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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	30th July 2020	Agenda Item	3.4
Report Title	Update On Key External Partnerships		
Report Author	Joanne Abbott-Davies, Assistant Director of Strategy & Partnerships		
Report Sponsor	Siân Harrop-Griffiths, Director of Strategy		
Presented by	Siân Harrop-Griffiths, Director of Strategy		
Freedom of Information	Open		
Purpose of the Report	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.		
Key Issues	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.		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE the key external partnerships which Swansea Bay UHB works as a part of; • NOTE the issues discussed in these external partnerships and the implications for the Health Board; • NOTE the minutes of the recent partnership meetings which have taken place. 		

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 (now 'Swansea PSB Joint Committee')
- 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 many of external partnership meetings have been stood down, due to the COVID-19 pandemic, although many are starting to meet virtually again. As a number of partner organisations are seeing the demands on their services returning to pre-Covid levels there is increasing pressure on the Health Board to participate fully in partnerships again, which is causing some difficulties as the Health Board is still in response mode to the pandemic.

The following partnerships have not met:

- Swansea Community Safety Partnership, for which the most recent meeting was 17th January 2020 (last reported in the Update on Key External Partnerships in March 2020).

It should be noted that no reportable, approved minutes are yet available for the following meetings:

- Neath Port Talbot Community Safety Partnership, which had an extraordinary meeting on 4th June 2020.
- Neath Port Talbot Public Services Board, which took place on 4th March 2020.

2. KEY ISSUES

The following sections set out some of the key issues discussed at the external partnership groups which have taken place, 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 Neath Port Talbot Public Services Board

The most recent meeting of the Neath Port Talbot Public Services Board took place on 4th March 2020 with two extraordinary meetings held on the 21st May & 23rd June

2020. Minutes of these meetings are not available as they have not been formally approved by the PSB, however a summary of the main considerations for the Health Board, as provided by the Public Services Board Co-ordinator, are summarised as follows:

- **4th March 2020 meeting:** The main focus of the meeting was a report from the PSB Lead Officer giving recommendations on the way forward for the work of the Board. The Board had been asked to review the priorities and consider progress so far, and it was agreed that the PSB should take a place based approach focusing on three already agreed pilot areas. These are Briton Ferry and Melin, the Upper Amman Valley and Sandfields West. All well-being objectives will feed into the pilot areas and work-streams will be led by communities via an Asset Based approach. This was intended to build on the work already started by the Building Safe and Resilient Communities (BRSC) programme, which is on hold at the moment due to COVID-19. The Board also agreed to participate in Community Wealth Building which is being led by Welsh Government in collaboration with the Centre for Local Economic Strategies (CLES)
- **21st May 2020 meeting:** Short meeting at which the board agreed to lead on the multi-agency recovery planning for NPT. They also agreed to oversee a Community Impact Assessment in order to inform the planning. This includes a gathering of available data and a series of surveys to gain a clear picture of how COVID-19 has most impacted on communities in NPT.
- **23rd June 2020 meeting:** The Board were presented with the initial findings of the Community Impact Assessment (which the Health Board were involved in developing). The study was divided into four 'Pillars' in line with the Well-being Assessment - Social, Economic, Environment and Cultural. Key areas of concern were highlighted under these four pillars. It was agreed that the Community Impact Assessment work should continue as the situation changes. There will be an initial mapping of partnerships to ensure we have the rights forums to address the issues which will all be overseen by the PSB.

A further virtual meeting has been arranged for 30th July.

2.2 Swansea Public Services Board (now 'Swansea PSB Joint Committee')

The most recent meeting of the Swansea Public Services Board Joint Committee took place on 13th February 2020. Minutes attached at **Appendix 1**. The main considerations for the Health Board are summarised as follows:

- **Highlight Reports on Well-being Objectives Workstreams:** Highlight reports and risk logs were presented on the following:
 - Early Years - Swansea Bay University Health Board
 - Live Well, Age Well - Swansea Council
 - Working with Nature - Natural Resources Wales
 - Stronger Communities - Mid & West Wales Fire & Rescue Service

There were no risks identified for the Early Years work-stream. It was agreed that the PSB re-evaluate the priorities of the Strong Communities Work stream at the next Swansea PSB Partnership Forum. Councillor Rob Stewart stated that Swansea Council are in the process of drafting a Climate Change Strategy which he hoped partners would sign up to, and mentioned Swansea becoming the first Human Rights City in the UK.

The next meeting is due to take place on 13th August.

- **Wales Audit Office Report - Review of Public Services Boards**
As a result of the Wales Audit Office Report – Review of Public Services Boards and the 4 recommendations outlined in the report, work is to be undertaken in relation to a communications strategy and the involvement and input of citizens and stakeholders needing to be considered as part of this.
- **Critical Incident Group (CIG) Update**
An update in relation to the Critical Incident Group (CIG), which covered vulnerable street workers, Anti-Social Behaviour, Substance Misuse and violence across Swansea and Neath Port Talbot was given. An assessment showed a decrease of 37% in respect of anti-social behaviour and 47% reduction in violence with injury.
- **Poverty Truth Commission Update**
An update was provided on the first Poverty Truth Commission in Wales, hosted by Swansea Council for Voluntary Services (SCVS) and would have a 2 year life cycle, with a public launch around September / October and running until April 2022.

2.3 West Glamorgan Regional Partnership Board and its sub committees Adult, Integrated and Children & Young Peoples' Transformation Boards

The most recent meetings of the West Glamorgan's Adult, Integrated and Children & Young Peoples' Transformation Boards took place on 13th February 2020. Minutes are attached at **Appendix 2**. Emergency governance arrangements to support the management of services during COVID-19 were put in place at the outset of the pandemic, and have been approved previously by the Board. The main considerations for the Health Board are summarised as follows:

2.3.1 West Glamorgan Integrated Transformation Board

- **Funding Proposals**

The Board was presented with the outputs of the Social Care, Health & Housing Grant Panel meeting on Tuesday 11th February 2020, which reviewed the Integrated Care Funding for Capital 2020/21 proposals. Submitted schemes would be reviewed to ensure alignment between the capital and service planning priorities. The timescales for preparation of proposals was also a concern.

The Board were presented with the outputs of the Carers Partnership Grant Panel meeting on Tuesday 4th February 2020, which reviewed the Integrated Care Funding Carers and Welsh Government Carers funding proposals for 2020/21. An agreed Regional Carers Strategy is key to ensuring funding is directed to the most appropriate services, and this was in development. It was agreed to request that the organisations delivering local solutions partner with other organisations to deliver across the region, with the support of the Councils of Voluntary Services.

- **Digital Transformation & WCCIS**

The Board discussed the latest position with regard to the decision by NPT CBC to step away in the short term from the rollout of WCCIS in order to focus on the development of NPT systems and the integration of in-house service arrangements, with the planned launch of their new integrated model on Monday 27th April. Though the position from NPT was understood, the timeframes for returning to the regional development work and the

impacts of this approach (in particular, how the NPT systems would connect with the strategic objectives around WCCIS in the period until NPT move to the WCCIS solution) required further discussion

- **Early Years and Prevention**

It has been previously acknowledged that the Welsh Government approach does not align with the West Glamorgan principles for co-production and the spirit of regional collaborative working. It was noted that the advice was that funding should be more heavily weighted towards HB and PHW proposals, so it was agreed to initially prioritise the HB and PHW bids and then bids from Third Sector.

2.3.2 West Glamorgan Adult Transformation Board

- **Joint Funding Matrix**

The Commissioning for Complex Needs subgroup submitted a report to request the approval for a pilot phase for the Joint Funding Matrix. The historical packages of care for MH/LD/Complex Care are currently in discussion and require resolution.

- **Care Homes Strategy**

The development of the Care Homes Market Position Statement/ Care Homes Commissioning Strategy has been delayed due to limited capacity which has provided the opportunity to scope external expertise. The Board were asked to approve securing external resource to complete this work. It was recommended that Hospital 2 Home, the Care Homes Pooled Fund and Directed Enhanced Service (DES) for care homes be looked at as a whole.

- **Regional Dementia Strategy**

The Regional Dementia Strategy Group continues to work towards finalising the Dementia Strategy – priorities to be refined and agreed. Dementia funding applications 2020/21 (also existing 2019/20) have been subject to panel sift and recommendations were outlined. Not all of the funding has been allocated and there is a mismatch between NPT and Swansea bids with only 11% being received from NPT and only 21% respite bids overall. Support for carers made up 67% of bids.

- **Hospital 2 Home**

Pathway 1 has been rolled out across all wards. It was noted that there seemed to be a drop in hospital numbers since the implementation of H2H and early indicators show an improvement. The Board endorsed the request to support a review of the previous Hospital 2 Home Transformation Fund submission.

- **Transforming Mental Health Services**

Programme progressing which includes multiple multi-agency projects which all involve service user involvement. The Well-being and Mental Health Board requested to approve the merger of two separate projects within the Transforming Mental Health Services portfolio, namely Responding to Urgent Needs & Cluster Based Community Services, which was approved.

- **LD Strategic Planning Board Proposal**

The Board approved a proposal from the Health Board to establish a regional Learning Disabilities Strategic Planning Board as part of the West Glamorgan Transformation Programme.

- **Winter Pressures Plan**

A Revised Winter Pressures Plan, developed by a multiagency group who considered the current projects and their impact was presented and endorsed, including recommendations on how existing Winter Pressures projects could be scaled up through the allocation of the additional monies.

2.3.3 West Glamorgan Children & Young People's Transformation Board

- **Children and Young People with Complex Needs – Multi-Agency Framework PID**

The Board endorsed a restart of the implementation of the IPC Multi-Agency Framework for new packages of care commissioned for children and young people with complex needs to begin from 1st April 2020. Consideration would be given to setting up joint budgetary arrangements for the commissioning of placements with external providers. Financial planning will be required and to undertake active learning on the planning assumptions made to date. The aspiration is to set up a pooled fund.

- **Multi-Agency Placement Support Service**

The Board endorsed the MAPSS Project to be a regional service with regional delivery, with a Social Value methodology utilised to record outcomes.

- **Children and Young People's Emotional and Mental Health**

The Health Board reported that the project had achieved 4 out of 5 of the Child & Adolescent Mental Health Services' Welsh Government targets, with waiting times reduced from over 3 months to 2 weeks. Neuro Development Disorder services were currently unable to achieve performance target (80% of patient with NDD receiving a diagnostic/intervention within 26 weeks). This is an all Wales issue as referrals have increased significantly across Wales and is being addressed nationally.

2.4 Supporting People Regional Collaborative Group

The most recent meeting of the Supporting People Regional Collaborative Group took place on 2nd March 2020. Minutes attached at **Appendix 3**. The main considerations for the Health Board are summarised as follows:

- **The Regional Strategic Framework**

A Strategy Development Workshop was held on 24.02.20 by the West Glamorgan Partnership, to support the development of the Regional Strategic Framework. It was noted that, following the Social Care, Health & Housing Group Workshop (24th Feb), a draft 'Governance Arrangement for Housing' paper had been released and sent to the RCC on 26th Feb 2020 Both Local Authorities are currently developing their Local Housing Support Strategy as well as a Local Housing Strategy. It was noted that the 4-year Housing Support Strategy has to be submitted to WG in December 2020.

2.5 Substance Misuse Area Planning Board

The meeting of the Substance Misuse Area Planning Board scheduled for March 16th was cancelled, but an extraordinary meeting held on 23rd April 2020. The minutes are

attached at **Appendix 4**. The main considerations for the Health Board are summarised as follows:

- **Covid-19 Emerging Issues**

An assessment of risk has been carried out with service providers, based on the following issues:

- Guaranteeing continuity of care during the pandemic
- Ensuring the ongoing provision of drug treatment services in particular the maintenance of individuals on scripts
- Safety of staff in providing services
- Potential medication and equipment shortages
- Disruption to local illicit drug supply

The information provided showed that services are at present managing to deliver services and where risks were identified the mitigating actions that have been put in place provide assurances that service provision is delivering what is required.

- **PPE**

The group requested clarity regarding PPE when administering Naloxone, as guidance isn't clear around which table should be followed.

- **Criminal Justice Issues**

Illicit drug supply has been affected by COVID-19, due to ceasing of vehicles bringing supplies in, and as such prices are inflated. South Wales Police (SWP) have increased stop and search and warrants. SWP has reported that statistical data, compared to last year in the same period, has shown a reduction in overdoses however the deaths from overdoses has remained the same.

2.6 Neath Port Talbot Youth Justice and Early Intervention Services Management Board (YJEIS)

The most recent meeting of the Neath Port Talbot Youth Justice and Early Intervention Services Management Board took place on 5th June 2020. Minutes attached at **Appendix 5**. The main considerations for the Health Board are summarised as follows:

- **Health Provision Action Plan**

The Health Board reported that a Health and YJEIS Task and Finish group has been established across the Swansea Bay area with three meetings taking place. An action plan has been devised with the health provision recommendations discussed within those task and finish groups. This work had been put on hold due to Covid, but the Board agreed to restart the task and finish group so that the action plan can be revised and reworked on in line with the new social distancing guidelines.

The CAMHS single point of contact which was initially due to be rolled out in June was introduced early due to Covid. This is now available to advise all professionals as well as young people and their families in need of emotional and mental health support. The single point of contact phone line is available Monday to Friday 9am-5pm and can offer advice on emotional and mental health support, consultations, signposting to other agencies, referrals and triage.

These updates were well received.

- **NPT YJEIS COVID-19 Contingency Plan**

The Youth Justice Board requested that all Youth Justice Services were to write a COVID-19 Contingency Plan which would then take the place of the annual Youth Justice Board plan

2.7 Swansea Youth Justice Management Board

The most recent meeting of the *Swansea Youth Justice Management Board* took place on 18th June 2020. Minutes are attached at **Appendix 6**. The main considerations for the Health Board are summarised as follows:

- **Offending Rates**

There have been instances where young people have broken the lockdown rules and some have been offending, however as the courts have not been in operation, there will potentially be a backlog of cases to be dealt with in court.

- **Contextual Safeguarding**

A positive piece of work has been conducted with 3 local schools, which has resulted in referrals into the YJS and it is the intention that this will be rolled out to other local comprehensive schools.

- **Health service provision for young offenders**

The Health Board gave an update, as outlined in 2.6 above which was well received.

3. RECOMMENDATIONS

Members are 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.

