



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

**Tuesday 25<sup>th</sup> June 2019**

**Cornerstone, Charles Street, Cardiff**

**Minutes of the Meeting**

**Attendance**

Cllr Susan Elsmore ( <b>Chair</b> )	Cabinet Member for Social Care and Health, Cardiff Council
Abigail Harris	Director of Planning and Strategy, Cardiff and Vale University Health Board
Charles (Jan) Janczewski	Vice Chair, Cardiff and Vale University Health Board
Chris Jones	Chris Jones, Interim Head of Specialist Housing and Well Being, United Welsh Housing Association.
Claire Marchant	Director of Social Services, Cardiff Council
Cllr Ben Gray	Cabinet Member for Social Care and Health, Vale of Glamorgan Council
Estelle Hitchon	Director of Partnerships and Engagement, Welsh Ambulance Services NHS Trust
Malcolm Perrett	Vice Chair, Care Forum Wales
Maria Battle	Chair, Cardiff and Vale University Health Board
Sam Austin	Deputy Chief Executive and Director of Operational Services, Llamau
Sarah McCarty	Director of Workforce Development and Improvement, Social Care Wales
Sarah McGill	Corporate Director – People and Communities, Cardiff Council
Sarah Wills	Head of Services (Central) Gofal
Suzanne Clifton	Head of Adult Services, Vale of Glamorgan Council
<b>Secretariat</b>	
Meredith Gardiner	Programme Manager, CVIHSC Partnership
Ruth Bartlett	Partnership Support Assistant
<b>By Invitation</b>	
Andrew Owen	Transformation Programme Manager
Lynda Woodley	Operational Manager, Learning Disabilities and Mental Health, Vale of Glamorgan
Eleri Probert	Commissioning Programme Manager, Cardiff & Vale University Health Board
Robyn Davies	Head of Clinical Innovation, Cardiff & Vale University Health Board
Claire Green	Assistant Director – Finance Delivery Unit, Public Health Wales

**Apologies**

Cllr Lynda Thorne	Cabinet Member for Housing and Communities, Cardiff Council
Cllr Margaret Wilkinson	Cabinet Member for Housing and Building Services, Vale of Glamorgan Council
Lance Carver	Director of Social Services, Vale of Glamorgan Council
Len Richards	Chief Executive, Cardiff and Vale University Health Board
Paul Roberts	Paul Roberts, Chief Executive, Newydd Housing Association
Rachel Connor	Chief Executive, Glamorgan Voluntary Services

Action Log Number	Minute	Action/ Deadline
148	<p><b>1. WELCOME AND INTRODUCTIONS</b></p> <p>The Chair welcomed new members to the RPB including:</p> <ul style="list-style-type: none"> <li>• Cllr Ben Gray, Cabinet Member for Social Care and Health, Vale of Glamorgan Council,</li> <li>• Sarah McCarty, Director of Workforce Development and Improvement, Social Care Wales,</li> </ul> <p>Cllr Elsmore also welcomed:</p> <ul style="list-style-type: none"> <li>• Andrew Owen, Transformation Programme Manager</li> <li>• Ruth Bartlett, Partnership Support Assistant</li> <li>• Claire Green from Finance Delivery Unit, NHS Shared Services who was shadowing the RPB.</li> </ul> <p>Apologies were noted.</p>	
149	<p><b>2. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b></p> <p>The minutes of the previous meeting in March 2019 (Item 2.1) were <b>APPROVED</b> as a correct and accurate record.</p> <p>It was noted that all actions had been progressed as detailed within the Action Log (Item 2.2). In particular, the following issues were highlighted:</p> <p><b><u>Public Service Board (PSB) Discussions</u></b> Sarah McGill noted that discussions had been postponed and a new date would be agreed shortly.</p> <p><b><u>Carers Representation</u></b> Cllr Elsmore reported that 4 candidates submitted expressions of interest in the Carer’s Representative role. Interviews with the candidates would be held shortly.</p> <p>Caroline Ryan, Head of Children and Young People of the YMCA has been suggested as a suitable candidate for the Young Carers representative. RPB colleagues <b>APPROVED</b> this suggestion.</p> <p><b><u>Notes from May 2019 Workshop</u></b> The notes of the May 2019 Workshop were <b>APPROVED</b>. RPB colleagues confirmed that they were content to progress with the recommendations in relation to the revised governance structure for Children’s Services.</p>	

