



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>30 January 2020</b>	<b>Agenda Item</b>	<b>3.5</b>
<b>Report Title</b>	<b>Update On Key External Partnerships</b>		
<b>Report Author</b>	<b>Joanne Abbott-Davies, Assistant Director of Strategy &amp; Partnerships</b> <b>Aileen Flynn, Head of Strategic Partnerships</b>		
<b>Report Sponsor</b>	<b>Siân Harrop-Griffiths, Director of Strategy</b>		
<b>Presented by</b>	<b>Siân Harrop-Griffiths, Director of Strategy</b>		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of this report is to provide an overview of the recent key external partnerships which the Health Board is a statutory member of.		
<b>Key Issues</b>	The following report sets out some of the key issues discussed at recent key external partnerships meetings and in particular, the implications for the Health Board. It should be noted that due to the timings of meetings some of the minutes discussed are from some time ago.		
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the key external partnerships which Swansea Bay UHB works as a part of;</li> <li>• <b>NOTE</b> the issues discussed in these external partnerships and the implications for the Health Board;</li> <li>• <b>NOTE</b> the minutes of the recent partnership meetings which have taken place.</li> </ul>		

## UPDATE ON KEY EXTERNAL PARTNERSHIPS

### 1. INTRODUCTION

Swansea Bay UHB is a statutory partner in a range of external partnerships, including those listed below:

- West Glamorgan Regional Partnership Board & its supporting Integrated, Adults and Children & Young People's Transformation Boards
- Swansea Public Services Board
- Neath Port Talbot Public Services Board
- Supporting People Regional Collaborative Committee
- West Glamorgan Substance Misuse Area Planning Board
- Neath Port Talbot Youth Justice and Early Intervention Services Management Board
- Swansea Youth Justice Management Board
- Neath Port Talbot Community Safety Partnership
- Swansea Community Safety Partnership

This report provides an overview of the key issues from the most recently approved minutes from each of these external partnerships.

It should be noted that no reportable meetings of the Neath Port Talbot Public Services Board, Swansea Public Services Board, West Glamorgan Substance Misuse Area Planning Board and Community Safety Partnership Meetings have taken place since the previous report to Members.

### 2. KEY ISSUES

The following sections set out some of the key issues discussed at these external partnership groups, and in particular, the implications for the Health Board. It should be noted that due to the timings of meetings some of the minutes will appear to be quite old.

#### 2.1 West Glamorgan Regional Partnership Board and its sub committees

The most recent meeting of the West Glamorgan Regional Partnership Board took place on 17<sup>th</sup> October 2019. Minutes attached at Appendix 1. The main issues for the Health Board are summarised as follows:

- **Transformation Fund Programmes:** West Glamorgan Partnership officers presented on the recent progress of the Cluster Whole System Approach and Our Neighbourhood Approach. It was noted that increased referrals to local area co-ordination has caused onward referrals to third sector organisations. There is no additional resource to support this increase in demand, and all organisations were asked to consider this in future planning arrangements.
- **Winter Pressures Funding:** An extraordinary Adults Board Transformation Board meeting was requested for November to approve the Winter Pressures Funding initiatives. Members noted that there must be visibility of the Health

Board proposals in order to ensure there is no duplication. 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.

- **Hospital to Home:** A summary paper on Hospital to Home was presented. Members noted that 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 reprofiled to cover the region. The ICF funding will end in March 2021.
- **Social Care and Health Funding Mapping Update Report:** It was confirmed that there is a mechanism in place for pooled funds and a Finance Pooled Fund Manager has been appointed to the West Glamorgan Transformation Office to manage and oversee the collective funding, ensuring that the region is meeting the prescribed way of funding.

**Adult Transformation Board** took place on 12<sup>th</sup> December 2019. Minutes attached at Appendix 2.

- **Commissioning for Complex Needs:** The Commissioning for Complex Needs Business Case was presented. It was noted that continued funding is required for Outcome Focussed Assessors, a regional brokerage service for residential and nursing care, the development of new supported living schemes and the joint funding matrix. The necessity for an exit strategy was also highlighted, which includes the possibility of a pooled funding arrangements.
- **Funding for packages of care – complex needs:** The joint funding matrix has not been agreed by all partners due to the way in which funding is distributed. This remains open to discussion.
- **Older People Programme for Dementia:** The Dementia Strategic Plan was approved by Board members. Assurance was given that there are procedures and protocols in place to support early onset dementia sufferers. Members agreed to report the Dementia Strategy and Plan to RPB in December for update and noting, on the basis that the plan would be a dynamic document which will change through coproduction and Swansea University work.
- **Hospital To Home:** A progress report on Hospital To Home was presented. Currently, there are two systems running alongside each other in NPT and Swansea and a decision on which system to adopt regionally will be based on the data evidence retrieved. A report on the Outward Flow for Reablement Services was considered and discussion took place on the 3 options. The following option was approved: Embed approach of withdrawing support weighted against individual circumstances: An approach which would default to withdrawing support but measured against the individuals circumstances. Taking a case by case view of the level of risk associated with the cessation of care further embeds the positive risk taking ethos of the Hospital 2 Home model and offers a consistency of approach across the full pathway.
- **Winter Pressures Funding Third Sector Grant:** Members endorsed two third sector winter pressures schemes and agreed to delegate authority to

H2H Implementation Group to review / approve NPT carers proposals.  
Agreed to allocate remaining £100k to H2H pot of funding.

- **Transforming Mental Health Services:** A Highlight Report was presented, updating the Board on that the Health Board had recruited one Project Manager and one Project Support Officer. Request to re-align how the projects are set up given less resource was approved. Board members agreed Health Board could proceed to re-align, though requested confirmation of utilization of slippage, noting that if there are initiatives, funded by slippage, that can be put in place which would result in the programme moving at pace, then Board members would support.

**Children & Young People Transformation Board** took place on 12<sup>th</sup> December 2019. Minutes attached at Appendix 3. The Children's Commissioner for Wales was in attendance.

- **Regional Strategy for Children and Young People:** A presentation was received on the work of the West Glamorgan CYP Transformation Board in developing this strategy. The aim is to ensure that the work is regional, ensuring that different experiences are shared and there is learning from all organisations and no duplication of work. There was discussion around the delay in agreeing a process for the joint funding of packages of care for children and young people with complex needs. This has now been reported by the Health Board in discussions with partners.
- **Multi-Agency Placement Support Service:** A business case with 4 options was presented for continued funding for 2020/21. Members agreed to continue with the funding for the next financial year for option 3, which is a regional team that will continue to provide therapeutic interventions and support to looked after children, with a renewed emphasis on delivering the service to young people who are considered to be the most complex, with a high number of placement breakdowns. Agreement from Health Board was given to continue to top up funding for Psychology post for the 2020/21 from within existing CAHMS SLA monies.
- **Children and Young People's Emotional and Mental Health Planning Group:** Members approved the business case for continued funding for 2020/21 for the CAMHS Liaison Workers. The project has been successful to date and the CAHMS service has achieved compliance against 3 out of 4 Welsh Government targets at the end of October, with the trend highlighting a significant improvement during this financial year. The proposal includes the Liaison Workers to be funded by CAMHS as part of the core CAMHS team by 2021/22 allowing the appointment of permanent staff. Noted this was the first example of mainstreaming an ICF initiative.
- **CYP Funding:** The Minister for Health and Social Services has agreed that £7.2m additional funding will be made directly available to Health Boards (£6.120m) and Public Health Wales (£1.080m) in 2019-20 onwards, to support effective interventions in relation to the prevention of ill health and early years. Swansea Bay's allocation of this is £0.792m for 19/20. RPB's and Health Boards need to formally agree priorities for investment in their regions. Members agreed that any future funding that

becomes available to spend against Children and Young People in the region needs to be presented to the board in the first instance. An application was approved for an Early Years Project covering the region for £270k per annum. The project will aim to test out the potential to reduce Adverse Childhood Experiences and be planned around local needs, to be delivered via an integrated team of 'Early Years Workers', working across local authority, primary care, schools, third sector and health board boundaries with the main body of referrals provided by primary care.

- **Children's Commissioner general feedback and comments:** Sally Holland gave an overview of the work being undertaken as Children's Commissioner. Sally Holland will be meeting the RPB Chair to find out more about the work carried out in delivering the priority to establish integrated services for children with complex needs due to disability or illness and for children and young people with mental health problems. The Commissioner was very positive about the progress to date and the focus of the CYP Board, particularly in relation to children and young people's emotional and mental health needs.

**Integrated Transformation Board** took place on 12<sup>th</sup> December 2019. Minutes attached at Appendix 4.

- **Programme Funding Update:** Board members retrospectively approved the third sector schemes for 19/20. An issue was highlighted to the Board about ensuring a joined-up approach across the partner organisations in the development of new service models. It was agreed that West Glamorgan Programme Office, in conjunction with partners and citizens, will develop future processes to ensure that the third sector element is always considered in the development of future models. The Board agreed the allocation of funding for 2020/21 but any increase in future funding could not be agreed at this juncture.
- **Social Care, Health & Housing Group:** A presentation updating the Board on the development of the Regional Strategic Framework was received. The Board endorsed the proposed approach, however it was noted that they would like to see a five-year plan which would focus on the current known issues and priorities including extra care, homelessness, housing stock fit for purpose for people to maintain independence at least in relation to Older people, Disabled Facilities Grant and minor adaptations.
- **Carers Partnership Board:** A presentation updating the Board on the development of an outline Regional Carers Strategy was received. The draft document provides a platform for more detailed conversations with all partners about the best approach to aligning work across the region, driven by a consistent approach and standard as defined in the Regional Carers Strategy. The Board agreed the nominal amount of carers allocation for 2020/21 as £200k. Members agreed that the post of Carers Development Coordinator, hosted by NPT CVS, would be extended until 2021.

- **Digital Transformation & WCCIS:** There is £100k underspend and it was requested that this slippage be used towards the implementation of a regional service desk. It was stated that there is a national service desk available and therefore the need for a regional service desk was challenged. Further work will be undertaken on this issue.

## 2.2 Supporting People Regional Collaborative Committee

The most recent meeting of the Supporting People Regional Collaborative Committee took place on 19<sup>th</sup> December 2019. This was a single agenda item meeting, the purpose of which was to agree the requirements for the new Regional Collaborative Group as set out by Welsh Government. From 1st April 2020, the Housing Support Grant Programme, Regional Collaborative Committee (RCC) will be replaced with the Regional Collaborative Group (RCG). Draft proposals are attached at Appendix 5.

The proposals address 3 main priorities:

- a) Establishing the impact and implications of the new Regional Collaborative Group (RCG) in the Regional Partnership Board (RPB) structure as it currently stands and way forward;
- b) Confirming the RCG membership
- c) The forward planning and development of the RCG and outlining the Terms of Reference.

## 2.3 Neath Port Talbot Youth Justice & Early Intervention Service

The most recent meeting of the Neath Port Talbot Youth Justice & Early Intervention Service took place on 7th November 2019. Minutes attached at Appendix 6.

- **Action and Improvement Plan:** The actions to complete within the plan were discussed in-depth during the board. The Chair reiterated the need for board members to challenge but to also support the service to ensure that the recommendations following the inspection are continued to be met.
- **Safeguarding audit April to September 2019:** The service has set up a safeguarding spreadsheet which looks at all the safeguarding activity such as internal investigations, referrals into social services, professional allegations strategy meeting (PASM) referrals, what have been the responses to the PASM referrals and if they have not been happening then why not. All staff have recently had up to date safeguarding and Child Sexual Exploitation training and in the New Year all staff will be receiving suicide first aid training.
- **Health Input:** The Health Board has set up a task and finish group to discuss the provision needed for the YJEIS, which have been very successful. It was first agreed that three task and finish groups would be required but the outcome was finalised over two meetings which took place in August and October 2019. It was agreed that an 'Emotional Health and Wellbeing Officer' would be placed within the service. This is a joint funded post managed by

SBUHB and the YJEIS, the YJEIS has a vacant intervention post which would be used to part fund the post. The chair raised that Health provision was flagged up as a concern in the inspection and the chair requested a formal report to be brought back to the next board on what the progress is to date and what are the solutions are to any issues that may be of concern.

