



**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

24th January 2017 2016

10.00am – 12.00pm

Committee Room 1 – 3, Bridgend Civic Offices, Bridgend

DRAFT Minutes

Attendees

Name	Organisation	Initials
Councillor Rob Stewart (Chair)	City & County of Swansea	RS
Professor Andrew Davies (Vice Chair)	ABMU HB	AD
Joanne Abbott-Davies	ABMU HB	JAD
Councillor Huw David	Bridgend CBC	HD
Darren Mephram	Bridgend CBC	DM
Councillor Hayley Townsend	Bridgend CBC	HT
Councillor Phil White	Bridgend CBC	PW
Susan Cooper	Bridgend CBC	SC
Steven Phillips	Neath Port Talbot CBC	SP
Councillor John Rogers	Neath Port Talbot CBC	JR
Andrew Jarrett	Neath Port Talbot CBC	AJ
Phil Roberts	City & County of Swansea	PhR
Councillor Christine Richards	City & County of Swansea	CR
Councillor Jane Harris	City & County of Swansea	JH
Dave Howes	City & County of Swansea	DH
Amanda Carr	Swansea CVS / Third Sector	AC
Linda Jiggers	Carers Representative	LJ
Emma Tweed	Care and Repair / Third Sector	ET
Rosita Wilkins	Service User / Citizen Representative	RW
Carwyn Tywyn	Mencap Cymru / Third Sector	CT
Debbie Smith	City & County of Swansea (legal advisor)	DS
Sara Harvey	Western Bay	SH
Louise Fraser-Cole	Western Bay	LFC

In attendance

Sara Hayes (Agenda item 7)	ABMU HB	SHay
Tracy Bell (Agenda item 8)	Bridgend CBC	TB
Sarah Caulkin (Agenda item 8)	City & County of Swansea	SCa
Matthew John (Agenda item 8)	ABMU HB	MJ
Martin Morgans (Agenda item 8)	Bridgend CBC	MM
Stephen Magowan (Agenda item 8)	ABMU HB	SM
Vicky Warner (Agenda item 9)	ABMU HB	VW

Apologies

Name	Organisation	Initials
Paul Roberts	ABMU HB	PaR
Siân Harrop-Griffiths	ABMU HB	SHG
Maggie Berry	ABMU HB	MB
Councillor Ali Thomas	Neath Port Talbot CBC	AT
Councillor Peter Richards	Neath Port Talbot CBC	PR
Nick Jarman	Neath Port Talbot CBC	NJ
Councillor Mark Child	City & County of Swansea	MC
Melanie Minty	Care Forum Wales	MM
Gaynor Richards	NPT CVS / Third Sector	GR
Sharon Williams	Care Forum Wales	SW

Ref	Item	Action
1	<p>Welcome, Introductions and Apologies</p> <p>RS welcomed everyone to the meeting. Introductions were made Apologies for absence were given as noted above</p>	
2	<p>Declarations of Interest</p> <p>No declarations of interest were received</p>	
3	<p>Children and Young People Commissioning Board Update and Children's Services Key Workstreams, including Advocacy</p> <p>AJ gave the Board an update on Children's Services and Advocacy within WB</p>	
3.1	<p>Children's Services Update Report</p> <p>The Heads of Children's Services Group has agreed the following regional priorities:</p> <ul style="list-style-type: none"> • Review of Children with Complex Needs in Residential Placements • Advocacy • CAMHS 	
3.1.1	<p>Leadership Group endorsed the Business Case presented in December 2015 which outlined continued work for a further year, 2016 – 2017 for the Contracting and Procurement Project.</p> <p>ICF grant approval was given and it was agreed that the Outcome Focused Assessment Process would be tested against children with complex needs and two additional staff would undertake this work.</p> <p>LA partners identified two cases each that would be reviewed on a pilot basis in order to ascertain if the process and paperwork used in Managed Adult Care could be utilised or if adaptations are required. Reviews will take place in January 2017.</p>	

The average cost of provision per child with complex needs is between £2500 - £5000

If this system works, it will be rolled out further to children with complex needs across Western Bay.

- 3.1.2 A national approach to statutory advocacy has been developed for looked after children, children in need and specified children.

