

# West Glamorgan Regional Partnership Board

17<sup>th</sup> October 2019

10.30 – 12.30

Committee Rooms 1 & 2, Civic Centre, Port Talbot



Partneriaeth  
Ranbarthol  
Gorllewin  
Morgannwg

West  
Glamorgan  
Regional  
Partnership

Agenda Item 3

## Minutes

### Attendees

Name	Organisation	Initials
Councillor Rob Jones (Chair)	Neath Port Talbot CBC	RJ
Emma Woollett (Vice Chair)	SBU HB	EW
Councillor Peter Richards	Neath Port Talbot CBC	PR
Councillor Alan Lockyer	Neath Port Talbot CBC	AL
Steven Phillips	Neath Port Talbot CBC	SP
Andrew Jarrett	Neath Port Talbot CBC	AJ
Aled Evans	Neath Port Talbot CBC	AE
Dave Howes	Swansea Council	DH
Mark Wade	Swansea Council	MW
Tracy Myhill	SBU HB	TM
Gaynor Richards	Third Sector Representative (CVC), NPT CVS	GR
Caritas Adere	Swansea Council	CA
Emma Tweed	Third Sector Representative (National)	ET
Linda Jagers	Carers Representative	LJ
Kelvin Jones	Service User / Citizen Representative	KJ
Gareth Thomas	Third Sector Representative (Local)	GT
Anne Newman	Carers Representative	AN
Nicola Trotman	West Glamorgan	NT
<b>In attendance</b>		
Louise Fraser-Cole	West Glamorgan	LFC
Joanne Abbott-Davies	SBU HB	JAD
Melanie Blake	West Glamorgan	MBI
Lee Cambule	West Glamorgan	LC
Sharon Williams	Care Forum Wales	SW
Kirsty Roderick	West Glamorgan	KR
Kate Kinsman (Agenda Item 9)	SBU HB	KK
Hilary Dover (Agenda Item 8 and 10)	SBU HB	HD
Marie-Claire Griffiths (Agenda Item 10)	SBU HB	MCG
<b>Apologies</b>		
Councillor Rob Stewart	Swansea Council	RS
Councillor Elliott King	Swansea Council	EK
Phil Roberts	Swansea Council	PRo
Councillor Mark Child	Swansea Council	MC
Debbie Smith	Swansea Council	DS
Melanie Minty	Care Forum Wales	MM
Siân Harrop-Griffiths	SBU HB	SHG
Maggie Berry	SBU HB	MB
Adele Rose Morgan	Service User / Citizen Representative	ARM

Ref	Item	Action / Decision
<b>1</b>	<b>Welcome, Introductions and Apologies</b>	
1.1	Cllr Jones opened the meeting and introductions were made and new members welcomed	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	No declarations of interest were raised	
<b>3</b>	<b>Draft Minutes of Previous Meeting – 18<sup>th</sup> July 2019</b>	
3.1	It was noted that some comments were not captured accurately from the last meeting	
3.1.1	NT stated that this was, in part, due to the fact that some comments were not heard. This had been addressed in a meeting outside of RPB and a second version of the previous minutes is being drafted	
3.1.2	The Chair reiterated that the minutes for each RPB were designed to reflect the discussion that takes place and were not an account of direct, attributed conversations. The minutes are in place to accurately record actions and decisions made at the Board	
3.2	It was agreed to re-visit the minutes of the previous meeting at the next meeting	<b>Draft minutes from 18<sup>th</sup> July to be brought to the January meeting once amended</b>
<b>4</b>	<b>Matters Arising and Action Log</b>	
4.1	It was suggested that both open and closed actions be brought back to the Board for tracking purposes	
4.1.1	The Chair stated that only outstanding actions would be included on the action log going forward as it was unnecessary to discuss closed actions at the Board meetings	<b>Only outstanding actions to be included on future action logs</b>
4.2	WCVA High Level Findings from Interviews with RPB Chairs: Nicola Trotman is linking with Amanda Carr and Gaynor Richards for further discussions with third sector colleagues and citizens and update report to be brought back to a future RPB meeting	<b>To be brought back to a future RPB meeting</b>
<b>5</b>	<b>Final Terms of Reference and Regional Partnership Board Membership</b>	
5.1	The revised Terms of Reference were agreed	<b>Revised ToR agreed</b>
5.2	The Board membership was agreed	<b>Updated Board membership agreed</b>
5.3	Due to changes in legislation and in order to accommodate any future changes in legislation, it was agreed to review the Terms of Reference on an annual basis to allow for flexibility within the Board	<b>It was agreed to review the Terms of Reference on an annual basis but not the membership of the Board</b>