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	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"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	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"/>
Health and Care Standards		
<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"/>
Quality, Safety and Patient Experience		
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.		
Financial Implications		
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.		
Legal Implications (including equality and diversity assessment)		
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.		
Staffing Implications		
There are no staffing implications associated with this report or the plans outlined within it.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
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.		
Report History	This Board considered a previous Partnership Report Update on 26 th March 2020.	
Appendices	Appendix 1 Swansea Public Services Board Joint Committee (13th February 2020) Minutes Appendix 2 West Glamorgan Regional Partnership Board and its sub committees Integrated, Adults and Children & Young People's Transformation Boards (13th February 2020) Minutes	

	<p>Appendix 3 Supporting People Regional Collaborative Group (2nd March 2020) Minutes</p> <p>Appendix 4 West Glamorgan Substance Misuse Area Planning Board (23rd April 2020) Minutes</p> <p>Appendix 5 Neath Port Talbot Youth Justice and Early Intervention Services Management Board (5th June 2020) Minutes</p> <p>Appendix 6 Swansea Youth Justice Management Board (18th June 2020) Minutes</p>
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Minutes of the Swansea Public Services Board Joint Committee

Committee Room 6, Guildhall, Swansea

Thursday, 13 February 2020 at 3.00 pm

Present: C E Lloyd (Chair) Presided

Mark Brace, Police & Crime Commissioners Office
Jan Curtice, Mid & West Wales Fire & Rescue Service
Sian Harrop-Griffiths, Swansea Bay University Health Board
Adam Hill, Swansea Council
Peter Jordan, Natural Resources Wales
Alun Michael, Police and Crime Commissioner
Gareth Morgan, South Wales Police
Rob Stewart, Swansea Council
Roger Thomas, Mid & West Wales Fire & Rescue Service
Emma Woollett, Swansea Bay University Health Board

Also Present:

Leanne Ahern, Swansea Council
Kris Kingsley, Mid & West Wales Fire & Rescue Service
Allison Lowe, Swansea Council
Philip McDonnell, Swansea Environmental Forum
Anthony Richards, Swansea Council

Apologies for Absence

Amanda Carr, Swansea Council for Voluntary Service
Karen Cornish, Welsh Government
Martyn Evans, Natural Resources Wales
Joanna Maal, South Wales Police
Deanne Martin, HM Prison & Probation Service
Phil Roberts, Swansea Council
Mark Wade, Health & Housing Group

22 Welcome.

Councillor Clive Lloyd, Joint Chair welcomed everyone to the meeting and introductions were made.

23 Disclosures of Personal & Prejudicial Interest.

No declarations were made.

24 Minutes.

Agreed that the Minutes of the Swansea Public Services Board Joint Committee held on 17 October 2019 be approved and signed as a correct record.

Matters Arising:

Item 19 "Update from Critical Incident Group – High Street, Swansea"

Alun Michael, Police & Crime Commissioner set out the importance and wider Welsh context in relation to the issues highlighted by the Critical Incident Group (CIG) at a Joint Public Services Board (PSB) between Swansea & Neath Port Talbot on 15 January 2020.

Assistant Chief Constable Jeremy Vaughan presented a paper on behalf of the Chief Constable indicating that even though targeted action had been taken, it was clear that they were not having the required impact and not solving the problem. Mr Michael stated that Swansea and Neath Port Talbot were 2nd and 3rd after Blackpool in relation to drug related deaths in Wales.

The Ministers took their concerns on board, however Karen Jones, Neath Port Talbot (NPT) and Joanna Maal, South Wales Police (SWP), Chairs of the Area Planning Boards had been tasked to progress the issues on an "All Wales" basis.

Mr Michael made a plea for Swansea PSB to regard this item higher on its agenda and work together to progress the work in relation to:

- Substance Misuse;
- ACE's;
- Mental Health;
- Violence against women and girls.

He outlined details of the "DRIVE" scheme – an innovative approach to high-harm perpetrators of domestic abuse. Rhondda Cynon Taff and Merthyr would be undertaking the first pilot with Cardiff the second. The scheme would be extended to Swansea and Neath Port Talbot towards the second half of the next financial year.

It was acknowledged that when the local wellbeing assessments for the Future Generations and Wellbeing Act had been drafted, the partners had been unaware at that time of the huge amount of work involved and that had resulted from the CIG. It had however highlighted the flexibility of the partners and their ability to react to and work together at short notice in order to address the problems being encountered.

Action – Adam Hill to liaise with Karen Jones and Joanna Maal & Angharad Metcalfe (Police Crime Commissioner's Office) and relevant information to be circulated to the Public Services Board Joint Committee.

25 Update on Actions from Previous Meeting.

Councillor Clive Lloyd, Joint Chair reported on the actions from the last meeting held on 17 October 2019.

- Climate Change Scheme – documentation not circulated as work ongoing with potential opportunity for tendering for climate change Phase 2 project. Further discussions to take place in the Working with Nature workstream and update be provided at future PSB Joint Committee;
- Pooled Budgets – item to be closed until the need arises;
- Review terms of reference for RPB & PSB – various meetings held, table top exercise to be undertaken and paper to be submitted to future meeting in relation to items that could be collaborated on;
- Ash dieback – Peter Jordan reported that Natural Resources Wales and Swansea Council had been working together in respect of the Ash Dieback Programme. If any other Partners wished to be involved they should let him know. If required, an update on progress could be reported to a future meeting.

Agreed that the actions be noted.

26 Public Question Time.

Mr Perrot asked 2 questions in relation to funding in respect of Nature and Climate emergencies and the duties imposed by the Flood and Water Management Act and how the Capital funding apportioned to the 5 strands in the National strategy for the Swansea PSB area.

Peter Jordan, Natural Resources Wales provided a comprehensive verbal response to Mr Perrot.

27 Highlight Reports on Well-being Objective Workstreams.

Each of the Objective Leads provided an update on:

- Early Years – Sian Harrop-Griffiths stated there were no risks identified for this workstream ;
- Live Well, Age Well;
- Working with Nature;
- Strong Communities – a discussion ensued regarding the issues outlined in both the Highlight Report and Risk Log. It was acknowledged there was a need to re-evaluate both the work and the priorities and noted that the issue was not unique to Swansea PSB. There was frustration around the pace around what the PSB was doing and whether it added value. Whilst the PSB had the appetite to change, working towards a single structure with more partnerships but fewer meetings would be beneficial. The WLGA could help to rationalise the structure. It was also hoped the new Local Government and Elections (Wales) Bill would assist.

Councillor Rob Stewart stated that Swansea Council were in the process of drafting a Climate Change Strategy which he hoped partners would sign up to. He also mentioned Swansea becoming the first Human Rights City in the UK and suggested this be an agenda item for the next Joint Committee.

Agreed that:

- 1) The updates be noted;
- 2) The PSB re-evaluate the priorities of the Strong Communities Work stream in the next Swansea PSB Partnership Forum scheduled for 12 May 2020. A preparation meeting would be held the following week if partners wished to be involved. Partners were also requested to suggest a venue for 70-100 people – information should be sent to the PSB Support Officer.
- 3) Human Rights City be placed on the agenda for the next PSB Joint Committee.

28 Joint Committee Risk / Issue Log.

Councillor Clive Lloyd, Joint Chair presented the Joint Committee Risk Log.

Agreed that the Joint Committee Risk / Issue Log be noted.

29 Wales Audit Office Report - Review of Public Services Boards.

As a result of the Wales Audit Office Report – Review of Public Services Boards, Adam Hill and Sian Harrop-Griffiths had produced a discussion paper to consider the 4 recommendations outlined in the report.

Adam Hill stated that Swansea PSB was in a relatively good place, however there was still some work to be undertaken in relation to a communications strategy and the involvement and input of citizens and stakeholders needed to be considered as part of each work stream.

Sian Harrop-Griffiths informed the Committee that Neath Port Talbot PSB were setting up a Citizens Panel, which would be a good starting point.

Agreed that the report be noted.

30 Climate Emergency - Welsh Government Capital Funding for Nature and Climate Emergencies / Natural Resources Wales Grant Programmes. (Discussion)

Pete Jordan provided brief details of the Welsh Government Capital Funding for Nature and Climate emergencies / Natural Resources Wales Grant Programmes.

He stated he would provide a more comprehensive report to a future Swansea PSB meeting to outline exact details once they had been formally received.

Agreed that:

- 1) The verbal update be noted:
- 2) Further funding details be reported to the PSB Joint Committee once they had been formally received.

31 Feedback from Public Services Board Scrutiny Performance Panel - 5 February 2020. (Verbal)

Councillor Clive Lloyd, Joint Chair provided a verbal update in relation to the Public Services Board Scrutiny Performance Panel held on 5 February 2020.

Sian Harrop-Griffiths, Adam Hill and Councillor Lloyd had attended the Panel meeting to answer questions on both the Early Years and Live Well, Age Well work streams.

They stated it was a positive meeting which highlighted that the Partnerships were working well, inclusive and good working relationships had been forged.

Agreed that the verbal update be noted.

32 Joint Public Services Board Update. (Verbal)

Item already discussed in Minute 24 "Minutes of the last meeting".

33 Critical Incident Group (CIG) Update. (Verbal)

Adam Hill provided a verbal update in relation to the Critical Incident Group (CIG) as follows:

- Covered vulnerable street workers, Anti-Social Behaviour, Substance Misuse and violence;
- Assessment showed a decrease of 37% in respect of anti-social behaviour and 47% reduction in violence with injury;
- Adam Hill & Superintendent Gareth Morgan had visited University of Wales Trinity St. David's to talk to Law students – feedback that students now felt safer in High Street;
- South Wales Police considering bi-monthly meetings with residents and local businesses;
- Consider public session annually to means test;
- BAROD outreach project working alongside the SWAN project and officers from Operation Jaeger;
- Extension of needle exchange now available from the SWAN project van;
- Vacant units at top of High Street would be managed and used as "safe spaces";
- City Centre Ranger appointed for High Street;
- Positive news regarding restoration works on the Palace Theatre.

It was highlighted that this was a good example for the "Strong Communities" work stream even though it was achieved through a different methodology.

Agreed that the update be noted.

34 Poverty Truth Commission Update. (Verbal)

Anthony Richards, Poverty and Prevention Strategy and Development Manager provided a verbal update on the Poverty Truth Commission.

He stated it would be the first Poverty Truth Commission in Wales and would:

- Bring about change, change communities, organisations, behaviours and attitudes towards poverty and take action to tackle it;
- Bring together key decision makers with people who have direct lived experience of poverty to form a group of 30 Commissioners, 15 Civic / Business and 15 Community Commissioners;
- Create a safe space for Commissioners to meet together, build relationships, trust and confidence in each other;
- Identify key issues they will work on together, over a limited timescale, guided by the experiences of the Community Commissioners. (Timescale from Public Launch to Closing Event / Final Report publication - 18 months);
- Ensure that those affected by decisions are central to decision making.

The Commission would have a 2 year life cycle. The first six months would involve establishing the facilitation team, testifying Commissioners and identifying the key issues that the Commission will prioritise to work on, which influences who will be invited to be the Civic and Business Commissioners.

This would be followed by a public launch, around September / October which would mark the start of the commission and its 18 month process. A report would be produced at the end of the process to communicate the outcomes and impacts.

The start-up group to date had commenced:

- Selecting a host organisation (Swansea Council for Voluntary Services (SCVS));
- Secured sufficient funding (partly achieved but there was still a funding gap of £40k);
- Recruiting the Facilitation Team (in place by April 2020).

The Commission would run until April 2022.

Agreed that the update be noted.

35 Swansea Public Services Board Annual Report.

Adam Hill reminded partners that the Annual Report would need to be completed soon.

A template would be circulated, however any examples, pictures or case studies to be forwarded to Leanne Ahern, PSB Support Officer in the next fortnight.

Action:

- 1) All partners to forward examples, pictures or case studies to Leanne Ahern, PSB Support Officer within the next fortnight.

The meeting ended at 4.40 pm

Chair

West Glamorgan Integrated Transformation Board Meeting Notes



Date of Meeting	13 th February 2020
Time	11.00 – 1.15
Attendees	Sian Harrop-Griffiths (Swansea Bay University Health Board), Gaynor Richards (Neath Port Talbot CVS), Amanda Carr (Swansea CVS), Nicola Trotman (West Glamorgan), Sarah Lakenby (Swansea), Kelvin Jones (Citizen Representative), Linda Jagers (Carers Representative), Dave Howes (Swansea), Alex Williams (Swansea), Hilary Dover (Swansea Bay University Health Board), Lee Cambule (West Glamorgan), Tracey Bell (West Glamorgan), Ian Austin (West Glamorgan), Karen Berell (Citizen Representative), Michelle Davies (Swansea Bay University Health Board), Angela Thomas (Neath Port Talbot CBC)
Apologies	Kelly Gillings (West Glamorgan), Joanne Abbott-Davies (Swansea Bay University Health Board), Andrew Jarrett (Neath Port Talbot CBC), Angela Thomas (Neath Port Talbot CBC), Julie Thomas (Swansea), Mark Wade (Swansea),

Agenda Item	Discussion	Actions / Decisions	Action For
1. Welcome, introductions and apologies	Introductions were made and apologies given.		
2. Declarations of Interest	Clarification regarding declarations of interest was sought again. Members of the Board must declare in interest in relation to any decisions required on any agenda items		
3. Minutes of Last Meeting	Agreed as an accurate account of the meeting		
4. Action Log	Social Care, Health and Housing – NPT Children’s representative details to be emailed to Lee Cambule ahead of next meeting of the Social Care, Health and Housing Group	Action: Representative from CYP Services to be confirmed	AJ
	Carers Partnership – Agreed West Glamorgan Programme Office, in conjunction with partners and citizens, could look to develop future processes to ensure that the third sector	Action: Included in work plan. Close action	LFC

Agenda Item	Discussion	Actions / Decisions	Action For
	element is always considered in the development of future models.		
	Social Care, Health and Housing – Capitalise revenue costs which utilises capital spend	Action: WG confirmed revenue costs for officers involved in the development of the capital schemes can be capitalised. Close action	LFC
	Social Enterprise Dom Care Business Case – Confirmation of finances to be brought back to the next Board meeting – on agenda	Action: Close action	LFC
	Social Enterprise – Business Case – Updated version of Business Case to be completed with comments raised by Board members - on agenda	Action: Close action	LFC
	Social Care, Health and Housing – Board members agreed that the Opinion Research Services Report be brought to the next Board meeting - awaiting an amended report from ORS	Action: Chase amended report	LC
	Coproduction Group – Board members agreed that CVSs could support Kelvin in linking with other citizen networks across the region - being picked up as part of recruitment work	Action: Pick up as part of recruitment work	LC
5. Social Care, Health and Housing	<p>Funding Proposals</p> <p>The Board were presented with the outputs of the SCH&H Grant Panel meeting on Tuesday 11th February 2020, which reviewed the ICF Capital Fund 2020/21 MCP proposals. An application process for submitting Expressions of Interest for MCP funding 2020/21 was circulated via the SCH&H Group and the three Transformation Boards.</p>		
	The Board raised concerns that the proposals which had been submitted did not reflect the true priorities for capital investment. Not only were the number of proposals low, there appeared to be a disconnection between capital planning and service planning that means the proposals did	Action: Schedule a telephone / skype call between JAD, LC, HD, AC and Karen Berell to agree the next steps	LC

