



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

Western Bay Regional Partnership Board

23rd November 2016

9:30 – 11:30

School of Management Building, Swansea University Bay Campus

DRAFT Minutes

Attendees

| Name | Organisation | Initials |
|---------------------------------|----------------------------|-----------------|
| Cllr Rob Stewart (Chair) | City & County of Swansea | RS |
| Prof Andrew Davies (Vice Chair) | ABMU HB | AD |
| Paul Roberts | ABMU HB | PaR |
| Siân Harrop-Griffiths | ABMU HB | SHG |
| Maggie Berry | ABMU HB | MB |
| Steven Phillips | Neath Port Talbot CBC | SP |
| Cllr Ali Thomas | Neath Port Talbot CBC | AT |
| Cllr Huw David | Bridgend CBC | HD |
| Cllr Phil White | Bridgend CBC | PW |
| Sue Cooper | Bridgend CBC | SC |
| Cllr Mark Child | City & County of Swansea | MC |
| Cllr John Rogers | Neath Port Talbot CBC | JR |
| Dave Howes | City & County of Swansea | DH |
| Nick Jarman | Neath Port Talbot CBC | NJ |
| Amanda Carr | SCVS / Third Sector | AC |
| Cllr Jane Harris | City and County of Swansea | JH |
| Cllr Hailey Townsend | Bridgend CBC | HT |
| Emma Tweed | Care and Repair | ET |
| Rosita Wilkins | Service User | RW |
| Pamela Milford | CCS | PM |
| Debbie Smith | CCS | DS |
| Sharon Williams | Care Forum Wales | SW |
| Sara Harvey | Western Bay Programme | SH |
| Louise Fraser-Cole | Western Bay Programme | LFC |
| <u>Also in attendance</u> | | |
| Sara Hayes | ABMU HB (Agenda Item 4) | SHay |
| Vicky Warner | ABMU HB (Agenda Item 5) | VW |
| Nichola Echanis | BCBC (Agenda Item 6) | NE |
| David Wright | BCBC (Agenda Item 6) | DW |



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Apologies

| Name | Organisation | Initials |
|-------------------------|--|----------|
| Cllr Christine Richards | City and County of Swansea | CR |
| Cllr Peter Richards | Neath Port Talbot CBC | PR |
| Phil Roberts | City & County of Swansea | PhR |
| Darren Mephram | Bridgend CBC | DM |
| Gaynor Richards | Neath Port Talbot Council for Voluntary Service representing CVCs / Third Sector | GR |
| Melanie Minty | Care Forum Wales / Independent sector | MM |

Western Bay Shadow Regional Partnership Board

| Ref | Item | Action |
|----------|--|--------|
| 1 | Welcome and Introductions | |
| | RS welcomed everyone to the meeting. Introductions were made RS informed the Board that the minutes of the previous meeting would be discussed at the Regional Partnership Board meeting once it is formally established RS requested any declarations of interest, none were received | |
| 2 | Apologies for Absence | |
| | Apologies for absence were given as noted above | |
| 3 | Establishment of WB Regional Partnership Board | |
| 3.1 | RS invited Debbie Smith, Directorate Lawyer and Pamela Milford, Senior Lawyer, CCS to discuss the necessary arrangements relating to the establishment of the Regional Partnership Board | |
| 3.2 | DS and PM explained that, in order to formally establish the Regional Partnership Board, it was necessary to formally accept the terms of reference and Draft Code of Conduct as well as agree the membership | |
| 3.3 | The proposed membership of the Regional Partnership Board was discussed as per the membership list attached to the agenda. Additional members to the Board include one third sector representative, one national third sector representative and one local third sector representative. An independent sector representative from Care Forum Wales. A Service User representative drawn from the Regional Citizen's Panel and a Carers representative. The additional representatives from the third sector, independent sector, service user and carers representative were formally endorsed by the Regional Partnership Board with no objections. It was agreed that substitutions could attend in order to deputise for representatives but these | |

