



## Notice of Meeting

You are invited to attend a Meeting of the

### Swansea Public Services Board Joint Committee

**At:** Remotely via Microsoft Teams

**On:** Thursday, 17 June 2021

**Time:** 3.00 pm

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**Watch Online:** <https://bit.ly/2S2Og4V>

#### Agenda

Page No.

##### Preliminary Matters:

**1 Election of Chair for the Municipal Year 2021-2022.**

**2 Election of Vice Chair for the Municipal Year 2021-2022.**

**3 Welcome & Apologies for Absence.**

**4 Disclosures of Personal & Prejudicial Interest.**

[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)

**5 Minutes.**

To approve and sign the Minutes of the previous meeting(s) as a correct record.

2 - 7

**6 Update on Actions from Previous Meeting.**

8

**7 Public Question Time.**

Questions must be submitted in writing, no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

##### Items for Discussion / Decision / Approval:

**8 State of Natural Resources Report (SoNaRR).**

*Helen Grey & Martyn Evans, Natural Resources Wales*

9 - 14

**9 Discussion Paper - Focus and Delivery 2021/22.**

*Suzy Richards, Swansea Council*

15 - 21

**10 Domestic Homicide Reviews.**

*Paul Thomas & Jane Whitmore, Swansea Council*

22 - 38

- 11 Critical Incident Group - Anti-Social Behaviour.** **39 - 40**  
*Paul Thomas, Swansea Council*
- 12 Human Rights City.** **41 - 44**  
*Rhian Millar & Catherine Window, Swansea Council*
- 13 Local Property Board. (Presentation)**  
*Geoff Bacon, Swansea Council*
- 14 Assessment of Local Well-being 2022: Regional Collaboration and Local Update.** **45 - 59**  
*Steve King, Swansea Council*
- 15 Swansea Public Services Board Annual Report. (Verbal)**  
*Adam Hill, Swansea Council*
- 16 Partnership Forum Meeting Topics and Conference. (Verbal)**  
*Adam Hill, Swansea Council*

**For Information:**

- 17 Welsh Government Public Services Board Support Grant.** **60 - 77**  
*Adam Hill, Swansea Council*
- 18 Future Work Programme.**  
21 October 2021
1. Reporting and Monitoring of Action Plans;
  2. Human Rights City Status;
  3. Partnership Forum Arrangements and Agenda.

16 December 2021

1. Guest Speaker (Health);
2. 6 Month Review of Action Plans.

**Next Meeting:** Thursday, 21 October 2021 at 3.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Friday, 11 June 2021**

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**Contact: Democratic Services - 636923**

# Agenda Annex

## Swansea Public Services Board – Membership

### Statutory Members (Joint Committee and Partnership Forum)

Nuria Zolle – <i>Swansea Bay University Health Board</i>
Councillor Rob Stewart – <i>Leader - Swansea Council</i>
Councillor Jan Curtice – <i>Chair - Mid &amp; West Wales Fire Authority</i>
Martyn Evans - <i>Head of Operations South West Wales – Natural Resources Wales</i>
Phil Roberts - <i>Chief Executive - Swansea Council</i>

### Designated Representatives:

Sian Harrop-Griffiths - <i>Director of Strategy – Swansea Bay University Health Board</i>
Adam Hill - <i>Deputy Chief Executive - Swansea Council</i>
Andrea Lewis – <i>Cabinet Member for Homes, Energy &amp; Service Transformation - Swansea Council</i>
Roger Thomas - <i>Deputy Chief Fire Officer - Mid &amp; West Wales Fire &amp; Rescue Service</i>

### Invited Participants (Joint Committee and Partnership Forum)

Vacancy – <i>Welsh Government</i>
Trudi Meyrick - <i>Chief Superintendent - South Wales Police</i>
Amanda Carr - <i>Swansea Council for Voluntary Service</i>
Alun Michael - <i>Police and Crime Commissioner</i>
Mark Brace - <i>Assistant Commissioner - South Wales Police and Crime Commissioners Office</i>
Mark Wade - <i>Health &amp; Housing</i>
Deanne Martin – <i>HM Prison &amp; Probation Service</i>

### Invited Participants (Partnership Forum)

Mark Child – <i>Councillor - Swansea Council</i>
Erika Kirchner – <i>Councillor - Swansea Council</i>
Clive Lloyd - <i>Councillor - Swansea Council</i>
Sam Pritchard – <i>Councillor - Swansea Council</i>
Alyson Pugh - <i>Cabinet Members for Supporting Communities - Swansea Council</i>
Jen Raynor - <i>Councillor - Swansea Council</i>
Andrew Stevens - <i>Cabinet Member for Business Improvement &amp; Performance</i>
Keith Reid - <i>Executive Director - Public Health, Swansea Bay University Health Board</i>
Hilary Dover - <i>Planning Group</i>
Vacancy - <i>Swansea University</i>
Anna Jones - <i>University of Wales Trinity Saint David</i>
Sarah King - <i>Gower College Swansea (Director of HR)</i>
Jayne Brewer - <i>Gower College Swansea (Head of Employer Development)</i>
Matthew Bennett - <i>Job Centre Plus</i>
Hywel Evans - <i>Regional Business Forum</i>
Keith Baker - <i>Swansea Economic Regeneration Partnership</i>
Philip McDonnell - <i>Swansea Environmental Forum</i>
Mike Phillips - <i>Research Group</i>
Steve Davies - <i>Mid &amp; West Wales Fire &amp; Rescue Service</i>
To be confirmed - <i>DVLA</i>
To be confirmed - <i>Swansea Learning Partnership</i>

# Agenda Item 5



## Minutes of the Swansea Public Services Board Joint Committee

Remotely via Microsoft Teams

Thursday, 8 April 2021 at 3.00 pm

**Present:** Councillor A S Lewis (Chair) Presided

Mark Brace, Police & Crime Commissioners Office  
Mark Brier, South Wales Police  
Amanda Carr, Swansea Council for Voluntary Service  
Jan Curtice, Mid & West Wales Fire & Rescue Service  
Martyn Evans, Natural Resources Wales  
Sian Harrop-Griffiths, Swansea Bay University Health Board  
Adam Hill, Swansea Council  
Roger Thomas, Mid & West Wales Fire & Rescue Service  
Nuria Zolle, Swansea Bay University Health Board (Independent Member)

Also Present:

Leanne Ahern, Swansea Council  
Mydrian Harris, Mid & West Wales Fire & Rescue Service  
Steve King, Swansea Council  
Allison Lowe, Swansea Council  
Martin Nicholls, Swansea Council  
Paul Thomas, Swansea Council

### **Apologies for Absence**

Deanne Martin, HM Prison & Probation Service  
Trudi Meyrick, South Wales Police  
Joanna Sartin, HM Prison and Probation Service  
Rob Stewart, Swansea Council  
Mark Wade, Health & Housing Group

### **29 Disclosures of Personal & Prejudicial Interest.**

No declarations were made.

### **30 Minutes.**

**Resolved** that the Minutes of the Swansea Public Services Board held on 11 February 2021 be approved and signed as a correct record.

### **31 Update on Actions from Previous Meeting.**

Adam Hill, Swansea Council provided an update on the actions arising from the previous meeting.

Whilst the action had not been completed, things had moved on and he would update further as part of Minute 37 "Local Well-being Assessment (Regional) Update / Timeline".

**Agreed** that the updated be noted.

**32 Public Question Time.**

There were no public questions.

**33 Green / Climate Change Agenda.**

Martin Nicholls, Director of Place, Swansea Council provided a presentation on the Green / Climate Change Agenda entitled "A Net Zero Swansea".

He outlined:

- The Climate milestones to date;
- The journey so far (A net zero Swansea Council by 2030);
- The objectives;
- Swansea Charter Climate Action and how it linked in with other relevant legislation and policies;
- Key actions for Net Zero Swansea Council;
- Swansea Council Charter on Climate Action;
- A pledge for a Net Zero Swansea by 2050;
- Engagement;
- First Steps;

He concluded by asking whether:

- There was potential scope for a PSB led collaborative approach?
- Were the PSB committed to similar principles?
- Were there any specific areas the PSB would see value in working together?

The following issues were discussed:

Impact of grass fires and damage to forestry;  
Joint procurement of electric vehicles;  
Sustainable travel (including travelling to work);  
Increased cycling during "lock down";  
Use of estates and the possibility of sharing offices with partners more effectively (community hubs);

The Director of Place stated that the Council would be happy to share learning & their experiences to avoid partners making the same mistakes. He requested that partners:

- 1) Sign up to the Climate Change Charter;
- 2) Sign up to their own individual organisational action plan.

**Action:**

- 1) Partners provide contact details to Leanne Ahern/Martin Nicholls of a representative in each organisation in order that initial discussions could commence;
- 2) An update on priority areas and feedback on the way forward be provided by Martin Nicholls, Swansea Council at a future PSB Joint Committee.

**34 County Lines, Substance Misuse, Anti-Social Behaviour - Safer Swansea Partnership High Street. (Verbal)**

Paul Thomas, Swansea Council provided an update on the County Lines, Substance Misuse, Anti-Social Behaviour – Safer Swansea Partnership High Street as follows:

- Planning consent had been agreed and contractors were on site at the refurbishment of empty premises at the top of High Street;
- Engagement work with the community had continued regarding the intended use of the 3 empty business units;
- County Lines – whilst a number of county lines operated in Swansea, all young people involved were treated as victims. Several drug warrants had been carried out at the top of High Street / Matthew Street. Stop and search and intelligence gathering had continued. Posters had been placed in Matthew Street and High Street indicating that undercover Police work was ongoing. This outlined the excellent joint working that was continuing between South Wales Police, Housing, Neighbourhood Support Unit (NSU) and the High Street Ranger in signposting issues and risks in and around the area. It had resulted in significant vulnerabilities being identified.
- Substance misuse – outreach work in High Street had continued during the pandemic. The Support, Wellbeing, Advocacy, Enablement project (SWAN) led by Women's Aid appear on High Street four nights a week working on the van. It was hoped that an empty property at the top of high street would be utilised as an alternative facility, resulting in a warmer and more welcoming environment. Between 10-20 sex workers could be seen per night. A needle exchange facility and sexual health nurse was also available on the van and blood borne virus testing was carried out once a month. Six sex workers had engaged in the Rapid Access Proscription Service (RAPS) process run by Dyfodol. This was an excellent example of integrated approach working on a small scale although consideration for broader service provision was required. Engagement / harm reduction advice at Pharmacies could be improved. Ongoing work with Violence against women, domestic and sexual violence (VAWDASV) & Sex worker Multi Agency Risk Assessment Conference (MARAC) in relation to sexual health and domestic abuse advice together with additional support services. Police Objective; scanning; analysis; response; assessment (OSARA) problem solving action plan now involved all partners being able to input into the OSARA action plan process for High Street.
- Public Space Protection Order (PSPO) consultation had now closed, however funding had previously been secured to improve the lighting and general look and feel of the upper high street, street furniture and public realm in the area, regardless of the outcome of the PSPO.

Adam Hill stated that the PSB would continue to receive regular updates from the Community Safety Partnership via Paul Thomas & his team. In addition the Integrated Approach to tackling Substance Misuse for the region would link with the existing work currently being undertaken.

**Action:** That the update be noted.

### **35 Operation Dawns Glaw 2021. (Presentation)**

Mydrian Harries, Mid & West Wales Fire & Rescue Services provided a presentation on Operation Dawns Glaw 2021 which was a multi-agency task force established in 2016 following a significant amount of grass fires in 2015.

He outlined:

- Deliberate Fires in Wales – Long Term Trends;
- Annual Grass Fire figures;
- A view from above.....;
- What does the data tell us;
- What is Operation Dawns Glaw?;
- What does Operation Dawns Glaw do?;
- How can the Public Services Board assist?;

The partners discussed problem areas, including Kilvey Hill, which was thought to be the largest urban Forest in Wales and suggested liaising with Paul Thomas to ensure any community safety issues could be promoted and tackled collaboratively by partners. It was hoped that Natural Resources Wales would be able to continue to provide the grant funding, but this would depend on sufficient budget resources.

The Chair and partners thanked Mydrian Harries for the informative presentation.

**Agreed:** That the presentation be noted.

### **36 Feedback from Public Service Board Meeting with Minister for Housing and Local Government & Approval of Written Response.**

The Chair stated that she had attended the meeting with the Minister, together with Adam Hill and Roger Thomas. One of the key messages highlighted at the meeting was that PSB's would continue and voluntary mergers would be welcomed. However, it was clear that individual Local Authorities would wish to maintain their individuality in any merger.

Mergers could be a positive outcome in order to reduce the amount of meetings and concentrate effort in order to add value. It was suggested that topics such as Community Safety and Climate Change shared commonality for a merged Swansea Neath Port Talbot PSB. However, it was clear that any Wellbeing Assessment would need to focus on local issues.

A response had been drafted to the Minister, however it was agreed that further discussions should take place at the next meeting.

**Action:** Further discussions to take place at the next Swansea PSB Joint Committee.

**37 Local Well-being Assessment (Regional) Update / Timeline.**

Steve King, Swansea Council presented a report to set out recent developments in preparing for the next Assessment of Local Well-being 2022.

He stated that things had progressed slightly since the last meeting. The Chair of Neath Port Talbot PSB had written to the Chair of Swansea PSB to suggest that they work on a common approach in respect of Local Well-being Assessments with a meeting of the Co-ordination Board scheduled for 16 April 2021.

