

**CARDIFF AND VALE OF GLAMORGAN REGIONAL PARTNERSHIP BOARD**

**Via Teams**

**02nd November 2021**

**14:00 – 17:00**

**Minutes of the Meeting**

**Attendance**

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| Cllr Ben Gray (Chair) | Cabinet Member for Social Care and Health, Vale of Glamorgan Council |
| Abigail Harris | Director of Planning and Strategy, Cardiff and Vale University Health Board |
| Cath Doman | Director of Health and Social Care Integration, Cardiff and Vale Integrated Health and Social Care, |
| Charles (Jan) Janczewski (Vice Chair) | Chair, Cardiff and Vale University Health Board |
| Cllr Graham Hinchey | Cabinet Member for Children and Families, Cardiff Council |
| Helen White | Chief Executive, Taff Housing Association |
| Cllr Lynda Thorne | Cabinet Member for Housing and Communities, Cardiff Council |
| Lynne Aston | Assistant Finance Director, Cardiff and Vale UHB |
| Malcolm Perrett | Policy advisor, Care Forum Wales |
| Sam Austin | Deputy Chief Executive and Director of Operational Services, Llamau |
| Sheila Hendrickson-Brown | Chief Executive, Cardiff Third Sector Council |
| Sarah Wills | Head of Services (Central), Platfform |
| Sarah McGill | Corporate Director – People and Communities, Cardiff Council |
| Meredith Gardiner | Head of Partnerships and Assurance CAV RPB Team |
| Estelle Hitchon | Director of Partnerships and Engagement, Welsh Ambulance Services NHS Trust |
| Paula Ham | Director of Learning and Skills, Vale of Glamorgan Council |
| Mel Godfrey | Director of Education and Lifelong Learning, Cardiff Council |
| **Secretariat** | |
| Abbi Williams (Minutes) | Partnership Support Assistant, Cardiff and Vale Integrated Health and Social Care |
| Olivia Headley-Grant (Admin) | Partnership Apprentice, Cardiff and Vale Integrated Health and Social Care |
| **Guests** | |
| Chris Ball | Improvement and Development Manager, Cardiff and Vale Integrated Health and Social Care |
| Dylan John | Corporate Trainee, Cardiff and Vale Integrated Health and Social Care |
| Kirrin Davidson | CCfW, Policy Advisor |
| Sally Holland | CCfW, Children’s Commissioner |
| Rachel Thomas | CCfW, Head of Policy & Public Affairs |
| Alan Lawrie | ACD - Aneurin Bevan UHB, National Programme Advisor |
| Sue Morgan | ACD - Aneurin Bevan UHB, National Director and Strategic Programme Lead for Primary and Community Care |
| Eve Williams | SWP & CCfW – Starting Well Programme Lead, CAV RPB Team |
| Rose Whittle | General Manager – Children, Young People and Family Health Services. CAV UHB |
| Liz Baker | Assistant Director Children’s Services. Barnardo’s |
| Suki Bahara-Garrens | Children’s Services – Cardiff Council |
| Rose Whittle | Directorate Manager, Community and Child Health, Cardiff and Vale UHB |
| Fiona Kinghorn | CAV UHB, Executive Director of Public Health |
| Chris Emmerson | Specialty Registrar in Public Health, Cardiff and Vale UHB |
| Alison Law | Improvement and Development Manager, Joint Commissioning, CAV RPB Team |
| Elaine Lewis (observer) | RI&IC Hub Lead and Service Improvement Manager, CAV RPB Team |
| Graham Cone (observer) | Project Manager, RI&IC, CAV RPB Team |
| Dylan John (observer) | SWP - Corporate Trainee – Project Support Assistant, CAV RPB Team |
| Cristina Popescu (observer) | SWP - Corporate Trainee – Project Support Assistant, CAV RPB Team |
| Menai Griffiths (observer) | SWP - Improvement Project Manager - Reshaping Services, CAV RPB Team |
| Jen Horton (observer) | Improvement And Development Manager, CAV RPB Team |
| Kate Hughes | Communication and Engagement Lead, Cardiff and Vale Integrated Health and Social Care |
| Adam Wright | Head of Service Planning Cardiff and Vale UHB |
| Keith Ingram | Autism Board, Cardiff and Vale Region. |