deputies must be agreed beforehand by the Regional Partnership Board

- | | |
|---|--|
| <p>3.3a Requests have been received from the Regional Citizen Panel to have three service user representatives on the Board, one from each locality for mutual support and to provide a 'team' approach. The Board agreed that one representative and a deputy could fulfil the service user representative role drawn from the Citizen Panel and this would be reviewed in 6 months' time.</p> | <p>Citizen Panel service user representation to be reviewed in 6 months and a deputy to be identified in the meantime</p> |
| <p>3.3b A request had been received from the Western Bay Regional Trade Union Forum to also have representation on the Board. They had proposed that a representative be chosen by the Trade Unions to represent all Trade Unions at Regional Partnership Board meetings. It was agreed that there is already a large number of members on the Regional Partnership Board and that it needs to remain manageable. Nevertheless, one TU representative and one deputy/ alternate would be sought from the Regional TU Forum.</p> | <p>WB Trade Union Forum to identify and propose a representative and a deputy</p> |
| <p>3.4 The Draft Code of Conduct was discussed DS and PM explained that the CoC had been developed following the WG multi agency template The principles and the role of Regional Partnership Board members were discussed, as well as the importance of declarations of interest. It was agreed that any declaration of interest must be declared at the start of each meeting; the Board will agree any necessary action in relation to a declaration, e.g. if an agenda item impacts an individual, whether it be personal or prejudicial</p> | <p>DS to amend the CoC to include identified personal or prejudicial declarations</p> |
| <p>3.4a Once amended, it was agreed that each member of the Regional Partnership Board will sign a Declaration of Interest form, to be reviewed on an annual basis</p> | <p>Declarations of Interest to be reviewed annually</p> |
| <p>3.5 The Draft Terms of Reference was discussed and agreed with the understanding that the Board Membership section be amended to include 'e – h' of the list in Partnership Body substitutes once the substitute has been agreed</p> | <p>Include RPB members e – h in Section 13 of the ToR</p> |



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Western Bay Regional Partnership Board

| Ref | Item | Action |
|----------|---|--|
| 1 | Declaration of Interests | |
| | RS formally requested any declarations of interest, none were received | |
| 2 | WB Position Statement and Progress Report | |
| 2.1 | SH explained that the Regional Partnership Board had requested a Position Statement be produced to reflect the key areas of activity in relation to the SSWB Act and the partnership's priorities. The Position Statement has been taken through each LA Cabinet and HB. | |
| 2.2 | SH gave a summary of ongoing work, taking the Regional Partnership Board through the progress report | |
| 2.2a | The Regional Partnership Board was asked to consider whether it was appropriate for Assembly Members to be invited to the Regional Citizen Panel (1.2 in report) It was agreed that, at this stage, it was not felt appropriate for Assembly Members to attend; Assembly Members could discuss any matters with Cabinet Members | |
| 2.2b | It was agreed that an update be received regarding the WCCIS Regional Business Case as well as the benefits of the system at a future meeting | WCCIS update to be provided at a future meeting |
| 2.2c | It was requested that a template of reporting be produced to give a clear view of progress within in each area of work / work stream as a performance management approach (including RAG assessment), with less narrative in order that the RPB might review progress more easily. | A reporting template to be produced |
| 2.2d | AD stated that a vast amount of progress has been made around Adult Social Care; Western Bay needs to ensure we are providing sufficient care to children and young people as well and this might be included in a future meeting agenda. | SH to link with CYP Commissioning Board and Children's HoS for update |
| 3 | Funding Update Including ICF 2016-17 and DTG | |
| 3.1 | SH ran through the Funding Update Report | |
| 3.2 | It was agreed that the Regional Partnership Board will endorse the additional four LD and Complex Needs ICF schemes, as well as the list of ICF schemes funded by the | |



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second tranche of ICF

4 Progress of WB Population Assessment (PA)

- 4.1 Sara Hayes (SHay) took the Board through the WB PA Report, which included the Subgroups that sit under the Population Assessment Steering Group and the engagement work being carried out by Miller Research whose findings will provide a significant part of the engagement part of the PA. This was linking with the engagement in relation to the 3 Wellbeing Assessments undertaken for the Public Service Boards.
- 4.2 JR wanted more clarity on how this work helps individuals and what will follow after the report.
SHay explained that the Communications and Engagement Group will review the Miller report, by identifying issues we can help individuals.
The work undertaken thus far will inform each Public Service Board in relation to health and social care needs.
The PA will inform future commissioning intensions.
- 4.3 **It was requested that a report on next steps and outcomes be included on the agenda for the next meeting in January.**