### **3. RECOMMENDATIONS**

The Health Board is asked to:

- **NOTE** the key external partnerships which Swansea Bay UHB works as a part of;
- **NOTE** the issues discussed in these external partnerships;
- **NOTE** the minutes of the recent partnership meetings which have taken place.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input checked="" type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input checked="" type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input checked="" type="checkbox"/>
Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>	
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
The report highlights the current partnership arrangements with Local Authorities and other partners. These arrangements have been developed to improve outcomes for patients and mitigate any quality and safety risks.		
<b>Financial Implications</b>		
The recommendations made are not associated with any financial implications. Members of the Committee are not being asked to consider or approve any financial assumptions.		
<b>Legal Implications (including equality and diversity assessment)</b>		
There are no legal implications associated with this report or the plans outlined within it. The Health Board is fulfilling the statutory requirements placed on it to participate in the partnerships outlined in this paper.		
<b>Staffing Implications</b>		
There are no staffing implications associated with this report or the plans outlined within it.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
The actions outlined in the report support the five ways of working outlined in the Act. Swansea Bay UHB is working collaboratively with partner organisations to identify improved ways of working to support the longer term strategic vision of the organisations involved.		
<b>Report History</b>	This Board considered a previous Partnership Report Update on 25 <sup>th</sup> July 2019.	
<b>Appendices</b>	<b>Appendix 1 Regional Partnership Board minutes</b> <b>Appendix 2 Adult Transformation Board Minutes</b> <b>Appendix 3 CYP Transformation Board Minutes</b> <b>Appendix 4 Integrated Transformation Board Minutes</b>	

	<b>Appendix 5 Neath Port Talbot Public Services Board Minutes</b> <b>Appendix 6 Swansea Public Services Board Minutes</b> <b>Appendix 7 Area Planning Board Minutes</b>
--	---

# 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

## DRAFT 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 Jaggars	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

<b>Ref</b>	<b>Item</b>	<b>Action / Decision</b>
<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 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>

<b>Ref</b>	<b>Item</b>	<b>Action / Decision</b>
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</b>	<b>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	

Ref	Item	Action / Decision
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>NT 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>

Ref	Item	Action / Decision
<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*

**West Glamorgan  
Adults Transformation Board  
Meeting Notes**



**Partneriaeth**  
Ranbarthol  
Gorllewin  
Morgannwg

West  
Glamorgan  
Regional  
**Partnership**

<b>Date of Meeting</b>	12 <sup>th</sup> December 2019
<b>Time</b>	9.00 – 12.00
<b>Attendees</b>	Dave Howes (Swansea), Nicola Trotman (West Glamorgan), Kelly Gillings (West Glamorgan), Andrew Jarrett (Neath Port Talbot CBC), Hilary Dover (Swansea Bay University Health Board), Sian Gwynne (Swansea Bay University Health Board), Alex Williams (Swansea), Gareth Bartley (Swansea Bay University Health Board), Gaynor Richards (Neath Port Talbot CVS), Linda Jagers (Carers Rep), Kelvin Jones (Citizen Rep), Aileen Flynn (Swansea Bay University Health Board), Melanie Blake (West Glamorgan), Ian Austin (West Glamorgan), Alex Tincombe (West Glamorgan), Kirsty Roderick (West Glamorgan)
<b>Apologies</b>	Gareth Howells (Swansea Bay University Health Board), Jo Abbott-Davies (Swansea Bay University Health Board), Dai Roberts (Swansea Bay University Health Board)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions / Decisions</b>	<b>Action</b>
1. Welcome and Apologies	Apologies were noted		
2. Declarations of Interest	There were no declarations of interest		
3. Minutes of Last Meeting	The minutes were agreed as accurate		
4. Action Log and Outstanding Actions	<ol style="list-style-type: none"> <li><b>Hospital 2 Home:</b> Citizen reps to be recruited in the new year,</li> <li><b>Optimum Model</b> The group has not met recently, given resource has been allocated to H2H. NT to pick up with AW</li> <li><b>Coproduction Strategy</b> – move to remit of Integrated Transformation Board</li> <li><b>Review of Optimum Model for Intermediate Care Services</b> AW mentioned restructure ongoing in Swansea which will need to be considered whilst developing the work. NPT also</li> </ol>	<p><b>Action:</b> NT to meet with AW as Lead in new year to progress the optimum model workstream</p> <p><b>Action:</b> GB to confirm appropriate mental health</p>	<p>NT</p> <p>GB</p>

Agenda Item	Discussion	Actions / Decisions	Action
	<p>reviewing structures. DH noted must ensure MH focuses strongly in the optimum model in order to ensure MH is embedded going forward. GB to confirm appropriate MH rep. DH must have sufficient authority to give professional steer and commit resources</p> <p>5. Programme and Project Management Support: Review work has begun. Agreed this work would need to be reported through the Integrated Board. Discussion took place on the representation on the various workstream group and need to ensure all representatives have sufficient authority to give a professional steer and to commit resources</p>	<p>representation for optimum model group</p> <p><b>Action:</b> Programme and project support review to report into Integrated Board</p>	<p>NT</p>
<p>5. Learning Disabilities / Mental Health</p> <p>Commissioning for Complex Needs Business Case for 2020/21</p>	<p>Gareth Bartley briefly took the Board through the Commissioning for Complex Needs Business Case stating that continued funding is required for Outcome Focussed Assessors, a regional brokerage service for residential and nursing care, the development of new supported living schemes and the joint funding matrix. The necessity for an exit strategy was also highlighted, which includes the possibility of a pooled funding</p> <p>Regional Brokerage for residential and nursing care homes previously included in the role of regional contracts officer – MB confirmed the process will be reviewed with partners in the new year to look to implement a revised process from April 2020.</p> <p>Melanie Blake informed the Board that the current team has no capacity for additional work. Option 2 does not include the staffing to support the development of new supported living schemes.</p>	<p><b>Decision:</b> The Board agreed option 2 but open to considering option 1 if further information is provided on the 2 regional posts.</p> <p><b>Decision:</b> All partners supported the brokerage review</p> <p><b>Action:</b> MB to write proposal for staffing for the development of new supported living schemes as costed in option 1.</p>	<p>MB</p>

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Consideration must be given to the wider picture and how best to support individuals with complex needs living in the community. This is linked to the development of a method to determine the funding of packages of care for individuals with complex needs.</p> <p>It was queried whether the staff that support the development of new supported living schemes can be taken out of capital bids that are linked to the new schemes</p> <p><b>Funding for packages of care – complex needs</b> The joint funding matrix has not been agreed by all partners due to the way in which funding is distributed. Health not in agreement and are proposing a different method.</p>	<p><b>Action:</b> NT to look into having support revenue costs being funded out of capital funding</p>	<p>NT</p>
<p>5. Learning Disabilities / Mental Health Arrangements for Collaborative Commissioning for Packages of Care for People with Complex Needs</p>	<p>Further information and clarification were to be included in the Arrangements for Collaborative Commissioning for Packages of Care for People with Complex Needs paper, but unfortunately this has not been received to date. Paper due to be provided by Health for discussion in regards to interim / long term solutions but this information has not been received</p>	<p><b>Action:</b> Escalate concerns that the Funding issues of Packages of Care for People with Complex Needs report with additional requirements was not received by Health as previously agreed</p> <p><b>Action:</b> GB to provide assurance before RPB in January that a proposal will be forthcoming; to be raised at next Executive Board meeting</p> <p><b>Decision:</b> Take proposal to RPB in January</p>	<p>DH / NT</p> <p>GB DH / NT</p>

Agenda Item	Discussion	Actions / Decisions	Action
6. Older People Programme Dementia	<p>Gareth Bartley briefly took the Board through the main points of the papers included within the agenda pack</p> <p>The Dementia Strategic Plan was reviewed by Board members. It was noted that dementia does not only affect older people and can occur in younger people. Assurance was given that there are procedures and protocols in place to support early onset dementia sufferers are included in the strategy.</p> <p>Work is currently being undertaken to identify clinical leads. It was noted that this work should link with the social and voluntary sectors as well as primary and secondary care a joined up approach through this strategy. Noted it was important to involve carers and people with dementia will inform the strategy and plan and would be useful to map out existing support groups and make contact with them.</p> <p>Noted University are looking at a Directory of Services. Agreed will need to refer them to Info-Engine, the third sector database.</p> <p>Board members approved the draft Strategic Plan for Dementia, and requested further clarity in terms of timescales for implementation. Agreed to escalate the Dementia Strategy and Plan to RPB for update and noting, noting that the plan would be a dynamic document which will change through the coproduction work and Swansea University work.</p> <p>Noted that 2 key priorities that are flagged by people with dementia and their carers are respite which includes a range of opportunities and support for carers. Current dementia schemes to also be reviewed. Board requested assurance that the dementia funding of £675k would be spent wisely. The funding allocation would be delegated to the Dementia Strategy Group, with recommendations escalated to Adults Board.</p>	<p><b>Action:</b> Include dementia strategy and plan on RPB agenda</p> <p><b>Action:</b> Funding allocation for dementia for 20/21 to be picked up in the Dementia Strategy Group meeting, noting the recommendations from this Board in terms of the 2 key priorities.</p>	<p>NT / AT</p> <p>GH / AT</p>

Agenda Item	Discussion	Actions / Decisions	Action
<p>6. Older People Programme Hospital 2 Home</p>	<p>The Highlight Report was included in the agenda pack for information only.</p> <p>H2H was launched on 10<sup>th</sup> December on 3 wards. It will be launched on three further wards and three further wards etc until is rolled out to all wards in January</p> <p>Hilary Dover confirmed that Sarah Waite has been released to support the work since Marie-Claire Griffiths has left the post. The Board expressed their thanks to Marie-Claire Griffiths and the extraordinary work that was carried by her on the project. Members of the West Glamorgan Transformation Office team have been brought in to provide further ongoing support</p> <p>Currently, there are two systems running alongside each other in NPT and Swansea and decision on which system to adopt regionally will be based on the data evidence retrieved.</p> <p>A report on the Outward Flow for Reablement Services was considered and discussion took place on the 3 options. The following option was approved:</p> <p>Embed approach of withdrawing support weighted against individual circumstances: An approach which would default to withdrawing support but measured against the individuals circumstances. Taking a case by case view of the level of risk associated with the cessation of care further embeds the positive risk taking ethos of the hospital 2 home model and offers a consistency of approach across the full pathway. This approach would ensure those with recourse to care are absolutely those who need it.</p> <p>Issues with this approach include:</p> <ul style="list-style-type: none"> <li>• Potentially the risk described will not be addressed if practitioners default to current practice too readily.</li> </ul>	<p><b>Action:</b> H2H – Letter of thanks to MCG</p>	<p>NT</p>