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ Provide an update on PSB discussions at the next meeting</li> <li>➤ Complete the selection process for the Carers Adult Representative</li> <li>➤ Invite Caroline Ryan to take up the role of the Young Carers Representative at the next meeting.</li> </ul>	<p>Sarah McGill Meredith Gardiner Cllr Elsmore</p>
<p>150</p>	<p><b>3. FEEDBACK FROM MINISTERIAL MEETING ON 20<sup>TH</sup> JUNE 2019</b></p> <p>Cllr Elsmore summarised discussion at a recent meeting between RPB colleagues and Vaughan Gething AM, Minister for Health and Social Services.</p> <p>The Partners had been able to reference positive working and strengthened relationships across the Partnership. The Minister had showed particular interest in Lightfoot data and winter working. Cllr Elsmore noted his intention to hold a workshop in October regarding best practice, highlighting work of Lightfoot. There was discussion regarding engagement with stakeholders. Cllr Elsmore provided the minister with a number of examples of ongoing work. She also highlighted the second Transformation Bid. The Minister encouraged partners to look at other funding streams. SLG are awaiting a formal response and will arrange a meeting to review the Quarter 4 position.</p> <p>Colleagues welcomed the update and made the following comments:</p> <ul style="list-style-type: none"> <li>• The emphasis upon Lightfoot was welcomed but it was imperative to resolve some ongoing information governance issues. It was <b>AGREED</b> that a presentation highlighting those issues should be brought to the next meeting for consideration.</li> <li>• The need for a Consultation and Engagement framework was welcomed and it was <b>AGREED</b> that a group should be established to begin its development in readiness for the next meeting.</li> <li>• Malcolm Perrett noted the sustainability crisis amongst local care providers and urged the need to flag this issue at every opportunity.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ Include a presentation on the information governance issues for Lightfoot at the next meeting;</li> <li>➤ Take forward the development of an Engagement and Communication Framework.</li> </ul>	<p>Secretariat  Meredith Gardiner</p>

151	<p><b>4. END OF YEAR REPORTING: ICF AND TRANSFORMATION</b></p> <p>Cllr Elsmore invited Meredith Gardiner and Andrew Owen to provide an overview of the End of Year Reports for both the Transformation and Integration funds which had been circulated previously as <b>Items 4.1-4.6</b>. It was noted that that the ICF had achieved a full spend position and that the majority of performance baselines had been achieved. The initiation of all seven Transformation projects had begun with early positive progress being displayed by the Get Me Home projects in particular.</p> <p>RPB colleagues <b>APPROVED</b> the Quarter 4 reports for the Integrated Care Fund and Transformation for submission to Welsh Government.</p>	
152	<p><b>5. INTEGRATED CARE FUND (ICF) PROPOSALS</b></p> <p><b><u>5.1 Capital Investment Plans for 2019-20 / 2020-21</u></b></p> <p>Sarah McGill introduced a summary of the capital proposals which had been prioritised by the Strategic Leadership Group for funding in 2019-20.</p> <p>It was noted that conversations were ongoing on the use of a small uncommitted amount which remained for 2019-20 and to confirm proposals for 2020-21.</p> <p>RPB colleagues <b>APPROVED</b> the proposals for 2019-20.</p> <p>RPB colleagues <b>APPROVED</b> that the Chair and Vice Chairs would approve the remaining proposals for 2019-20 and 2020-21 on completion of the required SLG discussions.</p> <p>RPB colleagues <b>AGREED</b> that Cllr Ben Gray should take up the position as Vice Chair of the RPB.</p> <p><b><u>5.2 Research, Innovation and Improvement Co-ordination Hubs Network</u></b></p> <p>Abigail Harris noted that funding was now available to support the development of Research, Innovation and Improvement Hubs and that a small working group had been convened to steer the development of an appropriate bid.</p> <p>RPB colleagues <b>NOTED</b> the funding and the process in place to develop a suitable response on behalf of the Partnership.</p>	

	<p><b><u>5.3 Additional Funding for Children, Young People and People with Dementia</u></b> RPB colleagues <b>NOTED</b> the new funding which had been announced by Welsh Government and the process which had now been convened to steer the development of an appropriate bid.</p> <p><b><u>5.4 Performance and Evaluation Capacity.</u></b> RPB colleagues <b>NOTED</b> the new funding which had been announced by Welsh Government and the process which had now been convened to steer the development of an appropriate bid.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Approve the remaining capital proposals for 2019-20 and 2020-21 on behalf of the Partnership.</li> </ul>	Cllr Elsmore, Cllr Gray, Maria Battle.
153	<p><b>6. ANNUAL REPORT</b></p> <p>Copies of the draft annual report had been distributed to colleagues on the day of the meeting for reference and comment. Colleagues were encouraged to contribute comments over the coming fortnight ahead of official publication.</p> <p>RPB colleagues <b>NOTED</b> the Draft Annual Report.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ RPB colleagues were encouraged to contribute comments and amendments to the Annual Report ahead of its completion in early July 2019.</li> </ul>	All
154	<p><b>7. SOCIAL VALUE ANNUAL REPORT</b></p> <p>Meredith Gardiner introduced the Social Value Report which had been circulated previously as <b>Item 7</b>.</p> <p>RPB colleagues <b>APPROVED</b> the Social Value Annual Report for presentation to Welsh Government</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Submit the Social Value Annual Report to Welsh Government.</li> </ul>	Secretariat
156	<p><b>8. JOINT COMMISSIONING</b></p> <p>Suzanne Clifton introduced the report which had been circulated previously as <b>Item 8</b>. It was noted that the appointment of a new Programme Director would provide additional resource for this work and offer an opportunity to progress the agenda.</p>	