SP left the meeting

PA next steps and outcomes be fed back to RPB in January

5 Presentation on Anticipatory Care Planning

Vicky Warner (VW) joined the meeting

- 5.1 VW delivered the Anticipatory Care presentation to the Board.
- 5.2 It has been agreed that the AC Steering Group will map people pathways to match against hospital admissions in order to see whether the care plan has helped reduce future admissions for that individual. Anticipatory care was designed to help people maintain their independence and the definition was of those vulnerable people we can work with (if they want us to). Teams will focus on "those they are most worried about" against a set of criteria.
- 5.3 It was noted that professional clinical staff has been released to support the AC approach although there were some impacts on capacity in some community teams. There had been less unscheduled contact with health and social care services as a result of the model.
- 5.4 Next steps included working more closely with the Third Sector; AC stated that the Third Sector would be happy to work more closely with the HB and LAs in relation to anticipatory care. Also to rollout on the model to the remaining 8 cluster networks.
- 5.5 AD noted it was a tribute to the partners involved that the model was showing demonstrable benefits already. Questions

and discussion included whether people could self refer and the value of those people coming through the anticipatory care planning 'process' being able to be offered a carers' assessment and a health home review ('whole system approach').

6 IFSS Overview and Annual Report 2015-2016

- 6.1 Nicola Echanis (NE) explained that the purpose of the report was to gain approval of the IFSS Annual Report from the Regional Partnership Board and gave the background of the work carried out by IFSS
- 6.2 David Wright (DW) ran through IFSS statistics on training, monitoring and evaluation, improving practice and the intensive work with families conducted by IFSS
- 6.3 Clarification was sought on how older children with mental health issues are referred. Children are referred to CAMHS services if required but IFSS also ensure that children have sufficient support from the expertise of colleagues within the region
- 6.4 PR noted that there appeared to be a low take up of training from HB colleagues
DW stated that there is take up from HB colleagues and that a full breakdown of HB staff trained can be provided.
- 6.5 NE explained that, because of the level of intensity of work with families, a worker will only work with one family at a time.
- 6.6 It was requested that a breakdown of savings of children not being entered into the system be provided in the next report
- 6.7 It was asked how children with alcohol dependency are supported and how to prevent this. NE explained that unfortunately, there is an increase in children with complex needs and mainstream schools are having to deal with more cases as there are not enough places at specialist units. Schools address these issues with the help of the Health Board.
- 6.8 **It was agreed to approve the 2015-2016 Annual Report**
- 6.9 **It was agreed for a future report to be submitted to the Regional Partnership Board prior to April 2017**

Include a breakdown of savings and a demonstration of value for money of children not entering 'the system' in the next report

*RS left the meeting and AD took the Chair
NE and DW also left the meeting*

7 Principles of Prevention Framework



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- 7.1 SHAY ran through the report with the Board
- 7.2 It was agreed that the principles within the report be supported and it was felt that it should be more explicitly demonstrated how connections with other strategies such as Prudent Healthcare be more explicit are made and how these principles are complementary with existing policy priorities and principles.
- 7.3 **It was agreed that the principles highlighted in the report be adopted on a WB basis, providing there is a coherent approach across the region**
- 7.4 **It was agreed that the report is taken back to partner organisations and endorsed by Cabinets and HB**
- 7.5 **It was agreed that partner organisations identify where the principles will be embedded, ideally within service planning and commissioning**

8 Any Other Business

- 8.1 Due to the size of the Regional Partnership Board, it was suggested that, where possible 'any other business' items not included on the agenda be sent in advance of the meeting
- 8.2 It was further suggested that if there are specific items on the agenda, that colleagues might be invited to attend in an expert advisor capacity (agreement to be sought in advance) – **agreed.**

**AOB items
provided in
advance to WB
Programme
Office**

AD concluded the meeting by thanking those in attendance and wishing the Board members the compliments of the Season.

7 Date of Next Meeting

24th January 2017
10.00 – 12.00
Bridgend Civic Offices

The meeting closed at 12.30