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>not align with regional needs; for example, commissioning for adults with complex needs is a key theme yet no proposals were deemed to be addressing this area. It was noted that there were no identified additional supported living schemes in Swansea or NPT however there was a small cohort of people with very complex needs where it is difficult to find accommodation solution.</p> <p>It was noted that the short timescales would have hindered the ability of organisations to develop applications for schemes.</p> <p>Cash flow issues for Third Sector schemes was also raised as an issue given organisations need to wait for the draw down of capital. It was also noted that due diligence processes need to be in place given some organisations would not have sufficient cash flow in order to manage a sizable capital project.</p> <p>The Board accepted that administration of the ICF Capital programmes is complex (given short timescales and Welsh Government deadlines) and the lack of a regional strategic framework was a key factor but to ensure we are confident of investing in the right proposals for the final year of the current ICF Capital programme, an urgent review was needed.</p> <p>Clarification needed as to whether the North Hub scheme is going to proceed and be completed by 31st March, given there is just over £1m allocated to the ICF capital funding. AW confirmed she was confident the scheme would be delivered in 1 financial year and would submit a change request. Clarification of the legal issues and future key milestones to be confirmed by 2nd April for the next Integrated Board.</p>	<p>Action: NT to raise cash flow issues in relation to Third Sector organisations when waiting to draw down of capital.</p> <p>Action: Review due diligence processes to ensure Third Sector organisations have plans in place to manage the capital schemes in line with the current draw down processes.</p> <p>Action: Receipt of the change request and confirmation of the future milestones by next Integrated Board</p>	<p>NT</p> <p>NT</p> <p>AW</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>In relation to the DCP funding position, the agreement at the last Board meeting was that no new schemes would be sought and the Grants Panel would review the 2019/20 list of schemes with a view to continue delivery until March 2021 (subject to confirmation that the schemes support our priorities and delivery the intended outcomes). 10 existing schemes were reviewed however the SCH&H Group determined that this process did not reflect a fair and open process, therefore recommended to the Board <u>not</u> to accept the existing schemes to continue delivery for 2020/21.</p> <p>The Board discussed the risk about continuing to fund existing schemes, which would just give us what we currently get and may not be aligned with our current priorities. However, the timescales involved did not favour starting a new application process at this time. It was accepted that this meeting was not the right forum for discussion on the details, it is important that any such process is consistent, fair and transparent</p>	<p>Action: Agreed to not continue delivery of the existing DCP and consider the process for DCP funding for 2020-21, to be discussed as part of the Skype / telephone call being arranged between identified key members</p>	<p>LC</p>
	<p>Highlight Report</p> <p>The Highlight Report was presented with an update on the progress in development of the Regional Strategic Framework; a risk was escalated concerning stakeholders support for this work and the Board were asked to acknowledge the priority of this framework, to support communication and engagement activities. The Board discussed the need for a clear steer from RPB that provides specific regional priorities around needs and infrastructure.</p> <p>Noted it would be useful to have more senior representatives in the initial Steering Group meetings in order to provide the strategic direction.</p>		

Agenda Item	Discussion	Actions / Decisions	Action For
		Action: Consider inclusion of senior representatives in the initial Steering Group meetings.	LC / JAD
	<p>Governance of SCH&H / RCG</p> <p>An additional paper was submitted relating to the governance of both SCH&H and the new Regional Collaborative Group which provides a function for administration of the Housing Support Grant. New guidance was issued by Welsh Government on the RCG function on Tuesday 11th February and a recent report had been issued by the existing Regional Collaborative Committee to consider the alignment of the two groups.</p> <p>The Board discussed the need to review these governance arrangements as a priority action as the new RCG function will come into effect from 1st April 2020. This was in light of the issues that SCH&H were already finding around the size of the group and the difficulties in gaining momentum for the development of the Regional Strategic Framework. While it was felt that there would be issues if the two groups were kept separate (e.g. the number of meetings for the same people addressing related issues), conversations were required with the Chairs of both groups to identify suitable governance arrangements to be endorsed by RPB</p>	Action: A focused group meeting to define the proposed governance arrangement was required before the next SCH&H Group	LC
	It was noted that the Terms of Reference for the SCH&H Group was still under review and while it is likely to be amended as a result of the reviewed governance arrangements, there was a general call for all the Terms of Reference across the Integrated Transformation Programme to either be finalised/baselined or a date to be scheduled for completion	Action: A date for sign off of the Terms of Reference be agreed ahead of the next Board meeting	LC

Agenda Item	Discussion	Actions / Decisions	Action For
6. Carers	<p>Funding Proposal</p> <p>The Board were presented with the outputs of the CPB Grant Panel meeting on Tuesday 4th February 2020, which reviewed the ICF Carers and Welsh Government Carers funding proposals for 2020/21. This opportunity was split between ICF (£200k) and Welsh Government (£129k) up to 31st March 2021. An application process for submitting proposals for both funding opportunities was run through the CPB between Monday 13th January and Friday 27th January 2020. It should be noted that at the time of this meeting, confirmation of the Welsh Government funding for 2020/21 was still pending and the application process had proceeded at risk.</p>		
	<p>The Board raised concerns that, similarly to the Capital process, this funding application approach had not produced the type of proposals that aligned with our true priorities for the region. Only 3% of the proposed funding profile is allocated on a regional basis and the schemes did not reflect what carers have expressed they need in terms of support through these funding opportunities (for example, only 14% of the funding was going towards Respite-related schemes, one of the biggest priorities for carers). The absence of a clearly defined Regional Carers Strategy was raised as a key issue and there was some discussion about the pragmatism of the situation we are in at this time (it would be difficult to justify not proceeding with schemes that had complied with our process, regardless of our concerns with the degree of clarity around the priorities within the process)</p>		
	<p>However, the Board strongly felt it would be difficult to justify accepting the proposals recommended for approval given the impact on our citizens. The suggestion was made that as part of the conditions for approving some of these schemes, we</p>	<p>Action: Re-review the submitted schemes for approval</p>	<p>NT</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>could challenge the organisations delivering local solutions to partner with other organisations to deliver across the region. This may result in an increase in costs but in the absence of being able to fund schemes driven by priorities that are determined by our regional business intelligence, this may allow the proposed solutions to achieve 'regionalised' outcomes.</p> <p>CVSs confirmed they would make a commitment to work with Third Sector organisations to bring organisations together to consider how we ensure regional coverage in priority areas by working collaboratively with others in the future.</p>	<p>Action: NT to link in with CVSs to consider how Third Sector organisations are brought together to ensure regional coverage in future.</p>	<p>NT / AC / GR</p>
	<p>Highlight Report</p> <p>The Highlight Report was presented with an update on the progress in development of the Regional Carers Strategy, approval of the Terms of Reference for CPB, and the recruitment of a Carers Development Co-ordinator (the post has been vacant since September 2019). A risk was escalated concerning the potential that the vacant role could not be filled as this was the third recruitment campaign however it was reported in the meeting that there were currently three applications being sifted and this risk was likely to reduce as a result.</p>	<p>Action: Terms of Reference be signed off ahead of the next Board meeting in April</p>	<p>LC</p>
<p>7. Research, Innovation and Improvement</p>	<p>Highlight Report</p> <p>The Highlight Report was presented with an update on the recruitment of the Hub Manager and Data Analyst, both of whom have been appointed and will have started by Monday 24th February 2020.</p>		
	<p>Project Initiation Document and Project Plan</p> <p>Draft Initiation and Plan documents were presented with one query about who the senior lead for the project would be; it</p>	<p>Decision: Project Initiation Document and Project Plan approved with one amendment regarding the senior lead</p>	

Agenda Item	Discussion	Actions / Decisions	Action For
	was pointed out that the original funding proposal listed the West Glamorgan Programme Director as the lead and this would be reflected in the approved documents		
8. Finance Report 2020/21	Nicola Trotman gave a brief update to the Board Due to the uncertainty of the full funding picture, it was agreed to review allocations at the end of Adults Board when a complete picture would be available.		
9. Award of Funding in Relation to RPB Continuous Engagement Programme and Capacity	The Board were informed that the purpose of the funding of £40,000 for 2020-21 is to support the wider continuous engagement performance and capacity of the Regional Partnership Board. RPBs will be expected to support the action in A Healthier Wales for a joined up and multi-year 'future health and care' engagement programme		
	The Board was asked to agree the draft proposal to submit to Welsh Government, noting that Swansea Council would act as banker	Decision: The Board agreed the draft proposal for submission to Welsh Government with Swansea Council acting as banker	
10. Transformation Programme	Cluster Whole System Approach and Our Neighbourhood Approach The Board were presented two Highlight Reports as an update on the progress of the Transformation Fund programmes. Two risks were escalated for noting; that recruitment of the replacement Principal Project Manager for CWSA was on ongoing which represented potential risks at a critical point in the delivery of the programme; and a risk had been escalated through the CWSA programme governance regarding the high number of programme meetings taking place across clusters		
	Feedback on the Transformation Fund Regional Mid-Point Evaluation Report		

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>The Board were presented with a letter from Welsh Government in response to the recent submission of the Mid-Point Evaluation Report by RSM Consulting. The feedback from Welsh Government was largely positive and the outstanding issues that were highlighted would be raised through the Transformation Programme Operational Group, alongside the five recommendations raised by RSM during the review</p>		
<p>11. Co-production Group</p>	<p>The Board were presented with a Highlight Report and asked to note the progress being made in the recruitment of citizens and carers representatives, as well as the continuing positive work on embedding co-production principles across the region. It was noted that at a recent RPB Learning Event in Cardiff, it was commented that the West Glamorgan region had received positive feedback for its progress in its work with co-production and its priority on the regional agenda. The next Citizens Forum has also been scheduled for Wednesday 1st April in Gorseinon, Swansea</p>	<p>Action: Terms of Reference to be approved ahead of the next Transformation Board meeting on 2nd April</p>	<p>LC</p>
<p>12. Digital Transformation and WCCIS</p>	<p>The Board were presented with a Highlight Report and asked to note the progress being made in the development of the Regional Digital Strategy (which will be added to the Board agenda in April 2020) and the continued work around planning and implementing WCCIS in the region.</p>	<p>Action: Regional Digital Strategy to be added to the agenda for the Board on 2nd April</p>	<p>LC / SL</p>
	<p>The Board discussed the latest position regards to the decision by NPT CBC to step away in the short term from the rollout of WCCIS in order to focus on development NPT systems and the integration of in-house service arrangements, with the launch of their new integrated model on Monday 27th April. Though the position from NPT was understood, the timeframes for returning to the regional development work</p>	<p>Action: A formal definition of the NPT position on WCCIS implementation to be issued</p> <p>Action: Directors to meet to discuss the impact of the revised approach to implementing WCCIS in NPT</p>	<p>AJ</p> <p>AJ, DH, SHG</p>

Agenda Item	Discussion	Actions / Decisions	Action For
	<p>and the impacts of this approach (in particular, how the NPT systems would connect with the strategic objectives around WCCIS in the period until NPT move to the WCCIS solution) required further discussion. Although the benefits of WCCIS being 'ready made' for easy service integration were acknowledged, it was a key requirement for the regional approach to be consistent, open and transparent. It was also pointed out that the regional Implementation Group is not just focused on WCCIS implementation as it also facilitates the Digital Strategy development and the wider regional approach to digital transformation so NPT CBC were asked to continue their involvement in this group during this busy period</p>		
13. Social Enterprise	<p>Highlight Report The Board were presented with a Highlight Report and asked to note the progress being made in the implementation of the Social Enterprise Support Project. Work has started on the Foundational Economy funding across the region but this is still in the early stages</p>		
	<p>Business Case Following the submission of the draft business case for the continuation of the two posts (1 hosted by SCVS, 1 hosted by NPT CVS) up to March 2021 at the Integrated Transformation Board in December, an updated version of the document was reviewed by the Board with updated financial information and additional evidence of the work produced by the project to date</p>	<p>Decision: The Board approved the updated Business Case</p>	
14. Social Value Highlight Report	<p>The Board were presented with a Highlight Report and asked to note the progress being made in the implementation of the Social Value Forum, with the next event scheduled for Wednesday 25th March 2020 featuring a workshop on co-</p>	<p>Action: Terms of Reference to be approved ahead of the next Transformation Board meeting on 2nd April</p>	LC

Agenda Item	Discussion	Actions / Decisions	Action For
	production facilitated by members of the regional Co-production Group		
15. Programme Plan on a Page Programme Risk Log	<p>The draft Integrated Programme Plan on a Page and Risk Log were presented to provide members with an overview of the programme management tools. It was noted that the Programme Plan on a Page was particularly useful in presenting a summary of the scope and work of the programme and its constituent workstreams.</p> <p>A discussion on the use of the Risk Log to escalate key risks to the Board was held, where it was highlighted that a regional approach to defining and managing tolerances would inform how the risk escalation processes would work.</p>		
16. Early Years and Prevention	<p>A verbal update was given on the latest position with the Early Years & Prevention proposals. The Board agreed that it was important that the multi-agency agreement relating to these proposals was captured in writing for traceability, as it has been previously acknowledged that the Welsh Government approach goes against the principles for co-production and the spirit of regional collaborative working.</p> <p>Noted the advice that should be more heavily weighted towards HB and PHW proposals, so agreed to initially prioritise the HB and PHW bids and then bids from Third Sector to address rebalance in difference in ICF %.</p> <p>Discussion took place around another pot of WG Early Years funding and noted it would be beneficial to bring this into the West Glamorgan Partnership space.</p>	<p>Decision: Agreed to initially prioritise the HB, PHW and Third Sector schemes in the plan.</p> <p>Action: NT to circulate final spreadsheet to EY&P Group members.</p> <p>Action: AJ to write a letter as Chair of CYP Board</p>	<p>NT</p> <p>AJ</p>

Date of Next Meeting: 2nd April 2020

**West Glamorgan
Adults Transformation Board
Meeting Notes**



Date of Meeting	13 th February 2020
Time	2.00 – 5.00
Attendees	Dave Howes (Swansea), Nicola Trotman (West Glamorgan), Andrew Jarrett (Neath Port Talbot CBC), Hilary Dover (Swansea Bay University Health Board), Gareth Howells (Swansea Bay University Health Board), Jo Abbott-Davies (Swansea Bay University Health Board), Alex Williams (Swansea), Gareth Bartley (Swansea Bay University Health Board), Janet Williams (Swansea Bay University Health Board), Craige Wilson (Swansea Bay University Health Board), (Gaynor Richards (Neath Port Talbot CVS), Amanda Carr (Swansea CVS), Linda Jagers (Carers Rep), Kelvin Jones (Citizen Rep), Melanie Blake (West Glamorgan), Ian Austin (West Glamorgan), Kate Kinsman (West Glamorgan), Alex Tincombe (West Glamorgan), Sarah Smith (Swansea Bay University Health Board)
Apologies	Kelly Gillings (West Glamorgan), Dai Roberts (Swansea Bay University Health Board), Sian Harrop-Griffiths (Swansea Bay University Health Board)

