10	Bridgend Boundary Change	
10.1	AD updated the Board on progress	
10.2	AD is co-chair of the Transition Board with Marcus Longley	
10.3	SC will chair the partnership workstream which has not yet met. The group will discuss the work being carried over and continued after the move to Cwm Taff	
10.4	The Board agreed the level of challenge around business as usual during this time	

Ref	Item	Action
10.5	A full update will be provided at the next meeting	A full update on the BCBC move to be provided at the next meeting
11	Western Bay Annual Report	
11.1	The Annual Report was provided for information	
12	Western Bay Carers Partnership Annual Report	
12.1	The Annual Report was provided for information	
13	AOB	
13.1	Health and Housing Symposium MB informed the Board that a Health and Housing Symposium Event will take place on 5 th October at the Liberty Stadium, Swansea	A diary marker of the event to be sent to members of RPB
13.1.1	It is hoped that Ministers will attend and AD and RJ will either open or close the event, depending on the availability of Ministers	
13.1.2	There will be a number of key note speakers and associated workshops. Further details will follow once confirmed	
13.1.3	If members of the Board would like specific individuals to attend, notify Elaine Tanner, Community Services Implementation Manager, Western Bay – elaine.tanner@swansea.gov.uk	

Date of Next Meeting

30th October 2018

10.00 – 12.00

The Centre, Baglan

The meeting closed at 12.20