Members of the Strategic Group for Advocacy are made up of members from ADSS, WLGA, Chair of MEGA, the Children's Commissioner and WG. A further Task and Finish Group was established on behalf of ADSS which includes representatives from WLGA, WG, CSSIW, each of the Social Services Collaboratives and a number for Advocacy Providers within Wales.

Cordis Bright was commissioned to develop a range and level mechanism to gauge service capacity requirements and budget implications. Analysis estimated the number of children and young people that would be eligible for advocacy services, the capacity of service provision required and the support costs.

The initial statistics from Cordis Bright will be used to help inform commissioning strategies.

HoS in WB have reviewed current service provision which fulfils the statutory duties of the SSWB Act.

The HoS in WB have agreed to take forward the implementation of a commissioning programme for a regional advocacy service based on adopting the national approach, the lead authority for which will be Swansea.

An evidence session of a WG inquiry, which included representatives of the ADSS Implementation Group concluded that LAs have fully endorsed the national approach. Regional commissioning will be taken forward following a period of testing.

- 3.1.3 HoS and ABMU HB are in discussion regarding joint approaches to the emotional wellbeing of children and young people across the region.

The aim is to intervene at an earlier stage in order to avoid cases escalating to crisis and tier four provision.

ABMU is also working Cwm Taf HB to ensure the provision is fit for purpose.

- 3.2 **Update from the Children and Young People's Commissioning Board**

- 3.2.1 JAD updated the Board on the work of the CYP Commissioning Board

The Commissioning Board is one of six boards set up by ABMU HB. They are a mechanism for the HB to translate its strategic priorities into service change plans for delivery through the HB's Integrated Medium Term Plan in conjunction with key partners and stakeholders.

Priorities include advice, support and training for families, as well as earlier intervention ensuring it is fit for purpose.

There are concerns around referral waiting list times and it is hoped to reduce waiting times to 28 days; although this will be

difficult, ABMU feel it is achievable.

ABMU will be in a better position to know what is required and how best to achieve required outcomes in around six months with the help of internal assurance processes as well as a range of services at a lower level of need. Discussion included concern about a whole system approach to CAMHS and the need to have confidence in what is being progressed.

3.2.2 The process of transition to adulthood was raised; this has already been flagged as a concern, as there are different practices in different areas. It is envisaged that a regional process will be implemented, while also incorporating local requirements, and that the transition to adulthood will be a longer process. Request to produce a report on the number of young people in transition, to include the possibility of developing a regional approach to deal with risks and to allow earlier access to the system.

JAD/ CYP Board

3.2.3 Reference to young people within Hillside Secure Unit and Park prison was requested to be included in future updates.

TBC

AJ left the meeting

4 Draft Minutes of Previous Meeting, 23rd November 2016

4.1 The minutes were agreed as an accurate record with the exception of:

4.1.1 The spelling of Councillor Harris' name was incorrect

4.1.2 The Board was asked to formally accept the Terms of Reference and Code of Conduct (3.2).

Amend the spelling

Amend the minutes

5 Matters Arising and Action Log

5.1 The Anticipatory Care Planning Care Plan has been approved by partner bodies and has been distributed for formal sign off (Ref 5)

5.2 Draft Code of Conduct amended and circulated for signature (Action 3. Ref 3.4 & 3.4.a)

5.3 Terms of Reference to be updated (Action 5. Ref 3.5)

5.4 WCCIS presentation on agenda (Action 5. Ref 2.2.b)

5.5 Performance reporting template for WB workstreams – CS example of template on agenda (Action 7. Ref 2.2.c)

5.6 CYP Update on agenda (Action 8. Ref 2.2.d)

5.7 PA Report and next steps on agenda (Action 10. Ref 3.3)

5.8 IFSS Review Report (Action 12. Ref 6.8)

**In meeting and follow up for non-attendees
March 2017**

Complete

Work to continue on a reporting template by the next meeting

Complete

Complete

March 2017

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| 5.9 | Principles of Prevention Framework to be taken back to partner organisations and endorsed by Cabinets and HB
(Action 13. Ref 7.3) | In progress by March 2017 |
| 5.10 | Principles of Prevention Framework – partner organisations to identify where the principles are embedded
(Action 13. Ref 7.3) | In progress by March 2017 |

6 Draft Code of Conduct

- 6.1 The Code of Conduct was agreed.