In addition, Welsh Government and Future Generations Commissioner's expectations had been received and were attached at Appendix C.

As the regional dimension was still finding its way, it was proposed that a shadow assessment editorial group be set up to begin looking at various tasks, however it should be noted that this would be a fluid process. A draft timetable was outlined in paragraph 2.7 of the report.

Partners discussed the issue in great detail agreed that a local shadow assessment editorial group commence in order to obtain the relevant data and that local working/editorial groups could merge at a later date in order to co-produce to meet the requirements of the Act.

**Agreed that:**

- 1) The Joint Committee note the report.
- 2) The Committee note the emerging guidance from Welsh Government and Future Generations Commissioner.
- 3) Pending developments at a regional level, including the proposed regional Co-ordination Board, a 'shadow' Swansea Assessment Editorial Group be established to initially progress the Assessment of Local Well-being.

**38 Welsh Government Public Services Board Support Grant.**

For information - not discussed.

**39 Natural Resources Wales Grant.**

Adam Hill, Swansea Council referred to the Natural Resources Wales Grant. He stated that final information for a share of the £25k was required by next week. Successful bids would be reported on in due course.

**40 Future Work Programme.**

The Chair reported on the future Work Programme.



**Agreed:** that the “Board Members Development Session” and “Socio Economic Duty” agenda items be delayed to a future meeting.

The meeting ended at 5.01 pm

**Chair**

Action Log

Action (A)/ Decision (D)/ Issue (I)	JOINT COMMITTEE MEETING –  Details	Assigned to	Due Date	Comment/ Rationale
(A)	Partners provide contact details to Leanne Ahern/Martin Nicholls of a representative in each organisation in order that initial discussions could commence	All		
(A)	An update on priority areas and feedback on the way forward be provided by Martin Nicholls, Swansea Council at a future PSB Joint Committee	All		



## SONARR 2020 and Assessments of Local Well-being

### What is the purpose of this document?

This is a snapshot summary of how you can use SoNaRR and Area Statements in the assessment of local well-being.

### Who is this document for?

This document is for anyone involved in the assessment of local well-being under the Well-being of Future Generations (Wales) Act 2015.

### Key Message

Natural Resources Wales (NRW) recommends that any local assessment of environmental well-being is framed within the following aims:

1. **Stocks of natural resources are safeguarded and enhanced**
2. **Ecosystems are resilient to expected and unforeseen change**
3. **Wales has healthy places for people protected from environmental risks**
4. **A regenerative economy achieving sustainable levels of production and consumption**

These are the same aims we have used to develop the national SoNaRR assessment and it will make it easier if Public Service Boards (PSBs) also use these aims, to ensure consistency around the use of data.

### What is SoNaRR?

Under the Environment (Wales) Act 2016, NRW has a duty to produce a state of natural resources report every five years. SoNaRR makes an assessment of environmental well-being [“the extent to which the sustainable management of natural resources (SMNR) is being achieved”] at the Wales level.

This assessment for Wales has been built around these four aims, and the summaries can be found online here:

[SoNaRR2020: Stocks of natural resources are safeguarded and enhanced](#)

[SoNaRR2020: Ecosystems are resilient to expected and unforeseen change](#)

[SoNaRR2020: Wales has healthy places for people, protected from environmental risks](#)

[SoNaRR2020: A regenerative economy with sustainable levels of production and consumption](#)

In short, we fall far short of achieving the four aims in Wales.

### **What does it mean for different areas in Wales?**

The objective of the local assessment of well-being will be to evaluate the situation in each PSB area and how the area is 'performing' in the context of the Wales picture. There is nothing to suggest that the situation will be radically different in any individual part of Wales, but PSBs will want to show how they have used local data, and the experiences of local people, to feed into this.

This quick guide sets out the types of local data that might be used to formulate a local assessment, and includes a quick reference guide to the national indicators.

It is important to state that there is no fixed method or data set list for undertaking the assessment at the local level. It will be important to discuss with stakeholders what the four aims might look like in their respective local areas, and what data might be used to assess how well we're doing. Area Statements can help with this, as they have already worked with stakeholders to identify the key challenges and opportunities for the sustainable management of their natural resources in their local areas. Existing targets, or indicators (such as the National Indicators) will be relevant, and these are included below. Although the identified key challenges and opportunities are pre-Covid, it would be beneficial for PSBs to consider and reflect on this in their assessments. The challenges and opportunities may have altered, or some may have become more of a priority as a result of the pandemic.

The [Wales Environmental Information Portal](#) contains sources of data that can inform the assessment, but it's beneficial to combine that with the data that others hold, including local authorities. The Wales Environmental Information Portal is in an early phase of development and all feedback would be gratefully received, particularly what additional maps and reports would be useful to include.

The following section sets out the information that was used as part of making the national assessment, which may also be available at the local level.

## **Aim 1: Stocks of Natural Resources**

“Success would see over-exploitation of natural resources tackled to make sure they are regenerated and enhanced to meet the needs of current and future generations. Non-renewable resources such as aggregates and fossil fuels would be used sustainably, and, where that is not possible, substitutes used to meet future needs”.

Information on **Extent** and **Condition** of our natural resources, in particular:

- Water (quality and quantity); Marine; Soils; Land; Biodiversity (particularly species); Invasive non-natives (as a threat to biodiversity for example); Air quality; urban areas (particularly land use change); energy and climate change.
- Local land use change will be a key consideration.

This links to the National Indicator in relation to areas of healthy ecosystems, concentration of carbon and organic matter in soil (gc per kg), % of surface water bodies and groundwater bodies achieving good or high overall status, Capacity of renewable energy equipment installed (MW).

## **Aim 2: Resilient Ecosystems**

“Success would see healthy, functioning ecosystems that are able to safeguard and maintain supporting ecosystem services and their benefits. Ecosystem resilience is the capacity of ecosystems to deal with disturbances, either by resisting them, recovering from them, or adapting to them, whilst retaining their ability to deliver services and benefits now and in the future”.

Information on Diversity, Extent, Condition and Connectivity of our 8 Broad Habitats. Local Nature Networks will hold a lot of information on the state of the natural environment. Some Area Statements have developed ecosystems profiles which can also help.

This also links to the National Indicator on resilience of ecosystems, and as a proxy, areas of healthy ecosystems (ha).

## **Aim 3: Healthy places for people**

“Success would see transformational change undertaken to reverse the climate and nature emergencies to ensure the health and resilience of our ecosystems, thereby pre-empting and preventing disease, ill-health and avoidable death caused by environmental hazards. The success of SMNR Aims 1, 2 and 4 are fundamental to the success of Aim 3.”

Healthy places for people include (but are not limited to):

- Freedom from environmental hazards such as flooding
- Pollution at levels which do not impact people’s health and wellbeing

- Connected, mixed use neighbourhoods with equitable access to services and amenities that encourage physical activity, energy efficiency, social interactions, play, learning and working opportunities.
- Accessible, high quality green and blue infrastructure and spaces that provide opportunities for physical activity, relaxation and community cohesion

This might consider information on air quality / pollution; waste management; noise pollution; water pollution; land use and soils (including contaminated land); invasive non-natives (as a threat to people and property); flood risk (particularly communities at risk); physical and mental health; access to employment (farming, forestry and tourism in particular); Accessible local greenspace. You should combine environmental information with health data, to consider the needs of different age groups, diversity, or communities with respect to a healthy environment, as well as health inequalities.

The following National Indicators are relevant to this aim:

- % of properties with a high risk of flooding
- % of properties with a medium risk of flooding
- Air emissions.
- Air quality (Average micrograms ( $\mu\text{g}$ ) of NO<sub>2</sub>, PM<sub>2.5</sub> & PM<sub>10</sub> at residential dwelling locations per m<sup>3</sup> and population weighted scores
- Flood risk score

#### **Aim 4: A Regenerative Economy**

Success would see a reduction in the environmental impact of production and consumption and the environmental footprint within Wales and internationally, while optimising benefits of ecosystem services.

Here, the economy includes (but is not limited to):

- Use of natural resources for production
- Material value of stocks of natural resources
- Agriculture and other land use industries
- Management of waste
- Import and export of natural resources

Information on sustainable production and consumption and overseas footprint. This information will be virtually impossible to source at a local authority scale. It might be possible to substitute with case studies on the production of goods using raw materials using those natural resources (food, fibre, fuel) – and consider the flows of those goods and services within and out of the local authority area (where does the food come from that local people buy?). Note: NRW doesn't hold any data on this and when assessing this aim under SoNaRR reviewed existing reports as sources of evidence.

Information on employment in the food, farming, timber production, manufacturing and recycling industries may be of interest, if it can be used to ascertain the

contribution being made to the circular economy, and whether those industries are “giving back” or renewing their use of resources.

The information above should be used along with qualitative information sourced from local communities, and stakeholders through any consultation or engagement processes. The Area Statement may also be a source of that qualitative data, as well as work ongoing to look at interventions and actions to achieve sustainable management of natural resources.

The following National Indicators are also relevant:

- Ecological footprint per person (global hectares)
- Carbon footprint per person (tCO<sub>2</sub>e)
- Ecological footprint (million global hectares)
- Emissions of greenhouse gases attributed to the consumption of global goods and services (MtCO<sub>2</sub>e)
- % of municipal waste sent for reuse/recycling/composting
- Tonnes of waste generated by industrial, commercial and construction sources (000s)

NOTE: NRW will be publishing Guidance Note 42 which highlights relevant evidence to support **green infrastructure assessments** in early summer 2021, which will be extremely relevant to all parts of the assessment.

## **Involving Communities**

Any engagement processes, consultations or surveys undertaken as part of the well-being assessment process should be designed so as to help with the local assessment of the four aims. It will be important to capture local views and experiences on whether communities think we are meeting those aims.

## **Once the assessment has been made, how can we use SoNaRR and Area Statements to inform the response?**

It's important to recognise that Area Statements have already made a start in identifying priorities and opportunities for action and these should be woven into the response analysis.

The overwhelming message from SoNaRR is that societal transformation is needed in the Food, Energy and Mobility systems. Taking a system view will allow a wider range of leverage points than have traditionally been used to regulate the environment. The concluding chapter sets this out:

### **[SoNaRR2020: Bridges to the future](#)**

Each of the four assessments of the aims of SoNaRR also contain a section on the opportunities for action. These are summarised below and PSBs may want to explore these further as part of the Well-being Plan:

## **Stocks of natural resources**

- Decarbonise
- Improve land management
- Recognise biodiversity as an asset
- Address resource use and its impacts

## **Resilient ecosystems**

- Protect existing ecosystems and improve their condition and functioning
- Increase the extent of semi-natural habitats
- Enhance connection within and between ecosystems by creating connectivity patches and habitat corridors
- Restore and create semi-natural habitats
- Reduce and better manage the pressures and demands on ecosystems and natural resources, focusing on sustainable resource use and efficiency
- Diversify production systems

This can be achieved by:

- Building on Wales's policy framework, particularly to deliver nature-based solutions, working through Area Statements.
- Optimised regulation, consistent with SMNR
- Effective ecosystem management
- Build wider engagement – through Area Statements and other mechanisms

## **Healthy places for people:**

- Equitable and sustainable communities
- Healthy, active and connected communities
- Green growth and innovation for healthy communities
- Increasing resource efficiency and moving toward a regenerative economy

## **A Regenerative Economy:**

- Promoting a circular economy and wider social transformations. Examples might include local procurement, repair cafes, local food systems, sourcing energy from waste, reduction in packaging, payments for ecosystem services.

There is already plenty of activity happening locally to drive these opportunities forward, driven by the [Area Statement themes](#). These can be hooks for addressing all four aims within the Well-being Plan, linking up to other cross cutting agendas.

Natural Resources Wales, May 2021.



# Agenda Item 9



Swansea Public Services Board Joint Committee – 17 June 2021

## Discussion Paper – Focus and Delivery 2021/22

<b>Purpose:</b>	Proposals to stimulate discussion for PSB focus and delivery in response to the pandemic for 2021/22.
<b>Link to Well-being Objective:</b>	Cross cutting
<b>Recommendation(s):</b>	It is recommended that:  1) Partners scope areas of overlapping interest for focused delivery to directly address and aid Swansea's recovery from impacts of the pandemic in 2021/22.  2) Partners identify Strategic Leads for each of the work streams if approved by the Joint committee.