Agenda Item	Discussion	Actions / Decisions	Action
	<ul style="list-style-type: none"> <li>• This approach would require monitoring and consistent support in decision making tools and appropriate weighting of risks</li> <li>• Risk that safeguarding activity will increase</li> </ul> <p>The Board agreed to endorse provided absolute safeguards were in place and individuals would be assessed on need. Regular monitoring to take place to assess the position.</p>	<p><b>Decision:</b> Outward flow – agreed in principle with absolute safeguards in place</p>	
<p>6. Older People Programme Winter Pressures Funding Third Sector Grant</p>	<p>Nicola Trotman confirmed that only two applications were received and Adults Board approved the bids on a retrospective basis. Noted that NPT Carers had not submitted a bid and were therefore approached following the low number of applications received; an application has since been received. Board members agreed that approval of the NPT carers winter pressures bid could be delegated to H2H Implementation Group, given the short timescales.</p>	<p><b>Decision:</b> Endorsed 2 third sector winter pressures schemes and agreed to delegate authority to H2H Implementation Group to review / approve NPT carers. Agreed to allocate remaining £100k to H2H pot of funding</p>	
<p>6. Older People Programme Social Enterprise for Domiciliary Care Pilot for NPT</p>	<p>This item was withdrawn from the agenda prior to the meeting due to further discussions that had taken place with key officers and scheme now to be linked into the Keep me at Home Workstream.</p>	<p><b>Action:</b> Social Enterprise for Domiciliary Care Pilot for NPT to be linked through the Keep me at Home workstream</p>	<p>GR / HD</p>
<p>7. Future ICF Funding Update Report</p>	<p>The Board were asked to approve the funding as outlined in appendix 1 of the Overview ICF Reports for Adults paper submitted with the agenda pack</p> <p>DH requested clarity of the position of the Crest Recovery Model and how it aligns with the Transforming Mental Health</p>	<p><b>Decision:</b> Approved funding for H2H remain at same level for 20/21</p> <p><b>Action:</b> NT to send Crest Recovery proposal to AF</p>	<p>NT</p>

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Services Programme, given it is a key initiative that is transforming MH services.</p> <p>NT to also enquire on the position of the care homes ICF 'red bag' scheme.</p>	<p><b>Action:</b> NT to enquire on the position of the care homes ICF 'red bag' scheme.</p>	<p>NT</p>
<p>8. Care Homes Sub Group Highlight Report</p>	<p>Noted the need to bring the pooled fund into the remit of a Care Homes Group, though noted the current Group was not constituted for this area of work. Agreed to revisit the purpose of the Group with relevant officers and future group needed and bring back proposals to future Board.</p>	<p><b>Action:</b> Agreed to revisit the purpose of the Group with relevant officers and future group needed and bring back proposals to future Board.</p>	<p>DH / KG / NT</p>
<p>9. Learning Disabilities / Mental Health Transforming Mental Health Services Highlight Report</p>	<p>Noted that the Health Board had finally recruited two Project Managers and a Project Support Officer therefore there is slippage due to the delays. Health Board had failed to recruit the third Project Manager post. Request to re-align how the projects are set up given less resource. Board members agreed Health Board could proceed to re-align, though requested confirmation of utilization of slippage, noting if there are initiatives, funded by slippage, that can be put in place which would result in the programme moving at pace, then Board members would support. Otherwise Board members would look to allocate the slippage to H2H. Sanctuary model going out for procurement next week</p>	<p><b>Decision:</b> Agreed that the programme to be aligned with the resources available</p> <p><b>Action:</b> Confirm slippage, options and delivery via NT</p>	<p>JAD / AF</p>
<p>9. Learning Disabilities / Mental Health Commissioning for Complex Needs Highlight Report</p>	<p>The Highlight Report was included in the agenda pack for information and noting only</p>		
<p>10. Consultation of the Continuing Healthcare</p>	<p>A link to the Summary of Responses was included for information only</p>		

Agenda Item	Discussion	Actions / Decisions	Action
National Framework - summary of responses report			

**Date of Next Meeting:** 13<sup>th</sup> February 2020

DRAFT

**West Glamorgan  
Children and Young People Transformation Board Minutes**



<b>Date of Meeting</b>	12 <sup>th</sup> December 2019
<b>Time</b>	15:00 – 17.15
<b>Attendees</b>	<p>Andrew Jarrett – Chair (Neath Port Talbot), Dave Howes (Swansea Council), Hayley Lervy (Neath Port Talbot CBC), Ian Austin (West Glamorgan), Jo Abbott-Davies (Swansea Bay University Health Board), Julie Thomas (Swansea Council), Kelly Gillings (West Glamorgan), Kelvin Jones (Citizen Rep), Keri Warren (Neath Port Talbot CBC), Kirsty Roderick (West Glamorgan), Linda Jagers (Carer Rep), Melanie Blake (West Glamorgan), Nicola Trotman (West Glamorgan), Sian Harrop-Griffiths (Swansea Bay University Health Board) via Skype, Tanya Spriggs (Swansea Bay University Health Board), Helen Evans (Neath Port Talbot CVS), Kate Phillips (Swansea Council)</p> <p>Observing: Sally Holland (Children’s Commissioner for Wales), Kirrin Davidson (Children’s Commissioner for Wales), Rachel Thomas (Children’s Commissioner for Wales)</p>
<b>Apologies</b>	Amanda Carr (Swansea CVS), Gaynor Richards (Neath Port Talbot CVS), Mark Sheridan (Swansea Council), Gareth Howells (Swansea Bay University Health Board)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions / Decisions</b>	<b>Action</b>
1. Welcome, introductions and apologies  Welcome / Introductions to the Children’s Commissioner	Introductions were made. Sian Harrop-Griffiths joined via Skype.		
2. Declarations of Interest	There were no declarations of interest.		
3. Minutes of last meeting for Accuracy	Incorrect version of minutes circulated – updated minutes sent after the meeting for agreement.		

Agenda Item	Discussion	Actions / Decisions	Action
4. Action Log	One action outstanding: Completed- Hayley Lervy met Kerri Warren and attended MAPSS meeting		
5. Regional Strategy for Children and Young People Presentation	<p>Julie Thomas and Keri Warren gave a presentation on the work of the West Glamorgan CYP Transformation strategic aims and projects that come under the work. A pragmatic approach has been taken to work on transformational projects and not business as usual. The aim is to ensure that the work is regional, ensuring that different experiences are shared and there is learning from each other and not duplicating work.</p> <p>There was discussion around the slow progress of agreeing a process for the joint funding of packages of care for children and young people with complex needs. There is an expectation from the health board to provide suggestions on how to progress this work.</p> <p>It was highlighted that children and young people must have active ownership and be given the opportunity to develop the skills to enable active participation within the workstreams. The principles of business surrounding co-production had been agreed, and the aim is to bind together projects to employ the same techniques although the approaches might be different.</p>	<p><b>Action:</b> This piece of work to become a distinct and separate workstream within the CYP Board</p> <p><b>Action:</b> Paper from Cathy Dowling regarding joint packages of care for children with complex needs to be submitted</p>	<p>MB</p> <p>SHG</p>
6. Multi-Agency Placement Support Service	ICF funding is due to end on 31 <sup>st</sup> March 2020, and a business case with 4 options was presented for continued funding for 2020/21. It was agreed to continue with the funding for the next financial year for option 3, which is a regional team that will continue to provide therapeutic interventions and support to looked after children, with a renewed emphasis on delivering the service to young people who are considered to be the most complex, with a high number of placement breakdowns. This will also bring back integrity into the process.	<b>Decision:</b> Agreement given on ICF funding for 2020-21 for option 3	

Agenda Item	Discussion	Actions / Decisions	Action
	<p>There has been difficulty in measuring the softer outcomes and impact of the project. Training on Social Value has been undertaken and MAPSS could become a pilot for this type of monitoring.</p> <p>There needs to be continued linking in with education to ensure there is no duplication between work being carried out in schools.</p> <p>Funding for the MAPSS psychologist post is topped up by Swansea Bay UHB.</p>	<p><b>Action:</b> Implement a Social Value Performance Framework</p> <p><b>Action:</b> MAPSS team to ensure they link in with Education</p> <p><b>Decision:</b> Agreement from Health Board to continue to top up funding for Psychology post for the 2020/21</p>	<p>MB</p> <p>KW / HL</p> <p>JAD</p>
<p>7. Children and Young People's Emotional and Mental Health Planning Group</p>	<p>A business case was presented for continued funding for 2020/21 for the CAMHS Liaison Workers. The project has been successful to date, achieving compliance against 3 out of 4 Welsh Government targets at the end of October, with the trend highlighting a significant improvement during this financial year. Whilst referrals have been increasing over the last three years, the overall workload of CAMHS has reduced significantly, the service feel that the liaison work has been a contributing factor to this improved position. The same improvements have not been seen in Cwm Taf Morgannwg, who does not have this service in place.</p> <p>The proposal includes the Liaison Workers to be funded by CAMHS as part of the core CAMHS team by 2021/22 allowing the appointment of permanent staff. Noted this was the first example of mainstreaming an ICF initiative.</p>	<p><b>Decision:</b> Business case for ICF funding agreed for 2020 - 21</p>	
<p>8. CYP Funding</p>	<p>The Minister for Health and Social Services has agreed that £7.2m additional funding will be made directly available to Health Boards (£6.120m) and Public Health Wales (£1.080m) in 2019-20 onwards, to support effective interventions in relation to the prevention of ill health and early years. Swansea Bay's allocation of this is £0.792m for 19/20. RPB's and Health Boards need to formally agree priorities for investment in their regions.</p> <p>An application was put forward for an Early Years Project covering the region for £270k per annum. The project will aim to test out the potential to reduce ACE's (Adverse</p>		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Childhood Experiences) and be planned around local needs, to be delivered via an integrated team of 'Early Years Workers', working across local authority, primary care, schools, third sector and health board boundaries with the main body of referrals provided by primary care. Monitoring of the project will be undertaken as part of the CYP Emotional and Mental Health Planning Group.</p> <p>Any future funding that becomes available to spend against Children and Young People in the region needs to be presented to the board in the first instance.</p> <p>As the funding available also covers prevention and not just early years, it may be more suitable to consider other applications via the RPB</p> <p>The Board were asked to approve the funding as outlined in appendix 1 of the Overview ICF Reports for CYP paper submitted with the agenda pack</p>	<p><b>Decision:</b> Approved the Early Years scheme in principle, though final approval is RPB</p> <p><b>Decision:</b> Endorsed</p> <p><b>Decision:</b> Endorsed</p> <p><b>Decision:</b> Endorsed</p> <p><b>Action:</b> Totality of funding for CYP, broken down by project, to be presented at the next board meeting</p>	MB
9. Western Bay Adoption Therapeutic Service	Decision required regarding the available slippage that has become available due to the delay in recruiting staff. Slippage to be used for paying externally commissioned therapeutic services that would have been carried out by staff had they been in post	<b>Decision:</b> Endorsed	
10. Working together Project	The Highlight Report was included in the agenda pack for information and noting only		
Children's Commissioner general feedback and comments	Sally Holland gave an overview of the work being undertaken as Children's Commissioner and outlined the plan to provide case examples where names will be attributed and to identify barriers and challenges where names will not be attributed. Highlighted that it seems there is positive collaboration within the region, however the board could look at presenting the projects in a structure for directing families on where they could go for help. Also need to include the GP offer in what is being presented.		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Sally Holland commented that it is clear that the ICF funding has made a big difference and questioned what the core services would be like from the experiences of projects discussed in the meeting. Is the work demonstrating what a model of children's services should be?</p> <p>Sally Holland supported comments surrounding co-production and recommended reviewing the five principles of the 'Right Way Approach'. Co-production needs to move from asking opinions to accountability.</p> <p>Sally Holland will be meeting the RPB Chair to find out more about the work carried out in delivering the priority to establish integrated services for children with complex needs due to disability or illness and for children and young people with mental health problems.</p>		

