



CARDIFF AND VALE OF GLAMORGAN REGIONAL PARTNERSHIP BOARD

10.00 am – 12.30 pm, Friday 9th June 2017

**Held in Conference Room, Potter's House, Hebron Hall,
Dinas Powys, CF64 4YB**

Minutes of the Meeting

Attendance

Sam Austin	Deputy Chief Executive and Director of Operational Services, Llamau
Maria Battle	Chair, Cardiff and Vale University Health Board
Suzanne Clifton	Head of Service, Social Services, Vale of Glamorgan Council (representing Lance Carver)
Rachel Connor	Chief Executive Officer, Glamorgan Voluntary Services
Cllr Susan Elsmore (Chair)	Cabinet Member, Social Care and Health, City of Cardiff Council
Jeff Hawkins	Chief Executive, Age Connects Cardiff and Vice Chair Age Alliance Wales
Sheila Hendrickson-Brown	Chief Executive Officer, Cardiff Third Sector Council
Cllr Graham Hinchey	Cabinet Member for Children and Families, City of Cardiff Council
Estelle Hitchon	Director of Partnerships and Engagement, Wales Ambulance Service Trust
Sharon Hopkins	Interim Chief Executive, Cardiff and Vale University Health Board
Cllr Gordon Kemp	Cabinet Member for Social Care, Health and Leisure, Vale of Glamorgan Council
Marcus Longley	Vice Chair, Cardiff and Vale University Health Board
Cllr Andrew Parker	Cabinet Member for Housing and Building Services, Vale of Glamorgan Council
Malcolm Perrett	Vice Chair, Care Forum Wales
Rob Thomas	Managing Director, Vale of Glamorgan Council
Tony Young	Director of Social Services, City of Cardiff Council
Secretariat	
Rachel Armitage	Partnership Support Officer, Cardiff and Vale of Glamorgan Integrated Health & Social Care Partnership
Meredith Gardiner	Programme Manager, Health, Social Care and Well-being, Cardiff and Vale of Glamorgan Integrated Health & Social Care Partnership
Rachel Jones	Assistant Director, Integrating Health and Social Care, Cardiff and Vale of Glamorgan Integrated Health & Social Care Partnership

By invitation

Judith Hill	Head of Integrated Care, Cardiff and Vale University Health Board
Jane Thomas	Assistant Director, Housing and Communities, City of Cardiff Council
Pam Toms	Housing Solutions & Supporting People Team Leader, Housing Services, Vale of Glamorgan Council

Apologies

Lance Carver	Director of Social Services, Vale of Glamorgan Council
Abigail Harris	Director of Planning and Strategy, Cardiff and Vale University Health Board
James Livingstone	Carer representative

Paul Orders	Chief Executive, City of Cardiff Council
Andrew Templeton	Chief Executive, YMCA Cardiff
Cllr John Thomas	Leader of Vale of Glamorgan Council

Minute Number	Minute	Action/ Deadline
RPB 048	<p>1. WELCOME AND OPENING REMARKS</p> <p>The Chair welcomed new members to the RPB, highlighting the importance of work to integrate health and social care, continuing the achievements made since April 2016, including responding to the Population Needs Assessment.</p>	
RPB 049	<p>2. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</p> <p>The minutes of 21st March 2017 were APPROVED as a correct and accurate record SUBJECT TO the following minor amendment: Remove action allocated to Suzanne Clifton to raise the matter of young carers with Education colleagues in the Vale of Glamorgan Council. S Clifton confirmed that there is continual dialogue with Education colleagues, including on the subject of young carers.</p> <p><u>Action Log</u> RPB 038: Cllr Lent to raise the matter of young carers with the City of Cardiff Council Education Department – matter to be followed up by Cllr Graham Hinchey following a change in Cabinet responsibilities. It was agreed that an update on young carers would be discussed by the Strategic Leadership Group (SLG) at its meeting on 6 July.</p> <p>All other actions are complete or on the agenda for this meeting and there were no further matters arising. The Action Log status was APPROVED subject to the minor amendment highlighted above.</p> <p>Actions:</p> <ul style="list-style-type: none"> ➤ Amend the minutes and action plan regarding links with education. ➤ Raise the matter of young carers with Cllr Graham Hinchey to follow up with Cardiff Council’s Education Department. ➤ Progress arrangements for the discussion of young carers at SLG on 6th July 2017. 	<p>RA Secretariat Secretariat</p>
RPB 050	<p>3. TERMS OF REFERENCE</p> <p>Cllr Elsmore set the context for the shared leadership between the two local authorities and the University Health Board in relation to the role of the Chair. The Terms of Reference includes a two year term for Chairs. Cllr Elsmore offered to continue as Chair of the RPB subject to the Board’s agreement, with Maria Battle and Cllr John Thomas confirmed as Vice Chairs.</p> <p>The RPB approved the Chair and Vice Chairs, subject to agreement from Cllr John Thomas who was not able to attend the meeting.</p> <p>It was noted that the Terms of Reference had been amended at section 6 regarding dispute resolution in response to Welsh Government direction with</p>	