### 1. Background

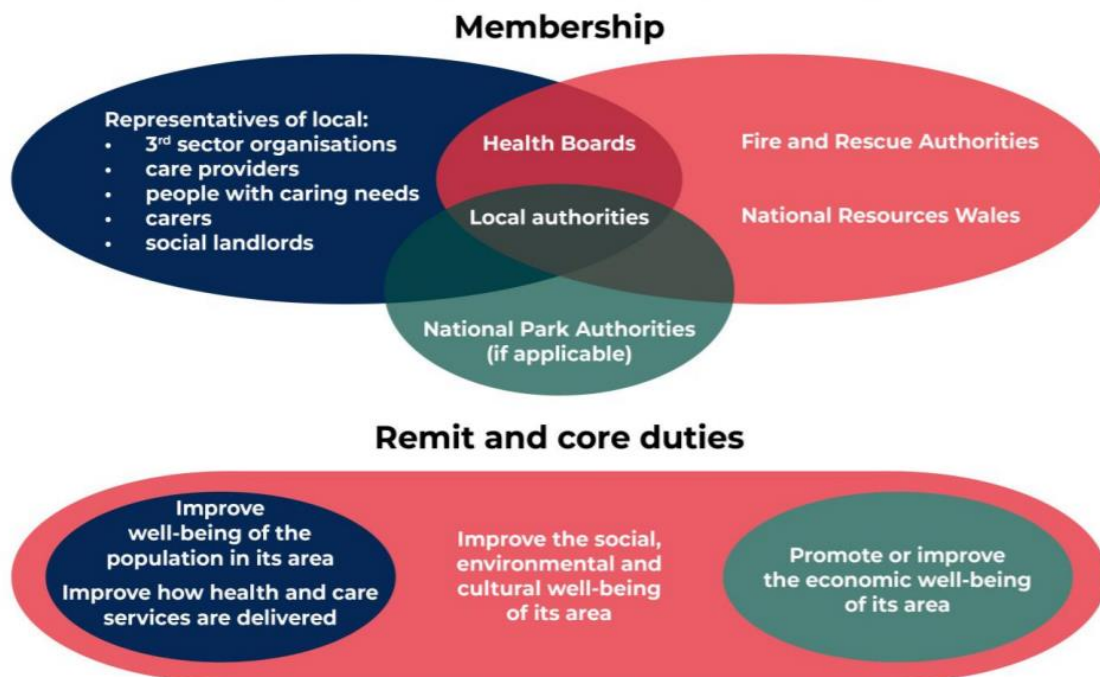
Swansea PSB needs regenerating in specific, measurable and reportable way that makes a difference to well-being in Swansea and helps achieve well-being objectives in the context of the Recovery. There is little or no resource. Therefore efforts need to be targeted on a small number of projects which can enthuse and galvanise partners, while demonstrating value in a short timeframe before the next Local Well-being Plan.

While the PSB is led by a Joint Committee (JC), its numbers and potential strength lie with the individuals, community/voluntary groups, businesses and wider partners that make up the Partnership Forum. A virtual Partnership Forum has the potential to be an engine for bottom up fuelled momentum driven by a Joint Committee whose oversight ensures the direction of travel takes an integrated approach (efficiently focusing on the achievement of well-being objectives in alignment with other work while avoiding wasteful duplication).

### 2. Gap Analysis

The [Senedd Public Accounts Committee - Delivering for Future Generations](#) sets out a vision of PSB membership, remit and core duties in a crowded partnership landscape where governance and delivery mechanisms for most priorities identified in Swansea's Local Well-being Plan often lie elsewhere. There is little direct funding, minimum resource and no exclusive mandate or ownership for delivery for unique

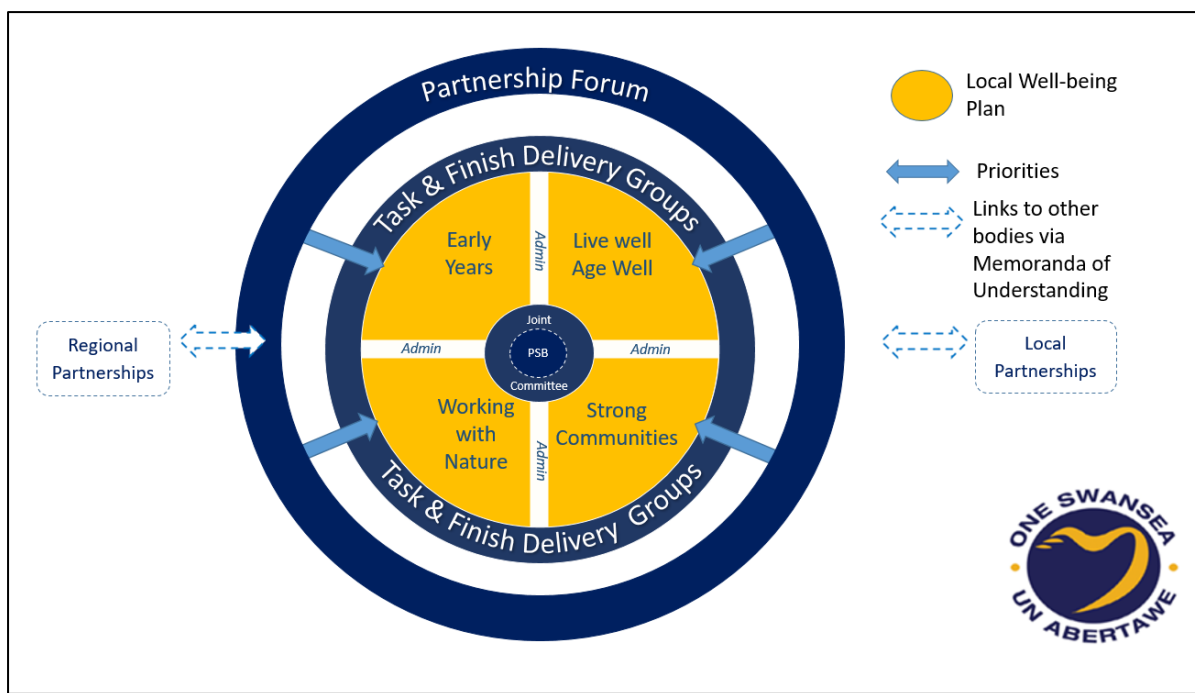
outcomes. This means the PSB suffers from being perceived as ineffective. It involves everyone yet no one directly, is responsible for everything in wide ranging local well-being objectives and steps, yet can deliver and achieve specifically little that is unique.



### 3 Unique Selling Offer

The diagram above indicates the PSB has a uniquely diverse and cross sectoral membership and therefore reach that other partnerships do not. It could be positioned as leading in terms of cultural, environmental (and non-health related social) well-being. While specific organisations deliver on these areas either regionally or with specific focuses, the PSB offers a specifically Swansea focused approach that could be applied to specific emerging agenda that need a cross cutting, broad, multi sector, multi-agency approach to complement or kickstart or link up and build on the work of individual organisations.

As reflected in the PSB governance model, a unique selling point is for the PSB to be powered by a wide Forum of partners rather than just a core of Joint Committee members. While Joint Committee organisations are unable to resource projects, it may be possible to harness and direct untapped energy and enthusiasm from the bottom up relating to themes people feel passionate about.



#### 4 Priorities for the Recovery

During the pandemic it became clear that the broad scope of the Local Well-being Plan and work towards the steps although important and ongoing were not the focused drivers for change needed in a very different post-covid world.

The PSB's scope to date has been wide, it is suggested that given narrowing resources and changing need that PSB activity becomes more focussed. This means moving away from Objectives and Steps which are either already carried out by partners or which are too wide-ranging to effectively focus resources and make a significant difference.

#### 5 Community Impact Analysis Themes

The PSB identified specific themes for action within the Community Impact Assessment. However, while the pandemic is ongoing and we move towards recovery the focus of this activity needs to address the most pressing current issues which are not fully addressed via other means. See Appendix 1.

- **County Lines/Substance Misuse** (This area has been the subject of effective regional collaboration with NPT PSB which has catalysed on going action in both specific areas eg High Street and impacted general practice working via Safer Swansea..)
- **City of Well-being and Wildlife** (Green infrastructure Strategy is already being led, delivered governed by NRW, CCS as a step linked to PSB).
- **Green / Climate Change** Agenda (action already happening across Swansea via PSB partners and SEF and PSB partner joint working co-ordinated via the Net Zero Swansea Working Group).

## 6 Other Impacts of Coronavirus

- **Human Rights:** The Equality and Human Rights Commission reviewed evidence on 'How coronavirus has affected equality and human rights'<sup>i</sup> and found the impact of the pandemic to be unequal, entrenching existing inequalities and widening others. This included a disproportionate impact on older people, ethnic minorities and disabled people. Underemployment, a drop in living standards, disruption to education particularly to those who already perform less well than their peers, an increased reliance on unpaid generally female carers, a rise in domestic abuse and more difficult access to justice were all reported. They recommended equality and human rights are integrated into the Welsh policy response to the pandemic.
- **Community Culture:** A Welsh Parliament Report<sup>ii</sup> on the Impact on Covid on the voluntary sector described a 'surge' of volunteers with tens of thousands of people volunteering to help the NHS and perhaps more strikingly informal aid being offered within neighbourhoods often facilitated by social media. Importantly the profile of volunteers changed with many volunteering for the first time, volunteer retention was a key issue. 'SCVS said they are currently "assessing" how to "convert enthusiasm into long term volunteering with established organisations across the sector...providing a positive, long-lasting legacy"<sup>iii</sup>' A Savanta ComRes poll<sup>iv</sup> commissioned by Christian aid in September 2020 showed 41% adults in Wales had an increased sense of community spirit in their neighbourhood since the start of lockdown.
- **Mental Health:** November 2020 research from Swansea University<sup>v</sup> found the influence of the pandemic on mental well-being and psychological distress in Wales. Well-being showed a large decrease from 2019 levels with clinically significant psychological distress found in 50% of population: a 3-4 fold increase in prevalence. It concluded there was a need to prepare for a wave of mental health problems with an emphasis on younger adults, women and in areas of deprivation. A more recent UK wide survey<sup>vi</sup> in May 2021 found in terms of mental health, the pandemic has had a disproportionate impact on minority ethnic groups, those living in deprived areas, others experiencing financial difficulties and those who already had poorer mental health. Although only 1 in 9 had consistently poor or deteriorating mental health by October 2020. A Children's Commissioner for Wales Report<sup>vii</sup> found in a January 2021 survey that 30% of 12 to 18 year olds were worried "most of the time" Substance misuse has also increased during lockdown with Safer Swansea<sup>viii</sup> recording 330 drug trafficking incidents in the 12 months after March 23, 2020, compared to 242 in the previous 12 months.
- **A City for Well-being and Wildlife:** A May 2021 Report 'Why society needs nature' that included survey results from Wales recognised 'well-being and mental health benefits from natural spaces'<sup>ix</sup> However, not everyone has been able to enjoy and have access to green spaces. One in eight households did not have access to a garden yard or balcony during the first lockdown<sup>x</sup>. The Future Generations Commissioner's 'Manifesto for the Future' concluded 'we know that local spaces can increase positive mental health, boost biodiversity and promote pride in the community'<sup>xi</sup>.

## 7 Potential Themes for Action

- 1 **Human Rights City:** This means all PSB partners working together to embrace a vision of vibrant, diverse, fair and safe communities built on the foundations of universal human rights. This will involve making human rights the foundation of service planning and delivery.
- 2 **A Culture of Community:** This focuses on retaining the community connections built during lockdown by empowering neighbours to support each other. This builds on ad hoc, unstructured acts of kindness and compassion producing a culture change where kindness, compassion, neighbourliness, volunteering and grassroots action can thrive.
- 3 **Mental health:** A complementary role exists in supporting Area Planning Board led work on an Integrated Public Health approach around substance misuse, ACES and mental health. There is an opportunity to work collaboratively addressing mental well-being within PSB partner organisations and take a collaborative approach to the development of a mental health internal programme.
4. **A City for Well-being and Wildlife:** While Green Infrastructure work initiated by PSB relationships between NRW and Swansea Council moves forwards to consider a city wide approach. A focus is needed on the local green spaces that people valued so much during the pandemic. There is an opportunity to improve the quality of neighbourhood space.

The basic governance structure of the PSB has been proven fit for purpose. This ensures a cross cutting integrated approach involving all partners. A cross cutting approach where each partner and associated delivery Group engages in each topic in the appropriate ways for them might be considered.

	<b>Early years</b>	<b>Live Well, Age Well</b>	<b>Stronger Communities</b>	<b>Working with Nature</b>
<b>Human Rights</b>	Understanding and applying human rights	Human rights throughout life course	Empowerment of communities of interest and place	The right to access green space, clean air and water
<b>A Culture of Community</b>	Involving young people	Intergenerational action	Micro volunteering in informal ad hoc ways	Environmental volunteering
<b>Mental Health</b>	Social skills and connection	2 meter conversations, talking benches	Random acts of kindness,	Nature for well-being
<b>A City for Well-being and Wildlife</b>	Play space	Accessibility	Community supported spaces	Biodiversity and nature based solutions

## 8 Delivery and Measuring Success

Success Criteria are to be clearly defined at the start using traditional and non-traditional criteria. These include hard KPIs (those that are driven directly by funding/resource) and softer qualitative, distance travelled outcome feedback.

- Funding/Resource leveraged as a result of PSB focus (if not available this explains why project specific KPIs are not available).
- Tangible agreed outcomes.
- Partner led Social Media Poll/Shares/likes/comments re specific project calls to action.
- Bottom up involvement of wide cross section of groups (no of groups, no of individual participants/supporters).
- **Perceived Progress Tracker** - How partners feel about PSB impact maybe via lens of 5 ways of working and smileys (start and monitor quarterly survey of JC members).
- How active participating /impacted individuals feel about PSB activity.