Agenda Item	Discussion	Actions / Decisions	Action
17. Welcome and Apologies	Apologies were noted		
18. Declarations of Interest	There were no declarations of interest		
19. Minutes of Last Meeting	The minutes were agreed as accurate		
20. Action Log and Outstanding Actions	1. Citizen Rep: Citizen reps to be recruited in the New Year In progress	Action: Close action	LFC
	2. Optimum Model The group has not met recently, given resource has been allocated to Hospital 2 Home. NT to pick up with AW On agenda	Action: Close action	LFC
	3. Optimum Model – review of Optimum Model for Intermediate Care Services On agenda	Action: Close action	LFC

Agenda Item	Discussion	Actions / Decisions	Action
	<p>4. Commissioning for Complex Needs Business Case – review the brokerage process with partners Work ongoing but will be complete by April</p> <p>5. Commissioning for Complex Needs Business Case – Revenue Costs – on agenda</p> <p>6. Commissioning for Complex Needs – LD & MH Arrangements – escalate concerns regarding Packages of Care for people with complex needs On agenda</p> <p>7. Social Enterprise – Older People Programme Social Enterprise for Domiciliary Care Pilot for NPT – to be linked through Keep Me at Home Workstream On agenda</p> <p>8. ICF – Future ICF Funding Update Report – Crest Recovery Model – confirmed as part of the Mental Health Programme</p> <p>9. ICF – Future ICF Funding Update Report – ICF Red Bag Schemes – on agenda</p> <p>10. Wellbeing and Mental Health – Highlight Report Slippage On agenda</p> <p>11. Hospital 2 Home – Endorsement of Project Initiation Document and Programme Plan – individuals to be identified</p>	<p>Action: Bring to next Adults Board meeting in April</p> <p>Action: Close action</p> <p>Action: Close action</p> <p>Action: Close action</p> <p>Action: To be picked up by Gareth Howells</p> <p>Action: Close action</p> <p>Action: Close action</p> <p>Action: Completed, close action</p>	<p>MB</p> <p>LFC</p> <p>LFC</p> <p>LFC</p> <p>GH</p> <p>LFC</p> <p>LFC</p> <p>LFC</p>
<p>5. Commissioning for Complex Needs</p>	<p>Highlight Report Janet Williams and Melanie Blake briefly updated the Board and noted concerns that NPT were withdrawing from the brokerage service.</p> <p>It was confirmed by Andrew Jarrett that NPT had no intentions of withdrawing but noted that NPT was not happy with the current process.</p>		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Melanie Blake confirmed that the review was ongoing and would be complete in time for sign off at the next Board meeting in April.</p>	<p>Action: Any issues arising regarding the review to be escalated via email immediately</p>	<p>MB</p>
	<p>Joint Funding Matrix The Commissioning for Complex Needs subgroup submitted a report to request the approval for a pilot phase for the Joint Funding Matrix.</p> <p>The historical packages of care for MH/LD/Complex Care are currently in discussion and requires resolving. It is necessary to complete this piece of work before moving on to any new process for deciding on a method of determining the joint funding of packages of care, as this will re-focus the work. A subgroup to be set up once historical cases have been resolved.</p> <p>The possibility of replicating the work around CYP was briefly discussed but it was felt that the MH/LD/Complex Care was a more complicated process and requires additional analysis.</p>	<p>Decision: Declined</p>	
	<p>Accommodation Support Staff Business Case Paper submitted from the Commissioning for Complex Needs subgroup for accommodation support staff. This was requested from the Adults Transformation Board in December as additional information was required to supplement the business case presented that was presented at the time.</p> <p>This work will form part of the re-focus of the overarching Learning Disability work for the region.</p>	<p>Decision: Declined</p>	
<p>6. Care Homes Strategy Highlight Report</p>	<p>Highlight Report Kate Kinsman give a brief update on the current position</p>		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>There have been delays in recruitment for the delivery of Red Bag ICF Project – a reprofile of the project has been undertaken for approval.</p> <p>The development of the Care Homes Market Position Statement/ Care Homes Commissioning Strategy has been delayed due to limited capacity which has provided the opportunity to scope external expertise. The Board were asked to approve the securing of an external resource to complete this work.</p> <p>The scope of the Care Homes Strategy Group has become complex and needs to be reconsidered. A change Request was presented to ask that that a revised governance proposal be developed to support the ongoing operational work of the Care Home Strategy Implementation Group to include the development of a structured assurance group to oversee and to monitor the performance of the Care Home Pooled Fund.</p> <p>The operational delivery of the care homes strategy once the strategy and Market Position Statement are complete will be confirmed as either business as usual or part of the transformation programme when revising the governance It was recommended that H2H, the Care Homes Pooled Fund and Directed Enhanced Service (DES) for care homes be looked at as a whole.</p> <p>The recommendations within the Highlight Report were agreed by the Board.</p>	<p>Decision: Approved ICF funding for 20-21 for the red bag scheme to continue</p> <p>Decision: Approved external resource to complete Care Homes Market Position statement</p> <p>Action: Revised governance for Care Homes including the pooled fund to be developed</p>	<p>KK</p>
7. Regional Dementia Strategy	Highlight Report		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>The Regional Dementia Strategy Group continues to work towards a finalised Dementia Strategy – priorities to be refined and agreed.</p> <p>Research-led mapping exercise has moved in stage 2 and progress reporting is expected, this will help inform the development of the strategy.</p> <p>Dementia funding applications 2020/21 (also existing 2019/20) have been subject to panel sift and recommendations were outlined in the accompanying appendix to the Board. Not all of the funding has been allocated and there is a mismatch between NPT and Swansea bids with only 11% being received from NPT and only 21% respite bids overall Support for carers made up 67% of bids.</p> <p>After some discussion on targeted support and the possibility of requesting further proposals, it was agreed that an analysis is required and a balance between regional proposals, gaps and geography be identified.</p>	<p>Action: An analysis of proposals of both carers and dementia between region, gaps in services and geography be identified and recommendations for approval / reassurance of bids be emailed to the Board for approval</p>	<p>NT</p>
<p>8. Hospital 2 Home Highlight Report</p>	<p>Highlight Report</p> <p>Programme management support for the Hospital 2 Home Project is currently being reviewed. A new Older People’s Strategic Planning Manager has been recruited by Swansea Bay University Health Board – start date yet to be confirmed. The new Adults Transformation Manager will develop an interim work plan to ensure the necessary support is allocated. Further conversations to be had on effective deployment of planning/project management resource across all phases of the programme.</p> <p>Recruitment to agency therapy posts has been difficult due to staff shortages.</p>		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Reablement support workers within NPT Hospital 2 Home are currently being recruited. Agency reablement staff are only in post until the end of March 2020</p> <p>Pathway 1 has been rolled out across all wards It was noted that there seemed to be a drop in hospital numbers since the implementation of H2H and early indicators show an improvement.</p> <p>The Board was asked to support a review of the previous Hospital 2 Home Transformation Fund submission and development of a funding application to Welsh Government against the additional Transformation Funding opportunity for the Hospital 2 Home Project.</p>	<p>Decision: The Board endorsed the request to support a review of the previous Hospital 2 Home Transformation Fund submission</p>	
9. Optimal Model Review	<p>Alex Williams provided a verbal update on the status of the Optimal Model Review and clarified at this point in time it has not been possible to conclude this work, because it is intrinsically linked to the development of Hospital 2 Home. There is also a need for alignment with the ongoing internal staff structural reviews within the health board and local authorities.</p> <p>Therefore the Optimal Model Review needs to be considered in the wider context of Hospital 2 Home and Community Services but it is recommended that this is paused to May 2020, to allow the restructures to be completed. There was a request that the respective restructures are undertaken are cognisant of alignment across the partnership.</p>	<p>Decision: The Board noted and accepted this proposal</p>	
10. Transforming Mental Health Services	<p>Highlight Report Jo Abbott-Davies updated the Board on progress to date.</p>		

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Programme progressing which includes multiple multi-agency projects which all involve service user involvement. Noted that the modernisation of the older people mental health group and the strategic framework work stream have slipped and re-profiled timelines into next year.</p> <p>The Well-being and Mental Health Board requested to approve the merger of two separate projects within the Transforming Mental Health Services portfolio, namely Responding to Urgent Needs & Cluster Based Community Services.</p> <p>It was confirmed that the funding would be spent but a breakdown could not be provided for the meeting.</p> <p>Noted good progress in terms of the new Sanctuary service, which has been developed at speed, which has been a challenge to get the service operational by 1st April.</p> <p>Positive to see range of elements across the continuum in the programme, though keen to understand what is the overall vision for the programme and the key timelines going forward</p>	<p>Decision: Change request approved for the merger of the 2 projects</p> <p>Action: A change request for the underspend to be circulated to Nicola Trotman, to then be circulated to Adults Board members</p> <p>Action: Update Presentation on the delivery of the Project to be provided to the next Adults Board.</p>	<p>JAD / NT</p> <p>JAD</p>
	<p>LD Strategic Planning Board Proposal</p> <p>It was stated that Learning Disabilities was one of the agreed targeted groups but there is currently no mechanism in place to drive this agenda regionally. Therefore the Board was asked to approve for a proposal to be developed to establish a regional Learning Disabilities Strategic Planning Board as part of the West Glamorgan Transformation Programme. The Planning Board will have representation from the Health Board, Local Authorities, Third Sector, service users and carers. The purpose of the Learning Disabilities Strategic Planning Board will be to oversee the development and implementation of a regional strategic framework for Learning Disabilities,</p>	<p>Action: Develop proposal for Adults Board for establishment of Learning Disabilities Strategy Workstream and Group</p>	<p>GB</p>

Agenda Item	Discussion	Actions / Decisions	Action
	<p>similar to the remit of the West Glamorgan Well-being & Mental Health Board. A chair for the group will need to be considered.</p> <p>Proposal will need to provide clarity on how this links with Health and Housing Strategy as well as Commissioning for Complex Needs</p>		
<p>11. Revised RPB Winter Pressures Plan</p>	<p>Nicola Trotman presented a Revised Winter Pressures Plan, developed by a multiagency group who considered the current projects and their impact to date and if the release of additional monies would be beneficial. Recommendations on how existing Winter Pressures projects could be scaled up through the allocation of the additional monies were presented.</p>	<p>Decision: The Board endorsed the additional winter pressures plan</p>	
<p>12. Social Enterprise for Domiciliary Care Pilot for NPT Highlight Report</p>	<p>Highlight Report</p> <p>Gaynor Richards declared an interest in this agenda item. Gaynor Richards ran through the background and context of the pilot.</p> <p>The pilot will be to test and establish an independent social enterprise to provide low level domiciliary care and support and determine the actual potential for future growth. It was noted that there was already a social enterprise running in the Afan Valley therefore the pilot will focus on the Upper Amman and Swansea Valley.</p> <p>The Board supported the ongoing development and testing of the model through the pilot project.</p> <p>Gaynor Richards requested clarity on the future reporting mechanism for the project. It was agreed it should report through Neath Port Talbot Joint Partnership Board.</p>	<p>Decision: Agreed ICF funding as requested in the report for the pilot for social enterprise for dom. care</p>	

Agenda Item	Discussion	Actions / Decisions	Action
		Decision: Agreed that the social enterprise for dom. Care be reported through the NPT Joint Partnership Board	
13. ICF Funding Report	<p>Nicola Trotman informed the Board that there is £98k of ICF funding left to be allocated.</p> <p>CYP, Red Bag, Domiciliary Care and Dementia has now been agreed therefore it was suggested that the unallocated funding be put towards third sector arrangements in order to increase the % of ICF funding for social value.</p> <p>It was agreed that the unallocated funding be allocated through existing third sector arrangements with a focus on a regional collaborative bids on children and young people.</p>	Decision: Agreed to allocate the remaining ICF funding to third sector for CYP	

Date of Next Meeting: 2nd April 2020

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



Date of Meeting	13 th February 2020
Time	8.30-10.30am
Attendees	Andrew Jarrett – Chair (Neath Port Talbot), Dave Howes (Swansea Council), Jo Abbott-Davies (Swansea Bay University Health Board), Julie Thomas (Swansea Council) via telephone, Kelvin Jones (Citizen Rep), Keri Warren (Neath Port Talbot CBC), Linda Jagers (Carer Rep), Melanie Blake (West Glamorgan), Nicola Trotman (West Glamorgan), Sian Harrop-Griffiths (Swansea Bay University Health Board), Helen Evans (Neath Port Talbot CVS), Helen Morgan-Rees (Swansea Council), Hilary Dover (Swansea Bay University Health Board), Kelvin Jones (Citizen Rep).
Apologies	Gareth Howells (Swansea Bay University Health Board), Kelly Gillings (West Glamorgan), Tanya Spriggs (Swansea Bay University Health Board)

Agenda Item	Discussion	Actions / Decisions	Action
21. Welcome, introductions and apologies	Introductions to the group were made.		
22. Declarations of Interest	DH declared an interest Agenda Item 9– Highlight Report Adoption Therapeutic Service – his ex-wife works in the service.		
23. Minutes of last meeting for Accuracy	Approved as a true and accurate record.		
24. Action Log	Update: Action No: 52 – MAPSS – Social Return on Investment Process will be implemented by 1 st of April 2020 Action No: 54 MAPSS – A meeting has been arranged with Education	Action: Update next meeting Action: Update next meeting	

Agenda Item	Discussion	Actions / Decisions	Action
<p>25.Children and Young People with Complex Needs – Multi-Agency Framework PID</p>	<p>Discussion held on restarting the implementation of the IPC Multi-Agency Framework for new packages of care commissioned for children and young people with complex needs to begin from 1st April 2020. Historic cases are now close to being resolved which has given confidence in being able to implement a new process, it was agreed that there was a need to move quickly on its development</p> <p>The new pathway was developed via a number of workshops with officers and practitioners from across the region. It is important that they are aware of how their hard work in developing the framework is being implemented.</p> <p>Consideration to be given to the setting up of joint budgetary arrangements for the commissioning of placements with external providers. Financial planning will be required and to undertake active learning on the planning assumptions made to date. The aspiration is to set up a pooled fund by 1st of April 2020.</p> <p>PID presented for consideration of recruitment of a Project Manager to provide support to the work.</p>	<p>Decision: Endorsed</p> <p>Action: A revised steering group to be set up to include Cathy Dowling from Swansea Bay.</p> <p>Action: Project plan to be written on how to implement the new process</p> <p>Action: Feedback to original workshop attendees of progress made</p> <p>Action: development of action plan for implementation</p> <p>Action: Set up meeting with Leads and Finance</p> <p>Action: Include education colleagues in the discussions</p> <p>Decision: Endorsed</p> <p>Action: Recruitment of Project Manager to be undertaken</p>	<p>MB/CD</p> <p>MB/CD</p> <p>MB</p> <p>MB</p> <p>MB</p> <p>DH/AJ</p> <p>MB</p>