**Date of Next Meeting: 13<sup>th</sup> February 2020**

**West Glamorgan  
Integrated Transformation Board  
Meeting Notes**



<b>Date of Meeting</b>	12 <sup>th</sup> December 2019
<b>Time</b>	12.30 – 2.45
<b>Attendees</b>	<p>Gaynor Richards (Neath Port Talbot CVS), Sian Harrop-Griffiths (Swansea Bay University Health Board) via Skype, Nicola Trotman (West Glamorgan), Kelly Gillings (West Glamorgan), Sarah Lakerby (Swansea), Kelvin Jones (Citizen Representative), Linda Jagers (Cares Representative), Andrew Jarrett (Neath Port Talbot CBC), Angela Thomas (Neath Port Talbot CBC), Dave Howes (Swansea), Julie Thomas (Swansea), Alex Williams (Swansea), Hilary Dover (Swansea Bay University Health Board), Mark Wade (Swansea), Joanne Abbott-Davies (Swansea Bay University Health Board), Lee Cambule (West Glamorgan), Aileen Flynn (Swansea Bay University Health Board), Tracey Bell (West Glamorgan), Ian Austin (West Glamorgan), Kirsty Roderick (West Glamorgan)</p> <p>Observers: Tracey Rowe (Swansea Bay University Health Board), Abigail McEvoy (Swansea Bay University Health Board)</p>
<b>Apologies</b>	Amanda Carr (Swansea CVS)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions / Decisions</b>	<b>Action For</b>
1. Welcome, introductions and apologies	<p>The meeting was chaired by Gaynor Richards, Vice Chair as Sian Harrop-Griffiths was unable to attend in person but did join the meeting via video-conference.</p> <p>Introductions were made and apologies given.</p>		
2. Declarations of Interest	<p>Gaynor Richards declared an interest in the following agenda items:</p> <p>Agenda item 7 – Draft Regional Carers Strategy</p> <p>Agenda item 8 – Draft Social Enterprise Support Business Case</p>		

Agenda Item	Discussion	Actions / Decisions	Action For
3. Minutes of Last Meeting	Agreed as an accurate account of the meeting, although it was noted that there is a typing error in Linda Jagers' role on the board.	<b>Action:</b> Amend the typing error	LFC
4. Action Log	<ol style="list-style-type: none"> <li>1. <b>Emerging priorities Carers</b> – on agenda for discussion.</li> <li>2. <b>Emerging priorities Housing</b> – on agenda for action.</li> <li>3. <b>Digital Transformation Programme Initiation Document</b> - on agenda for discussion.</li> <li>4. <b>Social Care, Health and Housing [SCH&amp;H] Highlight Report</b> – awaiting an update on the progress of the Opinion Research Services [ORS] report which has not yet been completed.</li> <li>5. <b>Regional Partnership Board Evaluation Proposal</b> – looking to develop this approach in the new year.</li> <li>6. <b>Action Log - Housing Strategy</b> – there is an update on the approach, on agenda for discussion.</li> <li>7. <b>Draft Project Initiation Plan and Project Plan for Regional Carers Strategy</b> – on agenda for discussion.</li> <li>8. <b>Co-production Highlight Report</b> - on agenda for discussion.</li> <li>9. <b>Housing Strategy Highlight Report</b> – the original action was to seek a Child's representative for the Social Care, Health and Housing Group as part of developing the Terms of Reference. The Board agreed that this could be nominated from the local authorities relevant children's services teams.</li> </ol>	<p><b>Action:</b> Close current action</p> <p><b>Action:</b> Close current action</p> <p><b>Action:</b> Close current action</p> <p><b>Action:</b> close current action</p> <p><b>Action:</b> close current action</p> <p><b>Action:</b> close current action</p> <p><b>Action:</b> NPT Children's representative details to be emailed to Lee Cambule ahead of next meeting of the Social Care, Health and Housing Group.</p>	<p>LFC</p> <p>LFC</p> <p>LFC</p> <p>LFC</p> <p>LFC</p> <p>LFC</p> <p>AJ</p>
5. Programme Funding Update	Nicola Trotman took the Board through the current funding process as well as the proposals for the next financial year (2020/21).		

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>Board members were asked to retrospectively endorse the third sector schemes for 19/20 listed in Appendix 1 of the papers as the projects that were approved for funding in 2019/20 through the multi-agency panel and had been approved by the Chairs of the 3 Transformation Boards, in order that project leads could be notified.</p> <p>An issue was highlighted to the Board about ensuring a joined-up approach across the partner organisations to the development of new service models. The ICF guidance states that a minimum of 20% of ICF <b>revenue</b> investment should be allocated to the Third Sector by the end of the funding period (31<sup>st</sup> March 2021). This year this has been 11%, though the overall third sector allocation (including revenue and capital) is currently at 22%. It was agreed that the processes for ensuring third sector organisations are involved in the inception and development of new service models in the future.</p> <p>It was noted that given the majority of the revenue funding was committed to existing programmes and projects and that to date there was no confirmation from WG as to future funding that a 'steady state' would need to be adhered to in terms of funding allocations.</p> <p>It was stated that the planning assumption should be that future funding levels will remain the same. Once the allocation for Carers and the third sector has been agreed - and if the Board is satisfied that all other areas have been covered - any unallocated money should be invested in supporting the third sector. It was agreed that clear priorities were required on where maximum benefits will be gained but</p>	<p><b>Decision:</b> The Board agreed to endorse the third sector schemes</p> <p><b>Action:</b> Agreed West Glamorgan Programme Office, in conjunction with partners and citizens, could look to develop future processes to ensure that the third sector element is always considered in the development of future models.</p> <p><b>Decision:</b> The Board agreed the allocation funding for 2020/21 was agreed in principle but any increase in funding could not be agreed at this juncture</p> <p><b>Decision:</b> Approved nominal funding allocation of £400k for third sector grant pot.</p>	<p>NT</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>the default position would be to include the third sector going forward.</p> <p>Integrated Board members approved the third sector schemes in appendix 2 for 20/21, which will need to be endorsed by RPB.</p> <p>Slippage on the ICF capital schemes for 19/20 is approx. £2.3m. Discussion has taken place with Welsh Government and they have indicated that a request for approval to 'programme manage' the funding to 2020/21 will be submitted.</p> <p>Proposal has been made in the regional leads meeting to draft a letter to Welsh Government on behalf of all the RPB Chairs raising some of these concerns around funding, as outlined in the report, requesting further dialogue in order to be able to influence the future funding framework.</p>	<p><b>Decision:</b> Approved the third sector schemes for 20/21 as outlined in appendix 2</p> <p><b>Action:</b> Board members noted this approach. Letter to be approved by RPB Chair.</p>	<p>NT</p>
<p>6. Social Care, Health &amp; Housing Group</p>	<p>Lee Cambule gave a presentation updating the Board on the position of the SCH&amp;H Group and the development of the Regional Strategic Framework. Following the presentation, Lee Cambule invited comments relating to the draft Regional Strategic Framework for Housing, Health &amp; Social Care Outline via email by Christmas.</p> <p>It was suggested that as part of the approach to developing a regional strategic framework, organisations already in place should be contacted to identify issues, thus encouraging co-production to work 'from the bottom up'.</p> <p>The Board would like to see a five-year plan which would focus on the current known issues and priorities including extra care, homelessness, housing stock, FFP for people to</p>	<p><b>Decision:</b> The Board endorsed the proposed approach</p>	

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>maintain independence at least in relation to Older people, DFG and minor adaptations. The possibility of prioritising more complex DFGs was discussed as well as a possible approach to equipment and technology.</p> <p>It was queried whether this was an opportunity to capitalise on revenue costs and to link some capital spend if possible. It was agreed that this should be considered moving forward with plans for the capital investment programme.</p>	<p><b>Action:</b> Explore the possibility of linking revenue and capital costs</p>	<p>NT</p>
<p>7. Carers Partnership Board</p>	<p>Gaynor Richards declared an interest to the Carers Development Co-ordinator post outlined in the Highlight Report as the post would be hosted by NPT CVS.</p> <p>Lee Cambule gave a presentation updating the Board on the development of an outline Regional Carers Strategy.</p> <p>It was explained that the definition of the vision for carers came from carers themselves however this work to date has so far not covered the breadth of carers representation. It was recognised that there are different caring scenarios and this can apply to different people. It was also noted that valuable information and insight to inform this strategy had been gained from a previous young carers workshop and that this should not be lost.</p> <p>The Board discussed the priorities for the Regional Carers Strategy. It was stated that expressions of unhappiness were received from carers regarding the approach to Carers Needs Assessments across the region. Advice given by local authorities can be different to that given by carers centres and that the advice does not always align with SSWB Act. DH noted that respite was a key priority often raised by carers.</p>		

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>It was questioned why a local carers strategy would be required when we should be working to a regional strategy with local elements, although it felt that these should also align with the work of the region. Lee Cambule responded that the outline document would provide a platform for more detailed conversations with all partners about the best approach to aligning work across the region, driven by a consistent approach and standard defined in the Regional Carers Strategy.</p> <p>The Board were asked to agree the nominal amount of carers allocation for 2020/21 of £200k.</p> <p>The Board were asked to agree that the post of Carers Development Coordinator, hosted by NPT CVS, would be extended until 2021. This would support the efforts to recruit a suitable individual to the post and enable the development and implementation of the Regional Carers Strategy.</p>	<p><b>Decision:</b> the Board agreed nominal amount of carers allocation for 2020/21 as £200k.</p> <p><b>Decision:</b> the post of Carers Development Coordinator agreed for 2020/21.</p>	
8. Social Enterprise	<p>Gaynor Richards declared an interest as one of the two posts referenced in the Business Case would be hosted by NPT CVS.</p> <p>Lee Cambule briefly outlined the Social Enterprise Support Business Case to the Board on behalf of Amanda Carr, pointing out that this is the first time this business case template had been trialled for a project of this size and scope.</p> <p>It was felt that the business case lacked clarity on its strategy and there was not sufficient information included to demonstrate the strategic case.</p>		

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>Gaynor Richards confirmed that the CVSs do not have capacity or the resource to undertake the work in a sustainable way without approval of these two posts. A pay setter development tool has been created which could help relieve some pressure from the CVS's.</p> <p>Since the paper was submitted to the Board, comments have been received regarding the amount and split of funding and therefore a revised version will be made available once this has been resolved. Lee Cambule agreed to also reflect the comments received about the strategic case.</p> <p>It was agreed that the function was crucial and that we do not want to lose capacity in the region. It was also agreed that the CVSs should facilitate this work with an aim to develop a sustainable, coherent approach.</p> <p>The Board were asked to approve the business case and the continuation of the two Social Enterprise Project Officer posts.</p>	<p><b>Action:</b> Confirmation of finances to be brought back to the next Board meeting</p> <p><b>Action:</b> Updated version of Business Case to be completed with comments raised by Board members.</p> <p><b>Decision:</b> The Board endorsed the two Social Enterprise Project Officer posts in principle, pending the agreed amendments are incorporated.</p>	<p>AC / LC</p> <p>AC / LC</p>
9. Transformation Programme	<p>Lee Cambule summarised the draft Mid-Point Evaluation Report produced by RSM Consulting for the Transformation Programme. The report has been compiled based on interviews and workshops with stakeholders from partner organisations, to meet the requirement from Welsh Government to publish a national mid-point evaluation by March 2020.</p> <p>It was noted that there are some inaccuracies in the draft report; Hilary Dover pointed out one such example that there is a project plan in place for the Llchwyr Cluster and should therefore not be listed as 'red'. It was agreed that nothing factually incorrect should be sent to Welsh Government and</p>	<p><b>Action:</b> Ensure all partners involved are provided with a copy of the Mid-Point Evaluation Report and that any comments are reported back to Lee Cambule no later than 20<sup>th</sup> December. Any comments would be collated and returned to RSM</p>	<p>All / LC</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>the Board were asked to re-read the evaluation and report any inaccuracies. Lee Cambule added that the draft report had already been circulated to Programme Leads for a detailed review.</p> <p>Sian Harrop-Griffiths stated that the report should also be discussed at the next Executive Board meeting on 19<sup>th</sup> December 2019. Lee Cambule added that the plan is to take the final draft to RPB in January for approval but that it had been agreed with Welsh Government that the timing of the RPB could be considered as part of their submission.</p>	<p>for amendment ahead of submission to Welsh Government by Friday 10<sup>th</sup> January 2020.</p> <p><b>Action:</b> Include the RSM Mid-way Evaluation Report to the Executive Board agenda for 19<sup>th</sup> December</p>	<p>NT</p>
<p>10. Digital Transformation &amp; WCCIS</p>	<p>Tracey Bell updated the Board on the latest position with the Digital Transformation &amp; WCCIS Programme.</p> <p>An amended Project Plan has been submitted for consideration which includes a more detailed timeline to deployment in February 2020 and states the requirement of external funding by SBU HB and NPT CBC.</p> <p>There is £100k underspend and it was requested that this slippage be used towards the implementation of a regional service desk. It was stated that there is a national service desk available and therefore the need for a regional service desk was challenged. It was stated that the Health Board cannot commit funding at this stage.</p> <p>Tracey Bell confirmed that a regional service desk was always in the plan in order to help with local issues, stating that a national service desk would not have the local knowledge to support local issues.</p>		