## 9 Next Steps

- 9.1 Partners to scope areas of overlapping interest for focused delivery to directly address and aid Swansea's recovery from impacts of the pandemic in 2021/22.
- 9.2 Partners to identify Strategic Leads for each of the work streams if approved by the Joint committee

## PSB Project Scoping Matrix

	Challenging requiring strategic advocacy	Business as usual
<b>New project/ work stream</b>	<p>New project and challenging so requires strategic advocacy to develop and take forward</p> <p><b>PSB SUPPORT REQUIRED TO ENSURE SUCCESS</b>  <b>Human Rights City</b>  <b>Mental health</b>  <b>A Culture of Community</b></p>	<p>New project but within the experience, expertise and capability of Delivery Groups with sufficient buy in from partners</p> <p><b>INITIAL PSB SUPPORT</b></p>
<b>Existing project/ work stream</b>	<p>Existing work but challenging so requires strategic advocacy meet potential</p> <p><b>PSB SUPPORT WHERE REQUIRED</b>  <b>A City for Well-being and Wildlife</b></p>	<p>Existing work which has the support of partners and is progressing satisfactorily.</p> <p><b>DELEGATED TO GROUPS</b>  <b>Climate change</b>  <b>County lines/substance misuse</b></p>

<sup>i</sup> <https://www.equalityhumanrights.com/en/publication-download/how-coronavirus-has-affected-equality-and-human-rights>

<sup>ii</sup> <https://senedd.wales/media/d4jh52zz/cr-ld14075-e.pdf>

<sup>iii</sup> <https://senedd.wales/media/d4jh52zz/cr-ld14075-e.pdf> p28

<sup>iv</sup> <https://www.christianaid.org.uk/news/increase-welsh-community-spirit>

<sup>v</sup> <https://www.frontiersin.org/articles/10.3389/fpsy.2020.594115/full>

<sup>vi</sup> [https://www.thelancet.com/journals/lanpsy/article/PIIS2215-0366\(21\)00151-6/fulltext](https://www.thelancet.com/journals/lanpsy/article/PIIS2215-0366(21)00151-6/fulltext)

<sup>vii</sup> [https://www.childcomwales.org.uk/wp-content/uploads/2021/02/CoronavirusAndMe\\_Jan21\\_ENG\\_110221\\_FINAL.pdf](https://www.childcomwales.org.uk/wp-content/uploads/2021/02/CoronavirusAndMe_Jan21_ENG_110221_FINAL.pdf)

<sup>viii</sup> <https://democracy.swansea.gov.uk/documents/s72945/06C%20-%20Safer%20Swansea%20Partnership%20Presentation%20Slides.pdf?LLL=0>

<sup>ix</sup> Page 9 Why Society Needs Nature, Lessons from research during Covid 19  
[https://www.forestresearch.gov.uk/documents/8053/Why\\_Society\\_Needs\\_Nature\\_4FUC2GT.PDF](https://www.forestresearch.gov.uk/documents/8053/Why_Society_Needs_Nature_4FUC2GT.PDF)

x

<https://www.ons.gov.uk/economy/environmentalaccounts/articles/oneineightbritishhouseholdshasnogarden/2020-05-14>

<sup>xi</sup>Page 6 <https://www.futuregenerations.wales/wp-content/uploads/2020/10/Manifesto-for-the-Future-FGCW1.pdf>

# Agenda Item 10



Swansea Public Services Board Joint Committee - 17 June 2021

## Domestic Homicide Reviews

<b>Purpose:</b>	To highlight the Domestic Homicide Review Process in Swansea
<b>Link to Well-being Objective:</b>	Stronger Communities
<b>Recommendation(s):</b>	It is recommended that:  1) The Joint Committee support the overall approach and proposals outlined in this paper

### 1. Introduction

1.1 The requirement to undertake Domestic Homicide Reviews (DHRs) was established on a statutory basis in 2011, under Section 9 of the Domestic Violence Crime and Victims Act (2004). The Act makes it a requirement for the Community Safety Partnership (CSP) in the area where 'the victim was normally resident', or where 'the victim was last known to have frequented', to initiate and undertake a DHR.

### 2. Main body of report

2.1 Appendix A outlines the approach being taken in Swansea to meet the Domestic Homicide Review statutory requirement and reflects the commitment of statutory and voluntary organisations to learn lessons from the tragic deaths of victims of domestic violence and abuse.

2.2 It is important to highlight that there is a cost associated with the commissioning of a DHR and the final report. These costs need to be shared equally across the statutory partners that constitute the Safer Swansea Partnership, being Swansea Council, Swansea University Health Board, South Wales Police, Mid & West Wales Fire & Rescue Service and National Probation Service.

2.3 The cost of commissioning a DHR and report is circa £8000.



### **3. Next steps/ Actions**

3.1 Joint Committee support the overall approach and proposals discussed and the DHR process.

**Report Author:** Paul Thomas

**Organisation:** Swansea Council

**Appendices:** Appendix A – Draft Domestic Homicide Review Process in Swansea



# THE DOMESTIC HOMICIDE REVIEW PROCESS IN SWANSEA

SAFER SWANSEA COMMUNITY  
SAFETY PARTNERSHIP

Version 0.1

May 2021

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This document outlines the approach being taken in Swansea to meet the Domestic Homicide Review statutory requirement and reflects the commitment of statutory and voluntary organisations to learn lessons from the tragic deaths of victims of domestic violence and abuse.

## WHAT IS A DOMESTIC HOMICIDE REVIEW?

A Domestic Homicide Review (DHR) is a locally conducted multi-agency review of the circumstances in which:

“...the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by:

- a) a person to whom he was related or with whom he was or had been in an intimate personal relationship, or
- b) a member of the same household as himself”

Section 9 (1) Domestic Violence Crime and Victims Act (2004)

Where a victim took their own life (suicide) and the circumstances are of concern, e.g. if there was coercive controlling behaviour in the relationship, a DHR should be undertaken, even if a suspect is not charged with an offence or they are tried and acquitted.

A DHR is conducted completely separately from any criminal proceedings into the victim's death. It is not an inquiry into how the victim died and it will not assign blame.

## THE PURPOSE OF A DOMESTIC HOMICIDE REVIEW

A DHR will look at the circumstances that led to the death of the victim in order to understand what happened. It should seek to:

- Establish any lessons to be learnt from the domestic homicide; specifically around how professionals and organisations in the local area work to safeguard victims.
- Highlight good practice within or between agencies.
- Identify any actions that can be implemented to improve practice, procedures, support, resources, etc., and to ensure that domestic abuse is identified and responded to effectively at the earliest opportunity.

- Define the timescales in which any actions will be acted on.
- Apply the lessons learnt.

A DHR Panel will be set up to conduct the DHR. The Panel will include representatives from the statutory members of the Safer Swansea CSP and from other organisations, dependent on their involvement with the victim or perpetrator, or their specialism e.g. domestic abuse, substance misuse. An independent chair will lead the Panel.

The DHR Panel will look at each organisation's involvement in the case. Family members, friends, and work colleagues of the victim may also be spoken to as part of the process.

The Panel Chair will compile a DHR Report on behalf of the Panel. The Report will include any recommendations from the Panel, to improve the local response to domestic violence in the future.

#### REQUIREMENT TO UNDERTAKE A DOMESTIC HOMICIDE REVIEW

The requirement to undertake DHRs was established on a statutory basis in 2011, under Section 9 of the Domestic Violence Crime and Victims Act (2004). The Act makes it a requirement for the Community Safety Partnership (CSP) in the area where 'the victim was normally resident', or where 'the victim was last known to have frequented', to initiate and undertake a DHR.

In Swansea, DHRs come under the remit of the Safer Swansea CSP. The statutory partners of the Safer Swansea CSP share the associated costs of running a DHR. This decision to share the costs was made formally at the CSP meeting in May 2021.

The statutory partners of the Safer Swansea CSP are:

- South Wales Police
- Swansea Council
- Swansea Bay University Health Board
- National Probation Service (NPS)
- Mid & West Wales Fire and Rescue Service

Other Members of the Safer Swansea CSP include:

- Police and Crime Commissioners Office
- Elected Member responsible for Community Safety
- Western Bay Safeguarding Boards
- Youth Justice and Early Intervention Service
- Western Bay Area Planning Board
- Welsh Ambulance Service
- HE/FE Representation
- Public Health Wales
- Third Sector representation
- Others to advise as needed

Swansea Council has been delegated the responsibility for coordinating any DHRs on behalf of the Safer Swansea CSP.

The CSP maintains an oversight over the progress of any DHRs and any learning is shared between the CSP partners.

## MULTI-AGENCY STATUTORY GUIDANCE

The Home Office's 'Multi-agency Statutory Guidance for the Conduct of Domestic Homicide Reviews' should be referred to in all circumstances where consideration is being given to establishing a DHR. All partners within the CSP are advised to familiarise themselves with the guidance and the definitions within it.

It sets out:

- How a DHR should be established and conducted.
- The timescales for undertaking a DHR.
- How family, friends and support networks of the victim should be involved.
- The creation and publication of the report.
- Quality assurance procedures.

The guidance can be found here:

[www.gov.uk/government/publications/revised-statutory-guidance-for-the-conduct-of-domestic-homicide-reviews.](https://www.gov.uk/government/publications/revised-statutory-guidance-for-the-conduct-of-domestic-homicide-reviews)

## THE DOMESTIC HOMICIDE REVIEW PROCESS IN SWANSEA

The key steps described below are summarised in a flow diagram in Appendix A.

### STEP 1 - NOTIFICATION

1. South Wales Police notifies the CSP Chair/s and Swansea Council's CSP Lead Officer (Community Integration & Partnership Manager) in writing of a suspected domestic homicide, via the email addresses below.

**Safer Swansea Chair: Adam Hill**

[adam.hill@swansea.gov.uk](mailto:adam.hill@swansea.gov.uk)/[adam.hill@abertawe.gov.uk](mailto:adam.hill@abertawe.gov.uk)

**Safer Swansea Chair: Chief Superintendent Trudi Meyrick**

[Trudi.Meyrick@south-wales.police.uk](mailto:Trudi.Meyrick@south-wales.police.uk)

**Swansea Council's CSP Lead Officer: Paul Thomas**

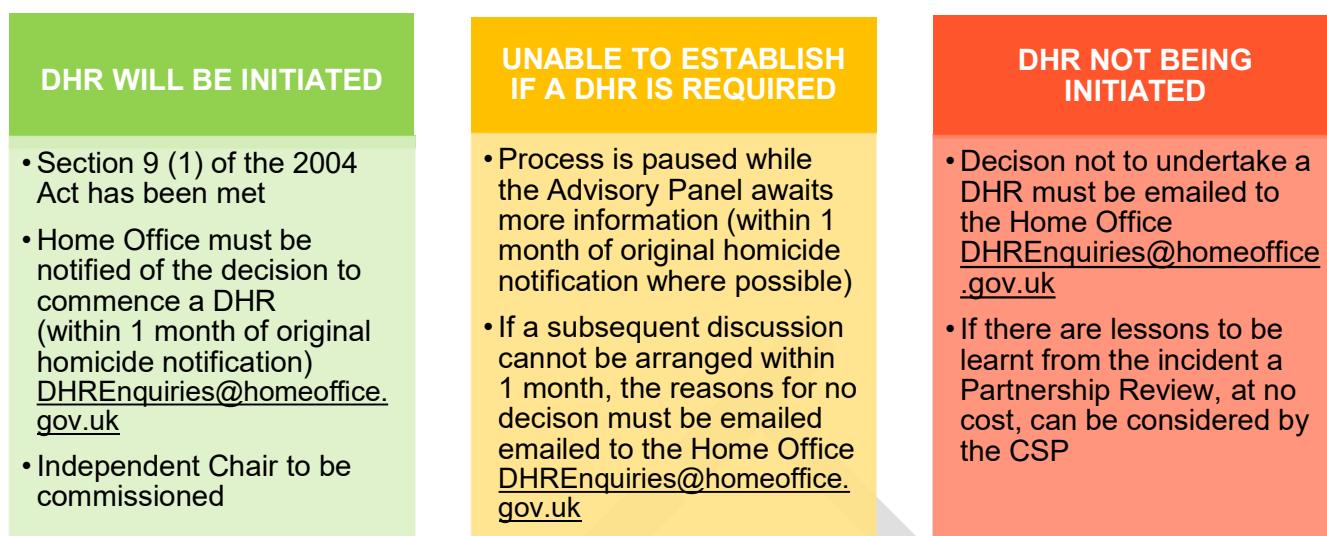
[paul.thomas5@swansea.gov.uk](mailto:paul.thomas5@swansea.gov.uk) / [paul.thomas5@abertawe.gov.uk](mailto:paul.thomas5@abertawe.gov.uk)

2. The CSP Lead Officer informs the appropriate Swansea Council Heads of Service and Cabinet Members of the notification letter.

### STEP 2 – DECIDING WHETHER A DHR SHOULD BE ESTABLISHED

1. The Council's CSP Lead liaises with the CSP Chair/s and the statutory members of the CSP (Advisory Panel) to establish whether the homicide meets the criteria for a Domestic Homicide Review, under Section 9 (1) of the Domestic Violence Crime and Victims Act (2004).
2. If the Advisory Panel feels that the definition under Section 9 (1) of the 2004 Act has been met, they will advise the CSP Chair/s that a Domestic Homicide Review SHOULD be undertaken.
3. If there is no evidence that the homicide was as a result of domestic abuse and/or there is no evidence provided by members of the Advisory Panel that there had been any domestic abuse in the relationship, a Domestic Homicide Review SHOULD NOT be undertaken.
4. If the Advisory Panel is unable to establish whether a Domestic Homicide Review should be undertaken or not, then another discussion should be arranged as soon as possible in order to make a decision.