7 Regional Population Assessment

Sara Hayes (SHay) joined the meeting

- 7.1 It was acknowledged that this was a very large piece of work carried out by the PA Steering Group and sub groups.
- 7.2 Population Assessment packs were distributed to the Board as an example of the information available on the PA website and also the supporting technical information available on request.
- 7.3 SHay updated the Board on the work and progress of the Steering Group:
- 7.3.1 A regional report must be prepared and approved by the Regional Partnership Board and ABMU HB as well as in each individual council. Once approved, the assessment reports will be published on the Western Bay and each LA and ABMU HB website. The report will also be sent to WG and published by 31st March 2017.
- 7.3.2 The report is data rich and core themes have been identified, as have any gaps in information / data; it also includes high level summary chapters.
- 7.3.3 The work has been carried out to incorporate the potential growth of the service and future intentions.
- 7.3.4 Technical documents will not be published but will be available upon request.
- 7.3.5 The next phase is to produce an Area Plan by April 2018 and will also involve more engagement with stakeholders.
- 7.3.6 Once the PA has been approved by the three LAs and HB, arrangements will need to be established to prepare the Area Plan, setting out the future pattern of regional services for the region.
- 7.4 The top level of the report is a suite of web pages aimed at conveying the needs of people for care and support across the region, the range of services in place to meet those needs and the factors that will need to be planned for in the next period.
- 7.5 SH demonstrated the website to the Board, emphasising that it is still under development and therefore is subject to change until it is finalised
- 7.6 **Given the timescale of required sign off, it was agreed to delegate the Board approval for PA to the Chair and Vice before it is taken to the three LAs and HB for formal approval**

RS/ AD

- 7.7 **It was agreed to hold a half day Population Assessment Workshop in March, attended by members of the Regional Partnership Board to provide opportunity to review the emerging themes from the Population Assessment.** **WB Programme Office**
- 7.8 It was agreed that this is an excellent piece of work and thanks were expressed to all involved, NPT in particular for the editorial role bringing it all together.
- SHay left the meeting

8 ABMU Health Board Digital Strategy and WCCIS Update Presentation

Stephen Magowan (SM), Sarah Caulkin (SC), Martin Morgans (MM), Matthew John (MJ), Tracy Bell (TB) joined the meeting

8.1 ABMU HB Digital Strategy

SM gave a presentation on ABMU HB draft Digital Strategy which provided the strategic context for WCCIS from a HB perspective. The Digital Strategy Team has been tasked with developing a Digital Strategy for the Health Board.

8.1.2 Key features of the working draft are:

- Health, care and wellbeing activities carried out by everyone in health will be enabled using digital technology wherever optimal
- The digital strategy is an enabler of health and care, not a patient or citizen health or care benefit; it is intended to sit with other strategies to drive a portfolio of long term organisation-wide changes aimed at achieving equitable, positive and sustainable health and care
- The digital strategy addresses from first principles the agreement at the November 2015 meeting of the Strategy Planning and Commissioning Committee that the voice of the citizen needs to be strong
- It identifies the need for substantial and dedicated business change investment in a process of behavioural and psychological change to embed the characteristics of a digitally-enabled organisation in the Health Board's culture

8.1.3 The digital strategy aims to:

- Enable health and care teams to spend more time on their core competencies
- To realise the efficient productivity benefits of digital technology investments
- Better positioning this health economy to benefit from digital technology to come, achieving the required ongoing cost economies

8.1.4 Next steps will include continued sharing of the strategy with stakeholders; welcome views and feedback; incorporate stakeholder perspectives; develop achievable delivery plans; develop an organisation strategy and develop an integrated delivery of health care

8.2 **WCCIS Update Presentation**

SC, MJ, MM and TB provided an update for the Board

8.2.1 The system has been nationally procured and supports the transformation of Social Care, Community Health, Mental Health and Therapy Services across Wales, allowing LAs and Health Services to share care records.