Agenda Item	Discussion	Actions / Decisions	Action
6. Children and Young People's Emotional and Mental Health – ICF Change Request	<p>Change request presented for funding to go towards staffing costs to enable the remodelling of services.</p> <p>It was noted that further detail was required in regards to resource costs and to ensure engagement with children and young people continues and feedback is provided and this is reported to SMT meeting.</p>	<p>Decision: Approved</p> <p>Action: Revise Change Request form to include recommendations, decisions and what co-production has taken place</p>	MB/NT
7. Continuing Care Framework – ICF Change request	<p>A change request was presented for the available slippage. The request is to use the underspend to pay for externally commissioned therapies for children and young people from across the region</p>	<p>Decision: Approved</p> <p>Action: Feedback to be provided at the next board on impact of the work carried out that is being paid for by the slippage</p>	MB/JT
8. Involvement of Children and Young People, Carers and Citizen reps on the board	<p>It was agreed that it is important to include children and young people and for them to have an input into shaping their future services. There are existing groups across the region that should be the first point of call for involvement of children and young people.</p> <p>Certain factors would need to be considered of children, young people to include; their time and commitment, how are we going to communicate? Where? Whilst ensuring co-production and co-design.</p>	<p>Action: To be discussed under co-production item at Integrated Board meeting</p> <p>Action: Map out existing CYP groups that partners across the region link in to</p>	NT SJ
9. Adoption Therapeutic Service – Highlight Report	<p>Service is aware that evidence needs to be gathered through 20/21 to show how the project could be mainstreamed from April 2021. Consideration needs to be given on how the growing number of therapy services fit together. It is not a service that LA's have traditionally carried out, therefore what will be the plan moving forward.</p>	<p>Action: Review therapy services being set up across the region</p>	MB

Agenda Item	Discussion	Actions / Decisions	Action
	<p>It was noted that there was a lack of evidence of therapies from the project - this was due to a delay in recruiting staff which has affected service delivery interventions. This work will be evidenced in the next highlight report, as all staff are now in place.</p>		
<p>10. MAPSS Highlight Report</p>	<p>There has been a change in the Principle Officer taking the lead for the project. It will now be Maria Selby, NPT CBC.</p> <p>Confirmation that it was option 3 from business case as presented in December was approved, and that it was to be a regional service with regional delivery. Project plan to be completed and the team to implement a Social Value methodology to record outcomes along with case studies/stories about experiences.</p> <p>The topic of out of county placements was raised, in that there is still a lot of work to be done to understand the journey when a child or young person takes to end up outside of the region. Need to look at what can be put in place to stop this happening and need to invest in similar projects to MAPSS.</p> <p>Jo Abbott-Davies to meet with Cathy Dowling to explain MAPPS given the links to the work that is being done by the health board.</p>	<p>Action: Complete Project Plan</p> <p>Action: Research to be undertaken on how this occurs/case study to be written</p> <p>Action: Meeting to be arranged</p>	<p>MB/MS</p> <p>MB</p> <p>JAD</p>
<p>11. Working Together Project Highlight Report</p>	<p>Good progress in being made with engaging families and gaining trust. The teams have worked very well in a short period of time making a huge difference for families. Funding for 20/21 is agreed at the same level for 19/20 – £1.2m</p> <p>It was noted that the exit strategy needs to include information on cost avoidance and savings, as well as the outcomes being achieved for families.</p>	<p>Decision: Endorsed</p>	
<p>12. Children and Young People’s Emotional and Mental Health – Highlight Report</p>	<p>Performance update as of the 12/2/20 was provided. The project had achieved 4 out of 5 Welsh Government Targets. SCAHMS: 87.2%; (NPT 83%; Swansea 88.9%); PCAHMS: 73.8%; Waiting times reduced from 3months to 2 weeks very positive results. The figures will dip as a result of staff absence.</p>		<p>JAD</p>

Agenda Item	Discussion	Actions / Decisions	Action
	<p>Engagement and feedback to GP's ensure that good news stories are celebrated and communicated. Must have focus on national indicators, and hearing back from children and young people.</p> <p>Neuro Development Disorder currently unable to achieve performance target (% of patient with NDD receiving a diagnostic/intervention within 26weeks). This is an all Wales problem and this is being addressed nationally. This is the only target and there is nothing in place to monitor the support received. Agreement that the current approach is not joined up and there needs to be a look at opportunities to redesign to ensure support for CYP and families who may not have a diagnosis. Request for the current reporting of performance data to include case studies and have a focus on national indicators.</p>	<p>Action: JAD to request individuals case studies to be sent by GP's</p> <p>Action: Look at the 3year delivery plan from the Emotional Health & Wellbeing group and realign with developments</p> <p>Action: Proposal needed from the group to consider at next Board Meeting for NDD to be its own work-stream, linking in with the ALN Act</p> <p>Action: Board requested to see numbers as well as % in the highlight report, along with case studies</p>	<p>JAD</p> <p>JAD</p> <p>JAD</p>
<p>13. CYP ICF Funding for 2020 - 21</p>	<p>Totality of ICF Funding under the Children and Young People's Transformation Board presented.</p> <p>Exit Strategies were raised and going forward the region needs to explore new approaches and more integration. The current interventions being delivered are not part of Local Authorities IMTP, and projects need to demonstrate evidence of them being required as a core offer in the business cases due in December 2020.</p>		
<p>14. West Glamorgan</p>	<p>As a result of the last meeting, a response was issued to ' Children's Commissioner for Wales'- copy circulated for information</p>	<p>Action: To circulate to RPB members</p>	<p>MB</p>

Agenda Item	Discussion	Actions / Decisions	Action
Response to Children's Commissioner for Wales			

Date of Next Meeting: Thursday 2nd April 2020

West Glamorgan HSG Regional Collaborative Committee

The Quays, Baglan Energy Park, SA11 2GG Conference Room 3 & 4
Monday 2nd March 2020, 10am to 12.30pm

RCC Minutes

Present: Cllr. Mark Child (Chair), Anita Evans, Sam Williams, Rosie Jackson, Cllr. Peter Richards, Steve Porter, Phil Stapley, Nicola Jones, Lynne Sanders, Ian Hutchinson, Matthew Rafferty (later for agenda item 8)

Times	Agenda Item	Details	Notes / Actions	Deadline
10.00 – 10.05	1. Welcome, Introductions & Apologies	Last meeting of the RCC. Regional Housing Support Collaborative Groups (RHSCG aka RCGs) from April 2020.	The Chair noted that this was the last RCC and colleagues were thanked for all their hard work and continued support.	
10.05 – 10.10	2. Membership Update	1. New Provider Rep: Rhian Lovell, Deputy Probation Delivery Unit Head, Swansea Neath & Port Talbot 2. Elinor Wellington replacing Sian Morris as Principal Officer for Community Safety and Co-opted Member of the RCC/RCG.	An updated membership list had been sent to the group with the agenda.	
10.10 – 10.15	3. Housekeeping & any Declaration of Interests	Members to identify any Declaration of Interests	No DoIs declared	
10.15 – 10.30	4. Last RCC Meeting 19.12.19	a) Outcome of the RCC proposals to the RPB and way forward b) Regional Strategic Framework – Strategy Development Workshop 24.02.20 – feedback and way forward	<ul style="list-style-type: none"> • AE reported back as she had attended both the last RCC (19th Dec 19) and SCH&H workshops that had taken place to establish how the RCC/RHSCG can link with and work with the RPB. • Due to the timing, the RPB did not have the opportunity to discuss the proposal but was discussed in full at the meeting of the Integrated Transformation Board (ITB) on 13th Feb. The decision of the ITB was to suggest for a one year period to the trilling of a new group combining the responsibilities of both the SCH&H Group and the RHSCG as per the HSG Guidance. It was felt that the areas that this would cover fitted best with the ITB due to the cross cutting nature of services with both the Adults Transformation Board and the Children & Young Peoples Transformation Board. For example, HSG services provide for 16+ and families with children. 	

			<ul style="list-style-type: none"> • RPB members had welcomed minimising the number of meetings they attend (by not keeping the SCH&H and the RHSCG as 2 separate groups) and that a new group will be established. This would assist in continuity of membership. • The RCC accepted the proposal on the understanding that it would be reviewed in 12 months (at least). • It was noted that the RPB Housing Reps are Linda Whittaker, Chief Exec., Tai Tarian and RSL Rep and Mark Wade, Swansea Council, Head of Housing and Public Health • Janet Bochel, Exec. Director, FHA, along with Linda Whittaker had both attended the SCH&H Workshop on 24th February where the ITB proposal was presented. • The Membership of the RHSCG had been agreed at the last RCC meeting (19th Dec 2019) which was agreed again today. RPBs members would not normally be members of the RHSCG (or new group). It is not a WG requirement. However, not only was it unanimously voted on and agreed at the RCC last December that the current Elected Members continue to be members of the RHSCG, they had today expressed a desire to continually attend the new group until such time as the new group is established and embedded. Both RCC Elected Members are RPB Reps. All members of the RCC will be invited to the new group for continuity purposes. • An up to date RCC membership list had been sent with the agenda. • It is a recommendation of the RCC that the new group should change its name to reflect the work and purpose of both groups. • The Group acknowledged that the new group's remit was wider than ICF funding and that the priorities and focus of the Housing Support Programme should not be lost. • The SCH&H Group workshop on 24th Feb, indicated that the RPB approach to regional working is to identify transformational priorities. Therefore, the workshop began to look at what the homeless prevention transformational priorities might be e.g. multi-disciplinary approach to those with co-occurring, substance misuse and mental health amongst homeless people. Further work to establish other and main transformational priorities for homelessness prevention is needed. • It was noted that, following the SCH&H Group Workshop (24th Feb), a draft 'Governance Arrangement for Housing' paper had been released and sent to RCC 26th Feb. It was felt that it reflected on what the RCC <i>did</i> rather than what the RCG is <i>going to be doing</i>. However, comments had be invited to be submitted and an updated paper is pending. • The ToR for the new Group would need to be scrutinised by Housing Support Grant Programme representatives and it needs to clearly show all the priorities of both groups. 	
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			<ul style="list-style-type: none"> The RCC welcomes a trial period of the new group to be reviewed annually (at least). It was noted that the underlying theme emanating from the SCH&H Group Workshop and that of the new group is ‘transformation’. It was made clear that one group was not taking over the other but rather a new group is being established taking the health, social care and housing agendas forward and collaboratively. The new RHSCG will run from 1st April and that the first meeting of the SCH&H Group is 6th May – which will presumably be the first meeting of the new group. RDC to confirm and send out the meeting dates as soon as possible. The ITB Manager had mentioned that additional workshops will be arranged in the near future. <p>Questions/requests to be addressed and RCC to be informed as soon as possible:</p> <p>Q1: Can the ITB confirm the first meeting of the new group? Q2: What is the membership of the new Group? Q3: RCC request that the new group be reviewed in 12 months? Q4: New name for new group to be considered Q5: ToR – how is the RHSCG going to be involved? Workshops?</p> <p>Actions</p> <ol style="list-style-type: none"> RDC to confirm and send out future meeting dates of the new Group as soon as possible. The questions above to be addressed and RCC members to be informed. Ensure that the RCC Members are invited to the next SCH&H Group meeting on 18th March. 	
10.30 – 10.45	5. HSG Programme	a) Guidance, Practice Guidance for Local Authorities From April 2020 – comments, observations or challenges	Swansea LA requested clarification from WG as to what their expectation is in relation to Annex A in the Guidance Doc: Homelessness Statutory Duties.	
		b) RCC Chair, Vice & RDC meeting with WG 25.02.20 - Report back including RCG actions, recommendations & way forward –	The meeting has been re-scheduled to 12 th March when an update would be provided to the RHSCG.	

10.45 – 11.00	6. Gaps in service	LAs to report back on gaps in service (as identified from housing & homeL strategies) and RCC/RCG to confirm strategic forward planning	<ul style="list-style-type: none"> • AE & SW reported back. • Both Swansea and NPT are scheduling a procurement exercise for their MH services and are working collaboratively where possible. A joint SU event had taken place on 26th Sep 19 which has fed into local commissioning work in Swansea around developing specifications going forward. • Both LAs are currently developing their Local Housing Support Strategy as well as a Local Housing Strategy. • It was noted that the 4 year Housing Support Strategy has to be submitted to WG in December 2020. • SW reported that a working group is now in place looking at the requirements for the 4 year regional strategic plan. At the info gathering stage at present. An external consultant has been employed to write the Housing Strategy. • Swansea and NPT are in liaison regarding WG’s requirements for a full needs assessment to achieve some consistency on what data is included. • The Housing First Model in Swansea is well underway and the LA is working with Health to achieve the required support and cooperation. It was agreed that the expectation and a recommendation for the RCC to roll forward the Housing First Model as a transformational priority for the new group. • SP indicated that one area where he would see an existing action plan item from the RSP rolling forward to the new West Glamorgan RPB as a transformation priority for homelessness prevention would be around complex needs/co- occurring substance misuse and mental health. An action undertaken to address existing priority was a bid made to Welsh Government via the Area Planning Board which was declined. However WG have indicated that the bid can be amended and submitted again around May 2020. SP indicated that he would like the new group to continue to focus on this priority area and possibly work refining the bid. The group agreed to this as an action moving forward. 	
11.00 – 11.15	Comfort Break			

Cont/d...

Times	Agenda Item	Details	Action	Deadline
11.15 – 11.30	7. Report to WG by 30 th April 2020	WG requirement to: <ul style="list-style-type: none"> • review the current regional strategic plan, highlighting 	<ul style="list-style-type: none"> • RCC agreed that a T&F Group be set up to address the WG reporting requirements (shown opposite). • Volunteers for the Group were confirmed but are not exclusive. 	