- The following diagram outlines the next steps that should be taken, depending on the decision made by the Advisory Panel:



- Whichever decision is made, the Home Office should be informed within 1 month from the date of when the original suspected domestic homicide notification letter was received from South Wales Police. The Council's CSP Lead will undertake this requirement.

### STEP 3 – CONDUCTING A DOMESTIC HOMICIDE REVIEW

- The CSP Lead, on behalf of the CSP Chair/s, issues instructions to the statutory CSP partners, and other partners as appropriate, to secure files and records relating to the victim, perpetrator, and other relevant known family members. They will ask the partners to scope for relevant information, and to provide feedback by a stated date.
- All documents, forms and correspondence relating to DHR should be password protected and stored electronically in a folder with restricted access due to sensitivity and confidentiality of the DHR.
- The CSP Lead and their nominated support will be the points of contact for notifying statutory partners and others about the Domestic Homicide Review process, and for collating information during the Review and Panel meetings.
- The CSP Lead creates a timeline of the process from date of homicide through to date of publication of the DHR Overview Report, Executive Summary and Action Plan. This timeline is used to feed back to the CSP to learn from challenges or opportunities within the process for future Reviews.



5. The CSP Lead instructs the Strategic Lead Commissioner (Social Services) that the CSP has agreed to run the DHR and asks them to commission an Independent DHR Chair – if a contract is not already in place.
6. Once the DHR Independent Chair is appointed, the CSP Lead securely shares the notification letter and scoping information with them. The CSP Lead and their nominated support will be the points of contact for DHR Chair.
7. The CSP Lead liaises with the DHR Chair and agrees which partners / organisations need to be invited to attend the initial Panel meeting. As the DHR progresses, additional organisations may need to be invited.
8. The CSP Lead will advise partners of the date of the initial Panel meeting.
9. Both the CSP Lead and DHR Chair will attend the initial DHR Panel meeting, which will be opened by the CSP Lead. Subsequent meetings will be chaired by the DHR Chair. The CSP Lead is integral to the Review and should attend the Review Panel meetings as a Panel Member.
10. During the initial Panel Meeting, the Senior Investigating Officer (SIO) from South Wales Police will outline the case to the Panel. The Chair and the SIO will then define if the DHR can progress, depending on criminal proceedings.
11. The DHR Chair and Panel members will consider the scope of the Review process and the dates it will cover, and then establish and agree the Terms of Reference.
12. The DHR Chair, on behalf of the CSP, will write to the family members of the victim to advise them of Domestic Homicide Review process and to give them the opportunity to be involved in the Review. Involvement of any family or friends will be organised by the DHR Chair, alongside their Family Liaison Officer (South Wales Police), not by the CSP Lead.
13. The DHR Chair should consider approaching the family of the perpetrator, who may also have relevant information to offer. However, the Chair should also be mindful that the perpetrator or members of the perpetrator's family might in some cases pose an ongoing risk of violence to the victim's family or friends, or vice versa. If the Chair is concerned that there may be a risk of imminent physical harm to any known individual(s) they should contact the Police immediately so that steps can be taken to secure protection.
14. The DHR Chair will invite the organisations identified through the initial scoping exercise and initial Panel Meeting to commission Individual Management

Reviews (IMRs) and chronologies from their organisational records. Other organisations may be asked to provide an in depth summary rather than an IMR.

15. A series of DHR Review Panel meetings will take place, chaired by the DHR Chair.
16. As the DHR progresses, the DHR Review Panel members in conjunction with the CSP Lead will formulate their recommendations into an Action Plan which the Review Panel members should translate into Specific, Measurable, Achievable, Realistic and Timely (SMART) outcomes.

#### STEP 4 – DOMESTIC HOMICIDE REVIEW REPORT

1. The DHR Chair presents a draft DHR Overview Report including the recommendations to the Review Panel for consideration. The Review Panel members should ensure they are satisfied that the report accurately reflects the Review Panel findings.
2. Whilst undertaking the Review process the DHR Chair may relay to the Review Panel members some compelling reasons relating to the welfare of the children or other persons directly concerned in the Review as to why the Overview Report and Action Plan should not be published. The decision whether or not to publish should be agreed by the DHR Chair and Panel members prior to presenting to the CSP and submitting to the Home Office Quality Assurance Panel.
3. If the decision is not to publish, the DHR Author should add in a paragraph to the Preface along the lines of 'For the reasons outlined later within this report, this Review is considered **inappropriate for publication**. It is intended that it remains **confidential** to professionals within Swansea and that **learning is disseminated through local mechanisms**.' The DHR Overview Report and Action Plan should be watermarked 'Official Sensitive. Not for publication'.
4. If the decision is to publish, the CSP Lead removes the 'Confidential' watermark to the completed DHR Overview Report and DHR Action Plan.
5. The CSP Lead proof-reads Overview Report and checks the report has been suitably anonymised and the pseudonyms have been used to replace names. Any oversights are to be highlighted to the DHR Chair.

#### STEP 5 – SUBMISSION TO HOME OFFICE

1. When completed, the final Overview Report and Action Plan is tabled for discussion at the next CSP meeting. An extra-ordinary meeting may need to be held to avoid unnecessary delays in emailing the report to the Home Office
2. The CSP agrees and signs off the Overview Report and Action Plan.
3. The CSP Lead completes the Home Office Domestic Homicide Review Data Collection Form.
4. The DHR Overview Report, DHR Action Plan and Home Office DHR Collection Form should be password protected and stored in the electronic restricted folder along with all other DHR documents.
5. A copy of the DHR Overview Report, DHR Action Plan and Home Office DHR Collection Form are submitted securely via email to the Home Office for Quality Assurance ([DHREnquiries@homeoffice.gov.uk](mailto:DHREnquiries@homeoffice.gov.uk)) by the CSP Lead, on behalf of the CSP Chair/s. The Home DHR Quality Assurance Panel is held approx. every 3 months, however, the documents will go through a Pre-Quality Assurance Assessment (PQAA) first. The PQAA process has been created to assist CSPs in expediting their report through the QA Panel. The aim of their assessment is to speed up the quality assurance process by making sure that reports heard by the QA Panel are signed off for publication at their first submission.
6. During the PQAA, some areas may be highlighted as needing further consideration before it can be heard by the QA Panel and the CSP Lead will receive notification by email from the Home Office Domestic Abuse Policy Team.
7. The CSP Lead should forward the email to the DHR Chair for consideration and upon completion of the actions, the report and any associated documents should be emailed by the CSP Lead to the Home Office. The CSP Chair should be notified of the letter and response from the DHR Chair. Any amended reports/documents should be stored in the electronic restricted folder along with all other DHR documents.

## STEP 6 – PUBLICATION

1. Following the DHR Quality Assurance Panel meeting, the Home Office Quality Assurance Panel Chair provides a letter via email to the CSP Lead with a recommendation to publish or an acknowledgment that the report is not to be published.
2. The CSP Lead provides a copy of the Home Office Quality Assurance Panel

response to the DHR Chair and CSP Chair.

3. If the Overview Report and Action Plan are to be published, the DHR Chair will produce an Executive Summary which is to be published along with the Overview Report and Action Plan.
4. The DHR Chair in conjunction with the CSP Lead and CSP Chair, notifies the Local Authority and South Wales Police Communication Teams (and where there are restrictions in publicity, i.e. children's anonymity, the local authorities legal team) of the pending publication date (Embargoed). The CSP Lead checks pending publication date against key dates for sensitivity and avoidance (date of homicide, birth dates of victim and offender and immediate family members, Mother's Day/Father's Day, etc.).
5. The CSP Lead emails the DHR Overview Report and Action Plan securely to each of the Review Panel participating agencies (to share with their Senior Management), and to the Police and Crime Commissioner (PCC) before publication with a covering email explaining the Overview Report and Action Plan are Embargoed and detailing the date the report is to be published.
6. If there are restrictions in publicity or recommendations that relate to certain organisations, the Review Panel member of that organisation should bring it to the attention of their organisation's Communication Team, who should liaise with the Local Authority and South Wales Police Communications Teams to ensure continuity of message.
7. There are media guidelines to help journalists report on Domestic Violence deaths in a dignified way. Details of Level Up media guidelines can be found at: <https://setdab.org/resource/media-guidelines-to-help-journalists-report-on-domesticviolence-deaths/>
8. The DHR Chair notifies the victim's family and offender's family of the pending publication date (only in cases where the Overview Report and Action Plan are to be published) and provides the family with a copy of the Overview Report and supporting documents including the letter from the Home Office Quality Assurance Panel.
9. The CSP Lead publishes the Overview Report, Executive Summary and Action Plan on the CSP page of Swansea Council's website along with legal letters detailing any restrictions. The report is also added to the **Western Bay Safeguarding Board Website** (not the Action Plan).
10. A copy of the Executive Summary, Overview Report and Action Plan must be sent to the Home Office in PDF format to [DHREnquiries@homeoffice.gov.uk](mailto:DHREnquiries@homeoffice.gov.uk)

even if the documents are not to be published.

11. If the Overview Report, Executive Summary and Action Plan are not to be published they should be password protected, marked, RESTRICTED, DO NOT PUBLISH and stored in the electronic restricted folder along with all other DHR documents.
12. Where it is not to be published and to maintain control over the restricted documents, the final version of each document should be retained by the CSP Lead only and should not be distributed to the DHR Review Panel members or CSP partners.

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#### MEDIA INTEREST IN DHRS THAT ARE NOT TO BE PUBLISHED

13. There may be instances where the Media may contact a local authority to follow up on the publication of a DHR. Where a DHR is not to be published, which has been approved by the Home Office Quality Assurance Panel, the CSP Lead should inform ? of the Media interest.
14. Section 8, Publication of the Overview Report in the Home Office Domestic Homicide Review guidance *All overview reports and executive summaries should be published unless there are compelling reasons relating to the welfare of any children or other persons directly concerned in the Review for this not to happen.*
15. The CSP Chair / Lead should respond directly to the Media request and should provide a response along the lines of:  
  
*We cannot comment on individual cases, however, in relation to the xxxx case you are referring to, the Home Office were informed that the Domestic Homicide Review is not to be published and of the reasons for that decision. Under the guidance, it is clear that in exceptional circumstances the CSP does not have to publish the report.*
16. If the Media respond and ask the reason why the Review will not be published, the response should be along the lines of:  
  
*The CSP does not have to explain the exceptional circumstances and the decision remains that the Review will not be published.*
17. The CSP Lead should notify the DHR Review Panel members of any media interest. They in turn should inform their Communications Teams that the media may try to contact their organisation.

18. The CSP Lead should notify the DHR Chair of the Media interest, as the Media may make contact with the victim's family members.

## STEP 7 – ROLE OF THE CSP

1. The DHR Chair's costs will be shared equally across the CSP's statutory partners. The CSP Lead will notify them of these costs.
2. The CSP Lead will arrange for invoices to be raised by Swansea Council for each statutory CSP partner, covering their share of the DHR costs.
3. Following the successful completion of the work, Swansea Council will pay the DHR Chair's invoice on behalf of the CSP.
4. The CSP is responsible for monitoring and ensuring the recommendations within the Action Plan are implemented by the lead agencies in a timely manner.
5. The CSP formally concludes the Review when all the actions are complete.

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## RETENTION AND DISPOSAL

1. Organisations involved in the DHR should retain copies of minutes and any other notes for no longer than a period required by legislation or their own policy.
2. Each organisation will be responsible for the safeguarding of information in line with GDPR and the Data Protection Act (DPA) 2018.
3. When the information is no longer regarded as being relevant, each individual organisation will be responsible for its secure disposal/destruction.
4. Information should be deleted if:
  - The information has been shown to be inaccurate, in ways which cannot be dealt with by amending or appending the record, or
  - It is no longer considered that the information is necessary for Police or partners' legitimate purposes;
  - It reaches the end of the agreed retention period in each partner organisation.