	<p>particular reference to the Integrated Care Fund (ICF).</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • Make arrangements to invite Cllr Lynda Thorne, Cabinet Member for Housing and Communities, Cardiff Council to future meetings to enable housing to be represented following changes in portfolio responsibilities within Cabinet. • The relationship between the RPB and Strategic Leadership Group (SLG) and the need to ensure that the RPB has full awareness of the work undertaken by the SLG • The challenge of meeting all the requirements of the Act within four RPB meetings a year and support for additional ‘informal’ workshops. • The need for time to develop innovations in response to data and evidence • The need for RPB members to understand how the workshops inform the RPB work plan and associated discussions at SLG • The need to enable RPB members to access materials and discussions without attending additional meetings, noting that the work plan sets out the RPB priorities <p>The RPB:</p> <ul style="list-style-type: none"> • APPROVED the revised Terms of Reference SUBJECT TO the inclusion of the Cabinet Member for Housing and Communities at City of Cardiff Council within the membership. • AGREED to consider the management of the relationship between the RPB and SLG at a future RPB workshop session. <p>Action:</p> <ul style="list-style-type: none"> ➤ Confirm Cllr John Thomas is content to be Vice Chair of the RPB ➤ Make arrangements for Cllr Thorne to be invited to future meetings; ➤ Include the establishment of links between the RPB and SLG as a topic for consideration at a future RPB workshop session. 	<p>Secretariat Secretariat Secretariat.</p>
<p>RPB 051</p>	<p>4. RPB WORK PROGRAMME</p> <p>Cllr Elsmore highlighted that the work programme acts as a framework for quarterly updates to the RPB. Rachel Jones confirmed that the work plan aims to capture all the work under way across the Partnership, is updated quarterly and informs the RPB agenda and the Annual Report. It is a dynamic document to which other emerging priorities can be added.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • The need for appropriate levels of focus on the strategic collective workforce challenge, noting the need to ensure that the right people are available to provide the right services in the right way. • It was confirmed that the Directors of Social Services hold responsibility for all social care workforce development. Tony Young was currently the Chair of the Regional Workforce Partnership, a presentation on which had been given to the last meeting of the SLG. • The significant issues which are outside RPB control, including WG approach to zero hours contracts and current commissioning processes in the context of the Regulation and Inspection of Social Care (Wales) Act. • The need for a clear collective regional strategy for workforce including understanding the interlinking challenges for partners across the region 	

	<ul style="list-style-type: none"> • The importance of ensuring best use of assets including people, vehicles, buildings and technology • It was agreed that workforce issues should be a topic for a RPB workshop with the aim of establishing an overarching strategy for workforce across the region. • Other areas for workshop sessions should include prevention, community engagement, and housing. <p>The RPB:</p> <ul style="list-style-type: none"> • APPROVED the work programme for 2017/18 SUBJECT TO increased emphasis on workforce issues. <p>Action:</p> <ul style="list-style-type: none"> ➤ The work plan should be updated to include an increased emphasis upon workforce. ➤ The topic of Workforce to be included as the focus of an RPB development session in the coming year. 	<p>Secretariat</p> <p>Secretariat</p>
RPB 052	<p>5. DEVELOPMENT SESSIONS</p> <p>Cllr Elsmore confirmed that workshop dates have been identified for which diary markers will be distributed in due course. Members were invited to discuss priorities for workshop consideration.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • The need to develop a strategy to manage the commissioning arrangements for learning disabilities services • The benefits possible from defining and improving citizen engagement • Collaborative work across all services on optimising use of assets and sites, noting the impact on patient flow of accommodation challenges and the role of housing associations as key providers • Preventative services. <p>The RPB:</p> <ul style="list-style-type: none"> • AGREED that the workshops should consider workforce, learning disabilities, housing and accommodation, citizen engagement, assets, and preventative services. <p>Action:</p> <ul style="list-style-type: none"> ➤ Workshops to be arranged in accordance with the topics agreed above. 	<p>Secretariat</p>
RPB 053	<p>6. OLDER PERSONS' SERVICES JOINT COMMISSIONING AND POOLED BUDGETS UPDATE</p> <p><u>Update and Current Position</u></p> <p>Rachel Jones provided an update on the joint commissioning activity undertaken since the RPB met in March, noting that the key priority was for older peoples' services. It was confirmed that work had been undertaken to establish a baseline for older peoples' services and map provision and costs of services. Data gathered have shown that the total spend in the region is in excess of approximately £220 million per annum, demonstrating the need to realign services and amend delivery models.</p>	