8.2.2 National governance is currently being reviewed but there is a strong regional governance structure in place and local governance structures are being developed. SC confirmed that implementation is being managed well with the regional governance framework, with links to local and national levels.

8.2.3 There is a robust Regional Business Plan in place which sets out a broad approach of how WCCIS will be implemented on a regional basis.

8.2.4 The current implementation timescale for ABMU HB, Swansea and NPT CBC is December 2017 – February 2019, with Bridgend having gone live in April 2016.

8.2.5 The next steps are as follows:

- Completion of Business Cases for Swansea and ABMU HB
- Development of Regional and Local Implementation Plans
- The recruitment of three WCCIS posts:
 1. WCCIS Implementation Manager
 2. WCCIS Product Specialist
 3. WCCIS Business Change Manager

Adverts have been placed for the above posts, funded by WG to work at a local and regional level.

8.2.6 The Board raised issues over integration of digital strategies owned by the three PSBs and the RPB and queried whether the benefits would increase costs. It was noted that BCBC was keen to have the system implemented with ABMU HB as a priority to support integrated community care. It was noted that the timescales for implementation nationally with Powys had slipped. Concerns were expressed over the length of time until ABMU HB, CCS and NPTCBC go live but again, the importance of ensuring systems were in place and fit for purpose was emphasised and the considerable preparations required in advance of implementation. The Board was assured that there is buy in from each organisation and the timescales were realistic considering the amount of work to be carried out in order to ensure the system is fully integrated. It was noted that the investment in the technology had been identified by WG but the resources to deliver such a significant programme were also considerable. Board members sought assurance concerning timescales of adoption and whether the partner organisations were able to deliver against their in principle commitment.

8.2.7 It was requested that, consideration be given to implementation on a service by service basis, instead of each organisation going live.

Update to RPB following discussions with supplier and NWIS – WCCIS Project board

- 8.2.8 Concerns around confidentiality were expressed but reassurances were given that the WCCIS would be more secure than the current system, with an explanation given about the security levels in the system. It was recognised that any electronic sharing system is not without risk but the risks would be mitigated as much as possible
- 8.2.9 It was confirmed that person demographic data is held at a national level and can be viewed by all organisations, additional demographic data will be accessed on a 'need to know' basis. Referral information is owned by the individual organisation and only shared on a need to know basis.
- 8.2.10 The role of the third sector was raised and it was noted that the third sector had an important part to play in the regional business case in relation to the access to information and identifying those organisations that will need to access and provide information.
- 8.2.11 When questioned on whether patient paper notes will eventually be replaced by digital notes, it was confirmed that the digital strategy will enable the replacement of paper notes; although due to the enormity of the task, this would be phased and would begin with digital tags for each file, followed by forward scanning of notes and then it would progress to electronic filing over time. It was also confirmed that patient paper files must be kept for a certain length of time and would therefore be kept for that allocated time.

9 Community Services Programme Update, including Care Homes Commissioning Strategy and Local Implementation Plans

Vicky Warner (VW) joined the meeting

- 9.1 VW briefly presented the Community Services Programme Update Report and provided an overview of progress.
- 9.1.1 Most elements of the Intermediate Care Optimal Model are in place and are continuing to be developed. There is a robust framework in place.
- 9.1.2 The final phase of the Cordis Bright Intermediate Care evaluation is underway with the final report expected in March 2017. Three key questions are being addressed – has Intermediate Care worked, has it added value for money and what has the impact of Intermediate Care been on the wider health and social care system?
- 9.1.3 All statutory partners within Western Bay are currently engaged in the National Audit for Intermediate Care for Wales 2016 which is being undertaken by the NHS Benchmarking Service.
- 9.1.4 The Anticipatory Care planning approach is in the process of being rolled out to all cluster networks across the region with performance indicators in development
- 9.1.5 A regional Organisation Development Plan is currently being progressed with the aim of integrated staff working to the same set of values and competencies in all in all teams.

Engagement with staff is critical and will be undertaken in March 2017.

9.1.6 VW stressed the importance of recognising demand and the quality of care required for residential care homes. Full details can be found in Appendix 2 of the report.

9.1.7 Request made to provide a summary of care home provision, breakdown of spending and nursing provision available by the next meeting.