<b>Ref</b>	<b>Item</b>	<b>Action / Decision</b>
5.4	Aled Evans, Director of Education, Leisure and Lifelong Learning was ratified as the Education Representative for the Board	<b>AE ratified as RPB Education Representative</b>
<b>6</b>	<b>Action Plan Progress Update: July to September (Quarter 2)</b>	
6.1	As requested previously, the Action Plan Progress Update now includes milestones and RAG rating	
6.2	The progress of the Action Plan was noted by the Board	
<b>7</b>	<b>Regional Partnership Board Agenda Planning Report</b>	
7.1	In order to plan ahead for future meetings, it was proposed that a forward look schedule is developed which would include future agenda items for the Regional Partnership Board, enabling the Programme Office to plan ahead and align agenda items with key milestones within the regional programme. By using this approach, it would provide a clearer outlook for future meetings	
7.2	It was agreed that there needs to be a mechanism for third sector representatives to add to agenda items	<b>Arrange a meeting between third sector representatives to discuss future agenda planning mechanisms</b>
7.3	The Chair confirmed that third sector, citizen and carer colleagues should add to future agendas, dependent on the agenda and the item requested	<b>Proposed strategic agenda items to be submitted to the Chair and the Programme Office at least 14 days before the meeting</b>
7.5	Further detail to the Forward Looking Plan in relation to draft strategies (dementia etc) was requested, i.e. milestones etc. It was noted that milestones are in the Action Plan Progress Update which are updated by the West Glamorgan Transformation Managers	<b>Further detail to be added to strategies, including embedding monitoring and evaluation</b>
7.6	It was noted that there was a large agenda for the January meeting; the Chair reiterated that the expectation was for Board members to have read the papers beforehand in order to proceed to questions and recommendations at the meeting, thus saving time. Meeting to take place with the Vice Chair and RPB Chair to review the agenda for January.	
7.8	The Board agreed to the recommendation of a forward look schedule	<b>The Board endorsed the forward look schedule</b>

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7.9	The Board agreed to delegate the review and approval of the forward look schedule to the Executive Board	<b>The Board endorsed the recommendation that the Executive Board review and approve the forward look schedule</b>
7.10	It was suggested by the Citizen representative that embedding monitoring and evaluation in the draft strategies should involve coproduction	
7.11	It was also suggested that a Citizen representative should be included on the Executive Board	<b>Non-strategic Board members to produce a paper for proposal for a non-strategic Executive Board member by the January meeting</b>
<b>8 Winter Pressures Funding</b>		
8.1	A late report was distributed at the meeting, briefly presented by Hilary Dover	
8.2	The work has been through a combination of agencies	
8.3	An extraordinary Adults Board Transformation Board meeting was requested to approve the further work required, with final sign off anticipated in November	<b>Arrange an extraordinary Adults Transformation Board meeting to discuss further</b>
8.4	It was noted that Welsh Government and 151 Officers have sight of what has been agreed once the work has been completed in order to ensure there are no future recurring revenue costs to agreed proposals	<b>WG and 151 Officers to receive a copy of the final paper</b>
8.5	The Board noted the outline initiatives and agreed further work proceeds to develop the costed proposals, noting that there must be visibility of the Health Board proposals in order to ensure there is no duplication.	<b>The Board agreed further work proceed to develop the costed proposals</b>
8.6	The Board agreed to delegate authority to the Adults Transformation Board members to sign off the detailed proposals on behalf of the Regional Partnership Board before submission to Welsh Government	<b>The Board agreed to delegate authority to the Adults Transformation Board members for final sign off detailed proposals</b>