Draft Statement of Intent – Older People

Rachel Jones introduced the draft Statement of Intent, confirming the objective to develop a common approach across the statutory partners, aligned with the “Shaping Our Future Well-being” strategy, and aiming to develop a model of prevention to reduce escalation of need. It was highlighted that the draft document will be discussed at a focused workshop on 5 July 2017.

Draft Market Position Statement

Rachel Jones confirmed that work continues on the development of the Market Position Statement which is intended to enable stakeholders and providers to supply against identified gaps in the market. It was highlighted that a number of key measures, population projections and demographics are being developed for each neighbourhood/GP cluster area across the health board footprint, which will be used to inform priorities and capital developments. Local assets are also being mapped against the data to identify gaps in provision and inform future developments, commissioning and market provision. This will act as a template for analysis against other priority population groups as part of the Area Plan development to inform future delivery plans.

The following points were discussed:

- The support for a focus on neighbourhood/locality evidence base to inform future prioritisation
- The need to rethink how we realign our core funding to support different ways of working – instead of the disproportionate focus on ICF
- The importance of engaging providers in developing the final document
- The need to ensure the Third Sector contribution is recognised within the Market Position Statement.

Pooled budgets

Rachel Jones confirmed that discussions are on-going in relation to the requirement to develop a pooled budget for care accommodation by April 2018. The Project Board, comprising statutory partners, has made good progress on agreements in principle which will be presented to formal Cabinets and the UHB Board over coming months.

Based on advice given by WG and the National Commissioning Board, work to date has focussed on care accommodation for older people and the initial consensus that there are 2 pooled budgets, the UHB with the City of Cardiff Council and the UHB with the Vale of Glamorgan Council. This proposed approach was based on the recognition of the differences in maturity of arrangements and approaches to fee structures. Work will continue to develop a common approach to fee setting, contracting and commissioning arrangements on the identified in-scope services.

Since the work has been progressed a letter from the Minister had been received setting out an expectation that there should be a single pooled budget across the region. It was confirmed that there are continuing discussions at both Ministerial and officials level and across the other regions to clarify the extent of the expectations expressed in the recent Minister’s letter.

	<p>The following points were discussed:</p> <ul style="list-style-type: none"> • The responsibilities of sovereign bodies to make decisions which ensure that services are safe and within expenditure limits. • The need for individual regions to be able to control the pace at which work is done appropriately to their needs and context. • The need for clarity on how regions will be penalised if the requirement is not met. • The need for awareness of the all Wales position to share learning. • The need to maintain the current pace and continue proportionately to achieve improvement. • The need for appropriate caution and mutual review of every stage. • The need to be clear that the work is under way to improve service models and provision for service users and to improve people’s lives. • The need to continue sharing information, trust and understanding, to enable moving jointly towards integration. • The All Wales view that one pooled budget across all services is not achievable in the time frame outlined. • Discussions are under way to devise a collective response to the Minister’s letter; RPBs will be invited to respond to state their need for ownership of the work. <p>The RPB:</p> <ul style="list-style-type: none"> • NOTED the updates and • SUPPORTED the approach. • It was AGREED that the outcome of Wales-wide dialogue in response to the Minister’s letter would be sought before seeking to change the current focus of the pooled budget work. <p>Action:</p> <ul style="list-style-type: none"> ➤ Ensure Third Sector involvement in the development of the Market Position Statement. ➤ Maintain a ‘watching brief’ on current national dialogue re. the Ministerial letter on pooled budgets and inform the work of the project board as required. 	<p>Rachel Jones</p> <p>Rachel Jones</p>
<p>RPB 054</p>	<p>7. OLDER PEOPLE HOUSING STRATEGY</p> <p>Jane Thomas and Pam Toms undertook a joint presentation on Older Persons’ Housing in Cardiff and the Vale of Glamorgan, highlighting the context of the growing older population as well as the health and financial benefits of specific older persons’ housing. Data were provided on the need for accessible affordable accommodation in both Cardiff and the Vale of Glamorgan matched against the available designated elderly and sheltered accommodation and residential and nursing homes across the region, with associated costs. There was discussion on the opportunities for increasing supply and the range of services and adaptations available to enable independent living. Future plans for both local authorities were outlined and suggestions made for additional partnership working.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • The differing demographics across the region • Both authorities are researching whether there is a need for increased extra care provision , noting the associated high capital and revenue costs, 	