**Apologies**

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| Caroline Ryan | Head of Children and Young People, YMCA |
| Cllr Susan Elsmore | Cabinet Member for Social Care and Health, Cardiff Council |
| Lance Carver | Director of Social Services, Vale of Glamorgan Council |
| Len Richards | Chief Executive, Cardiff and Vale University Health Board |
| Cllr Margaret Wilkinson | Cabinet Member for Housing and Building Services, Vale of Glamorgan Council |

| **Minute number** | **Minute** | **Lead** |
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|  | **WELCOME AND INTRODUCTIONS**    **Declaration of interests:**  None declared pre or post meeting.  Cllr Ben Gray welcomed all to the meeting. He ran through meeting etiquette and encouraged members to utilise the chat and hand raising function to contribute to the discussion and during presentations.  Cllr Gray noted that our 2021 Annual Report had been dedicated to the memory of Pauline Young. |  |
| 232 | **Starting Well Partnership (SWP)**  Sarah McGill provided a progress brief on the work of the Starting Well Partnership and welcomed a number of colleagues who were in attendance to take part in the later conversation with the Children’s Commissioner.  ***Full details of the presentation were circulated within bookmark ‘Item 2.1 Starting Well Partnership RPB 021121’ of the papers.***  The presentation ran through the Starting Well Partnership’s governance arrangements, describing how the new partnership arrangements have allowed for expansion of partner involvement for children and young people and for full, focused discussions to take place.  The five priority programmes of work were noted:   1. Locality approach – including in region solutions to meet high level needs 2. Joined up mental health support & integrated care model 3. Delivery of Whole School Approach 4. Regional resources for children and young people with complex needs 5. Better support for additional learning needs   The importance of engaging and involving young people in both project development and service delivery within the partnership was highlighted. Additionally, Sarah noted the excellent piece of partnership work that is ongoing with the Recovery Service for children and young people in crisis.  Jan added that the Starting Well Partnership support the RPB with its strategic ambition to improve and where necessary transform the services provided within the region for Children and Young People and their families. Although the partnership is at early stages of development, Jan re-assured the Board that colleagues from across the partnerships are involved with genuine passion and care and are already making amazing contributions.  **Decision** - The RPB **noted** the overview and progress made within the Starting Well Partnership. |  |
| 233 | **Children’s Commissioner for Wales**  Cllr Gray welcomed Sally Holland, Children’s Commissioner on her second visit to the RPB. Various briefing documents had shared with both the Commissioner and partners prior to the meeting outlining the work that has been undertaken in response to the Commissioner’s report *No Wrong Door*.  Sally reflected on her previous visit to the RPB two years ago and acknowledged and thanked the partners around the table for the huge amount of work undertaken to keep children, young people and their families safe over the last 20 months; all while continuing with long term ambitions despite the day to day demand during the pandemic.  **Reflection on CAV RPB response to No Wrong Door**  The pre-prepared RPB response received positive feedback from the Commissioner. The strategic outlook of the response was noted in particular, giving the Commissioner a sense of overall direction and ambitions of the partnership, with timescales and measurable outcomes. Sally also welcomed the person centred approach and honesty in recognising the work still required to bridge the gaps to achieving the admirable and exciting strategic ambitions.  Additionally, the Commissioner acknowledged various pieces of good work which have been undertaken including the establishment of the Starting Well Partnership, the Single Point of Access service and the co-production of the Emotional Wellbeing Service website.  The Commissioner will develop a follow up report for No Wrong Door, due to be published early in the new year. Sally advised of her ambition to encourage RPBs to share good practice with each other. A reminder was shared with the Board regarding the planned children and young person led event due to take place on 30th November 2021.  Discussion took place on the following topics:  **Structure and workings of the RPB to promote Childrens’ rights**  Young people involvement  ‘How does the RPB plan to ensure young people are able to hold the RPB to account?’ i.e scrutiny sessions of the Starting Well Partnership and the RPB itself.  