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>Dave Howes stated that Swansea would be happy to endorse that the funding be put towards a local service desk.</p> <p>Andrew Jarret informed the Board that NPT CBC are looking at all options again with Members in the new year and that the implementation date is being reviewed</p>	<p><b>Decision:</b> The Board agreed to delegate to the Digital Transformation and WCCIS Group for approval of the split of funding.</p>	
11. Co-production Group	<p>The Board were asked to endorse the recommendation that co-production is not a project, it is cross-cutting and does not require a PID and Project Plan. Instead, the Co-production Group would lead on a collaborative approach to embed the principles of co-production across the regional groups, boards and programmes.</p> <p>Jo Abbott-Davies stated that she was keen to adopt the same approach regarding co-production for joint projects.</p>	<p><b>Decision:</b> The Board endorsed the recommendation that co-production will be delivered in a collaborative approach to embedding co-production.</p> <p><b>Decision:</b> It was agreed that the same approach to coproduction be adopted for joint projects within the Health Board</p>	
12. Social Value	<p>Lee Cambule stated that the Highlight Report was for noting the work to date and information only.</p>		
13. Research, Innovation & Improvement [RI&I]	<p>Lee Cambule stated that the Highlight Report was for noting the work to date and information only. It was stated that future reporting of this initiative will be delivered under the Integrated Transformation Programme.</p>		

**Date of Next Meeting:** 13<sup>th</sup> February 2020



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>28 November 2019</b>	<b>Agenda Item</b>	
<b>Report Title</b>	<b>Update On Key External Partnerships</b>		
<b>Report Author</b>	<b>Joanne Abbott-Davies, Assistant Director of Strategy &amp; Partnerships</b> <b>Aileen Flynn, Head of Strategic Partnerships</b>		
<b>Report Sponsor</b>	<b>Siân Harrop-Griffiths, Director of Strategy</b>		
<b>Presented by</b>	<b>Siân Harrop-Griffiths, Director of Strategy</b>		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	<p>The purpose of this report is to provide an overview of the recent key external partnerships such as the West Glamorgan Regional Partnership Board, the Public Services Boards and other key partnerships which the Health Board is a statutory member of.</p>		
<b>Key Issues</b>	<p>The following report sets out some of the key issues discussed at recent key external partnerships meetings, in particular, the implications for the Health Board. It should be noted that due to the timings of meetings some of the minutes discussed are from some time ago, while others cannot be</p>		
<b>Specific Action Required (please choose one only)</b>	<b>Information</b> <input checked="" type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Assurance</b> <input type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• <del>NOTE the key external partnerships which Swansea Bay UHB works as a part of;</del></li> <li>• <del>NOTE the issues discussed in these external partnerships and the key implications for the Health Board;</del></li> <li>• <del>NOTE the minutes of the recent partnership meetings which have taken place.</del></li> </ul>		

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

## UPDATE ON KEY EXTERNAL PARTNERSHIPS

### 1. INTRODUCTION

Swansea Bay UHB is a statutory partner in a range of external partnerships, including those listed below:

- ~~West Glamorgan Regional Partnership Board & its sub-committees including Adults, Children & Young People's and Integrated Transformation Boards and the Social Care Health & Housing Group~~
- ~~Swansea Public Services Board~~
- ~~Neath Port Talbot Public Services Board~~
- ~~Supporting People Regional Collaborative Committee~~
- ~~West Glamorgan Substance Misuse Area Planning Board~~
- ~~Neath Port Talbot Youth Justice and Early Intervention Services Management Board~~
- ~~Swansea Youth Justice Management Board~~
- ~~Neath Port Talbot Community Safety Partnership~~
- ~~Swansea Community Safety Partnership~~

~~This report provides an overview of the key issues from the most recently approved minutes from each of these external partnerships.~~ It should be noted that no reportable meetings of the Neath Port Talbot Youth Justice and Early Intervention Services Management Board, Swansea Youth Justice Management Board, Swansea Community Safety Partnership and the NPT Public Services Board have taken place since the previous report to Members.

### 2. GOVERNANCE & RISK ISSUES

The following sections set out some of the key issues discussed at these external partnership groups, in particular, the implications for the Health Board. It should be noted that due to the timings of meetings some of the minutes will appear to be quite old.

#### 2.1 West Glamorgan Regional Partnership Board and its sub committees

The most recent meeting of the West Glamorgan Regional Partnership Board took place on 18<sup>th</sup> July 2019. Minutes attached at Appendix 1. The main issues for the Health Board are summarised as follows:

- ~~1.~~ **West Glamorgan Action Plan 2019-2021:** The Action Plan was not approved at the last meeting owing to revisions coming out of Adult Transformation Board. A progress update report for the Action Plan had been developed by the Programme Office, which includes a summary of the workstreams from the Adults, Children and Young People and Integrated Transformation Boards.
- ~~2.~~ **Representatives on Regional Partnership Board and ToR:** The Board agreed to have two Carer and Citizen Representatives, with voting rights, with nominated alternative representatives. It was further agreed to consider

**Formatted:** Indent: Left: 0.5 cm, Hanging: 1 cm, Bulleted + Level: 1 + Aligned at: 1.9 cm + Indent at: 2.54 cm, Tab stops: Not at 1.27 cm

the inclusion of the Police and Crime Commissioner and Chief Superintendent on the relevant Transformation Boards.

3. **Letter in Response to Minister's Visit:** After the successful visit of the Minister on 13<sup>th</sup> June a letter of acknowledgment has been drafted on behalf of the RPB with particular reference to the outstanding transformation proposal for Hospital to Home. A second Ministerial visit has been scheduled for 9<sup>th</sup> September in relation to Our Neighbourhood Approach.
4. **Research, Innovation & Improvement Hub Funding Proposal:** The Board endorsed the proposal for a Regional Research, Innovation and Improvement Hub Team which will be collocated with the Transformation Programme Office. It has been submitted to Welsh Government for funding approval.
5. **Integrated Care Fund Investment Plan Update 2019 – 2020:** Additional funding of £200k has been confirmed by Welsh Government to build regional capacity that will improve access for children and young people in need of low level intervention and prevention services. The second round of ICF capital schemes have been submitted to Welsh Government to allocate the remaining funding.

**Adult Transformation Board** took place on 19<sup>th</sup> September 2019. Minutes attached at Appendix 2.

4. **Hospital to Home Implementation Group:** Welsh Government have still not responded on the revised transformation fund proposal of 2.2 million for H2H. The Board agreed to draft a letter to WG to request a response to the revised bid. If the funding is not approved, it has been agreed that H2H will continue on a different scale, utilising elements of ICF and Dementia.
2. **Review of Optimum Model for Intermediate Care Services:** The recent workshops in July has enabled the pathways for each locality to be mapped. Members noted that there is significant overlap with H2H and there is a risk of duplication between the programmes. It has been agreed that the hospital discharge reablement will be covered by the H2H programme, however Community Reablement will not be supported via H2H. Therefore the Optimal Model review will focus on: MDTs in the Common Access Point, third sector brokerage, community reablement, step up support to avoid a hospital admission and Dementia support workers to increase access to services. Discussions took place on the issues around funding for a dementia support nurse. There has been an agreement to extend for the current post for 1 month in the Swansea CAP. The Board agreed that a decision on this would need to be agreed on a local basis via the Joint Partnership Board.
3. **Adult Mental Health Strategic Framework:** The Programme Plan and Programme Initiation Document (PID) were approved by the Board. Approval was granted to proceed with the recruitment of the 3 Senior Project Manager posts to sit within the Health Board to support this programme until March 2021. The service specification for the Sanctuary Service was agreed by the project team this week, with timescales for implementation from February 2020. Local Authority Directors raised concerns on the proposed Tonna Suite closure. Directors noted that they had been not sighted on closure of beds, however health colleagues updated that local authority officers were briefed through the Older Peoples Mental Health Project Group. Programme

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 1.27 cm

Governance was agreed with recommendations from all projects and implementation groups to be brought before Adult Transformation Board for decision.

**4.e Dementia Strategic Framework:** The draft strategic framework was presented to Board. It was noted that further engagement work is being undertaken by Swansea University with carers and those living with Dementia. The Board requested a detailed timeline, with key milestones, for delivery of the framework and key regional priorities to be brought to the next meeting. Members have been asked to provide comments and feedback on the draft framework by the end of October.

**5.e Commissioning for Complex Needs:** There have been delays in the programme due to the recruitment of assessors. While NPT have a local transformation and review team in place, Swansea have not yet established their team but are aiming to have a similar set up by mid-October. The health Board have yet to recruit Nurse Assessors and the Board agreed that health need to come to a decision by mid-October if they are going to utilise the available ICF monies to recruit to these posts.

**Children & Young People Transformation Board** took place on 19<sup>th</sup> September 2019. Minutes attached at Appendix 3.

**4.e Edge of Care & Flexi Support:** The PID was approved by Board, however it was noted that the two projects are starting in different places working towards a regional approach. Members requested that a regional paper be brought to the next Board meeting to outline how this will work including how it is bringing health and social care together.

**2.e Post Adoption Support:** Therapists have been recruited, with posts being taken up between now and December. However the Psychology post has been advertised twice without success. Therefore a further meeting has been arranged between the Health Board and LAs to agree options/solutions. Some slippage has accumulated due to recruitment delays. The Board will consider a paper at the next meeting on options to use slippage for therapy costs.

**3.e Multi Agency Planning Support Service:** An options paper developed by Health and LA colleagues was presented for approval. However Members requested further information on this will fit into other therapeutic services across the region such as therapies provided by education. Directors have requested an updated paper to be reviewed at their next weekly call. This paper will then be used to inform the business case, which is to be presented at the next Board in December.

**4.e CYP Emotional Health & Wellbeing:** There have been issues recruiting to the additional CAMHS Liaison Workers which are being funded via ICF. Therefore a request was made to use this funding to increase capacity for the integration of CAMHS through the implementation of a Single Point of Access. The Board supported this and a Change request will be submitted to WG for approval. Queries on how the CAHMS posts link in with the Early Help Hubs in Swansea were discussed, with a follow up meeting between Health and LA colleagues being arranged to agree options/ways of working.

**5.e CYP Transformation Board Regional Strategy:** The draft Regional Strategy and Plan were presented. The Board noted that it will need to include how

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 1.27 cm

services should integrate across the region to avoid duplication and identify gaps. Members have been asked to provide comments and feedback on the draft Strategy by the end of October.

**6.e Complex Needs National Commissioning Board:** Positive feedback was given on the recent workshop. Discussions took place on some of the recent funding issues on historical joint funded Complex Needs cases. Work is taking place between Health and LA colleagues outside of the Board to resolve the outstanding cases and agree principles to agree funding going forward.