	<p>or whether sheltered accommodation could be used more flexibly</p> <ul style="list-style-type: none"> • The need for strategic decision making, noting the impact on strategic decisions of the identified model of need and of subsidy available from WG • Some accommodation costs are met by housing benefits, with social and health care funded separately • The need to more closely analyse the data to identify what is required to meet demand • Work is under way to ensure that service users are located appropriately • The provision within ICF for 2017/18 of £50,000 to support a feasibility study on the types of accommodation required • The use of capital investment to generate revenue savings • The need to acquire or dispose of land at below market value in order to stimulate further capital provision • The importance of data integrity and robust governance in ensuring how that data is presented. • The need to use the data to inform the development of appropriate fixed assets • The need to develop a dialogue with people to enable entry to services in a planned and manageable way, rather than at a point of crisis • The importance of this work to the Cardiff and Vale population and the need to mandate the associated data collection. <p>The RPB:</p> <ul style="list-style-type: none"> • NOTED the update. <p>Action:</p> <ul style="list-style-type: none"> ➤ Link with colleagues in housing and commissioning re. data within the presentation. ➤ Consider the possibility of visiting some of the accommodation as part of the RPB workshop plan. 	<p>Suzanne Clifton Secretariat</p>
<p>RPB 055</p>	<p>8. INTEGRATED CARE FUND (ICF)</p> <p>Cllr Elsmore highlighted that further guidance received from WG had reduced the regional allocation, for which work has been undertaken to meet the revised budget.</p> <p>Meredith Gardiner summarised the updated position and plans for 2017/18, highlighting that the name of the fund has been amended from “intermediate” to “integrated”, and that priorities have been set for the next 3 years, namely older people, learning disabilities, children with complex needs, autism and the Welsh Community Care Information Solution. It was noted that most revenue projects had performed in excess of targets and full expenditure was achieved across the programme at end of March 2017.</p> <p>Formal thanks were extended to all members of the ICF Programme Board for their collaborative work in response to the requirement for a revised revenue budget which had been incorporated into the Written Agreement following the reduced allocation from Welsh Government. The Written Agreement was attached for ratification by the Regional Partnership Board.</p> <p>Members also considered the ICF capital proposals which were under development in readiness for submission to Welsh Government by the end of June 2017. This included support for work to inform a more strategic</p>	

	<p>development plan for the use of ICF capital monies over subsequent years. Rachel Jones highlighted that Welsh Government has indicated that additional capital will be provided specifically for housing with integrated care, namely £5m across Wales in year 1, £15m in year 2 and further years £20m.</p> <p>The RPB:</p> <ul style="list-style-type: none"> • NOTED the end of year ICF Report for 2016-17; • NOTED the end of year Financial Position for 2016-17. • NOTED the final ICF allocation for 2017-18; • RATIFIED the Written Agreement and Revenue Investment Plan for 2017-18. • NOTED and APPROVED the capital proposals which are under development for 2017-18 ICF funding. <p>Action:</p> <ul style="list-style-type: none"> ➤ Finalise ICF capital proposals for submission to Welsh Government by end June 2017. ➤ Take forward the performance management of ICF revenue funded projects for 2017-18. 	<p>Secretariat</p> <p>Meredith Gardiner</p>
RPB 056	<p>9. PATIENT FLOW</p> <p>Judith Hill provided an update on the current position, noting that the main rate limiting factors are care home capacity and the lack of availability for beds for older people with mental health challenges, the latter of which is having an adverse effect on the number of bed days lost. It was confirmed that partners are working collaboratively to manage this issue and that a significant amount of multidisciplinary working is under way. Training for ward based staff remains a particular priority, focusing on early identification of discharge need, adopting the principle of home first, and ensuring that no long term care assessment should be undertaken in an acute environment, but should occur in a more appropriate or community based setting.</p> <p>It was confirmed that significant work was under way on admission avoidance. It was highlighted that there is weekly review of the needs of 200 patients who need safe and appropriate discharge destinations. In addition, the “End of Pyjama Paralysis” campaign has been launched, aiming to prevent deconditioning of patients in hospital and improve their potential to return home.</p> <p>It was noted that the data presented in the update reports represents a single day census and is validated with colleagues from health and social services. Members were also asked to note that the ‘rate’ figures used for regional comparison are informed by the total number of delayed transfers and not people over the age of 75. This may be of particular importance when considering the specialist and tertiary services offered by the Cardiff and Vale region and the consequent difference in scope and scale of services in comparison with other regions.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • The need to ensure that work to improve Delayed Transfers of Care did not plateau – constant focus was needed to review and energise reduction plans; • Improvement in relationships has enabled a robust partnership approach; 	