	RPB colleagues <b>NOTED</b> the report along with the revised Terms of Reference and expanded membership.	
157	<p><b>9. LEARNING DISABILITY STRATEGY</b></p> <p>Cllr Elsmore welcomed the following colleagues to the meeting:</p> <ul style="list-style-type: none"> <li>- Linda Woodley, Operational Manager, Learning Disabilities and Mental Health</li> <li>- Eleri Probert, Commissioning Programme Manager</li> </ul> <p>Linda and Eleri gave a brief update highlighting the launch of the Strategy in the preceding week and the work that would now take place to deliver an agreed action plan including 6 monthly updates to service users and their families.</p> <p>RPB colleagues welcomed the work and in particular the level of service user involvement that had been demonstrated on the day of the Strategy's launch. Discussion also centred on the lessons learned from the work which included the need to build in large portions of time to ensure appropriate engagement and consultation.</p> <p>RPB colleagues <b>NOTED</b> and <b>APPROVED</b> the Learning Disability Strategy.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ An update on the Learning Disability Strategy implementation to be scheduled into the ongoing work plan of the RPB.</li> </ul>	Secretariat
158	<p><b>10. DEMENTIA</b></p> <p>Cllr Elsmore introduced Robyn Davies, Head of Clinical Innovation. Robyn gave a presentation on the work on Dementia including the Madeline Project. The presentation is available <a href="#">here</a> and a link to the video <a href="#">here</a>.</p> <p>Colleagues were impressed with the work being undertaken and thanked Robyn and the team. Cllr Elsmore stated it was a wonderful use of ICF funding.</p>	
159	<p><b>11. CARDIFF AND VALE HEALTH, HOUSING AND CARE PROGRAMME BOARD</b></p> <p>Sarah McGill noted the minutes of the last meeting which had been circulated previously as <b>Item 11</b> for information. The Board had also met subsequently and were in the process of developing a Joint Specification for Older People. This would be circulated for information following approval.</p>	

	RPB colleagues <b>NOTED</b> the minutes of the Cardiff and Vale Health, Housing and Care Programme Board.	
160	<p><b>12. PUBLIC SERVICE BOARD MINUTES</b></p> <p>RPB colleagues noted the minutes from both the Cardiff and Vale of Glamorgan Public Service Boards which had been shared for information.</p>	
161	<p><b>13. OPERATIONAL ISSUES</b></p> <p><b>13.1 BREXIT</b></p> <p>Abigail Harris noted that Bi-lateral Strategy meetings would continue to meet as necessary with plans already in place in preparation for a no deal scenario.</p> <p><b>13.2 Winter Planning</b></p> <p>Estelle Hitchon noted that ambulance handovers to A&amp;E had reduced by 25% in Cardiff. Activity remained quite high for the time of year and there was a need collectively to analyse this data. Estelle also noted the long term strategy which was under development within the Welsh Ambulance Service currently and suggested that it may be useful for the Chief Executive to come and speak to the RPB at some point in the future. Maria Battle thanked everyone for their work in contributing to the best ever Winter for Cardiff and Vale. It was suggested that a joint press release between the UHB and WAST might be developed. RPB colleagues <b>NOTED</b> the update on both BREXIT and the winter plan.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ Explore the possibility of a joint communique on the winter plan experience;</li> <li>➤ List a discussion item on Welsh Ambulance for a future RPB agenda.</li> </ul>	<p>Secretariat</p> <p>Secretariat</p>
162	<p><b>14. ANY OTHER BUSINESS</b></p> <p>There was no other business.</p>	
	<p><b>15. CLOSE</b></p> <p>Cllr Elsmore closed the meeting by thanking members for attending and reminding them of upcoming dates.</p>	

## **DATES OF FUTURE MEETINGS**

### **Dates of Future RPB Formal Meetings:**

2.00pm – 4.30pm Tuesday 22nd October 2019 Health Care Research Wales, Castle Bridge 4, 15-19 Cowbridge Rd East, Cardiff

2.00pm – 4.30pm Tuesday , 4th February 2020 Hebron Hall, Cross Common Road, Dinas Powys

2.00pm – 4.30pm Tuesday 21st April 2020 County Hall, Atlantic Wharf, Cardiff

### **Diary Markers for Future RPB Workshops:**

2.00pm – 4.30pm, Tuesday 24th September 2019 (Penarth Pavilion, The Esplanade, Penarth

2.00pm – 4.30pm, Tuesday 17th December 2019, Llanishen Baptist Church, Fidas Road, Cardiff