VW/ CS Board

9.2 **Decision: the Board confirmed the endorsement of the post-consultation version of the Western Bay Commissioning Strategy for Care Homes and Older People**

10 Western Bay Programme Progress Report including Programme Infrastructure

10.1 SH reported back on progress

10.1.1 The report on the Western Bay infrastructure taken to Programme Team and Leadership Group has been considered and approved. Previously funded by the DTG and ICF grants, it has been agreed that the RSG combined with the ICF funding will be brought together to fund Western Bay Programme posts for three years, hosted by City & County of Swansea on behalf of the partnership.

10.1.2 It has not been possible to arrange a Regional Citizens Panel meeting in advance of the Regional Partnership Board. The Citizens Panel will meet on 17th February at the Waterfront Church, Swansea.

10.1.2.a It was confirmed that Leadership Group had agreed the Regional Citizens Panel will be funded from the RSG.

10.1.2.b It was queried whether there is citizen consultation and engagement in place in terms of children and young people; it was confirmed that this is not currently in place but ABMU HB are in the process of setting up a Children's / Youth Panel and can therefore link across in the same way as the Stakeholder Reference Group.

It was agreed that children and young people should have a voice and the mechanism being developed by ABMU HB be the equivalent of the Regional Citizen's Panel for CYP.

JAD/ ABMU HB

10.1.3 From the options identified by IPC for the Workforce Development Options Appraisal, the Western Bay Programme Team and Leadership Group agreed to option 2: a regional workforce development function, including workforce planning, with single line management. This option has a stronger direction of travel across the region and builds on the collaborative endeavour across all partners and offers the opportunity to secure greater cost effectiveness and efficiency across the region.

11 Intermediate Care Fund Monitoring Report for Quarter 3

11.1 SH presented the report and a copy of appendix 4 was distributed. SH explained that while appendix 4 provided much

data, it was a less complicated format than previously submitted.

11.2 Quarter 3 monitoring reports were submitted by Project Leads on 11th January and are scheduled to be submitted to Welsh Government by 29th January. Reports are currently being collated into an overall monitoring report for the Board and Welsh Government which summarises the outcome and expenditure information.

11.3 The Leadership Group has agreed the process of reallocating any funding slippage would be on a pro-rata basis and any remaining slippage using the previous percentage formula based on the S33 allocations for ICF for LAs and Health Board. Any spend must have a clear audit trail.

11.3.1 DM confirmed that Leadership Group at looking at identified 'green' projects and 'red' projects will have the funding reallocated if that project cannot spend its funding within the timescale. 'Amber' projects will be given a little more time to spend the funding. Leadership Group made the decision to proceed in this way to reduce the risk of funding not being committed.

11.4 The timescales of Welsh Government ICF allocation was discussed as the current criteria and timescales hinder the way funding is spent. It was confirmed that this message is frequently relayed to Welsh Government and will continue to be until the process of grant funding is improved. It was noted that indications had been given that the funding would be recurrent going forward.

11.5 It was felt that the region should commit more confidently regarding recruitment as Welsh Government has verbally confirmed that there will be a continuation of funding for the next three years. On this basis, it was felt that teams should be built up on a medium term commitment. It was agreed that more flexibility should be given in carrying funding forward. It was also noted that we should be mindful of risks when considering medium term contracts.

11.6 **It was agreed to endorse the quarter three monitoring return prior to being submitted to Welsh Government.**

WB Programme Office

12 Any Other Business

12.1 LJ raised concerns around hospital waiting rooms in relation to children and adults with mental health issues following an incident at Morryston Hospital where a quiet area was requested but staff were unable to provide a suitable waiting area. JAD requested further details once the meeting had concluded in order to look into this incident. JAD assured LJ that quiet areas were available at Morryston.

12.2 SH informed the Board that the Local Area Coordination Evaluation Report was complete and ready to be circulated. SH requested permission to circulate the reports before presenting to the Board in March as Western Bay is being

pressed for release.

It was agreed that the LAC Evaluation Reports can be circulated before being presented to the Regional Partnership Board in March

WB Programme Office

Date of Next Meeting

23rd March 2017
10.00 – 12.00
The Centre, Baglan

The meeting closed at 12.45

DRAFT