	<ul style="list-style-type: none"> • The need to retain housing options as a regional priority to enable more assessments to be done in appropriate environments; • The need for continued support for Discharge to Assess (D2A) and workforce integration; • The impact on delayed transfers by the lack of available domiciliary care provision; • The requirement for community based models to enable ongoing assessment of need - the residential Discharge to Assess work has shown significant reduction in long term need as a result of this approach; • Data revealing that 47% patients in University Hospital for Wales and 23% patients in University Hospital of Llandough do not meet criteria for requiring hospital care. This supported the emphasis on the priorities identified in this meeting as having the greatest impact on people’s health and well-being; • The Unscheduled Care Transformation Board will review the above and work to ensure a reduction in average length of stay in conjunction with an improved discharge process, noting that the individuals behind the data have complex needs and personal circumstances. <p>The RPB:</p> <ul style="list-style-type: none"> • NOTED the update. <p>Actions:</p> <ul style="list-style-type: none"> ➤ Ensure that Housing Options are retained as a priority for ongoing focus by the Regional Partnership Board; ➤ Ensure that workforce requirements are included as part of the Home First agenda; ➤ Ensure an ongoing link with the work of the Unscheduled Care Transformation Board to ensure an ongoing, comprehensive plan to continue reducing delayed transfers of care. 	<p>Secretariat</p> <p>Secretariat</p> <p>Judith Hill</p>
<p>RPB 057</p>	<p>10. SOCIAL VALUES</p> <p>Rachel Jones confirmed that the Social Services and Well-being (Wales) Act 2014 requires the establishment of a Social Values Forum to develop a shared approach to supporting social values based providers. It was highlighted that a workshop held in May 2017 had informed the development of draft Terms of Reference, noting that this workstream links closely with the RPB priorities.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • The need to articulate what is not part of the social value perspective and for clarity on what product is expected from the forum • The need to maximise engagement to ensure there is added value • The need to prioritise the elements that will make a real difference to citizens • The interface with social enterprise work and commissioning. <p>The RPB:</p> <ul style="list-style-type: none"> • NOTED and APPROVED the Terms of Reference for the Social Value Forum <p>Action:</p>	

	➤ To receive a further update on work re. the Social Values Forum in October 2017.	Secretariat
RPB 058	<p>11. ITEMS FOR INFORMATION</p> <p>The RPB NOTED</p> <ul style="list-style-type: none"> • The Cardiff and Vale of Glamorgan Dementia Strategy Consultation – RPB members were invited to submit comments as part of the consultation • Area Plan Toolkit • Partnership Summary Leaflet – this is also available on the website if people require copies. 	
RPB 059	<p>12. ANY OTHER BUSINESS</p> <p>There were no items to discuss.</p>	
RPB 060	<p>DATES OF FUTURE MEETINGS</p> <p><u>RPB Meetings</u></p> <ul style="list-style-type: none"> • Monday 13 November 2017 2.00 pm – 4.30 pm, Committee Room 3, County Hall, Cardiff, CF10 4UW • Thursday 18 January 2018 2.00 pm – 4.30 pm (Vale of Glamorgan – venue to be confirmed) • Tuesday 20 March 2018 2.00 pm – 4.30pm, Community Room 1, STAR Hub, Muirton Road, Tremorfa, Cardiff CF24 2SJ <p><u>RPB Development Sessions/Workshops</u></p> <ul style="list-style-type: none"> • Friday 15th September 9.30 am – 12.30 pm (Venue to be confirmed) • Monday 27th November 9.30 am – 12.30 pm (Venue to be confirmed) • Thursday 15th February 2018 9.30 am – 12.30 pm (Venue to be confirmed). 	