Young peoples’ involvement and scrutiny was noted as an ambition within the SWP, however the model has yet to be established. There is a clear need to ensure involvement is carried out in a secure and comfortable environment best suited for young people, and as such links are being made with 3rd sector partners to explore this further and ensure the RPB is making the most of a joined up, partnership working.  A feedback mechanism has been established by way of a highlights newsletter which will be published on the website and accessible in different formats including easy read.  **Planning delivery of workstreams and outcomes**  The Commissioner welcomed all workstreams within the response, but noted a few areas for clarification.  Single Point of Access (SPoA) and early help hubs  *‘What links are being made between the SPoA and early help hubs to ensure the process is cross-disciplinary and easy to navigate for young people?’*  Clarification was also sought on the “thinking together conversations for early help” and whether this was a method promoted by the partnership or a policy due to be implemented.  Colleagues noted that there was a readiness to deliver an integrated access service for children and young people. Rose Whittle acknowledged the delay in launching this service, particularly with the challenges faced with staffing and capacity issues. With the majority of the challenges resolved, a full launch was anticipated to happen imminently. The service will provide mental health support at the UHB front door for consultation.  The “thinking together conversations” were noted to be a multi-disciplinary discussion that occurs to manage the complex nature and behaviours of the young person and discuss referrals, signposting and pathway navigation for the family and child no matter the access point.  Additional comments were made, acknowledging the importance of awareness of other services to enable joined up working and accurate signposting, as well as the difficulties children and young people faced when trying to navigate through services.  Sally thanked the partnership for the clarification and echoed that children and young people are known to have delays in reaching the right treatment. It was strongly encouraged that the Starting Well Partnership continues to test models with real life situations and experiences of young people.  **Action**  **Ensure the SWP are sighted on the real life experiences in evaluating progress**  **Safer Accommodation**  ***‘Is the MDT Virtual Hub specifically for children and young people with complex accommodation needs?’***  The virtual hub was established as a way of representing the range of existing services that work in conjunction to support children and young people who are looked after or at risk of being looked after. The recovery outreach service was also noted to be multi-disciplinary to specifically support people stepping out of hospital who have presented in crisis but are unable to return to their place of residence without a period of intervention.  ***‘Are the new children’s homes under development specifically new therapeutic type beds for those who might fall through in-patient provision and more mainstream children’s home provision?’***  The accommodation element of the recovery outreach service would be for those individuals who do not require an inpatient stay and is therapeutic in its design and expected delivery. It was clarified that the accommodation would be a short-term stay area providing assessments and support with a focus on stabilising emotions before the young person is moved on to the most appropriate place of residence. It was also clarified that the accommodation fits within the RPB funding around safe accommodation.  Eve advised of the Enfys service, which is a clinical psychology led service within Cardiff and the Vale of Glamorgan that are working with a range of provisions that support children looked after including residential homes with the ambition to embed a therapeutic approach and upskill wider residential workforce across statutory and 3rd sector providers.  The Commissioner welcomed the approach to have joint provision with clinical expertise for children services.  **The transition protocol for 16+ for young people with learning disabilities**  ***‘How will the work carried out differ from what it looks like now, taking the transition protocol into account?’***  Due to timescales the commissioner and partnership agreed to share a summary on the difference in working arrangements, taking the transition protocol into account.  **ACTION** **- Share a summary on the difference in working arrangements, taking the transition protocol into account.**  Eve assured the board that the protocol is already being implemented in part, as a result of the early delivery of the Additional Learning Needs and Educational Tribunal Act. Delivery was noted to be ongoing, although there has been a delay in launch due to pandemic but that this is planned to be before the end of this financial year.  **Consideration of Case Studies / Children’s experiences**  The Commissioner provided positive feedback around the expansion of the crisis team to 24/7 (due to be launched in March). Additionally, having adolescent beds for initial assessment was felt to be a big improvement to give those individuals an appropriate environment.  Sally welcomed the refreshingly honest approach to the case studies provided and felt it was clear conversations were already happening around the areas requiring improvement.  **Sanctuary model to prevent admission to hospitals**  ***The Commissioner asked for further information around the proposed sanctuary model included in the response.***  A re-commissioned process was already underway for open access services. Work is ongoing with 3rd sector services to re-commission a more open access, out of hours model. Rose note the need to manage the pathway for young people into crisis services.  The overarching plan will be to provide a safe space for young people to talk to somebody and link into services. As part of this work it was noted that conversations have been happening with colleagues in adult mental health who are also looking at a variety of similar models.  **NEST framework**  ***‘Will the implementation of the NEST framework make a difference to how accessible, understandable and joined up the work is?’***  The NEST framework was considered to be an underlying principle and approach for all areas of work. A delivery group has been established which sits underneath the Starting Well Partnership and will be responsible for the implementation of the NEST framework, including oversight of the readiness tool, collating good practice examples and utilising engagement activities.  Conversations are already happening within the delivery group to ensure project groups and workstreams are not developed in segregation and to have a joined-up approach for implementing the framework with a ‘hold on, not refer on’ approach to supporting young people.  Sally thanked the starting well partnership for all the work put into this and closed this item of discussion by providing positive feedback for the ‘hold on, not refer on’ value that she would welcome to see permeate across the services.  **Decision** – RPB re-asserted its commitment to Children and Young People.  **Decision** – RPB agreed to undertaking any actions identified within the discussion via the Starting Well Partnership.  Cllr Gray thanked the Commissioner for joining the RPB. | Sarah McGill / Jan Janczewski  Sarah McGill / Jan Janczewski  Sarah McGill / Jan Janczewski  Eve Williams |
| 234 | **National Accelerated Cluster Development**  Cllr Gray welcomed Sue Morgan, National Director and Strategic Programme Lead for Primary and Community Care and Alan Lawrie, National Programme Advisor (Primary Care).  Cath introduced the item and its importance, explaining that the strategic programme for primary care will be a critical enabler of the work ongoing within the RPB to provide more integrated, locality based delivery of services such as set out in the @home programme. The national programme sets out the movement to a multi-disciplinary arrangement around planning and delivery for the health and wellbeing of a local population.  A presentation was provided by Sue and Alan;  ***full details were circulated within bookmark ‘Item 4.2 National accelerated cluster development - CV RPB’.***  The presentation focused on:   * The Primary Care Model for Wales and it’s five key components; * The strategic priorities for 2021/22 and the four key programmes of work; * The fourth key programme of work was noted to be ‘accelerated cluster development’; * The background, benefits and challenges of working as a cluster; * What the accelerated cluster development is looking to achieve and how it will link together for Cardiff and Vale RPB; * Local flexibility being essential in delivery; * The Cardiff South West community interest company that has already rapidly established a model; * Potential discussion points.   The final slide of the presentation noted potential discussion points for the board. Cllr Gray asked that feedback on these discussion points were shared directly with Alan and Sue.  A detailed discussion took place between Board members, with thoughts shared around the potential complexity for services to deliver differently depending on cluster need. The board acknowledged the need to understand communities not just as GP clusters.  Abi echoed that these principles are locally flexible dependant on cluster need and the RPB can utilise it to improve the wellbeing of our population at a locality level through planning, commissioning and delivering much more coherently. The evidence collated from the South West Cluster was noted as turning the curve on admissions and admission rates.  The PNA was though be a really important resource for clusters and localities  Cath felt that the National Programme will help enable the delivery of the alliance ambition for the Vale. Terminology was discussed, noting the similarities between the Accelerated Cluster Development and the Vale alliance model.  **ACTION** - Re-share potential discussion points with the board and ask for comments within a short deadline. | *Alan Lawire, Sue Morgan & Cath Doman*  **Secretariat** |
