



**CWM TAF STRATEGIC PARTNERSHIP BOARD**  
**Tuesday 6 November 2018**  
**South Wales Fire & Rescue Service Headquarters**  
**Llantrisant**  
**Action Notes**

**Attendees**

Kelechi Nnoaham	Cwm Taf UHB (Chair)
Nigel Williams	South Wales Fire and Rescue Service
Nadia De Longhi	Natural Resources Wales (Vice-Chair)
Ian Davy	VAMT
Simon James	Interlink
Sue Walker	Merthyr Tydfil CBC
Lesley Lawson	RCTCBC
Ruth Treharne	Cwm Taf UHB
Paul Mee	RCTCBC
Andrew Mogford	MTCBC
Chris Lee	RCTCBC
Mark Brace	SWPCC
Chris Hole	MTCBC
Maureen Howells	Welsh Government / Valleys Taskforce
Ann Unitt	Public Health Wales

Naomi Drew	SWP
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### Apologies

Alan Lawrie	NHS
Alyn Owen	MTCBC
Felicity Waters	Cwm Taf UHB
Phil Ashby	SWP
Angela Jones	Public Health wales
Ellis Cooper	MTCBC

### In attendance

Kelly Wells	Cwm Taf Partnership Support Manger
Kirsty Smith	Cwm Taf Partnership Support Officer
Lisa Toghill	Cwm Taf Partnership Support Officer
Julie Griffin	South Wales Fire and Rescue Service
Nicola Davies	South Wales Fire and Rescue Service

	Item	Outcome e.g. decision/direction/approval/next steps
1.	<b>WELCOME AND APOLOGIES</b>	The Chair welcomed all to the meeting. Apologies were noted and introductions made.
2.	<b>DECLARATION OF INTEREST</b>	There were no declarations of interest.
3.	<b>MINUTES AND ACTION LOG FROM MEETING HELD 26 SEPTEMBER 2018</b>	The actions of the meeting held 18 <sup>th</sup> September 2018 were agreed as a true record.

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		K Wells advised that all actions are on track for completion by the deadlines.
4.	<b>CWM TAF WELL-BEING PLAN - DELIVERY</b>	<p>The Chair reminded that when the Plan and the four areas of focus were agreed with the Leads, it was agreed that SPB would provide consideration, challenge and critique, thus holding each other to account. He invited all to listen to the updates given by the Leads and provide constructive challenge to keep the focus on delivering the outcomes.</p> <p>The reports circulated with the agenda were noted, with the following observations from Leads.</p> <p><b>(i) Thriving Communities/Community Zones – Rhondda Fach/Merthyr Tydfil (Paul Mee)</b></p> <p>Paul Mee advised that overall good progress is being made. The two delivery plans are at different stages of development. Out to tender for the work to complete the Rhondda Fach hub, capital work due to commence within next few weeks; currently looking at capacity and committee. Of note:</p> <ul style="list-style-type: none"> <li>• Working in partnership with the membership of the Community Hub</li> <li>• Awaiting required funding to support development of aspects of the Hub, also awaiting confirmation from ICF but this is not stopping forward movement. Seed funding received and Pen Y Cymoedd funding has been secured.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Mindful of role of universal credit and services to put support in place</li> <li>• Involving diverse groups in the development of the Community Zone, Rhondda in particular, need to consider priorities for next quarter.</li> <li>• Community Hub and Zone opening launch in spring 2019, with specialist training being rolled out for Hub staff</li> </ul> <p>In The Gurnos Hub, ICF funding has been secured to allow the ground floor space to be reshaped.</p> <ul style="list-style-type: none"> <li>• Developing all MoU's for partners in order to shape how they do things differently, understand the needs of their community and what it is that they are going to do.</li> <li>• Met with social landlords, started looking at system they have in place for Vulnerability profiling, and understanding on a household level. Some other services fit into the system. Looking at a database, exploring going forward.</li> <li>• Focussing on building and community work, management board for the Hub, how we engage community in shaping their future.</li> </ul> <p>The focus of the strategic group will be on what happens next and refreshing the delivery plan and developing a service model, especially linked to South Wales Police's 'Early Action Together' work linked to ACEs</p> <p><b>(ii) Healthy People (Ann Unitt for Angela Jones)</b></p> <ul style="list-style-type: none"> <li>• Progressing well, lots of work on sexual health and vulnerability profiling. A business case had been submitted regarding support for the profiling work and looked on</li> </ul>