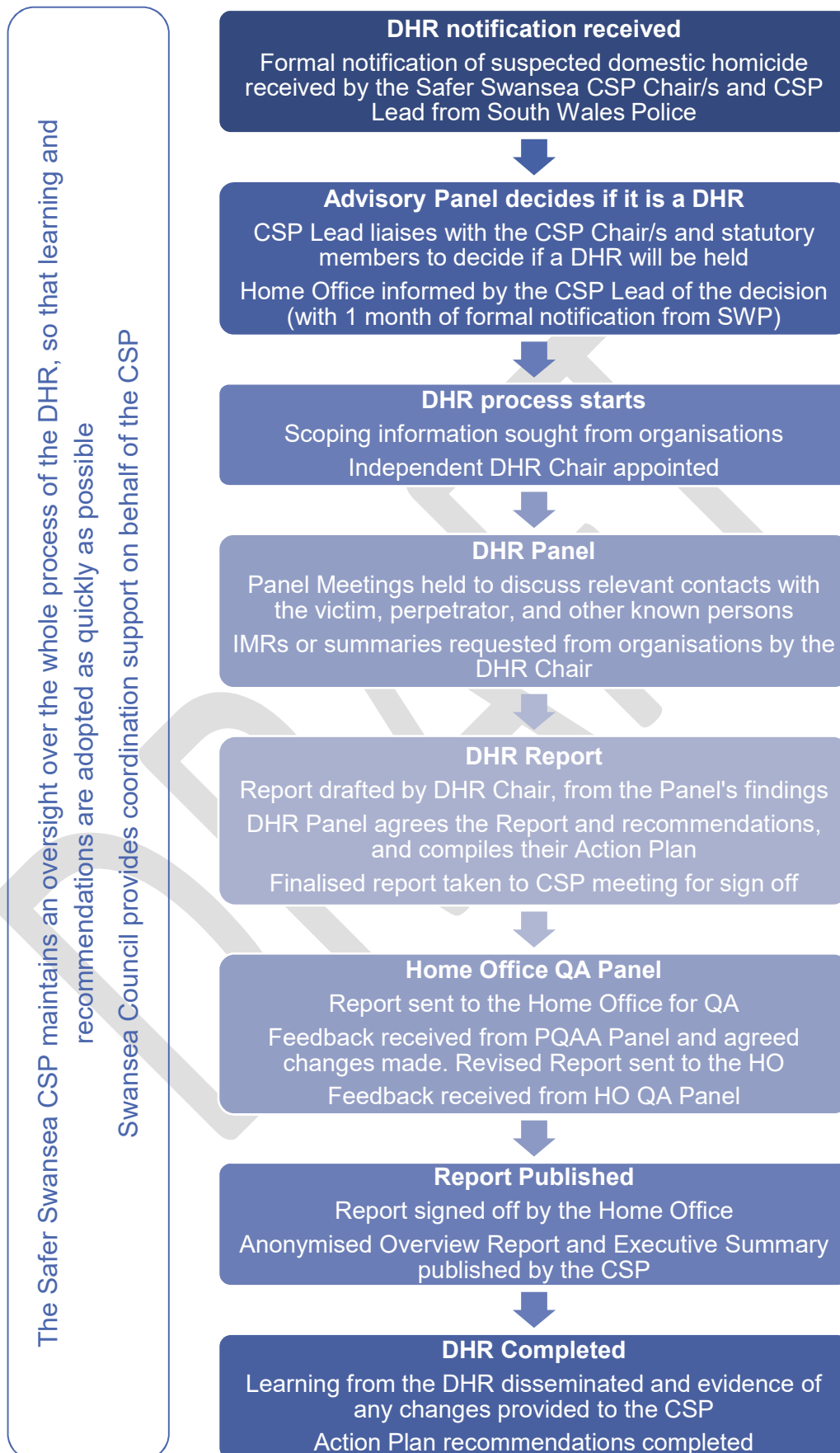
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## FREEDOM OF INFORMATION (FOI) REQUESTS AND SUBJECT ACCESS REQUESTS (SARS)

1. If an organisation receives a Freedom Of Information (FOI) request or a Subject Access Request (SAR), then you should refer to their in-house Legal Team/Freedom Of Information specialist(s)/Data Protection Officer (DPO).
2. The organisation will respond to a request for information under an individual right of access within the statutory time limit.
3. Where a partner organisation receives an information request under Section 1 of the Freedom Of Information Act 2000 and the request involves access to information received from a partner agency, the partner who receives the request will forward the request onto the partner from whom the information was given for the DHR.

DRAFT

## APPENDIX A – KEY STEPS IN THE DHR PROCESS





# Agenda Item 11



Swansea Public Services Board Joint Committee - 17 June 2021

## Critical Incident Group - Anti-Social Behaviour

<b>Purpose:</b>	To consider establishing a Critical Incident Group to look at Anti-Social Behaviour in Swansea post Covid
<b>Link to Well-being Objective:</b>	Strong Communities
<b>Recommendation(s):</b>	It is recommended that the Joint Committee: 1) Support the overall approach and proposals outlined in the report; 2) Nominate Chair and secretariat support for CIG

### 1. Introduction

- 1.1 There are concerns that we may well see a rise in the number of ASB incidents in Swansea, particularly during the post Covid period.
- 1.2 Events such as those witnessed in Mayhill on 17<sup>th</sup> May only go to highlight the possible tensions that have risen during 'lockdown' and the impact this may well have had on our communities and our young people.

### 2. Main body of report

- 2.1 As we have seen across Swansea, there have been issues relating to ASB and the impacts it is having on residents, our communities and in particular, large groups of young people massing in certain areas to socialise which has at times unfortunately led to ASB activity.
- 2.2 A contextual safeguarding approach is being taken to address some of these issues with our young people but a much broader partnership needs to look at some of the key drivers and motivating factors causing ASB across Swansea and to look at ways to reduce levels and educate people that some of their actions are inappropriate and unacceptable.
- 2.3 It is recommended that a Critical Incident Group be established to look at ASB. This multi partnership CIG would be time limited – suggestion is for a period of 12 months with the group meeting 6 times during that period. It

may be an opportunity to use the events in Mayhill as a case study but to be mindful that tensions remain high post incident.

- 2.4 Terms of Reference to be drafted, SMART objectives agreed and appropriate Chair and secretariat support identified.
- 2.5 The CIG to be governed through the Safer Swansea Partnership with regular reports coming to the PSB.

### **3. Next steps/ Actions**

- 3.1 The Joint Committee support the overall approach and proposals outlined in this report.
- 3.2 Nominate Chair and secretariat support for CIG.

**Report Author:** Paul Thomas

**Organisation:** Swansea Council

**Appendices:** None

# Agenda Item 12



Swansea Public Services Board Joint Committee – 17 June 2021

## Human Rights City

<b>Purpose:</b>	Reconfirm commitment, identify resources and agreed process to support Swansea's ambition to become a Human Rights City:
<b>Link to Well-being Objective:</b>	Cross cutting, links to all objectives
<b>Recommendation(s):</b>	It is recommended that:
1)	PSB consider and agree the next steps outlined in the report and reconfirm commitment to Swansea becoming a Human Rights City

### 1 Human Rights City

- 1.1 Human Rights Cities are cities where local government, local parliament, civil society, private sector and other stakeholders are committed to ensuring the use and application of international human rights standards. The concept has existed for decades, and generally means that local governments have adopted the principles of the Universal Declaration of Human Rights as guiding norms of governance.
- 1.2 A human rights city places the individual in the centre. This means that people are empowered to understand and claim their rights, as well as participate in decisions that affect them. All inhabitants, especially those marginalized and socially vulnerable, are fully able to take part in decision-making and policy-implementation processes that affect them, in accordance with human rights principles.
- 1.3 There are more than 100 cities worldwide reporting as Human Rights Cities with the City of York being the only one in the UK, having adopted their declaration in April 2017. Each Human Right City have prioritised areas of human rights based on what is important to their local populations. They are marked by a partnership that makes a formal declaration about their approach and then a series of actions to implement them. The intentions relate to both improving the situation of disadvantaged citizens and also make the concepts of human rights more accessible and meaningful to local people.

### 2 Swansea's Commitment to Human Rights City

- 2.1 In June 2019 Swansea Public Services Board agreed a Statement of Intent to work towards becoming a Human Rights City:

“We aim to become a Human Rights City and recognise that this means embracing a vision of vibrant, diverse, fair and safe communities built on the foundations of universal human rights.

This vision is shared by all members of the Public Services Board. It is a vision we want to share with our local communities and citizens in the City region. We will ensure that this takes place by engaging our communities and those we serve in the realisation of their human rights.

In moving toward becoming a Human Rights City we want to build on work which is taking place across the City informed by a commitment to human rights and social justice.

We recognise that in order to meet our ambition to become a Human Rights City we will need to make human rights the foundation of our service planning and delivery.

This statement marks our ambition and is a significant point in a journey. It is not our final destination but instead represents our commitment to recognise human rights as fundamental to our policies and our actions individually or collectively.”

- 2.2 It was also agreed that the Statement of Intent be shared with each of the 4 Work Streams for incorporating into the Wellbeing Plan.

### **3 Where we are now**

- 3.1 There has been little progress on Swansea becoming a Human Rights City. The Covid-19 pandemic meant that resource and priorities were directed elsewhere.
- 3.2 We are now starting to recover from the pandemic and reshape the way we deliver our services. This presents the opportunity to reconfirm our commitment to becoming a Human Rights City and place Human Rights are the heart of what we do

### **4 Learning from York**

- 4.1 York is the only Human Rights City in the UK and we asked them to come and speak to officers within the Council about their experience.
- 4.2 Key things we learnt were:
- Council must not lead, must be a partnership approach
  - Wide range of partners involved from the start
  - High level of civil society involvement
  - Provided more focus and energy in reshaping service with a Human Rights approach
  - Declaration only the start of the Journey, they admit they have a long way to go
  - Independent Human Rights City Network set-up to work towards the declaration

## 5 Next Steps

It is clear from York that a strong partnership approach is needed to achieve the ambition of being a Human Rights City. As a PSB we need to reconfirm our commitment to Swansea becoming a Human Rights City.

We are asking PSB partners to:

- **Each statutory** or invited statutory member sign the declaration of our ambition to be a Human Rights City (appendix 1)
- Agree to the development of a body to oversee the HRC
- Commit a resource to lead on Human Rights City for their organisation and sit on the governance group and help shape how we are going to achieve it.
- To agree to oversee the development of the Human Rights City approach through the PSB.

### **Appendices:**

Appendix 1 – Statement of Intent – June 2021

**STATEMENT OF INTENT - June 2021**

We aim to become a Human Rights City and recognise that this means embracing a vision of vibrant, diverse, fair and safe communities built on the foundations of universal human rights.

This vision is shared by all members of the Public Services Board. It is a vision we want to share with our local communities and citizens in the City region. We will ensure that this takes place by engaging our communities and those we serve in the realisation of their human rights.

In moving toward becoming a Human Rights City we want to build on work which is taking place across the City informed by a commitment to human rights and social justice

We recognise that in order to meet our ambition to become a Human Rights City we will need to make human rights the foundation of our service planning and delivery.

This statement marks our ambition and is a significant point in a journey. It is not our final destination but instead represents our commitment to recognise human rights as fundamental to our policies and our actions individually or collectively.

**Swansea Council** \_\_\_\_\_

**Swansea Bay University Health Board** \_\_\_\_\_

**Natural Resources Wales** \_\_\_\_\_

**Mid and West Wales Fire and Rescue Service** \_\_\_\_\_

South Wales Police and Crime Commissioner \_\_\_\_\_

South Wales Police \_\_\_\_\_

Swansea University \_\_\_\_\_

HM Prison & Probation Service \_\_\_\_\_

Swansea Council for Voluntary Service \_\_\_\_\_

# Agenda Item 14



Swansea Public Services Board Joint Committee – 17 June 2021

## Assessment of Local Well-being 2022: Regional Collaboration and Local Update

<b>Purpose:</b>	To set out recent developments in preparing for the next Assessment of Local Well-being for 2022
<b>Link to Well-being Objective:</b>	Cross cutting
<b>Recommendation(s):</b>	It is recommended that:
1)	The Joint Committee note the report.

### 1. Introduction

- 1.1 The Well-being of Future Generations (Wales) Act 2015 and associated guidance for Public Services Boards specifies that the next assessments of local well-being in Wales should be completed by May 2022.
- 1.2 Previous update reports have been provided to the Joint Committee on 15 October 2020, 11 February 2021 and 8 April 2021, and the links are attached to this paper as Appendix A.
- 1.3 The April update report noted the latest guidance on assessments received from Welsh Government and the Future Generations Commissioner, the (then) proposed regional Co-ordination Board and the establishment of a 'shadow' Swansea Assessment Editorial Group and Research Forum to initially progress work on the Assessment of Local Well-being in Swansea.

### 2. Recent developments

- 2.1 The following has occurred since the last Joint Committee meeting:
- 2.2 **Regional collaboration:** In March 2021, both PSBs (Swansea and Neath Port Talbot), the Regional Partnership Board and Swansea Bay University Health Board agreed to work together on a joint and common approach to the Well-being Assessments (individually required of both PSBs, under the

provisions of the Well-being of Future Generations Act) and the Population Needs Assessment (required under the Social Services and Well-being Act).

- 2.3 The Co-ordination Board formed as a result has been set up to provide direction, co-ordination and support for the current assessments in the region. It involves senior representatives from both Councils and other PSB statutory partners (Health Board, Mid & West Wales Fire Service, Natural Resources Wales). The first meeting took place on 15 May and papers relating to the meeting – terms of reference and membership (draft), the main report to the Board (on the assessments), and notes of the first meeting – are included here as Appendix B.
- 2.4 The main points of agreement from the meeting included:
- For 'one ask' of data from partners wherever this is possible
  - PSBs and RPB will make final decisions around their individual assessments
  - The agreement that all partners would put people forward to support the writing of the assessment, but there may be some capacity issues for the Health Board – this would be explored further by the Director of Public Health
  - Support for the commissioning of some external expertise around analysis of the data using the PSB regional grant from Welsh Government.
- 2.5 The Board intends to subsequently meet every two months; however, officers from both councils and the Regional Partnership Board will continue to meet more regularly to discuss collaborative working, where beneficial, and practical steps to progress particular aspects of the assessments.
- 2.6 Officers from the two PSBs have recently collaborated on an Expression of Interest to the Co-production Network for Wales, who recently secured Lottery funding to support three PSBs or clusters with the engagement and involvement aspects of their well-being assessments and (later) well-being plans. Unfortunately, our bid wasn't successful; however the Network have made a commitment to share learning across Wales and both PSBs plan to continue collaboration on this and other key aspects of the assessment.
- 2.7 **Local groups for Swansea's Well-being Assessment:** The previous Joint Committee report noted that arrangements were in hand to set up a 'shadow' Swansea PSB Assessment Editorial Group and a separate Research Forum. Initial meetings of the editorial group and research forum were held on 23 April and 5 May respectively, with further meetings since and scheduled over the months ahead. The current Terms of reference for both groups are attached to this report as Appendix C.
- 2.8 The Editorial Group is envisaged as a smaller, tighter group responsible for co-ordinating the assessment, collating and editing content. Consisting of appropriate representatives from all four statutory partner organisations



(Council, Health Board, Fire and Rescue, NRW) and other partners, the group has a range of subject expertise in social, economic, environmental and cultural well-being and other key aspects of the assessment process, e.g. legislation, engagement and involvement.