| 235 | **Joint Winter Planning**  Welsh Government recently announced a Winter Planning Fund for the region of £1.3m.  The spend plan will need to be developed in conjunction with existing recovery funding and associated risks, with an expected submission to Welsh Government by 25th November 21  Adam Wright presented the Winter Plan that has been previously circulated to the board.  ***Full details were circulated within bookmark ‘Item 5.2 Winter Planning Update 2021-10-27 - RPB 021121’.***  The joint winter plan for 2021 was introduced as unique due to the current circumstances with ongoing COVID-19 issues. Key winter assumptions were shared. Current system pressures were noted as an additional inclusion for this year’s plan to provide more context to operational demand.  Winter plan priority areas had been identified within a winter planning workshop including:   * Vaccination and Mass Immunisation * Test, Trace and Protect (TTP) * Ambulance Services * Social Care and Integrated Services * Partnership Workforce Plans * Unscheduled Care * Planned Care * Mental Health and Wellbeing * Third Sector   **Decision – RPB noted the evolving winter plan and agreed the suggested approach.**  **ACTION – Share comments with Adam Wright to enable further discussion and fine tuning of the winter plan at upcoming JME.**  ***Deadline 10am Friday 05th November.*** | All |
| 236 | **Welsh Government RPB 5 Year funding plan**  Cath provided a verbal brief on progress regarding Welsh Governments plans for future funding.  Briefing highlights:   * ICF and transformation fund will cease at the end of the financial year 2021-22; * A new five-year replacement fund has been announced running to 2027; * It is anticipated a less amount will be provided for the five-year fund; * The Minister has emphasised that funding is to be used to transform local health and care systems i.e re-configuring core services and mainstreaming ways of working; * Welsh Government is aware of the financial pressures relating to transitioning services from short term funding into core funding; * Exit plans have been developed with SROs to understand service priorities and workforce risks, to support shaping of the future model; * Submission of a five year spend plan and delivery plan will be expected during Spring 2022; * Fund announced for capital, revenue and infrastructure; * The revenue will potentially be split into two funding streams; the accelerated funding stream and an embedding funding stream; * Current commitments were being reviewed and compared to the indicative future fund to gain an understanding of potential gaps and risks associated with the transfer of fund.   Welsh Government has advised that guidance and confirmation of funds is to be expected at the end of December.  It was noted that the SLG will have oversight of future fund planning. Depending on timescales, there may be a need to convene an extraordinary RPB meeting for a deep dive of future funding streams.  Lynne Aston advised this as a good overview while we wait for further clarification.  **RPB colleagues NOTED the briefing**. | *Cath Doman* |
| 237 | **Director of Public Health Annual Report**  Dr. Fiona Kinghorn presented the arenas of work included in Public Health’s annual report, noting it is a statutory requirement. The report provides a set of recommendations signalling to partners the importance of tackling inequities and providing support on how to achieve that.  Fiona detailed the arenas of work and relevant recommendations.  **ACTION** - Full details of the arenas of work and relevant recommendations to be shared with the partnership.  **Decision** – The RPB noted the content of the Annual Report of the Director of Public Health 2021. | *Fiona Kinghorn* |