**Integrated Transformation Board** took place on 19<sup>th</sup> September 2019. Minutes attached at Appendix 4.

**1.e Carers Regional Strategy:** The PID and Project Plan were approved by the Board, having been agreed by the Carers Partnership Board on 3rd September. Members noted that the local and regional strategies must align, particularly with relevant local delivery groups. Swansea Council updated that they will not produce a local strategy but will contribute to a regional strategy if it is aligned. The draft Carers Strategy will be brought to the December board for approval prior to wider stakeholder engagement in January 2020.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 1.27 cm

**2.e Welsh Community Care Information System:** The Board approved the updated PID and Plan based on feedback from the previous meeting. The team is working closely with Community Nurses and the Integrated Team to ensure alignment with H2H. Meetings have taken place with all partners to understand regional aspirations. Following on from this the draft strategy will be completed and brought to the Integrated Board in February 2020. The Board approved the request to fund a Project Officer post to add resilience to the central infrastructure. Further to this the Information & Development Officer post has been recruited to.

**3.e Co-production:** Issues were raised around the low numbers of representatives currently spread across the various regional partnership groups. This has been acknowledged by the recently established Co-production Group and work is underway to recruit appropriate representatives. 2 x part time Co-production Development Officers were appointed in early September to support this work going forward.

**4.e Social Value:** A PID and Project Plan updating on proposals to re-establish the Social Value Forum was approved by the Board. Members noted that the key challenge for this group is to ensure appropriate participation and representation in the forum.

**5.e Cluster Whole System Approach & Our Neighbourhood Approach:** The Board received a joint presentation to update on the progress of the Cluster Whole Systems Approach and Our Neighbourhood Approach. A preferred bidder has been identified through the current procurement exercise to undertake the programme evaluation, with contracts in negotiation.

**6.e Social Care Health & Housing Group:** A new Integrated Transformation manager has taken up post who will be responsible for developing the Regional Strategy, which will identify key priorities to inform the ICF Capital

Investment Plan over 3 – 5 years. The draft Strategy, PID and Project Plan are currently being developed and will be brought to the next Integrated Board for approval. Members agreed that a Childrens representative should be included on the group.

**7.9 ICF Capital:** The Board received an update on the ICF Capital Deed of Legal Charge Issue. An associated letter from the Chief Executive of SBU HB on compliance with the Welsh Government requirement relating to these legal charges. It was acknowledged that this is an issue across all regions. WG are planning to issue a variation to the grant letter, however this will not be actioned, until Deed of legal charge has been resolved. The Board agreed that this matter needs to be dealt with through the Business Assurance Group, with an update to be brought to the next Integrated Board.

**West Glamorgan Social Care, Health and Housing Group** took place 21<sup>st</sup> October 2019. Minutes attached at Appendix 5.

**4.9 Strategy Development:** A draft Implementation Approach for the proposed Strategy was presented to the group, which included timescales for development and identified key milestones. It was reiterated to the group that the focus of the strategy will be on housing in the context of health and social care transformation but with a sharp focus on the key driver from Welsh Government in relation to the spending of capital funds. The group have given a commitment to the RPB to develop the Strategy by January 2020. To facilitate this the Strategy will need to be approved by Integrated Board in December, with sign off from this group prior to that. In line with this the Group agreed that the next meeting will take the format of a workshop to co-produce and agree the content of the Strategy.

**Strategy Context:** The Group received an overview presentation on the various components that will need to be considered within the Strategy such as national, regional and local strategies, policies and drivers. The importance of considering local evidence was emphasised to ensure that the Strategy aligns to local and national drivers. It was agreed that the group will need to agree these elements at the next workshop.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 1.27 cm

## 2.2 Swansea Public Services Board

The most recent meeting of the Swansea Public Services Board took place on 15<sup>th</sup> August 2019. Minutes attached at Appendix 6. The main issues for the Health Board are summarised as follows:

**4.9 Highlight Reports on Well-being Objective Workstreams:** Highlight reports and risk logs were presented on the following:

- 1.➤ Early Years - Swansea Bay University Health Board
- 2.➤ Live Well Age Well - Swansea Council
- 3.➤ Working with Nature - Natural Resources Wales
- 4.➤ Stronger Communities - Mid & West Wales Fire & Rescue Service

Formatted: Indent: Left: 0.75 cm, Hanging: 0.5 cm, Bulleted + Level: 1 + Aligned at: 0.89 cm + Indent at: 1.52 cm, Tab stops: Not at 1.27 cm

Formatted: Indent: First line: 0.48 cm, Bulleted + Level: 1 + Aligned at: 0.89 cm + Indent at: 1.52 cm, Tab stops: Not at 1.27 cm

Actions arising from Early Years include the need to identify a lead for Early Years Strategy Steering Group after the retirement of Andrew Davies. A discussion is to take place on the funding issues of health staff within Jig-so to explore options for the PSB to provide support to enable the project to continue. The Board further agreed that the 4 Lead Officers Group need to meet more frequently. It was agreed that all PSB Partners need to ensure appropriate attendance at meetings, i.e. attendees with authority to make decisions on behalf of their respective organisations. The PSB has committed to ensure that 'Action owners' commit to delivering on the agreed actions within the plan.

- 5. **Our Future Wales - Involvement for the Future Generations Report 2020:** Information was circulated to partners in relation to the consultation from the Future Generations Report 2020. Partners were asked to submit their comments to the PSB Support Officer in order to draft a response to be considered at the next meeting.

**Formatted:** Indent: Left: 0.75 cm, Hanging: 0.5 cm, Bulleted + Level: 1 + Aligned at: 0.89 cm + Indent at: 1.52 cm, Tab stops: Not at 1.27 cm

### 2.3 Supporting People Regional Collaborative Committee

The most recent meeting of the Supporting People Regional Collaborative Committee took place on 17th October 2019. Minutes attached at Appendix 7. The main issues for the Health Board are summarised as follows:

- 6. **HSG Funding Formula:** The RDC fed back to ALMA Economics on the funding formula on 07.08.19 following RCC consultation. While the proposed models have been shared it is likely that Researchers will recommend that there will be no application of distribution for next year (Apr 2020) and that a lengthy transition period is required.
- 7. **Service User Engagement Event:** the engagement event held on 26<sup>th</sup> September was very well attended and valuable feedback has been received to be included in both LA commissioning reviews of Mental Health Services.
- 8. **Housing First:** NPT are currently looking at options, while Swansea had been successful in their bid with Kaleidoscope. A Harm Reduction Co-ordinator had been employed and steering groups are being set up.

**Formatted:** Bulleted + Level: 1 + Aligned at: 0.89 cm + Indent at: 1.52 cm, Tab stops: Not at 1.27 cm

### 2.4 West Glamorgan Substance Misuse Area Planning Board

The most recent meeting of the West Glamorgan Substance Misuse Area Planning Board took place on 19<sup>th</sup> September 2019. Minutes attached at Appendix 8. The main issues for the Health Board are summarised as follows:

- 4. **HSR Review:** The draft HSR Review report on Substance Misuse Services was received. Members agreed that further work was needed, with a number of concerns raised by health colleagues from the previous workshops. The Board agreed to extend the review deadline to allow for further engagement to take place in October.
- 2. **Unallocated SMAF Funding 19/20:** Applications were received from partners (Health, Education, Social Services, Third Sectors) to bid for the remaining unallocated SMAF funding. Health Board bids included services

**Formatted:** Bulleted + Level: 1 + Aligned at: 0.89 cm + Indent at: 1.52 cm, Tab stops: Not at 1.27 cm

for Dual Diagnosis Link Workers and OST. The OST engagement pilot was approved as it relates to CIG. However the DD Link Worker proposal was declined as the Dual Diagnosis Strategy has not yet been produced therefore Members felt that it was difficult to link this to the delivery of the Strategy.

3. **Additional Resources Complex Needs Bid:** A number of workshops have taken place between Third Sector, Health and Social Care colleagues to agree a proposal for the additional WG revenue funding. The deadline for submission is this week and the final bid will be shared with all partners this afternoon. The bid requires LMHPB approval which will be achieved via Health Board Strategy colleagues.

## 2.5 Neath Port Talbot Community Safety Partnerships

The most recent meeting of the NPT Community Safety Partnership was held on 25<sup>th</sup> July 2019. Minutes attached at Appendix 9.

1. **Work Plan Items:** A number of work plan updates were received from partner agencies including presentations on Cybercrime, CCTV, HMPPS Partnership, Youth Justice & Early Intervention Service, Violence Against Women and Domestic Abuse & Sexual Violence.

Formatted: Indent: Left: 0.75 cm, Hanging: 0.5 cm, Bulleted + Level: 1 + Aligned at: 0.75 cm + Indent at: 1.39 cm, Tab stops: Not at 1.27 cm

2. **Anti-social Behaviour Update:** Issues were discussed around groin injections with 1 person deemed at risk of amputation, which has been linked to a change in the Care Plan. This has been discussed at the Harm Reduction Group and steps are being taken to re-engage with the individual.

4. **Domestic Homicide Reviews:** The minutes of the most recent DHR meeting were discussed. It was updated that the previous issues surrounding the Individual Management Review (IMR), which is a report of the agencies contact with the victim, from Primary Care has now been resolved. Members were assured that the information will be submitted by the end of July.

2. **Performance Report:** Performance statistics on Violent Crime, Hate Crime and Recorded Crime were presented to members. Notable figures on Substance Misuse performance is as follows:

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 1.27 cm

1. > 64 offences in NPT in the last 3 months; mainly possession of cannabis

Formatted: Indent: Left: 2.25 cm, Hanging: 0.5 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: Not at 1.27 cm

2. > 2 fatal overdoses last year compared to 9 in the previous year

3. > 30 non-fatal overdoses last year; no change from the previous year

## 3. RECOMMENDATIONS

The Health Board is asked to:

- **NOTE** the key external partnerships which Swansea Bay UHB works as a part of;
- **NOTE** the issues discussed in these external partnerships;
- **NOTE** the minutes of the recent partnership meetings which have taken place.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm



<b>Governance and Assurance</b>	
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>
	Partnerships for Improving Health and Wellbeing <input checked="" type="checkbox"/>
	Co-Production and Health Literacy <input checked="" type="checkbox"/>
	Digitally Enabled Health and Wellbeing <input checked="" type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>
	Best Value Outcomes and High Quality Care <input checked="" type="checkbox"/>
	Partnerships for Care <input checked="" type="checkbox"/>
	Excellent Staff <input type="checkbox"/>
	Digitally Enabled Care <input checked="" type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning <input type="checkbox"/>
<b>Health and Care Standards</b>	
<i>(please choose)</i>	Staying Healthy <input checked="" type="checkbox"/>
	Safe Care <input checked="" type="checkbox"/>
	Effective Care <input checked="" type="checkbox"/>
	Dignified Care <input checked="" type="checkbox"/>
	Timely Care <input checked="" type="checkbox"/>
	Individual Care <input checked="" type="checkbox"/>
	Staff and Resources <input type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>	
The report highlights the current partnership arrangements with Local Authorities and other partners. These arrangements have been developed to improve outcomes for patients and mitigate any quality and safety risks.	
<b>Financial Implications</b>	
The recommendations made are not associated with any financial implications. Members of the Committee are not being asked to consider or approve any financial assumptions.	
<b>Legal Implications (including equality and diversity assessment)</b>	
There are no legal implications associated with this report or the plans outlined within it. The Health Board is fulfilling the statutory requirements placed on it to participate in the partnerships outlined in this paper.	
<b>Staffing Implications</b>	
There are no staffing implications associated with this report or the plans outlined within it.	
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>	
The actions outlined in the report support the five ways of working outlined in the Act. Swansea Bay UHB is working collaboratively with partner organisations to identify improved ways of working to support the longer term strategic vision of the organisations involved.	
<b>Report History</b>	This Board considered a previous Partnership Report Update on 26 <sup>th</sup> September 2019.
<b>Appendices</b>	<b>Appendix 1 Regional Partnership Board minutes</b> <b>Appendix 2 Adult Transformation Board Minutes</b> <b>Appendix 3 CYP Transformation Board Minutes</b> <b>Appendix 4 Integrated Transformation Board Minutes</b>

