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| **WEST WALES INTEGRATED PROGRAMME BOARD: NOTES and ACTIONS** |   |

Friday 13th January 2016,10.00 AM

Conference Room

Parc Dewi Sant

Carmarthen

**Present**

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| Rhian Dawson (RD) | Carmarthenshire County Council |
| Jake Morgan (JM) | Carmarthenshire County Council |
| Carys James (CJ) | Ceredigion County council |
| Anna Bird (AB) | Hywel Dda University Health Board |
| Julie Denley (JD) | Hywel Dda University Health Board |
| Melanie Evans (ME) | Hywel Dda University Health Board |
| Sonia Hay (SH) | Hywel Dda University Health Board |
| Jina Hawkes (GH) | Hywel Dda University Health Board |
| Sandra Morgan (SM) | Hywel Dda University Health Board |
| Linda Williams (LW) | Hywel Dda University Health Board |
| Sue Leonard (SL) | PAVS |
| Chris Harrison (CH) | Pembrokeshire County council |
| Kim Neyland (KN) | West Wales Care Partnership |
| Martyn Palfreman (MJP) | West Wales Care Partnership |
| Jonathan Griffiths (JG) | Pembrokeshire County council |
| Allison Parkinson (AP)Stephen Vaughan (SV) | Pembrokeshire County councilWelsh Government |
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| **Apologies** |  |
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| Stefan Smith (SS) | Carmarthenshire County Council |
| Robin Staines (RS) | Carmarthenshire County Council |
| Anne Nicholson (AN) | Pembrokeshire County council |
| Carys James (CJ) | Ceredigion County council |
| Patricia Smith (PS) | Ceredigion County council |
| Libby Ryan-Davies (LRD) | Hywel Dda University Health Board |
| Peter Skitt (PeS) | Hywel Dda University Health Board |

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**Notes and actions**

1. **Welcome and Introductions**

MJP opened the meeting on behalf of JM who was delayed.

Notes and actions from previous meeting on 30th November 2016 were considered and approved.

A draft version of notes had been circulated for comment following the meeting. All amendments received prior to the meeting and noted at the meeting had been incorporated, including additions to attendance and apologies lists.

1. **Matters arising:**

All substantive items are on the agenda with the exception of the query over information required by ADSS Cymru with regard to winter pressures, which needs to be progressed. **ACTION: JG.**

1. **Regional Partnership Board Priorities**

MJP re-iterated the agreed priorities. The detailed programme briefs for developed each priority were considered by Board on the 15th of December and approved. There is a clear expectation of detailed programme plans which the Board will manage by exception.

The WCCIS project lead post is out to advert currently, for interview on 30th Jan. The tender for a Market Position Statement (MPS) for Learning Disabilities (LD) is about to be issued.

Discussions are underway to bring LD and Mental Health (MH) into formal programme, using Intermediate Care Fund (ICF) top slice for LD programme.

Carmarthenshire Pooled Funds Programme Board (CPFPB) is at very early stages, but needs sub groups to ensure a regional approach. Detail will be identified as the process develops to consider the needs of all counties. There needs to be engagement and continuity to deliver change. Groups will be fluid and attendance will not be prescriptive however, attendance will imply delegated authority. The challenge of communicating at all levels within Hywel Dda University Health Board (HDUHB) needs to be considered also.

**ACTION: Share Terms of Reference with IPDB members. RD**

**ACTION: Identify minimum roles involved, to enable Heads of Service to delegate and nominate. MJP**

**ACTION: Nominate/delegate members to take programme detail forward. ALL**

1. **West Wales Population Needs Assessment**

The document and the process to produce the Assessment was commended by the group. MJP explained that it had been well received by the committees it was currently being scrutinised by in each of the counties. It was agreed the document would be helpful for influencing engagement with the Public Service Board (PSB) and the wider well-being agenda.

1. **ICF update**

KN gave a verbal update on the current progress of ICF expenditure and requested feedback on regional proposals to address any forecasted underspend.

1. **Dementia – More than Just Memory Loss Action Plan update**

SM gave an update on progress to date. The first meeting is planned for 24th January. The consultation response, Older People community response and National Strategy are the priorities for first meetings. The users and carers interface is in the process of being developed. Once arrangements for the first meeting are confirmed, all relevant papers will be circulated.

1. **IFSS Quarter 2 Report**

In line with the agreed governance process, the report was commended to the group and approved unanimously.

1. **National Market Analysis of Care Homes for the Elderly:** **Preliminary analysis of west Wales data and key messages**.

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| SV began his presentation by thanking everyone for input into the process and explaining the rationale behind the data i.e. that is a snapshot to account for every single bed on a particular date. Whilst the WG Data Unit continues to refine the data, it will be aggregated for each region therefore will be accessible on a region level and for each nursing home. Recommendations from the process include improving data capture to create a national data set. To make informed decisions in future, culture should be challenged, with the right questions being asked in the data trawl to identify what is and isn’t working.  |
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1. **AOB**

No other business.

**Future meeting dates:**

17th March 2017 10am, National Botanic Gardens, Paxton House.