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	<p>favourably, with a decision expected imminently. The chair acknowledged that this would be a game changer, and asked that any barriers be highlighted as soon as possible.</p> <ul style="list-style-type: none"> <li>• One Small Change (1SC) programme – RCT Health and Well-being event taking place 23 January 2019, 1SC will be there making a pledge</li> <li>• Agreed sign up page be relocated from the Health Board website to the ‘Our Cwm Taf’ website, to allow partners to utilise resources to fit in with their health and wellbeing events.</li> <li>• 2.1b, Keeping people healthier for longer needs to commence in January but there are capacity issues, discussed whether this could align with the Older People Plan, being led by the RPB. Decision to be made in January 2019.</li> </ul> <p><b>(iii) Strong Economy (Andrew Mogford for Alyn Owen)</b></p> <ul style="list-style-type: none"> <li>• Plan is green, no issues and no escalation to PSB.</li> <li>• Groups have now merged and met, Plans circulated and developed around the 5 strands.</li> <li>• Substantial work around schools engagement, tourism diagnostic assessment and link between education, learning and skills. Linking the two strategies is important</li> <li>• Work continuing on employability pledge, bring back in January for discussion</li> <li>• Graduate is looking at how the work of the group aligns to national strategies such as City Deal and Valleys taskforce whilst focusing on what the group can deliver</li> </ul>

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	<ul style="list-style-type: none"> <li>• Engagement with schools has taken place, things done differently but linking with schools, and message is starting to infiltrate. Part of base line for moving forward.</li> <li>• Considering wider engagement re: Further Education providers and large employers / housing associations to ensure effectively meet the requirements of the plan.</li> </ul> <p>The Chair advised that members of the Bridgend PSB attended the last Cwm Taf PSB meeting, both shared their evolution and their two different journeys. If the future is one PSB, consideration needs to be given to what kind of PSB we want to create, and whether to rethink the creation of a space on the Board for other partners.</p> <p><b>(iv) Tackling Loneliness and Isolation (Ian Davy)</b></p> <ul style="list-style-type: none"> <li>• Successful volunteer fayres taken place within Treorchy Comprehensive and Merthyr College and a follow up meeting has taken place with the school. Third sector survey went well and had some good responses but a template sent to public sector partners had very little information returned. A summary of survey findings has been produced, alongside a summary of research undertaken in this area</li> <li>• Issue around the connections between the PSB and RPB following a discussion at Transformation Leadership Group (TLG). Consideration needs to be given to 'social prescribing' and ensuring all are connected up. It has been agreed to look at running pilots with Building Communities Trust in Merthyr Vale and Penywaun</li> </ul>

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	<p>The chair advised that further discussion is required around primary care and social prescribing. Need to consider where we are, what we have, what is missing and how to fill in the gaps.</p> <p>The Chair thanked the leads for their progress reports, and acknowledged the progress made on Year 1 delivery, which has laid the foundations for year 2 onwards. . Moving to Year 2/ and beyond , the Chair noted that the delivery plans need to be more outcome focused and demonstrate the tangible differences being made by implementing the Well-being Plan of the PSB We need start to consider what success will look like and what indicators can be used to measure that it is being achieved.</p> <p>The Chair advised that there would be a workshop at the January SPB to start to consider the evaluation and performance-monitoring framework for the delivery of the Well-being plan. This will utilise lessons learnt from the first year delivery.</p> <p>To demonstrate real differences being made, Members suggested filming short pieces within the communities, as case studies Felicity Waters to be tasked to consider, as lead for Communication. This will link to the newsletters and annual report requirements.</p> <p>The Chair confirmed that Objective Leads will only be required to attend PSB bi-annually, or on request, to update on the delivery plans. An update report will be provided to each PSB by the Chair of SPB.</p> <p><b><u>Action(s)</u></b></p>

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	<ul style="list-style-type: none"> <li>• Workshop at January SPB to determine evaluation and performance monitoring framework for delivery of the Well-being Plan from year 2 onwards.</li> <li>• Felicity Waters to be asked to consider filming of case studies to demonstrate differences made.</li> <li>• Update report to each PSB from the Chair of SPB, Objective Leads to attend PSB bi-annually, or on request.</li> </ul>
<p>5. <b>CWM TAF WELL-BEING PLAN – RISK REGISTER</b></p>	<p>Discussion regarding existing risks, proposed template and production of a PSB Risk Register</p> <p>Risk register is on Agenda for the January meeting. Need to consider how risk been calculated and who owns risks.</p> <p>KThe Chair gave the background to set the scene for the session at the January SPB. There are a number of things to consider, such as who owns risks - the board or individuals, and the scoring model, to enable the Support Team to produce the next iteration.</p> <p>It was agreed that the template was satisfactory and that the Support Team would agree a simple scoring model with the Objective Leads. Risks can be scored and brought back for further discussion re: ownership at the January SPB.</p> <p>Ruth Treharne queried whether other PSBs has a risk register that can be utilised. K wells confirmed she would be visiting Bridgend in November and can discuss this further. .</p> <p><b><u>Action(s)</u></b></p>