	<b>Appendix 5 Social Care, Health and Housing Group Minutes</b> <b>Appendix 6 Swansea Public Services Board Minutes</b> <b>Appendix 7 Regional Collaborative Committee Minutes</b> <b>Appendix 8 Area Planning Board Minutes</b> <b>Appendix 9 NPT Community Safety Partnership Minutes</b>
--	---

**Neath Port Talbot Youth Justice and Early Intervention Service  
Management Board**

**Thursday 7<sup>th</sup> November 2019  
Port Talbot Civic Centre, Committee Rooms 1/2**

**Attendees:**

Andrew Jarrett	Director of Social Services Health and Housing, NPTCBC (Chair)
Ali Davies	Principal Officer, NPT Youth Justice and Early Intervention Service (NPT YJEIS)
Amanda Turner	Interim Operational Manager, NPT YJEIS
Carl Matthews	Information Officer, NPT YJEIS
Carly Davies	Business Manager, NPT YJEIS
PC Dave Jehu	Police Officer, NPT YJEIS
Mark Robinson	Senior Practitioner, NPT YJEIS
Chris Millis	Assistant Director of Education, NPTCBC
DCI Helen Woodward	Western BCU, Public Protection, South Wales Police
Michelle Davies	Head of Strategic Planning, SBUHB
Eirian Evans	Assistant Chief Executive, National Probation Service
Sian Morris	Principal Officer, Community Safety
Mark Cox	Youth Justice Effective Practice Adviser, YJB Cymru
Cllr Alan Lockyer	Councillor, Children & Social Services Cabinet, NPTCBC
Dr Isobel Davy	Consultant in Child and adolescent Psychiatry, CAMHS
Jade Theaker	Criminal Justice Policy Officer, SWPCC
Jessica Garrett	Manager, Careers Wales
Chris Frey-Davies	Principal Officer, Safeguarding, Adult and Child Services

**Apologies:**

Keri Warren	Head of Children and Young Peoples Services, NPTCBC
Dave Tiddy	Education Manager, Hillside, NPTCBC
Wendy Williams	Operational/Development Manager, Careers Wales
Joanne Abbott-Davies	Assistant Director of Strategy, Swansea Bay Health Board
Sian Rees	Strategic Policy Lead for Youth Justice and Young Adult, SWPCC
Sharron Wareham	CSM, Better Futures Cymru

## **1. Welcome, Introductions and Apologies**

As above.

It was agreed at the last board that all papers should be read in advance of the board this will ensure that progress is made throughout the board.

## **2. Previous meeting minutes**

Minutes from the board meeting on Friday 5<sup>th</sup> July were checked for accuracy.

### **Previous actions:**

#### **- *Vice Chair***

It was discussed at the last board that a vice chair needed to be appointed, the Chair has been in discussion with the police who informed him that Chief Super Intendant Joanna Maal will be the vice chair. CSI Maal has confirmed this with Ali Davies (AD) via an email conversation.

**Action: AD to meet with CSI Maal imminently so a briefing can be had about what would be expected of the vice chair. AD to feedback to the chair that this has happened.**

#### **- *Terminology***

The Health Board terminology has now been updated throughout all the board papers to the correct title of 'Swansea Bay University Health Board (SBUHB) at the request of Jo Abbott –Davies.

#### **- *Young person participation***

Chris Millis (CM) agreed at the last board to meet with a some of the YJEIS young people to gain feedback on their views on the service, CM visited the office to carry out this and met with three young people in August.

CM feedback that he met with the young people without any YJEIS staff present, although it was carried out in an informal way, they were shy but very complimentary of the service they were receiving and the support that was given to them. It has been agreed for CM to come back and interview two young people who formed a relationship whilst being in the system and have recently had a child together, CM thinks this will be a very beneficial interview.

**Action: CM has agreed to be participation board member who will liaise with the YJEIS and their cohort and feedback when required to the board. The chair would like CM to receive support to do this. CM informed the board that his 14-19 co-ordinator would like to join him in working with them as she would have more access to what they could be receiving. CM would like a staff member from the YJEIS there next time, not to take formal notes in front of them but to have a second remembrance of what has been said.**

CM is happy to meet with different young people on a term basis so three times a year.

AD informed the board that the YJEIS have identified a member of staff who will be leading in participation, Carrie Needs (Social Worker) who will be able to work closely with CM on this. Darren Bartley Participation Officer within the local authority to do an evaluation and exit interview with every young person who is subject to an order within the service and eventually over time prevention young people will also receive the same service.

**Action: The chair would like any issues arising from these interviews to be fed back to CM so that he can address them during his interviews to see if any of these issues still remain.**

- ***Education/YJEIS***

A previous action was to arrange a meeting with the education sector. AD informed the board that a meeting was set up with Ysgol Hendre Felin who have a large proportion of YJEIS young people. It has been agreed that the YJEIS will be working with those young people on reduced timetables to avoid further permanent exclusions.

Amanda Turner (AT) gave a brief outline of what the project will entail, the service will initially be starting small by going into Theodore Road to work with the young people there on a very preventative level as they are not yet involved in criminal activity but are on the edges of it. The project will address what would be the re-percussions for them if they did get involved in the criminal justice service and would also include awareness sessions in relation to knife crime and personal safety.

The project will be starting on Tuesday 12<sup>th</sup> November with 8/9 young people and if all goes well then the service will look to build on this by going to the Velindre Site as well as Theodore Road.

AD also informed the board that once we have the new resource centre the aim is to provide English and Maths tuition to those young people who have been out of that arena for quite some time to give them some basic skills.

YJEIS is working very closely with Mr Byng at Ysgol Hendre Felin and the Cynydd Workers who will also be involved in the weekly sessions at the school.

**Action – AD to feed back to the board on the developments of the project.**

**Action – The chair would like to see how this fits together with the performance information and it needs to link in with the inspection recommendations.**

- *Health/YJEIS*

Previous action was to arrange a meeting between Health and the YJEIS following the concerns brought up during the inspection about inadequate health provision.

AD informed the board that Michelle Davies (MD) from the Swansea Bay University Health Board arranged a task and finish group to discuss the provision needed for the YJEIS, these have been very successfully; it was first agreed that three task and finish groups would be required but the outcome was finalised over two meetings that took place in August and October 2019.

It has been proposed that a joint funded post is managed by SBUHB and the YJEIS, the YJEIS has a vacant intervention post which would be used to part fund the post. The post has been discussed in detail and also what the priorities for the service were. It was agreed that an 'Emotional Health and Wellbeing Officer' would be placed within the service.

AD informed the board that this post will help to bridge the gap in working with those young people who may not meet the CAMHS threshold but would greatly benefit from emotional and wellbeing support. CAMHS are also providing 0.5 of an extra post so we will have CAMHS provision across NPT and Swansea.

The chair raised that Health provision was flagged up as a concern in the inspection and we knew that the provision would be an issue during the disaggregation from Western Bay, the chair would like a formal report written to be brought back to the next board on what the progress is to date and what are the solutions to any issues that may be of concern. The chair feels that the Health and YJEIS may get into ongoing negotiations but from the boards point

of view we need to ensure that we are meeting the needs of the young people now and into the future.

The provision that we currently have is a monthly sexual health clinic in which a sexual health nurse attends the office, AD informed the board that we were looking to open up this clinic to the LAC team. The service also has limited CAMHS provision in the sense of monthly clinics taking place in NPT, Swansea and Bridgend offices on a rota basis where we can access Dr Isobel Davy and a psychologist for consultation.

The chair stated that the board needs to be re-assured that the service is receiving enough mental health provision, AD responded that she feels that the provision is not enough at the moment but this was the point of the task and finish group and the outcome of having a joint funding post was to increase this provision. The post is due to be advertised imminently and the outcome from this should be that NPT and Swansea YJEIS receive half each of the full time post.

The chair feels that it has been some time since the inspection, the last board was in July and it still feels like we are still not clear on what the service needs, what we are going to be provided with and the time it is taking to address these issues. The chair will address with health that NPT needs to be looked at as a single entity and not base their provision on the size of the population. It needs to be about what NPT YJEIS need and then what can be provided by Health

MD (SBUHB) addressed this with although it has taken some time discussions were started during the Western Bay period then the inspection and the disaggregation happened which did result in a delay. It is felt that things are now progressing, we have learnt that we needed to sit down and actually discuss the needs of the service and the practicalities of the provision which has now happened. MD is confident that we are a step ahead and that the correct amount of provision will be in place by January.

**Action: Formal health provision report to be brought back to the next board on January 14<sup>th</sup> 2020 which should include the work that has been done, where we agree and any areas of where we do not agree.**

### **3. Board Members Induction Pack and Terms of Reference**

The Board Members Induction Pack and the Terms of Reference were emailed out to all board members on the 8<sup>th</sup> October 2019 with a separate signature sheet. The request was for all board members to read and sign to say they agree with the contents of the induction pack and the TOR.

The chair along with CM addressed the board with how well they thought the induction pack was written and the contents of it. Mark Cox informed the board that the induction pack has been hailed as an example of good practice after Mark with the permission of Ali Davies shared the induction pack with Cardiff Youth Justice Service.

**Action: The Induction Pack has now been agreed by the board and the 'draft' can now be taken off the induction pack.**

**Action: The chair requested for all board members to sign the signature sheet.**

Terms of Reference has a heading on page 2 that is repeated on page 4.

**Action: Carly Davies to update the TOR, vice chair information to also be added. Once completed 'draft' can be removed from the document.**

### **4. YJEIS Youth Justice Plan 2019-2020 and Strategic Plan**

#### ***NPT YJEIS Youth Justice Plan 2019-2020***

The YJEIS Youth Justice Plan 2019-2020 was emailed out to all board members for information. This plan is a legal requirement for all Youth Justice Services throughout Wales.

The YJ plan has to be produced to set the direction of travel for the service and they are normally completed based on a three year period, this plan has been completed on a yearly basis on the back of the inspection. The plan sets out the roles and responsibilities functions and the service relies on its funding from the basis of this plan.

The YJ plan was signed by AJ as chair of the board and then sent to the Youth Justice Board in October 2019, the plan was agreed and funding allocated.

In future AJ would like the board to drive the plan forward and have more input into the contents.

Eirian Evans (EE) addressed the board that on the funding section on page 4 probation was entered as provided zero funds but EE is aware that they do contribute some monies (a funded probation officer post within the service).

**Action: AD to check the probation contribution with the YJEIS accountant for entry on future plans.**

### ***NPT YJEIS Strategic Plan***

The Strategic Plan was emailed out to all board members for information. This plan sits over the action and improvement plan in response to the inspection and it sets out what the service is aiming to achieve.

The Vision of the service that has been put together with the support of the team was felt to be quite long rather than a strap line which a Vision is normally. CM addressed the board that he has condensed the vision and will send this to AD.

**Action – AD to update the vision with a strap line but keeping the more detailed vision underneath.**

AJ commented that the priority areas were not written clearly on the plan, AD informed the board that the priority areas are all the areas in the action and improvement plan.

**Action – AD to make this clearer on the strategic plan**

CM referred to page 13 where it states the role management board this should be read identical to what is on the boards Terms of Reference for consistency.

**Action – AD/CD to make all relevant changes to the strategic plan in line with all the comments from the board.**

AJ agreed that once the relevant changes have been made the strategic plan is agreed and no longer a draft report.

## **5. Safeguarding audit April to September 2019**

Following the inspection in which safeguarding issues were raised, the service will be compiling a quarterly safeguarding audit looking at the safeguarding activity and working very closely with Chris Frey-Davies (CFD) and the local authority safeguarding leads.