- 2.9 The Research Forum will aim to draw upon the wide range of research-related expertise available across the partnership, to provide the detailed relevant evidence around well-being which has a local impact. A structure and process for the evidence gathering is currently being developed. As noted in the outline timeline provided in the April report, the June to September period will be a critical period for the groups to undertake the evidence gathering required for the well-being assessment.

### **3. Next steps / actions**

- 3.1 The Committee will be kept fully informed of progress on the assessment work at future meetings, and via any other update opportunities as appropriate. It is also anticipated that a first draft of the assessment will be available for consideration by the Joint Committee at the meeting currently scheduled for October 2021.

**Report Author:** Steve King

**Organisation:** Swansea Council

#### **Appendices:**

Appendix A – links to previous Joint Committee reports:

15 October 2020: *Local Well-being Assessment*

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=665&MId=8913&Ver=4&LLL=0>

11 February 2021: *Initial proposals for an Assessment of Local Well-being 2022*

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=665&MId=9237&Ver=4&LLL=0>

8 April 2021: *Local Well-being Assessment (Regional) Update / Timeline*

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=665&MId=9238&Ver=4&LLL=0>

Appendix B – papers for Regional Co-ordination Board, 13 May 2021:

Appendix C – Terms of Reference for Swansea PSB well-being assessment groups:

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## **Appendix B – papers for Regional Co-ordination Board, 13 May 2021:**

### **Terms of reference (draft)**

#### *Purpose of Co-ordination Board*

To co-ordinate the population assessment required under the Social Services and Wellbeing (Wales) Act 2014 with the population assessments required under the Wellbeing of Future Generations (Wales) Act 2015 – exercises that are being overseen by the West Glamorgan Regional Partnership Board and the Public Services Boards of Neath Port Talbot and Swansea respectively. The work of the Co-ordination Board will also inform the Population Health Strategy development work being undertaken by the Swansea Bay University Health Board. The Board has been established with a view to:

- Minimising duplication of effort;
- Mitigating the risk that there could be multiple demands for similar input to the exercises from stakeholders;
- Ensuring involvement/engagement and consultation activities are planned and co-ordinated to secure good levels of participation and avoiding fatigue;
- Ensuring there are no important gaps left between the exercises;
- Pooling data, intelligence and resources to produce quality products that support and inform decisions that are taken within the respective partnerships;
- Bringing greater coherence and focus to work regionally and locally in relation to health inequalities and to wider work to sustain good levels of wellbeing and to ensure effective preventative and early intervention programmes; and
- Ensuring good fit with national policy.

The Co-ordination Board does is not intended to interfere with the governance of the respective partnerships or the Health Board which retain full responsibility and accountability for meeting the statutory duties. It aims to bring coherence and co-ordination to work activities that naturally overlap.

#### *Membership of Co-ordination Board:*

Neath Port Talbot County Borough Council:

Leader

Chief Executive

City and County of Swansea:

Deputy Leader

Deputy Chief Executive

Swansea Bay University Health Board:

Executive Director of Public Health

Mid and West Wales Fire and Rescue Service:

Deputy Chief Fire Officer

Natural Resources Wales

Head of Operations South West Wales

Meetings:

- The Board will meet bi-monthly.
- Secretariat will be provided by Neath Port Talbot County Borough Council.
- The Board will be able to invite others to attend, observe or participate in meetings
- The Board will have no decision making powers but will be able to provide recommendations to the Regional Partnership Board and the two Public Services Boards
- The Chair of the Co-ordination Board will be by agreement between the participating agencies

*Membership of Officer Support Group:*

Neath Port Talbot PSB  
Strategic Manager Partnerships and Community Cohesion  
PSB Co-ordinator

Swansea PSB  
Corporate Performance Manager  
PSB Support Officer

Regional Partnership Board  
RPB Manager

**Report to the Coordination Board in respect of Well Being (WB) and Population Needs (PN) Assessment, 13<sup>th</sup> May 2021**

**1. Summary**

- 1.1 This co-ordination board has been established to ensure that we have a co-ordinated approach to the WBAs and the PNA, that satisfies respective organisations’ legal duties but is done in the most economic, efficient and effective way. The work of Board will also inform the Population Health Strategy development work being undertaken by the Swansea Bay University Health Board.
- 1.2 Where possible a joint approach will be taken to these exercises across the two public services boards and Regional Partnership Board that operate within the SBUHB footprint. It is important to note that we are not producing a regional assessment. We will still need to produce wellbeing assessments for each PSB / local authority area, and as such partners will need to appropriately share the overall workload at a local level.
- 1.3 Work is progressing to develop a common approach. The following will explain current thinking on how to take the work forward, and the ‘asks’ of partners in order to fulfil legal responsibilities.

**2. Requirements of the WB and PNA**

- 2.1 To begin with, it is thought useful to highlight to the coordination board the requirements in relation to both the WB and PN assessments and identify the opportunities for joint working but equally important to highlight where there are differences in the work for each of these assessments. The requirements of the Health Board’s population health strategy are not known at this stage.

<b>Well-being Assessment requirements as outlined in the Well-being of Future Generations (Wales) Act 2015</b>	<b>Population Needs Assessment requirements as outlined in the Social Services and Well-being (Wales) Act 2014</b>
Section 37(1): <b>A public services board must</b> prepare and publish an assessment of the state of economic, social, environmental and cultural well-being <b>in its area</b> . An assessment must:	Section 14(1): <b>A local authority and each Local Health Board</b> any part of whose area lies within the area of the local authority must, in accordance with regulations, jointly assess:
<ul style="list-style-type: none"> <li>set out which community areas comprise the area of the board;</li> <li>include an analysis of the state of well-being in each community area and in the area as a whole;</li> <li>include an analysis of the state of well-being of the people in the area;</li> </ul>	<ul style="list-style-type: none"> <li>the extent to which there are people in the local authority's area who need care and support;</li> <li>the extent to which there are carers in the local authority's area who need support;</li> <li>the extent to which there are people in the local authority's area whose needs</li> </ul>

<p>include any further analysis that the board carries out by reference to criteria set and applied by it for the purpose of assessing economic, social, environmental and cultural well-being in the area or in any community situated in the area;</p> <p>include predictions of likely future trends in the economic, social, environmental and cultural well-being of the area;</p> <p>include any other related analytical data and information that the board considers appropriate.</p>	<p>for care and support (or, in the case of carers, support) are not being met (by the authority, the Board or otherwise);</p> <p>the range and level of services required to meet the care and support needs of people in the local authority's area (including the support needs of carers);</p> <p>the range and level of services required to achieve the purposes in section 15(2) (preventative services) in the local authority's area;</p> <p>the actions required to provide the range and level of services identified in accordance with paragraphs (d) and (e) through the medium of Welsh</p>
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### 3. Resources

- 3.1 No one organisation has the resources to undertake this piece of work in isolation, and as such it is important that partners commit to playing their role in the work, be that at a regional level or in respect of the WBA at a LA geography.
- 3.2 There is £9k for the region that could be used to support the WBA assessments or the analysis of the data for the WBA.

### 4. Timelines

- 4.1 The WBA and PNA have different timelines, the WBA has to be published by May 2022, and the PNA by March 2022. We do not currently know the timeline for the Health Board's strategy.
- 4.2 As the Population Needs Assessment delivery is a requirement of the partnership through the SSWB Act 2014 – final sign off of the assessment will be through the Regional Partnership governance. A first draft is to be prepared By October 21..
- 4.3 The WBA will need to be considered by the respective PSBs; NPT and Swansea are both aiming for a first draft to be presented to October PSB meetings
- 4.4 The timeline is challenging as the assessments will need to be presented at each of the PSB and RPBs, along with the statutory partners' own requirements and processes.
- 4.5 We need to build in significant time for public consultation to include intelligence in to the Assessments.
- 4.6 Clearly we need to be cognisant of the respective timelines and challenges in terms of co-ordination of the engagement with partners and groups..

## **5. Definition of wellbeing**

- 5.1 The Core Guidance for the WBFGA defines well-being in both Acts and the relationship if this is helpful when discussing definition of Well-being, <https://gov.wales/sites/default/files/publications/2019-02/spsf-1-core-guidance.PDF>
- 5.2 It is important to recognise the difference between the well-being of Wales, and the well-being of individuals. Sustainable development connects the environment in which we live, the economy in which we work, the society in which we enjoy and the cultures that we share, to people and their quality of life. The use of the term 'well-being' in the WBFG Act and the Social Services and Well-being (Wales) Act 2014 ('the SS&WB Act') are complementary.
- 5.3 The meaning of "well-being" in the SS&WB Act applies only for the purpose of that Act. "Well-being" in the SS&WB Act is defined in relation to a 'person', whereas "well-being" in the WBFG Act is in relation to our economy, society, environment and culture across Wales.
- 5.4 The SS&WB Act focuses on one sub-set of the population of Wales, namely people who need care and support, and carers who need support. The PNA will need to consider the new Socio-economic Duty, which comes into effect in Wales on 31 March 2021.

## **6. Data collection and analysis**

- 6.1 It is likely that one of the main areas for collaboration will be in respect of data and possibly consultation to reduce the burden on those groups that are contacted numerous times.
- 6.2 Data measures that have been agreed will need collecting from all agencies and placed into a suitable database for access of all partners.
- 6.3 We will work to ensure that the 'ask' of partners is consistent across the assessments whilst recognising that the geographies for the respective WBA may be different for each PSB area (currently based on GP clusters in Swansea, LDP areas in NPT).
- 6.4 Clearly establish that partners provide analysed product and not raw data.
- 6.5 It is recommended that a resource be commissioned to help with the analysis for either the WBA and/or the PNA if necessary

## **7. Progress to date**

- 7.1 Officers from the PSBs and RPB have met to support the alignment of both assessments to identify opportunities for joint working and to describe the 'how'.
- 7.2 Data measures have been collated across both assessments by the West Glamorgan RPB Team (over 800 lines), which are currently being refined and other measures identified.
- 7.3 A task and finish group has been established (together with representatives from both Council's social services teams and health invited) to identify whether this data is of use to the individual assessments or both, and to understand Data Cymru's (draft) core data set and data catalogue resource.

- 7.4 A TEAMS site has been created by which all members of the initial group can access so that they are able to validate the data measures collated to date.
- 7.5 Both PSBs and RPB have received and approved initial proposals to conduct their respective assessments.
- 7.6 A joint expression of interest has been submitted by NPT and Swansea PSBs to the Wales Co-production Network for co-production support for WBA.
- 7.7 A high level project plan has been developed for the PNA which has been combined with the respective high-level Swansea and NPT WBA plans; joint timeline and programme plan developed (see Appendix A).
- 7.8 Initial discussions on 'where it makes sense' to collaborate, and where unique action is required.

## **8. Next steps**

- 8.1 Partners to commit to support this work in terms of providing the data, supporting groups and leading on chapters as required (WBA) and supporting the development of the PNA themes.
- 8.2 Whilst discussions have proved fruitful in terms of inter alia sharing high level plans, further more detailed work is needed to consider and agree on where there are commonalities /over laps, and use this to identify what we can do together, where it makes sense to do so. The over-arching plans can be revised clearly identifying who will do what and by when.
- 8.3 There are 9 key themes plus cross cutting themes which must be the primary focus of the PNA. It is suggested that the consultation is coproduced through our existing networks and the table in Appendix B outlines these key policy themes and if there is currently a group that could support the delivery of the PNA with a view of sharing intelligence with the PSB's. This requires further detailed discussion, so we can be clear on using existing forums for developing and sharing engagement exercises/questions with partner groups and not duplicating effort.
- 8.4 Identify what actions/tasks are unique to each organisation/assessment and plan with partners how that work will be done, by whom and when.
- 8.5 Work to identify data requirements from partners and endeavour to capture in standardised way where possible.
- 8.6 Be clear on what work the RPB is doing for the PNA, and rely on that where it satisfies the requirement of the WB assessment so the PSB partnerships concentrate on the work that the RPB team won't be able to collect.
- 8.7 Over-lay with what we already know
- 8.8 Move progress on data collection and analysis
- 8.9 Need to share the work and people take responsibilities
- 8.10 Further understand the support and resources available via Data Cymru.
- 8.11 Endeavour to develop a common template for the WBA and chapters

8.12 Agree with partners who will lead the development of each Chapter of the Assessment having regard to the four pillars; for example in NPT NRW could lead the Environment Chapter through the Green Infrastructure Group. Swansea has so far set up a 'shadow' Editorial Group which aims to include leads for each of the four strands/pillars.