| 238 | **Suicide and Self Harm Strategy**  Dr Chris Emmerson presented an overview of the Suicide and Self Harm Strategy. The Strategy has returned to RPB for approval following an engagement exercise. All supporting documents were previously shared with members for review.  Dr Emmerson’s overview focused on the vision, review, key comments and responses of the Suicide and Self Harm Strategy following recent engagement activities. ***Full details can be found in bookmark items 8.1 – 8.5***  During follow on discussions, Helen White agreed with the reported need for more effective support for NHS staff. Helen felt the need was reflected within the wider care and support workforce and would welcome the support being offered more broadly. Chris advised of ongoing conversations with the 3rd sector to enable all staff working with vulnerable people have access to national training which is currently being developed. Timescales for the wider workforce to have access to the training is currently 2022-23.  Chris welcomed Helen’s comments and felt that organisations like Taff Housing, with Human Resources support available, could be engaged in this process also.  **Decision** – The RPB **noted** and **approved** the updated strategy. | *Fiona Kinghorn and Chris Emmerson* |
| 239 | **Statutory Code of Practice on the Delivery of Autism Services**  Keith made the board aware of the background to the newly released Code of Practice and advised of the increased responsibilities placed upon the Health Boards and Local Authorities to better meet the needs of autistic people and their families, which include arrangements in four main areas:  1: Arrangements for Autism Assessment and Diagnosis  2: Arrangements for Accessing Health and Social Care Services  3: Arrangements for Awareness Raising and Training in Autism  4: Arrangements for Planning and Monitoring Services and Stakeholder Engagement  Welsh Government has identified four key actions required to support implementation of the code of practice:   * The identification of an Autism Champion to sit within the governance structure of the RPB * The development of Strategic Autism Group with a clear reporting structure to the RPB * Autism to be a stand alone theme in the RPB Annual Report * The Development of an action plan to take forward the key duties as describe in the code of practice   Following an initial conversation with the SLG, it had been suggested that strategic oversight of Autism would best sit within the Living Well Partnership.  A Regional Autism Board has been established to undertake a baseline assessment on the region’s compliance of all aspects of the code underway. The results of the assessment will be shared with the SLG in November along with a list of recommendations.    **ACTION** – Autism progress report and Terms of Reference for the Regional Autism Board to be brought to the February RPB.  **Decision** - RPB noted the Welsh Government Statutory Code of Practice for Autism.  **Decision** – RPB approved the required actions and the approach taken in response to these requirements, incl of the need for an Autism Champion. | *Keith Ingram* |
| 240 | **Ageing Well Partnership**  Abi introduced herself as the Executive lead for the Ageing Well Partnership and shared a progress overview and summarised the key areas of work that are being progressed through this programme:   1. Access 2. Accelerated Cluster Development 3. Intermediate Care 4. Health and Wellbeing Centres 5. Vale Alliance 6. Engagement 7. Dementia   During the update, a mention was given to the importance of building a mechanism for continuous engagement and listening to our communities and to people who use our services, to inform the shape of our services moving forward.  Abi also noted that recurring funding for Dementia has been agreed and announced by Welsh Government and will sit within Ageing Well Partnership.  Cllr Gray enjoyed how the briefing was presented and pulled together using one slide infographics.  **Decision** – The RPB **noted** progress of the Ageing Well Partnership. |  |
| 241 | **Q2 2021-22 Performance Reports**  Meredith advised the Board of the link shared with partners to access all quarter two reports via the RPB private webpage. Additionally, i***tem 11 Q2 Performance Summary***  provided an overall summary of progress within each fund. Concerns from Q1 have been addressed, in particular it was noted that Welsh Government has now approved a range of priorities for Capital. Meredith thanked everyone for their patience in helping with the delivery of the report. Underspend will be monitored on a monthly basis to ensure its use within this financial year.  **Decision** – The RPB **approved** Q2 reports. |  |
| 242 | **10.1 Minutes of the last meeting**  No amendments identified and minutes of the last meeting were agreed by RPB.  **10.2 Action Log Review**  All actions completed. No actions are outstanding. | *Chair* |
| 243 | **AOB**  Cllr Gray reminded the Board of the RPB self-assessment workshop due to take place on 19th November.  The self-assessment survey deadline was extended slightly to 5pm on Monday 1st November.  Cllr Gray thanked all members for their active participation on the actions noted throughout the meeting |  |

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| **DATES OF FUTURE MEETINGS**   |  | | --- | | **Dates of future RPB formal meetings:**  2.00-4.00pm Tuesday 1st March 2022 (via Teams – TBC) | |