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		<ul style="list-style-type: none"> <li>• KW to establish whether Bridgend have a risk register and any lessons learnt.</li> <li>• Scoring Model to be agreed and Objective Leads to score risks prior to January SPB.</li> <li>• Session to be held at January SPB to discuss ownership of risks</li> </ul>
6.	<b>ARRANGEMENTS TO SUPPORT THE PRODUCTION OF THE PSB'S FIRST STATUTORY ANNUAL REPORT</b>	<p>Workshop led by Nadia DeLonghi: identification of further collaboration opportunities, initiatives and agreement of items for inclusion in annual report – template provided for completion.</p> <p>A template had been sent to partners previously for their completion and feedback today. Attendees were requested to work in pairs for 15 minutes, discussing projects that are currently ongoing, for further discussion as a group.</p> <p>Group discussion consisted of:</p> <ul style="list-style-type: none"> <li>• Employee wellbeing</li> <li>• Keep Wales tidy</li> <li>• vulnerability working</li> <li>• Volunteering</li> <li>• Team Community Projects</li> <li>• Well-being strategy</li> <li>• Healthier Wales</li> <li>• Safe &amp; Well visits</li> <li>• Stay Well at Home</li> </ul> <p>At the end of the session Nadia DeLonghi thanked all for their participation and requested completed forms be sent to her.</p>

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		<p>Examples will be collated and circulated to partners for further review. A further update will be provided at the January SPB.</p> <p><b>Action(s)</b></p> <ul style="list-style-type: none"> <li>Completed templates to be returned to Support Team for collation and circulation to all partners. Update to be provided at January SPB.</li> </ul>
7.	<b>UPDATES FROM BOARDS</b>	<p>The Chair advised that the receiving of reports to this Board will be considered on review of the Terms of Reference are reviewed.</p> <p><b>(i) Cwm Taf Community Safety Board</b> Update given, report noted.</p> <p><b>(ii) Substance Misuse Safety Partnership Board</b> Update given, report noted.</p> <p><b>(iii) Cwm Taf Safeguarding Board (presented at meeting)</b> No representative available to provide update at meeting.</p> <p><b>(iv) Cwm Taf Together for Mental Health Partnership Board</b> Update given, report noted.</p> <p><b>(v) Regional Planning Board</b> Update given, report noted.</p>

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		<p><b>(vi) Information, Communication and Engagement (Involvement) - ICE</b>  Discussions ensued in relation to the offer from the FGCO to provide support with regards to an ACES initiative (providing resources). PSB have agreed to consider the offer and a meeting is taking place with the FGC Office and ACES Hub. A request has also been received from Probation to look at Offender Management.. These would be ‘citizen centred’ approaches, e.g. ‘Yasmin’s Journey’ and S James will be involved to consider the Involvement requirements.</p> <p><b>Draft Newsletter</b> – Draft Newsletter was considered. Any news worthy articles around the five ways of working and the Act to be sent to the Support Team asap for inclusion and publishing.</p> <p><b>(vii) Valleys Task Force</b>  Presentation was given reflecting on progress so far and the next phase of the delivery plan.</p> <p>Transport is a number one issue, a better joined up, affordable transport system is needed.</p> <p><b>Action(s)</b></p> <ul style="list-style-type: none"> <li>• Reports to Board to be considered further on review of TOR’s</li> <li>• Representatives to be present for Board Update Reports</li> <li>• Articles for newsletter to be forwarded to Support Team</li> </ul>
8.	<b>FORWARD WORK PROGRAMME</b>	The Forward Work Programme and meeting schedule was noted.

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		<p>This will be a standing information item for future meetings.</p> <p>The Academi Wales training is being further considered by PSB before securing a date.</p>
9.	<b>ANY OTHER BUSINESS</b>	<p><b>Data Cymru Wales – National Intelligence Event, November 2018</b> K Smith, PSB Support Officer and Phil Ashby are attending the event, there is one more space available.</p> <p><b>Action(s)</b></p> <ul style="list-style-type: none"> <li>• Members to advise Support Team if they would like to secure the available space.</li> </ul>
10.	<b>CHAIR'S VIEW</b>	<p>The Chair invited attendees to review this meeting; what has worked and what can be done to improve.</p> <p>It was generally felt it was a positive meeting, with more emphasis on the actions / risk log and becoming more performance management driven, focused on demonstrating delivery of impacts / outcomes.</p> <p>There were some suggestions made which included the need for a deeper understanding of other workstreams; how do we demonstrate the five ways of working and a visualisation of how the objectives link up. Alternating business meetings with workshops was also suggested. Six weekly business meetings require administration and it can be difficult to demonstrate progress. Time could be better spent on delivery if business SPB Meetings were less frequent.</p>

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		<p>The Chair commented that there is scope to run workshops in place of meetings and this will be taken forward with the Support Team .</p> <p>The Chair advised that it was the intention to add 'Feedback from PSB' as a standing agenda item. He gave feedback from the last PSB meeting, which included the presentation given by Bridgend PSB, and PSB agreed to the implantation of the 'No Added Sugar' being phased in from April.</p> <p><b>Action(s)</b></p> <ul style="list-style-type: none"> <li>• to consider alternative format to meetings to allow more discussion and focus on topics where a difference can be made</li> <li>• Feedback from PSB to be added as a standing item to the agenda</li> </ul>
11.	<b>NEXT MEETING</b>	The next meeting is scheduled to take place on Tuesday 8 <sup>th</sup> January 2019