	<p>Four main objectives of the RCG:</p>	<p>key achievements from 2019-20</p>		
	<ul style="list-style-type: none"> • Development of specialist services for which there is not a critical mass locally • Development of regional services where justified by economies of scale • Delivery of improvements to be achieved by collaboration • Collaboration with other public services. 	<ul style="list-style-type: none"> • identifying priorities and challenges that are still outstanding from the RSP that will need to be carried over • looking to the future and highlighting the main priorities for next year in line with the four main objectives of the RCG (shown opposite) as set out in the Guidance, which should include a priority around building relationships with the RPBs. (Recognising the latter will be an iterative process as RPBs themselves develop their position). 	<p>Action</p> <ol style="list-style-type: none"> 1. RDC to arrange a date for the T&F Group [done. Meeting arranged for 17.03.20] 	
<p>11.30 – 11.45</p>	<p>8. Minimum Pricing for Alcohol in Wales</p>	<p>Discussion to establish if there are implications for SUs and local service provision.</p> <p><i>Presentation for information sent.</i></p>  <p>Minimum Unit Pricing Alcohol Mer</p>  <p>Minimum Pricing for Alcohol in Wales</p> <p>Email from WG 07.02.20 (sent to RCC 10.02.20)</p>	<p>Chair introduced Matthew Rafferty, Harm Reduction Lead, Western Bay Area Planning Board, NPT Council who presented on Minimum Unit Pricing (MUP). <i>Please refer to the MUP Alcohol Member Briefing Note and presentation opposite. Also, there's a link to the WG guidance information.</i></p> <p>The MUP has been rolled out in both Scotland and Wales only. It's 50p per 10ml of ethanol (= 1 unit). So the higher the strength the higher the cost.</p> <p>Potential impacts:</p> <ul style="list-style-type: none"> • Prior research has shown that it is unlikely that SUs will change their drinking habits. • Potential for a crime increase to fund the rise in cost of alcohol. • No study as yet, on the effects of the MUP on problematic drinkers, those who are homeless & rough sleeping. The studies from Scotland, did not include a 	

		<p>Welsh Government have also published their guidance on their website:</p> <p>https://gov.wales/implementation-law-minimum-pricing-alcohol-mup</p>  <p>39271_Sector leaflet MUP_Key Info_A4_E_</p>	<p>core group of problematic drinking which Wales are now looking to do in future.</p> <ul style="list-style-type: none"> •Potential increase on GP's and hospital A&E departments resulting in an increased demand for prescription drugs for withdrawal symptoms •There is currently no research or evidence to suggest that people are switching from alcohol to a different drug. Addicts tend to stick to their drug of choice. •Professionals are mindful that there could potentially be a spike in deaths as now, for example, white spirits are less expensive than cider. •There could be a rise in black-market and/or under-counter sales. •It's going to be difficult to measure success. •There has already been an increase in substance (drug) misuse – unrelated to MUP •If anyone requires further information, please contact Matthew 01639 763695 / m.rafferty@npt.gov.uk 	
11.45 – 12.00	9. Proposed new Spend Plan 2020-21 template	<p>LAs to update including virements (if any).</p>  <p>Copy of HSG - Spend plan template</p>	<ul style="list-style-type: none"> •LAs have submitted their spend plans 2020-21 to WG. •Swansea have reported to WG that there is no section for families (TSU floating support). •NPT reported that there is no separate column for temp accom. for VAWDASV & mental health •WG have not feedback as yet. 	
10. Feedback sessions				
	VAWDASV / South Wales Commissioning of Male Victims of Domestic Abuse Services	How VAWDASV services and strategy priorities are integrated with HSG funded services.	No VAWDASV in attendance	
12.00 – 12.20	Health Board Update	Health Rep to update RCC including Integrated Transformation Board and the Health, Social Care and Housing Group	Both the Health Rep and SCH&H Group interim chair were not in attendance. IH, Deputy Rep (and new in post) gave brief update on the proposal to develop Mental Health Services and Acute Hospital Care and informed the group that more workshops will take place involving service users and carers in the process to develop a business case for providing modern mental health services across community and inpatient care that includes the replacement of the out of date hospital wards still in use on the Cefn Coed Hospital site.	
	SP Regional Operational Group (SPROG) 12.02.20	SPROG Reps to report any issues/recommendations	No issues/recommendations.	

West Glamorgan Housing Support Grant Programme



	Regional Provider Forum (RPF) 27.01.20	RPF/RCC Reps to report any issues/recommendations	No issues/recommendations.	
	Housing Support Network (formally SPIN) 14.01.20	Attendees to report back on actions, issues/recommendations	<ul style="list-style-type: none"> ●AE gave feedback. One housing network now exists. ●Autism – report from Cymorth imminent. ●Potential for flooding to be on the next agenda as many regions are affected. ●Network minutes have been previously circulated. 	
	RPB Update from last meeting	Chair to report any issues/recommendations	<ul style="list-style-type: none"> ●A Housing Rep is now on the membership of the RPB ●So too will a Police Rep which has been welcomed. ●No issues or recommendations reported. 	
12.20 – 12.30	11. AOB	1) Dates of future RCG's.	<i>See above.</i>	
		2) Outcomes Framework Workshop on 2 nd March cancelled. Email update given (and sent to RCC 26.02.20)	Noted.	
RCC Close				

RCG meetings 2020 t.b.c.

ITB	SCH&H	RCG
13 th Feb	24 th Feb - workshop	
30 th March	18 th March	2 nd March
2 nd April	6 th May	
11 th June	29 July	
17 th Sep	10 Sep	
12 Nov		
10 th Dec		

Western Bay Area Planning Board
Meeting held via Teams on 23rd April 2020

Notes and Actions

1. Welcome and apologies

Present:

David Howes
Carly Jones
Rhian Lovell
Matt Bennett
Jane Whitmore
Emily Dibdin
Owen Venables
Jamie Harries
Becky Hancock
Julie Davies
Dermot Nolan
Dai Roberts
Trudi Meyrick
Angharad Metcalfe
Judith Tomlinson
Neil Harding

Apologies:

Joanne Abbott-Davies
Keri Warren
Keith Reid

2. Covid-19 Emerging Issues

a. Areas of Risk and Mitigating Actions

KJ asked JJ to provide the group with an overview of the assessment of risk that has been carried out. JJ explained that service providers were asked to complete an assessment of risk based around the following issues:

- Guaranteeing continuity of care during the pandemic
- Ensuring the ongoing provision of drug treatment services in particular the maintenance of individuals on scripts
- Safety of staff in providing services
- Potential medication and equipment shortages
- Disruption to local illicit drug supply

JJ informed members that the information provided showed that services are at present managing to deliver services and where risks were identified the mitigating actions that have been put in place provide assurances that service provision is delivering what is required.

JJ stated that the Team is in regular contact with most of the providers (on a daily basis) but that MR is in the process of trying to establish a weekly Teams meeting with CDAT managers to ensure the loop is closed on communications.

JJ highlighted the following main areas of risk to the group:

- Some provider identified a lack of PPE
- The possibility of having to seek an alternative for in-patient detox due to the ward being closed.
- Staff shortages due to covid related illness and redeployment
- The changing situation in relation to shielded patients who have to self-isolate being able to access medication.
- PSALT are at present not taking on any new referrals

JD asked about the current situation in CDAT NPT in relation to 2 nurses being redeployed to Ward F and as a result the social workers (who she manages) are working at capacity after having to take on the nurses cases (some of which are titrations that require intensive support). DR provided a general overview of the Health Board's policy for redeploying staff and having to manage services going forward. DR explained that as things settle down within the pandemic they will be reviewing services daily to see what can be stepped back up and down.

DN added that the service managers for CDAT are involved in daily update meetings to identify and pressure points in provision. This will include PPE. DN informed the group that information provided in the risk assessment around the understanding of PPE was incorrect and that there are no concerns around CDAT staff access to the appropriate PPE. DN has also written to the CDAT consultants to ask about the provision of alcohol detox if the current situation remains in place for a while and whether alternative solutions could be looked at.

KJ invited JH and BH to provide updates from their service perspective.

JH business as usual but without face-to-face activity. Complicated cases will still get a face-to-face appointment (following social distancing guidelines). JH advised that 100 people who are living in B&Bs are being supported by Barod. They are trying to ensure that they have access to HR advice and guidance and have been supporting CDAT with joint visits. They are also providing outreach for those individuals who have fallen off the radar. They are seeing a decrease in referrals from AADAS but direct referrals to Barod are as usual. JH stated that he has some concerns about the messages that may be going out about the availability of and access to services.

BH updated that WCADA is operating on a virtual basis with no face to face contact. Services are being provided over the phone and via the internet. They have produced a lot of on-line resources that people have responded well too. Referrals into service have drastically reduced so there may be concerns around messaging going out to the community. NEX is relatively quietly. On the whole contact has been good with service users, with phone or text are the most popular methods. Engagement worker is working well with housing options around the B&Bs. Worker is providing training to proprietors and service users. KJ stated that messaging needs to be addressed.

NH updated on Dyfodol service. Managing footfall as their service is delivered on-site. Look at frequency of take outs, split teams to enable time out of bases. Priority is making sure prison leavers and those given statutory orders are managed and are still initiating people onto drugs. They are using Buvidal now as they feel it is safer. Good contact with service users and this should be able to be maintained.

RL reinforced the positive working with Dyfodol to ensure services are running smoothly.

DH thanked the providers for all their work under difficult circumstances. What has been described is what has been experienced in Social Services. Considerable amount of assurances have been provided and that most of the models of delivery have been adjusted sufficiently to deal with existing service users. The HB may have faced a tougher challenge due to staff redeployment. DH wants clarity around if whether decisions have been downgraded for certain people in communities if services have to be cut in certain areas and this needs to be specific in risk assessments. Drop off in referrals is across the board in all health and care services, not surprising that this similar in SM. Messages are having to be reinforced. DH has stated that he has taken a lot of reassurances from the discussion over and above the risk assessment paper and he is impressed with what the services have done. More effort may be required to reach out to new service users.

KJ stated that the detox ward has been put on hold and that CDAT are carrying out prioritising exercise to determine who most are at risk is.

DN stated that the waiting list on hold for detox ward all patients have been contacted. Key workers have been keeping in touch with patients on waiting list and their place on the list will remain until this is resumed. There are discussions ongoing about what could be delivered instead of the inpatient to include day detoxes and home detox is still available for those who are suitable. CDAT clinics are still running virtually and key workers are in contact with service users and risk is managed by key workers.

CJ gave an update that PSALT are working remotely currently. Initial aim was to reduce footfall in pharmacies and patients are getting used to the new systems operating in pharmacies. There have been no incidents of people going without medication. Capacity is very much reduced to take on new patients as the resources aren't available to manage the intense process around new patients.

KJ asked JT about messaging from a public health perspective but she was unable to confirm specific messages around SM client groups but that a more general campaign has been established around wellbeing.

OV updated that the WG Team has weekly meetings with all the APB leads and they have asked all APBs to report on levels of referrals and to look at messages going out to ensure referrals don't drop further. OV would like to reinforce the praise for services in how they have responded to the pandemic to ensure services are maintained. KJ echoed this and thanked services. KJ stated that she is thinking that the APB team needs to work with providers to develop local messaging but asked OV whether national messaging could be developed.

Action: APB team to work with partners to organise a communication to go out via all channels to emphasise that services are open for business. Message needs to state what tools are available locally.

Action: OV to look into the possibility of developing national messaging around the availability of SM services

b. PPE

DN stated that the guidance has changed. Health is using Table 4 in the guidance and all managers are kept up to date. Most community services require a fluid repellent mask, gloves and possibly a pinny, keeping 2ms away. In a community setting regulation masks aren't

required. KJ stated that she is able to coordinate PPE and testing requirements through social services.

CH stated that if providers could contact her directly regarding any issues she will be able to take that forward. There is a PPE email address for enquiries.

DH stated that the guidance has been confusing in relation to PPE and the consistency of approach. Swansea has created arrangements around availability to support personal care. These could support SM services but he is not sure that supplier is set up around to support this and that this could maybe come from Health. Each LA should know about issues in supply.

Email addresses were provided for PPE.

Action: DH to clarify which stock the PPE for substance misuse providers could come from – health or social services

Action: Service providers to approach Swansea and NPT Council with any PPE issues/requirements.

BH asked about clarity for PPE when administering Naloxone. Guidance isn't clear around what should be used and which Table should be followed. DN advised that in MH any contact within 2m should be fluid repellent mask, pinny and gloves.

Action: JJ to coordinate with service users what the understanding is around PPE and Naloxone and get an agreed policy on what is required.

CJ update from Probation– KJ asked if this could be brought forward due to RL having to leave the meeting.

RL updated on the prisoner release scheme. Some prisoners may be released early due to the pandemic. Strict criteria less than 61 days left, no release of high risk offenders, lists are being whittled down to small numbers. KJ stated that there is going to be a Hub in Swansea and some of them could have SM issues. RL stated numbers are very low, currently only 1. During the release process they will still be under the prison until their original release date, probation will take over after that. There could be potentially 2 more in the next couple of weeks. Strategy is to reduce prison population to single cell.

c. Testing

DN stated that key worker testing is managed by the LAs there is capacity to test at the moment but this will have to be managed. Test is only affective when people are symptomatic between days 1-5 of symptoms. SM staff can be included in key worker pool. CDAT staff will fall under HB testing capacity. Service providers indicated they were content with this advice.

d. Criminal Justice Issues

TM stated that drugs are drying up and prices are being over inflated. Stop and search and warrants have increased. Dealers are expanding into crack cocaine and the client base is remaining consistence. In NPT heroin and crack cocaine is hard to come by due to ceasing of vehicles bringing supplies in. Purity has decreased and once out of Covid this will increase again and is a cause for concern. Dealers are now delivering to home addressed rather than relying on NTE. Not conforming to lockdown and social distancing, Air B&B premises are being used to maintain their business. Increase violence is a concern between dealers and last concern is seeking to understand how service users are paying for substances, acquisitive crime

has increased and also intelligence on service users paying for gear on tick. Service providers indicated that this correlates with their understanding.

SWP has looked at statistical data compared to last year in the same period there has been a reduction in overdoses the deaths from overdoses had stayed the same.

KJ asked what the APB needs to be aware of in relation to risks posed by this. MR stated that service users could look to other sources if dealers dry up, this could be towards pharmacies and 1 instance of a break in has occurred. Need to also monitor switching to other drugs such as SPICE and Fentanyl.

BH stated that they haven't heard that supply has decreased but that some users are reporting switching to SPICE.

Action: Providers to continue to report to the APB team to share intelligence around this so that the APB can consider if a different response needs to be developed.

e. Fatal and Non-Fatal Overdoses

CT provided an overview of cases over the past 3 years for Jan – April in order for members to make a comparison to ascertain if the pandemic has had an effect on the numbers of overdoses. CT reported the following:

- 9 fatal cases – an increase of 3 on 2019 over the 3 months.
- 28 non-fatal cases reported – an increase on 2019, however this is mainly down to the improved reporting that is now in place (in 2019 the system had broken down). Since the end of 2019 the APB was receiving additional reports from the Emergency Departments.
- Since the lockdown there have been 7 non-fatal cases which were reported to the APB by SWP and services
- As of today the Emergency department has resumed its reporting in. Since the lockdown the ED has reported 1 non-fatal overdose. This could be because OD cases may not be reporting to hospital during the pandemic. Also cases reported by the ED were normally recreational drugs and this could be in line with the ceasing of the night time economy.

DN asked about how the cases are being reviewed. CT explained that during the lockdown it is business as usual where non-fatals are being referred to the appropriate agency who will then make contact via phone or letter. Fatals are still being reviewed by the Task Force via a virtual meeting. CT also has access to Niche now so the process of obtaining information for the group to review is more streamlined.

KJ asked whether the recent reviews have thrown up any different circumstances to those previously reviewed. CT confirmed that more cases were not known to services than was the case previously and also 2 cases were younger people. The most recent cases are yet to be reviewed (there is a meeting next week).