The service has set up a safeguarding spreadsheet which looks at all the safeguarding activity such as our internal investigations, referrals into social service, PASM referrals, what have been the responses to the PASM referrals and if they have not been happening then why not.

PC Dave Jehu was asked to attend the board today to update the board on a new tracker system that he has devised on NICHE the police national database. Every Monday morning PC Jehu will access a list from business support with the names of the current case load for the service, PC Jehu will then place a flag on each individual via NICHE requested for a task to be generated to him in relation to particular things such as whether they have been arrested or if they have had any connection with the police such as any stop and searches.

This tracker is ensuring that the service is receiving information almost instantly and we are able to act upon this information straight away, this helps us work in a more dynamic way. The tracker has been found to be very successful and is helping the service with dealing with safeguarding issues as they are arising.

AD attending a meeting in Bridgend recently in relation to NOMAD in which they discussed having a joint system to share information and looking at a pilot of how they could be rolled out. It would entail a safe joint system for accessing information from a safeguarding perspective.

All staff have recently had up to date safeguarding and CSE training and in the New Year all staff will be receiving suicide first aid training.

All the policies and procedures around safeguarding are being looked at and making sure they are in line with the new all wales protection procedures.

AD has been working closely with CFD and Barnardos and the service is now able to access immediate unit funding so if any young people who access our service need immediate access to HSB/Better futures then we can now access that support immediately.

Page 6 of the safeguarding audit was discussed in relation to the outcome of SPOC referrals and the escalation if required.

**Actions – Chris Frey Davies requested for the language used on the graphs to be changed as it is implying that all of the referrals land at the front door when they do not as if the case is already allocated to one of the community**

**teams then the referrals will go there and not to SPOC. It would be useful for the data to be broken down more to evidence this.**

In relation to the escalation graph showing the unsatisfactory outcome, this was discussed in detail. They are cases that the service requested a PASM to take place but they did not. The views of the service still stand that a PASM should have been held.

**Action – AJ as Director of Social Services wants the case to be reviewed again under the professional abuse protocol.**

**Action – AJ as chair of the board would like to know YJEIS managers are auditing cases and they are spotting patterns of areas that are doing well or areas that not and he would like this to be feed back to the board.**

AD updated the board there that is a current CSE audit ongoing and a deep dive on cases. The service also has a safeguarding lead one of the Senior Practitioners within the team who will be looking at specific cases based on the safeguarding spreadsheet.

**Action – AJ would like safeguarding to be a standard agenda board item.**

## **6. NPT YJEIS Action and Improvement Plan**

The Action and Improvement Plan sits under the strategic plan and has been a working document since April 2019.

Page 5-11 sets out the remaining work that is ongoing and the remainder of the plan to page 24 sets all the work that has be signed off and completed. This was ensure the focus is kept on the ongoing tasks.

Discussions took place around the layout of the plan in which AJ felt the colours of the actions needed to be changed to green going well and on track, red not going well and out of time scale and grey for all completed tasks.

**Action – CD to update the action plan accordingly.**

The actions to complete within the plan were discussed in-depth during the board. AJ reiterated the need for board members to challenge but to also support the service to ensure that these recommendations following the inspection are continued to be met.

## Priority areas -

### **Page 5**

**Identify a partner in practice** – Wrexham YJS was identified as a good partner in practice and links have already been made. Amanda Turner, Carly Davies and Carl Matthews are visiting Wrexham on Friday 15<sup>th</sup> November.

**QA framework** – Has now been written in draft and will be brought to the board development day on the 12<sup>th</sup> December.

### **Page 6/7**

**Policies and Procedures** – An operational group was set up between NPT YJEIS and Swansea YJS to look joint working in relation to policies and procedures, this was felt to be currently unproductive as Swansea are currently in a different place in relation to progress on policies with NPT being further ahead. It was agreed at board that NPT should not be delaying in writing policies or procedures.

It was agreed by the chair of the board that we take the stance of where we can do them jointly then we should but it should be a two way process and use the operational group as a place to audit each other's policies to ensure they are fit for purpose. Mark Cox from the YJB advised the board that the two authorities could do the Case Management guidance jointly but corporate internal policies should be done independently

### **Page 7**

**Consultation and Engagement with young people** – As discussed in matters arising from previous minutes CM has agreed to be participation board member who will liaise with the YJEIS and their cohort and feedback when required to the board.

Since the last board in July the service has run a number of events with our young people which included an Emergency Services Fun Day, a Phoenix Fire course and most recently 'K9' a jointly run project with the Police which was very successful.

## ***Page 8***

**National Standards** – Reviewing of new priority standards has begun due to the YJB relaxing the 2013 National Standards which has resulted in all Youth Justice Services having to set their own priority standards. The management team are meeting on Friday 22<sup>nd</sup> November to discuss and carry out an audit of the standards and comparison of the old ones to then set new standards.

Mark Cox addressed the board that even if we operate at the old standards then we are already meeting standards.

AJ as chair of the board directed the service that the board would like more than just the minimum standards and that board members need to play a part in the decision making of the new set of standards.

**Action - National standards to be discussed with board members at the board development day.**

## ***Page 9***

**Review role and function of the prevention service** – The service has been attending other Social Services team meetings to promote the prevention service that we offer.

**Action – AT to write a brief paper around the Prevention Service and the clear criteria for referral into the service and bring to the next full board on January 14<sup>th</sup> 2020.**

## ***Page 10***

**To identify a premises for a resource centre** – A premises has been identified, it is currently occupied but they will be vacating the premises around February time. The plans for the service to use this building as their main office and intervention centre will need to go to committee first.

## ***Page 11***

**Work closely with SBUHB and CAMHS partners to ensure that we have adequate service provision for physical and emotional/mental health needs -**  
As discussed in matters arising the service has been working closely with SBUHB and will be submitting a progress report at the next board.

## **7. Performance Report**

The April – June 2019/20 performance report completed by the YJEIS was emailed out to all board members prior to the meeting. The performance report in question is based on Quarter 1 figures. Data for Quarter 2 has been submitted should have results by December this data will be brought to the board in January 2020.

Comments from the board were that they liked the summary front sheet but would like it to include a gender break down and age on the active intervention information. The board also liked the young person focus throughout the report.

**Action – Future report to include gender and age break down**

***Page 3 –***

AJ does not understand the 1000% percentage, Carl explained The YJB had indicated that the Q1 return for those receiving Education Training and Employment above statutory school age had increased from an average of 1.2 hours per week to 13.2 hours per week. This had been indicated by the YJB as 1000% increase from the start of the young people's intervention to the end of the intervention.

***Page 18***

Case load numbers - AD addressed the board that staff caseloads have now reduced as this was a concern at the last board with social workers carrying a very heavy case load. The appointment of two new social workers taking the total to five has helped in reducing this.

**Action – The chair of the board would like a meeting to be arranged to look at the suite of the YJEIS performance data – Chris Frey Davies Social Services and Michelle Davies SBHUB would be happy to meet with the service to see what this may entail. Developments to be brought back to the board in January.**

**Action – The board would like more information on Youth to Adult (Y2A) transition cases, this is of particular interest to the probation service.**

## **8. Swansea Bay University Health Board and NPT YJEIS Task and finish group Terms of Reference**

The terms of reference for the SBUHB and the NPT YJEIS task and finish group was including in the meeting for board members information.

**Action – The above word document that was included in the meeting agenda documents would not open, CD will re email around to board members.**

## **9. AOB**

The chair of the board addressed board members on their views of having development days in between the full board meetings as he felt full management boards needed to be more frequent than bi monthly and the importance of this happening.

AD responded that the development days will be held in between the full boards and although they will not be as formal as full boards they will be an opportunity for board members to meet with the service to discuss ongoing policies, procedures, developments etc. Board members agreed that these developments days would be beneficial.

Jade Theaker (JT) from the PCC office asked if there had been any developments in relation to ECM. AT informed her that she has arranged a meeting with the YJB in relation to this on the 18<sup>th</sup> November.

**Action – AT to pick this up with JT after the meeting.**

### **Date of next meeting:**

Tuesday 14<sup>th</sup> January 2020 – Full board meeting 9.30am Port Talbot Civic Centre, Committee Room 1/2.

# Action Log

## YOUTH JUSTICE SERVICE MANAGEMENT BOARD

**Date:** Thursday 7<sup>th</sup> November 2019

**Attendees:**

Dave Howes, Swansea Council (Chair)  
 Julie Thomas, Swansea Council  
 Jay McCabe, Swansea Council  
 Cllr Sam Pritchard, Swansea Council  
 Gavin Evans, Swansea Council  
 Helen Morgan-Rees, Swansea Council  
 Lisa Parker, Swansea Council  
 Carole Hopkins, Swansea Council  
 Mark Cox, YJB  
 Eirian Evans, Probation Service  
 Sarah James, Barod  
 Pat Duke, Barnardo's  
 Helen Woodward, Police  
 Jade Theaker, Police  
 Cllr Sam Pritchard, Swansea Council  
 Michelle Davies, Swansea Bay UHB  
 Heather Black, Swansea Council (Minutes - Swansea)

**Date of Next Meeting:** Tuesday 14<sup>th</sup> January 2020

No	Action/ Information	Details	Assigned To	Due Date	Comment/ Rationale
2. (i)	Improvement plan	Dates need to be amended accordingly if actions not completed within prescribed dates. (Agenda item 4)	JM	14.01.20	
2. (ii)	Data spreadsheet	Data spreadsheet to track risk/vulnerability to be made available to the board (Agenda Item 7)	JM	14.1.20	Philippa Elliott has designed the spreadsheet

No	Action/ Information	Details	Assigned To	Due Date	Comment/ Rationale
2. (iii)	Strategic Group to be set up	Partner agencies to look at specific needs of a challenging cohort  (Agenda Item 6)	JM	14.1.20	Terms of reference sent to Head of service to check through before task group set up
4. (i)	New National Standards	An extraordinary board meeting to be convened to explore in detail the new national standards	JM	Feb 2020	Team development session set up for January 2020 – to agree proposed standard and then take to board in March 2020
4. (ii)	Self Audit	self audit within the service which would help identify any potential gaps and subsequent work to be carried out to rectify any areas of under performance	JM	February 2020 – before the extraordinary board meeting	Self-audit to be agreed at the team development session
4. (iii)	Quality of assessment /reports	The Chair posed the question as to how the quality of the work is measured and consequently by what means the board will receive assurance that the quality is of an acceptable standard? The Chair suggested that the Performance Framework sets out a proposal to address this.  (Agenda Item 8)	JM	14.1.20	Performance report will include additional performance information  Performance framework is being developed – daft version to be provided to the board  Number of dip sampled cases/work QA timescales
4. (iv)	Induction Pack	This pack is being developed and on completion will be circulated to board members for signature.	JM	9.12.19	Sent out to board members

No	Action/ Information	Details	Assigned To	Due Date	Comment/ Rationale
4. (v)	Education – working group to be developed	<b>JM</b> reported he has sought advice from <b>HMR</b> in regarding developing a working group in relation to basic skills (literacy/numeracy) which would reaffirm a network of partners	JM	17.1.20	First working group set up for 17 <sup>th</sup> January 2020
4.(vi)	YP Management Board	Participation - On going work is being carried out by the team in relation to inclusion with young people and <b>JM</b> suggested that the establishment of a young person management board should be considered	JM	Feedback initially collated - ongoing	Phillipa Elliott
5.	Manager's report	All matters raised in the report should be incorporated into the performance report –  (Agenda Item 9)	JM	14.1.20	Sickness Asset plus performance Report timescales
6. (i)	Health	Senior Practitioner (Phillipa Elliott) will lead on tracking young people who require a mental health intervention. Time scales and clear pathways to be in evidence.	PE	14.1.20	Training to be provided to the staff on a number of different areas

### Other actions

- Policies to be submitted for the boards consideration