Ref	Item	Action / Decision
<b>9</b>	<b>Transformation Fund Programmes: Cluster Whole System Approach and Our Neighbourhood Approach Overview Report and Presentation</b>	
9.1	Lee Cambule and Kate Kinsman presented the work to date regarding Cluster Whole System Approach and Our Neighbourhood Approach	
9.2	It was noted that there was a slight error in information on one slide	<b>LC to amend presentation LFC to distribute amended presentation to Board members</b>
9.3	It was noted that, thanks to this work, GP appointments have now improved due to the reinstatement of an 8am bus service in Glynneath	
9.4	Noted there are displaced costs to third sector organisations when there are increased referrals to local area co-ordination and there is no additional resource to support the increase in demand. Noted that this was recognised and needs to be considered in future planning.	
9.5	It was queried whether there was a mechanism for young carers engagement and how projects are funded where a need is recognised	
9.5.1	No mention of coproduction however citizen engagement takes place in clusters within patient participation groups and identified themes are captured. The programme would then support a business case of a project where there is a recognised need.	
9.6	It was noted that the establishment of social enterprise can take a considerable amount of time to establish which is a concern in relation to sustainability	
9.7	The Board acknowledged the progress to date	
<b>10</b>	<b>Hospital to Home Summary Paper and Presentation</b>	
10.1	Board members requested the presentation be circulated	<b>LFC to circulate the presentation to Board members</b>
10.2	ICF funding is a key element to the success of this project as it provides enough for recruitment for additional roles on the ground while other roles are being converted to a regional approach. The ICF funding will end in March 2021 but further funding will be required to carry this project forward	
10.3	The launch will take place on 10 <sup>th</sup> December when there will be a phased rolled out across wards	
10.4	It was confirmed that carers are at the forefront to patient assessments and the caring needs at home will be taken into account before discharge	
10.5	Further details of the legal requirements for assessment was requested	
10.5.1	HD confirmed that assessments would now take place at home but stated that it would be unlikely that assessments are undertaken for the carers. Further work is required in this area	

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10.6	The Board acknowledged the progress made	
<b>11</b>	<b>Commissioning Arrangements for Children &amp; Young People with Complex Needs: Feedback from Workshop</b>	
11.1	The Board acknowledged progress made	
<b>12</b>	<b>West Glamorgan Programme Update</b>	
12.1	The Board acknowledged progress to date	
<b>13</b>	<b>Social Care and Health Funding Mapping Update Report</b>	
13.1	Further work is required to carefully consider the response back to Welsh Government	<b>Final response to be sent to Chair of RPB for endorsement before submitting to WG</b>
13.2	The mechanism of how pooled funding is used was queried and the suggestion that it should include citizen involvement.	
13.2.1	It was confirmed that there is a mechanism in place for pooled funds and a Finance Pooled Fund Manager has been appointed to the Transformation Office to manage and oversee the collective funding, ensuring that the region is meeting the prescribed way of funding	
13.3	It was queried whether carers respite funding is ring fenced	<b>AN to file the question with the central team via the West Glamorgan email address for local response</b>
13.4	It was recognised that a mechanism for managing questions is required and that responses are visible to all	
13.4.1	It was agreed that questions from Board members be submitted to the West Glamorgan Transformation Office	
13.4.2	Questions would be forwarded to the specific workstream meetings and co-ordinated through the Programme Office	
13.4.3	The Chair reminded the Board that there is a limited time during meetings for questions, especially when considering the strategic decisions and endorsements required of the Board. It is important that only questions relevant to the Regional Partnership Board are raised and discussed in Board meetings while questions that may not be relevant, be submitted to the Programme Office. Any questions not answered in a timely fashion should be brought back to the next Regional Partnership Board meeting	
13.5	Recommendations in the report were agreed.	<b>An analysis of the work to be brought back to RPB</b>

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<b>14</b>	<b>For Information Only</b>	
14.1	There were no items	
<b>15</b>	<b>Urgent Items</b>	
15.1	The Chair congratulated Gaynor Richards on her appointment as Deputy Lord Lieutenant	
15.2	Cllr Richards expressed concern at the news of a closure of a ward in Tonna Hospital	
15.2.1	Joanne Abbott-Davies assured Cllr Richards that the temporary closure of the ward has gone through due process, providing the background context	<b>JAD to provide details of the short term closure to PR</b>

**Date of Next Meeting:**

16<sup>th</sup> January 2020

3.00 – 5.00

Civic Centre, Neath

*The meeting closed at 12.30*