It was agreed that members would like to see an update report soon which summarises the findings and recommendations made by the CFP meeting in January and highlights the findings from new reviews carried out to date and any new recommendations. They would like to be able to view a full picture to ensure they are kept up to date with the progress of the main priority of the APB to reduce drug related deaths.

Action: CT to produce a power point presentation to cover the above request for the next APB meeting.

f. Harm Reduction Services Update

MR gave an update of provision in the following areas:

- NSP

There has been a reduction in the usage of by the majority of exchanges by around 50% in Swansea and over 60% in Neath Port Talbot. Well pharmacy in Swansea initially suspended its provision due to pressures faced but this has just reopened. Pharmacy transactions have reduced considerably, with one of the busiest pharmacies in NPT carrying out no transactions. This could be down to the lack of recording of transactions on the national database. MR will find out more about this with each pharmacy. MR is looking with providers to get mobile needle exchanges up and running, this is working well in Cardiff and could be based at hotspots around the region. This encourages service users to engage with specialist providers. DH stated that he would strongly encourage this type of activity to ensure that services remodel provision during this time. MR stated that services are very keen to move services along and are displaying excellent innovation and dedication to ensure that services are maintained. JH stated that mobile exchange is already happening in the B&Bs in Swansea along with working with service users to maintain their tenancies by giving reassurances to the proprietors in the form of advice, guidance and the removal of discarded needles. Barod is working closely with Housing Options to manage their clients and keep them housed.

- Naloxone

The number of kits recorded as being distributed during the pandemic is encouraging compared to kits distributed before the pandemic and this is even though there is considerably less footfall in exchanges. This is testament to the dedication of the workers across the region.

MR also gave an overview of the drugs market following gathering intel from SWP and anecdotal evidence from providers. The following issues were noted:

- No reports of drug supply drying up as yet and this is different to other areas of Wales.
- Dealers are switching to heroin and crack cocaine from their "usual" drugs.
- Could see a bigger pool of dealers emerging across the region
- An increase in SPICE demand – this is consistent with other areas across Wales.
- POMs are in increased demand. Increased street value of items such as Valium and Gabapentin. This comes with increased exploitation of vulnerable service users. As a result people could be stockpiling, palming off and the risk of overdose it therefore raised.
- Fatal overdoses could be at risk of being underreported due to the focus being on Covid 19, reporting could be missed.
- 72 hour rapid response protocol is still in place for near misses and the outreach workers are working hard to keep contact going.

3. Finance

KJ stated that the 19/20 position is as reported in the paperwork and JJ informed members that the £22k underspend was diverted to Dyfodol to offer additional Buvidal places as part of the Rapid Access Service.

KJ informed the group that the 20/21 expenditure plan has been submitted to WG on request and this plan will allow the full SMAF amount to be allocated to the APB. WG have informed the Team that even though the plan has been submitted they are flexible in the approach and movement of funding during the year due to dealing with issues arising from the pandemic. WG has issued financial guidance on how this can be managed. The budget is to be received by members today as it is currently constructed. As the situation develops further iterations of the plan may need to come back to the Board to agree changes. OV confirmed that there would be a review of the plan in 6 months' time.

The budget was received by the Board.

DN enquired about the status of capital funding during 20/21 and whether WG will still follow up on the HBs rejected bid. OV confirmed that WG is looking at holding a bidding round in September unless there is a rationale to get turn things around quicker and that he would be able to do this and would contact DN directly.

Action: OV to contact DN regarding the HB capital SMAF bid 20/21.

DN queried whether WG has considered increased spend on services making changes to provision due to the pandemic over and above the SMAF allocation and if not whether the APB should be recording this spend separately. JJ confirmed that this has been asked for by WG as part of its new covid-19 financial guidance. KJ requested that this information once recorded is also reported to the APB.

Action: JJ to provide WG Covid-19 expenditure to the APB at the next meeting.

OV confirmed that there is no additional funding for Covid related expenditure other than that related to the provision of Buvidal and this is being handled outside of the SMAF procedures. However if any presses could be identified and reported early then WG will allow flexibility throughout the year being reviewed at 6 months.

DN questioned the process of approving the draft expenditure plan and that the route is that financial documents to the CFP group for discussion and then recommendations feed up to the APB. The 20/21 plan as not been to the CFP. KJ explained that the reports were due to go to the APB but the meeting was planned for the day before the lockdown came into force so was cancelled. Alongside this WG requested the plan roughly at the time of the outbreak so had to be sent without going through the processes that would normally have happened. KJ suggested standing up the governance processes now and to hold a CFP meeting to discuss the budget lines in more detail. They were sent as a mechanism for WG to release the funding. This does not remove the oversight the Board has over the financial planning of services. DN agreed and stated that the queries he has listed can be picked back up at the CFP meeting.

Action: CFP meeting to be organised for the near future.

4. AOB

KJ updated members on her visit to the National Drugs Conference in Scotland. It was timely to discuss the plans for the recommissioning of services in the region. KJ informed members that a paper will be produced on recommendations for a way forward by the end of next month so that next steps can be agreed. The PCC team is keen to work with the APB and with the passage of time there are now more opportunities on the table to work with.

Action: Proposal to be brought back to the APB by the end of May.

NH provided an update on the progress of the Rapid Access Prescribing Service (RAPs). This has been delayed and hindered by the outbreak but a diluted service is going to be launched next week where they will be able to provide a limited number of prescribing places across the region to those that have been identified as most high risk. Service users will be offered buprenorphine in the first instance.

DN queried where the decision to fund the RAPs was made and how will the service impact on the opiate waiting list. KJ advised that the APB called for a bidding round to assess projects against the 19/20 underspend and this was carried out in January by the CFP group. A number of bids were received and assessed for funding. The CFP assessed bids against the priorities of the board the main one being to reduce drug related deaths and the proposals had to be practical to enable the funding to be spent during the last quarter of the financial year. Other proposals were on the table such as the GP service in Swansea but these have now been put on hold due to the outbreak. Discussions now need to be picked back up in the proposed CFP meeting. KJ stated that the HB were involved in the CFP discussions and there is a clear process around the decision making of the Board. The RAP was funded out of the 19/20 SMAF and prescribing places were spot purchased upfront via a grant agreement with the PCC. KJ is happy to look at how the decisions were made but she is confident that the process has been documented accurately.

DN also queried the status of the previously approved OST bid from the HB. KJ stated that the APB was advised that the HB could not deliver on the recruitment of staff for the project during 19/20. DN advised that secondments had recently happened as the original project was to run into 20/21. DN asked for confirmation that this project has now been aborted and acknowledgment that this will have an effect on the waiting list. KJ asked that this discussion is taken further at the CFP to allow all partners to be involved to agree a position and bring it back to the Board. DN agreed and stated that the secondments will be carried on unfunded. KJ stated that if DN felt that the issues were urgent then the meeting can be convened sooner rather than later.

Action: APB team to canvas members for a suitable date for a CFP meeting

KJ thanked everyone for their hard work during unprecedented times and paid testament to the service providers for ensuring services are maintained.



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

**Friday 5th June 2020
Virtual TEAMS meeting**

Attendees:

Andrew Jarrett	Director of Social Services Health and Housing, NPTCBC (Chair of the board)
Ali Davies	Principal Officer, NPT Youth Justice and Early Intervention Service (NPT YJEIS)
Carl Matthews	Information Officer, NPT YJEIS
Carly Davies	Business Manager, NPT YJEIS
Amanda Turner	Operational Manager, NPT YJEIS
Holly Sayce	Social Worker, NPT YJEIS
Claire Owen	Volunteer Co-ordinator, NPT YJEIS
SI Trudi Meyrick	Superintendent, Western BCU, South Wales Police
DCI Helen Woodward	DCI, Western BCU, Public Protection, South Wales Police
Joanne Abbott-Davies	Assistant Director of Strategy, Swansea Bay Health Board
Sharron Wareham	CSM, Better Futures Cymru
Keri Warren	Head of Children and Young Peoples Services, NPTCBC
Wendy Williams	Operational/Development Manager, Careers Wales
Mark Cox	Youth Justice Effective Practice Adviser, YJB Cymru
Cllr Alan Lockyer	Councillor, Children & Social Services Cabinet, NPTCBC
Dave Tiddy	Education Manager, Hillside, NPTCBC
Sian Rees	Strategic Lead for Criminal Justice, SWPCC
Sam Jones	Safeguarding Officer, School and Family Support Team, EDLS

Apologies:

Chris Millis	Assistant Director of Education, NPTCBC
Deanne Martin	Assistant Chief Executive, National Probation Service

1. Welcome, Introductions and Apologies

As above.

2. Previous meeting minutes

Minutes from the board meeting on Thursday 14th January were approved and checked for accuracy.

Updates/previous actions:

Previous action - Vice chair for the board.

Update - Ali met with SI Trudi Meyrick who has agreed to be the vice chair of the board.

Previous action - Formal health provision report to be brought to the next board.

Update – The health provision report was completed and emailed out to the board in readiness for the board scheduled on the 19th March, although this board was postponed due to the COVID-19 outbreak all board members have had sight of it.

Jo Abbott-Davies updated the board that before the COVID-19 pandemic a Health and YJEIS Task and Finish group was set up and three meetings took place over a number of months. An action plan was devised with the health provision recommendations discussed within those task and finish groups.

Some of the key points from this were the emotional health and wellbeing training that was going to be delivered to all YJEIS staff which was scheduled during the lockdown dates so unable to be delivered.

The CAMHS provision has remained unchanged, although there are no face to face consultations with Dr Davey monthly phone consultations are taking place instead.

The CAMHS single point of contact which was initially going to be rolled out in June they managed to get it introduced earlier is now accessible for all professionals as well as young people and their families. The single point of

contact phone line can offer advice on emotional and mental health support, consultations, signposting to other agencies, referrals and triage.

Jo Abbott-Davies is now keen to restart the task and finish group so that the action plan can be revised and reworked on in line with the new social distancing guidelines. This proposal was agreed by the board.

ACTION 1 – Ali Davies to email Michelle Davies who was leading on the Task and Finish group so discussions can start on progressing the task and finish health provision action plan.

Previous action - Mark Cox from the YJB to carry out a briefing/walk through inspection with board members

Update – Mark Cox carried out a mini walk through inspection with some board members during the board Development Day on the 20th February, for those board members who were unable to attend another session with Mark Cox will be arranged.

In relation to the re-inspection Mark Cox updated the board that no inspections were being carried out during the lockdown period. They are now starting up again albeit virtually with the Inspectorate requesting information to be sent to them and interviewing staff via skype etc.

Mark Cox attended a meeting with the YJB recently in which inspections were discussed, at present a thematic inspection is going to be carried out in Monmouth and Torfaen Youth Offending Service in which they will look at how they are managed their service during the COVID-19 lockdown period.

Mark Cox updated that Neath Port Talbot is now unlikely to be re-inspected until at least year due to the time scales and the fact that they can only go back 6 months on cases, the inspectorates do not want to inspect cases that a service has been managing during the lockdown as they have deemed this as unfair due to the fact that services have had to adapt and change their way of working during this period.

Mark ensures that he regularly updates the YJB and the Inspectorate on how well the service has been improving and the good progress that has been made on the Action and Improvement Plan. Due to this Neath Port Talbot YJEIS is no longer a priority service and is being monitored by the YJB like any other national Youth Offending Services. Mark Cox attends a management team meeting on a monthly basis so any guidance or support needed can still be offered.

Andrew Jarrett as chair of the board although appreciates the situation that we are all currently in he does not agree that the service should have to wait to be re-inspected, as he feels the service is ready. He suggested whether he should write a letter to the inspectorate to gain clarity on where they are at with it.

ACTION 2 – Andrew Jarrett and Ali Davies to discuss further out side of the board.

Previous action - CSE cases that have been audited

Update - Ali updated the board that there has been slippage on this CSE case audit outcome report to the board, it has been completed but it needs to go to Chris Fry-Davies and Mel Weaver in Children's Services to be finalised. There is a different way of looking at an YJEIS audit to ones in Children's Services.

ACTION 3 - CSE case audit outcome report once finalised to be brought to the next board.

Previous action - Priority National Standards

Update - The priority National Standards audit has now been completed, thank you to Amanda Turner for the huge amount of effort that went in to completing this piece of work. Next step is to look at which National Standards the board need to be aware of and work towards.

Previous action - CAMHS representation at future boards.

Update - It was proposed at the last board by Health that Dr Isobel Davey would only be invited to a board if there is a specific agenda item in relation to CAMHS. Dr Davey is finding it difficult to attend boards due to her clinical practice commitments. The chair questioned whether Dr Davey could attend on a quarterly basis.

Jo Abbott-Davies felt that Dr Davey's presence at the board is a duplication as she is part of the Health and YJEIS Task and Finish group as a CAMHS rep and that anything CAMHS related will be fed back into the board via herself or Michelle Davies.

Cllr Alan Lockyer challenged that Health were criticised during the last inspection for poor representation at previous boards, as a board we need to be mindful of this not happening again. Jo Abbott Davies responded that since

the disaggregation of the Western Bay Service Health have been represented at every board, if not by Jo herself then Michelle Davies has attended on her behalf.

Jo Abbott-Davies has ensured that CAMHS will always be high on the agenda and will not be affected by Dr Davey not being present at every board.

3. Feedback from individual meetings with board members

Due to the previous board that was scheduled for March 19th being postponed Ali put out a request to meet with board members on an individual basis so that the board papers could be discussed and any recommendations or issues could be addressed.

From a service perspective we found the meetings very useful and it was a good way of discussing targeted areas of work with board members on a one to one basis.

The feedback that we received during all the meeting was that of a positive one and the service will continue to meet with board members in this way in between full management boards.

4. Safeguarding

An update on Safeguarding is part of the Addendum Briefing report.

The service has been working very closely with Chris Frey-Davies during COVID-19 in managing the Vulnerable Children's list in which we have been monitoring on a weekly basis.

Since the last board one PASM has occurred in relation to one of our young people who made an allegation against a staff member in a supported living situation this has been upheld which is a positive outcome.

There is one on going child protection investigation following disclosure from a YJEIS young person

All referrals into Children's Services are being managed appropriately and staff at the YJEIS are commenting on the good and improved relationships between Children's Services and the YJEIS.

5. Addendum briefing report

The addendum briefing report is an addendum to the COVID-19 Contingency plan which contains a brief update on safeguarding and staffing.



Addendum to the
Contingency Plan May

6. NPT YJEIS COVID-19 Contingency Plan

The Youth Justice Board requested that all Youth Justice Services were to write a COVID-19 Contingency Plan which would then take the place of the annual Youth Justice Board plan. This YJB plan is a statutory equipment for all Youth Justice Services which then secures their allocated funding.

The chair Andrew Jarrett noted how quickly and well written the plan was and how it was promptly circulated to all relevant parties.

The plan highlights how the service has been operating and managing during the COVID-19 lockdown



NPT Youth Justice
Service contingency p

Sian Rees highlighted that transition was not included in the report. Amanda Turner reassured the board that although this has been an oversight as it should have been included transition is happening within the service although numbers of young people that are due to turn 18 and transition into the Probation Service are low, there are currently no young people who fit into this category at this present time.

The service offers voluntary support to every young person who is due to complete an order as part of their transition period.

Although the service has been managing well during this period and still carrying out social distance visits to all young people and also video calls via WhatsApp there have been areas of work that have proved to be more difficult such as Referral Order panels, AA visits and court hearings.

Currently reparation/unpaid work hours in the community have not been taking place due to the current restrictions but as a service we have been

thinking of innovative ways for the young people to complete these hours such as writing letters to care homes, citizenship packs which include the young people looking at their rights and responsibilities, arts and crafts work such as painting of rocks for the community and also looking at some of our leaflets to give their views on them and any ways that they could be improved. This then forms part of a young person's participation.

7. Performance reports

Carl Matthews Information Officer produced three different performance reports for this board which contained a wide range of information.

Bureau analysis



Bureau analysis.doc

This analysis of the bureau which has not been done before gives an update of where we were when we were part of Western Bay to where we are now in relation to number of bureaus taking place and the types of offences. The report highlights the various outcomes and categories from when the bureau first started in 2011.

Andrew Jarrett Chair of the board felt that this was a very useful report and one that he would like to be continued.

NPTYJEIS 2015-2020



NPTYJEIS
2015-2020.docx

The information in NPTYJEIS 2015-2020 report looks at the time period between April 2015 and March 2020. During that time Neath Port Talbot Youth Justice and Early Intervention Service (YJEIS) was part of the Western Bay YJEIS and as a single service from April 2019.

Sian Rees had a query in relation to the offence type 'violence against a person' category, it is a very broad category and one that continuously comes up as the highest committed offence type it was asked whether a deep dive could be carried out to look at the trends and patterns of this category so the

board could have a better understanding of any spikes or changes during a period.

Carl would need to break down the category due to there being a number of different type of offences including in that one offence type.

ACTION 4 - Carl to bring a break down on the 'violence against a person category' to the next board.

Current Update report



Current Update.docx

This report provides the management board information on how the service is currently performing in relation to assessments and the QA process.

Andrew Jarrett Chair of the Board queried in relation to assessments why there are still some assessments that have gone over the 30 day completion period when caseloads per Social Worker are manageable.

Amanda Turner updated the board that these figures relate to two reasons one being the current Probation Officer allocation of only 1 ½ days per week in NPT and 1 ½ days in the Swansea Youth Justice Services which has recently resulted in some difficulties arising due to annual leave and sickness which unfortunately has then caused assessments to not be completed within the 30 days. The other reason is due to the assessments in question being written by a student social worker which had her placement cut abruptly short due to COVID-19. This then resulted in Amanda having to take over the assessments and due to other work commitments and trying to pick up another person's assessments resulted in a slight delay.

The chair although reassured that the service was aware of the reasoning for out of time assessments it is concerning that the Probation Officer allocation is causing difficulties and having a direct impact on the service, the board need to be reassured that this is being addressed by the relative managers or whether it needs escalating by the chair of the board in the means of a letter to the Head of the National Probation Service.

Ali Davies updated the board that this was the evidence that we needed to take to the Probation Service to say that the current 1 ½ days per week

allocation is not working; it is currently a national problem which is coming up on a regular basis at YOT Managers Cymru meetings.

Deanne Martin Assistant Chief Executive for the Probation Service and a board member is aware of the concerns and meetings are taking place also with the Swansea Youth Justice Service to see how we can better support the Probation worker in her role. Ali also has an up and coming meeting with Deanne and the Principal Officer at Swansea to look at the current allocation of days per service.

ACTION 5 - Ali Davies to provide an update on the Probation Officer resource at the next board.

8. YJEIS Newsletter

The YJEIS newsletter which was written by Amanda Turner contains up to date information for board members on how the service is managing whilst all staff are working from home, current staff updates and any relevant good news stories.

All board members were in agreement that it is a very good and useful document for the board to have and it is something they would like to continue to receive on a regular basis.

It was suggested whether board members would like to feed in any relevant updates/news stories from their organisations if so then an email to be sent directly to Amanda Turner or Carly Davies who can then forward on.

ACTION 6 -Board members who wish to provide any updates for the newsletter to email it into Amanda Turner or Carly Davies.

9. Action and Improvement plan (brief update)

Although the service is still working on the recommendations on the Action and Improvement plan when the COVID-19 lockdown took place the focus turned to the Contingency Plan and ensuring the safety of staff and all the services young people took precedence. The plan will be updated and focussed on fully during the next board.

Some of the outstanding actions had to be stalled at the time due to the restrictions one of these actions being the move to the new Intervention Centre. Ali updated the board that since the last board costings were made by

Estates in relation to adapting a soon to be vacant day centre for those with special needs into the new YJEIS office and Intervention Centre.

The costing came back at a very high estimate of £200,000 which is way above the reserves that we have for the moving of offices and not a feasible cost during this current climate.

Unfortunately now due to social distancing measures and the impact that COVID-19 may have on the Local Authority in the future the move may now look completely different from what we anticipated and a new direction may have to be taken.

ACTION 7 - The chair of the board has requested that a progress report in relation to the Intervention Centre be brought to the next board.

There has been slippage in dates in relation to participation with young people due to the lockdown and also the member of staff that was leading in participation has now left for a promotion in a different local authority.

Amanda Turner updated the board that participation has started to progress again with Darren Bartley a Participation Officer within the local authority has drafted a survey that will now be used with all those young people who have completed an order with the YJEIS which will gain their views on the service and their time spent on that particular order.

The survey will be used for a trial period before looking at ways it could be improved or altered in any way. The results of the surveys to then be brought to a future board.

ACTION 8 - The Action and Improvement Plan to be updated and discussed at the next board.

10. A.O.B

Ali Davies would like it formally noted on the continued dedication and hard work shown by all staff within the service during this difficult period, all staff have had to adjust to a different way of working but have continued their commitment to the service and the young people.

Next full management board date –

Thursday 23rd July at 9.30am.

List of actions -

ACTION 1 – Ali Davies to email Michelle Davies who was leading on the Task and Finish group so discussions can start on progressing the task and finish health provision action plan.

ACTION 2 – Andrew Jarrett and Ali Davies to discuss a letter to the Inspectorate regarding re-inspection.

ACTION 3 - CSE case audit outcome report once finalised to be brought to the next board.

ACTION 4 - Carl to bring a break down on the 'violence against a person category' to the next board. Request of Sian Rees.

ACTION 5 - Ali Davies to provide an update on the Probation Officer resource at the next board.

ACTION 6 - Board members who wish to provide any updates for the newsletter to email it into Amanda Turner or Carly Davies.

ACTION 7 - The chair of the board has requested that a progress report in relation to the Intervention Centre be brought to the next board.

ACTION 8 - The Action and Improvement Plan to be updated and discussed at the next board.

**YOUTH JUSTICE SERVICE
MANAGEMENT BOARD MINUTES
Meeting Held on 18th June 2020
Via Skype**

Present:

Dave Howes, Director of Social Services (Chair)
Julie Thomas, Head of Child & Family Services
Jay McCabe, Bays+ & YJS
Helen Williams, YJS
Cllr Sam Pritchard
Helen Morgan-Rees, Achievement & Partnerships
Gavin Evans, Child & Family
Sian Rees, SWPCC
Supt Trudi Meyrick, Police
Joanne Abbott-Davies, Swansea Bay UBH
Jamie Harris, Barod
Deanne Martin, Probation
Kelly Ahern, Barnardos
Adrian DiFrancesco
Heather Black, YJS (Minutes)

Apologies:

Julie Thomas, Swansea Magistrates Court

1. Staff Member Feedback

ADiF provided a brief overview of the ways in which the YJS has adapted to working with the young people we support during the COVID crisis:

- Concentrated on young people on orders first due to statutory requirements – initially phone calls to confirm individuals had smart phones, then progressed onto WhatsApp and in some cases face to face contacts. Cases rag rated red are currently the priority for face to face contacts whilst observing COVID social distancing rules.
- Risks assessments have been submitted in relation to use of the Intervention Centre and outdoor activities.
- Staff – generally responding well to the challenges of working within COVID restrictions, communication good via Teams. Daily recording is more consistent and the flexibility of working from home has meant an improved work/life balance.

Board member comments:

- **Cllr SP** asked if there was likely to be any discernible problems in the future due to lack of contact with young people? **ADiF** suggested that due to lack of face to face contact, the relationships and trust built up with young people may need to be

re-constructed, however contact by some means is ongoing with our young people.

- **GE** questioned what impact does lockdown have on our cohort with particular reference to offending behaviour? **ADiF** stated that there have been instances where young people have broken the lockdown rules and some have been offending, however as the courts have not been in operation, there will potentially be a backlog of cases to be dealt with in court.
- The **Chair** asked if staff are feeling supported – **ADiF** responded by highlighting a particular young person who recently required one to one contact at a care home, then moved onto a flat which caused some distress to staff due to the lack of social distancing measures in place and expectations to conduct home visits. However, generally staff feel well supported by managers.

The **Chair** thanked **ADiF** for his contribution to the meeting.

2. Previous Minutes

All agreed previous minutes a true and accurate account of last meeting.
JM confirmed that all actions from previous meeting have been completed.

3. National Standards Audit

JM thanked all members who contributed to this work and explained the audit report is on agenda for ratifying. Strategic and operational elements will be divided up for analysis at the next 3 boards and 2 of the standards will be presented to next board meeting for discussion in greater depth.

4. Policies and Procedures

HW stated that although the intention was to complete these by April, due to COVID, this has caused a delay. Two documents for board oversight today:

AA Bail and Remand Management
Court Processes

Attached to the agenda is a list of policies to be completed/already actioned and any outstanding should be completed by next board meeting. **JAD** suggested prioritising those policies relating to risk assessments and risk management. Target date – end of July (leave permitting), however should there be any deviation from this date, **HW** to inform the Chair.

5. Performance Report

- In terms of assets completed, there has been a steady improvement with completing these within prescribed timeframes. The focus now is improving the quality of assessments and the subsequent reports. **HW** stated that she has observed that improvement is required in confidence around analysis, understanding the information collated and proving a fair analysis. There is a QA process in place and **HW**, the Practice Leads and Senior Prac are now

encouraging case managers to be more confident to take responsibility for the completion of their own reports. **HW** has liaised with Kate Ronconi in relation to arranging a training day for staff around Signs of Safety, to focus on key risks and concerns and how we can build our intervention plans. **JT** advised that whilst introducing Signs of Safety elements of practice is a positive step, she cautioned that within the Child Protection framework, the risks are very different for our age group of young people, so risk would need to be managed differently.

- Supervision – this is an improving area and staff are now having more regular supervision sessions.

Sickness – work related stress has had a significant impact on team. **HW/JM** will seek to address this issue and will have discussions with staff and establish how best to support individuals. HR and Occupational Health have been helpful with guidance for these cases. **JT** suggested linking with Gemma Whyley to do a specific piece of work within the YJS reinforcing the well-being tools being used within the authority.

SR stated:

- i) that it is difficult to define from data presented if episodes of sickness are having an impact on particular service delivery areas.
- ii) the report does not inform of any vacancies. **HW** confirmed no current vacancies.

SR suggested that these 2 matters should be included in future reports so that if necessary the board can help manage potential areas in need of their support.

- Custody was discussed. **HW** stated that there have been some complex cases and highlighted one particular case as an example. The **Chair** enquired as to whether there is a review process in place in relation to these complex cases which resulted in custody. **JM** confirmed that there will be a selection of 3 - 4 complex cases on which a full timeline review will be conducted from a multi agency basis. The results of these case reviews will be presented to the board on completion.

JT acknowledged the complexity of certain cases and agreed that a review would be useful, however she raised the issue of capacity and the ability to conduct what would be a time consuming and length process. The **Chair** agreed and suggested that the team consider the challenges and return to the board with details of what obstacles would be encountered and suggestions as to how these can be overcome, perhaps with reference to independent provision. The **Chair** also suggested that this proposal be submitted in advance of the next board meeting and an extraordinary board can be convened to discuss.

- Contextual Safeguarding – a positive piece of work has been conducted with 3 local schools, which has resulted in referrals into the YJS and it is the intention that this will be rolled out to other local comprehensive schools.
- Pre and Post Court outcomes – **HW** reported that violence against the person and substance misuse related offences are becoming more prevalent. County lines is also a concern, along with some offences in relation to possession of a

weapon. **SR** stated that in relation to offence profiles and offence analysis presented the report, violence against the person is a broad category, so in order to better understand trends and patterns she suggested a deep dive into these offences, as violence against a person can be a serious offence or a minor offence. The way in which the report categorises these offences makes it difficult to understand what is actually being presented.

SR asked that the results of this analysis be made available to the board.

6. Partner Updates

Health:

- A task and finish group was previously set up to address health service provision for young offenders, from which an action plan was produced. A revised timeline for the identified actions has been drawn up due to COVID but **JAD** sought confirmation that the board would like these to continue, the **Chair** confirmed yes.
- CAMHS have set up a single point of referral team which provides an open access telephone line for advice/sign posting available for professionals and young people and their families.
- CAMHS Specialist Nurse – in the process of being recruited.

Police:

- **TM** reported that as far as policing is concerned it's business as usual via telephone/WhatsApp. Cautions are being administered at the home address, taking into account COVID safety restrictions and data protection. Also now looking at other opportunities for officers to visit care settings.
- In relation to young people released under investigation and the demands on the YJS moving forward, this has been raised as a critical risk on the police strategic register. **TM** will formulate a piece of work to determine how many young people are released under investigation and ensure that the YJS have these details.
- **TM** advised that due to recommendations from a police perspective, apparent from the recent Cardiff YOS (results yet to be published) she has set up a short task and finish group to look at those recommendations.

7. Planning around Covid-19 and recovery plan

Information relating to the YJS recovery plan is embedded in the Agenda. Due to time constraints today, this document will be brought back to the next board for discussion.

8. Inspection and Delay

JM stated that all outstanding actions from the action plan have now been completed.

Date of next meeting – 20th August 2020, 11.30-12.30 via Skype

Actions below.....

ACTIONS	ASSIGNED TO:	DUE DATE
Policy documents to be completed	HW	End of July
Information on whether episodes of sickness are having an impact on service delivery areas And Inform of any vacancies Both above to be included in the Performance Report	HW	20.8.20
Submit a proposal in relation to challenges faced in conducting custody case reviews and suggestions for additional support.	JW/HW	
Conduct a deep dive into violence against the person offences and present analysis to the board	HW/JM	20.08.20
Analysis of 3 complex cases – Multiagency practice reviews to take place on all three cases.	Multiagency	To start in November 2020