## **9. WBA 'local arrangements'**

- 9.1 As highlighted in the summary, whilst every effort will be made to avoid duplication and avoid complicating the process, the necessity of delivery of two separate WBA for NPT and Swansea means that there will have to be local arrangements supported by partners who share the statutory duty.
- 9.2 Consideration was given to the establishment of one editorial group, but this would be unworkable. Swansea PSB has already established a (shadow) group, as agreed at its April Joint Committee meeting, and NPT intend to do likewise.
- 9.3 Whilst there will be some opportunities for collaboration in respect of involvement and engagement, there may be some differences in local arrangements to reflect the different geographies and communities.
- 9.4 Both NPT and Swansea are currently proposing to use the same community areas as defined in their previous WBAs; in part because this will enable us to use some previous data as a starting point (as highlighted above), but noting the geographies are different.
- 9.5 Attached at APPENDIX C is a structure chart, showing the different groups
- 9.6 In NPT it is proposed to use the pillars as Chapter headings and as with the previous WBA, partners are requested to lead on the delivery of those chapters supported by the local data and research group. In Swansea, the editorial group is also proposing to structure the 2022 WBA on the basis of the four pillars, with its work supported by a local Research Forum.
- 9.7 A common theme through the PNA and WBA, is that existing groups or forums will be used wherever possible be that for data collection or engagement.

## **10. Key questions**

- 10.1 Will partners commit to support this work and the groups; noted this has been given in terms of the PNA
- 10.2 Would the commissioning of a resource to support the analysis be supported and funded.
- 10.3 For the WBA, should be a focus on C&YP, noted that RPB have a children's programme with lead
- 10.4 What definition or understanding of wellbeing should we work under?
- 10.5 Will the partnership fund other costs that are incurred, for example in respect of the publication of the assessments how will the costs for translation, publication, printing etc?



## 11. High Level Risks

- 11.1 Capacity of staff across the region to provide the information required for the data measures and analysis.
- 11.2 Skills to undertake the assessment reflecting on the feedback from the previous assessments
- 11.3 National Census: Data is not due until after the Population Needs Assessment is published. This will also have an impact on some aspects of the information and analysis included in the WBAs.
- 11.4 Lack of time / capacity / skills regarding the engagement / involvement requirements and expectations; notwithstanding if the joint bid on the Co-Production Network proposal is successful, which may help alleviate some of these risks.

## Notes of the meeting held 13th May 2021

### Present

Karen Jones, CEx	NPTCBC
Cllr Edward Latham (Leader)	
Claire Jones	
Vanessa Dale	
Adam Hill, Assistant CEx	Swansea CBC
Cllr Andrea Lewis (Deputy Leader)	
Richard Rowlands	
Kelly Gillings (RPB)	Regional Partnership Board
Cllr Clive Lloyd (RPB Vice Chair)	
Leanne Ahern	
Roger Thomas	Mid and West Wales FRS
Martyn Evans	Natural Resources Wales
Keith Reid	Public Health Wales

### 1. Welcome and Introductions

### 2. Purpose of the Board and Terms of Reference – draft terms of reference attached

- Agreed to include Kelly Gillings and Cllr. Clive Lloyd in the Board membership.

### 3. Plans to deliver assessments – proposal attached for discussion

The following points were agreed:

- There is not currently a timescale for the Health Population Needs Assessment as capacity to deliver on this is limited.

- There should be 'one ask' of data from partners wherever this is possible. It was noted that different data will be cut in different ways and although there will be a common approach to data collection, the data can then be aggregated in whatever format is required to produce the individual assessments.
- PSBs and the RPB will make final decisions around their individual assessments.
- There was agreement in principle on the governance arrangements around how the assessments will be delivered although it was agreed there should be more detail around membership of the groups.
- NRW and MAWWFRS confirmed they would put people forward to support the writing of the assessment. It was noted that there may be some capacity issues for the Health Board, particularly the Public Health information team which is currently understaffed. It was suggested that the Health Intelligence team within the Health Board may be able to contribute and this would be explored by the Director of Public Health.
- The Board were happy to support the commissioning of some external expertise around analysis of the data using the PSB regional grant.
- The Regional Planning and Delivery group were tasked with some further work around the publication of the assessments and associated costs and will bring back some more detailed recommendations to the Co-ordination Board.

#### **4. Dates of future meetings**

- A schedule of meetings will be arranged to support and oversee the process in line with the dates of the three Boards which are already set.
-

## **Appendix C – Terms of Reference for Swansea PSB well-being assessment groups:**

### Assessment Editorial Group

#### **1. Purpose**

- To support the work of Swansea Public Services Board by co-ordinating the development of Swansea's Assessment of Local Well-being.

#### **2. Main Tasks**

- Develop and deliver the Swansea Assessment of Local Well-being by May 2022
- Co-ordinating the assessment, collating and editing content, with the support of the PSB Research Forum
- To agree milestones and timescales for delivering the assessment
- Make recommendations to Swansea Public Services Board (PSB) Joint Committee about the structures needed (or not needed) to support this work
- Establish clear success criteria and other relevant key measures
- Engage and communicate with the right people across sectors, including via the Research Forum, through an agreed plan of action
- To maintain and develop co-operation on assessment work with Neath Port Talbot PSB, the Regional Partnership Board and other relevant partners; working collaboratively where appropriate for the benefit of all parties in progressing their required assessments.

#### **3. Membership**

- A smaller, tighter group of approximately 6-8 people, including partnership and policy leads, practitioners and researchers/analysts, reflecting a balance of organisations and subject expertise across social, economic, cultural and environmental well-being
- The ability to contribute strategically to the development of the assessment and enthusiasm for driving forward and promoting this work, adopting a collaborative and solutions-focused approach across all areas of the project
- Officers from all four statutory partners (Council, Health Board, Fire and Rescue, Natural Resources Wales), or their nominated representatives.

#### **4. Leadership and Support**

- Overall direction and steer provided to the Group by Swansea PSB Joint Committee
- Group co-ordinator
- Group administrator
- *Further consideration to be given to identifying Group Chair.*

#### Research Forum (draft)

##### **1. Purpose**

- To support the development of Swansea's Assessment of Local Well-being through research and analysis.

##### **2. Main Tasks**

- To play a key role in assisting the development and delivery of the Swansea Assessment of Local Well-being for Swansea Public Services Board (PSB) by May 2022
- To identify relevant and appropriate evidence around social, economic, environmental and cultural well-being for potential inclusion in the assessment
- To participate in task and finish groups to consider the available evidence around a specific strand of well-being
- To undertake analysis and interpretation of relevant data, and demonstrate inter-linkages within and across the four strands of well-being
- To engage and communicate with people and organisations within and outside the PSB as required to identify or clarify aspects of evidence around well-being.

##### **3. Membership**

- A broad forum drawing upon the wide range of research-related expertise across the partnership, including researchers, analysts, information providers and practitioners

- The membership should aim to reflect a balance of organisations and subject expertise across social, economic, cultural and environmental well-being
- Membership of the Forum may change or evolve as the project develops.

#### **4. Leadership and Support**

- Overall direction and steer provided by the Assessment Editorial Group
- Group co-ordinator – to co-ordinate activity and effectively serve as the main link to the Editorial Group – and facilitative / administrative support
- Ongoing communication will be mostly virtual (e.g. via Teams) or through general updates, supplemented by events around key stages or milestones as appropriate.

*These Draft Terms of Reference will be subject to review.*



Vanessa Dale  
Neath Port Talbot CBC  
Civic Centre  
Port Talbot  
SA13 1PJ

17 May 2021

Dear Vanessa

## **Award of Funding in relation to Regional Support for Public Services Boards, 2021-22**

### **1. Award of Funding**

- (a) We are pleased to inform you that your Application has been successful and funding of **up to £49,091** (Forty Nine Thousand and Ninety One Pounds) ("the Funding") is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Funding relates to the period 1 April 2021 to 31 March 2022 and must be claimed in full by 6 April otherwise any unclaimed part of the Funding will cease to be available to you.
- (c) If you have any queries in relation to this award of Funding or the Conditions please contact the Welsh Government Official who will be happy to assist you.

### **2. Statutory authority**

This award of Funding is made on and subject to the Conditions and under the authority of the Finance and Local Government Minister acting pursuant to functions transferred under section 58A of the Government of Wales Act 2006.

### **3. Interpreting the Conditions**

Any reference in the Conditions to:

**'you', 'your'** is to  
Neath Port Talbot CBC  
Civic Centre

Port Talbot  
SA13 1PJ

'we', 'us', 'our' is to the Welsh Ministers;

**'Welsh Government Official'** is to

Judith Davies  
Local Government Partnerships  
Welsh Government  
Cathays Park 2  
Cardiff  
CF10 3NQ  
judith.davies2@gov.wales

or such other Welsh Government official as we may notify you.

**'Project Manager'** is to

Vanessa Dale  
Neath Port Talbot CBC  
Civic Centre  
Port Talbot  
SA13 1PJ

v.dale@npt.gov.uk

**'Application'** is to your funding proposal dated 12 March 2021;

**'Conditions'** is to the terms and conditions set out in this letter and the Schedules;

**'Costs Incurred'** is to the cost of goods and services you have received regardless of whether you have paid for them by the date of your claim;

**'Notification Event'** is to any of the events listed in Schedule 3;

**'Indicative Payment Profile'** is to the indicative payment profile set out in Schedule 3;

**'Personnel'** is to your management/employees and suppliers or any other person appointed or engaged by you in relation to the Purposes;

**'Schedule'** is to the schedules attached to this letter;  
and

**any reference to any legislation** whether domestic or international law will include all amendments to and substitutions and re-enactments of that legislation in force from time to time.

#### **4. Use of the Funding**

- (a) You must use the Funding solely for the purposes set out in Schedule 1 (the “**Purposes**”).
- (b) Any change to the Purposes will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (c) You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; (8) Costs Incurred or costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); (9) any kind of illegal activities; or (10) any other kind of activity which in our opinion could bring us into disrepute.

#### **5. Funding pre-conditions**

- (a) We will not pay any of the Funding to you until you have provided us with the following information and documentation:
  - (i) this letter signed by you;
  - (ii) documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so
  - (iii) documentary evidence that you have put in place all staff and other resources detailed in the Application as required to commence and complete the Purposes;
- (b) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

#### **6. How to claim the Funding**



- (a) You may claim the Funding bi-annually in arrears based on Costs Incurred by you in the delivery of the Purposes.
- (b) You must claim the Funding promptly. We reserve the right to withdraw any part of the Funding that you do not claim promptly.
- (c) You must submit your claims for payment of Funding to the Welsh Government Official.
- (d) You must use our claim pro-forma (which is available from the Welsh Government Official) and attach:
  - i) confirmation that you are operating in all respects in accordance with your constitution; and
  - ii) confirmation that you have appropriate financial, risk and control systems in place before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties.
- (e) We will aim to pay all valid claims as soon as possible and typically within 28 days.

## **7. Your general obligations to us**

You must:

- (a) safeguard the Funding against fraud generally and, in particular, fraud on the part of your Personnel and notify us immediately if you have reason to suspect that any fraud within your organisation has occurred or is occurring or is likely to occur whether or not it relates to the Funding. You must also participate in such fraud prevention initiatives as we may require from time to time;
- (b) maintain appropriate procedures for dealing with any conflicts of interest whether actual, potential or perceived;
- (c) comply with all applicable domestic or international laws or regulations or official directives;
- (d) maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance;

- (e) maintain appropriate financial, risk and control systems before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (f) co-operate fully with the Welsh Government Official and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Funding and your compliance with the Conditions;
- (g) inform us immediately if any of the declarations made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
- (h) notify us of any funding received by you from any source in relation to the effects of the spread of the Coronavirus (COVID-19) including but not limited to your insurance provider (cancellation/business disruption insurance), the UK Government's Coronavirus Job Retention Scheme and/or any Welsh Government fund/scheme.

## **8. Declarations**

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in the Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under the Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which has or could have an adverse effect on your ability to perform and comply with any of the Conditions;
- (c) the information contained in your Application is complete, true and accurate;
- (d) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;
- (e) there are no conflicts of interest whether actual, potential or perceived;
- (f) acceptance of this award of Funding will not result in duplicate funding in respect of any part of the Purposes. This includes but is not limited to any payments received by you in relation to the effects

of the spread of the Coronavirus (COVID-19) from your insurance provider (cancellation/business disruption insurance), the UK Government's Coronavirus Job Retention Scheme and/or any Welsh Government fund/scheme.

## **9. Notification Events and their consequences**

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will either (i) notify you that we consider the Notification Event is not capable of remedy or (ii) if we consider the Notification Event is capable of being remedied seek to discuss the Notification Event with you with a view to agreeing a course of action to be taken to address the Notification Event.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if despite our reasonable efforts we have been unable to discuss the Notification Event with you; or
  - (i) we notify you that the Notification Event is not capable of remedy; or
  - (ii) a course of action to address the Notification Event is not agreed with you; or
  - (iii) a course of action to address the Notification Event is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action); or
  - (iv) the course of action fails to remedy the Notification Event to our satisfaction.
- (d) If any of the circumstances set out in Condition 9(c) occurs we may by notice to you:
  - (i) withdraw the award of Funding; and/or
  - (ii) require you to repay all or part of the Funding; and/or
  - (iii) suspend or cease all further payment of Funding; and/or
  - (iv) make all further payments of Funding subject to such conditions as we may specify; and/or
  - (v) deduct all amounts owed to us under the Conditions from any other funding that we have awarded or may award to you; and/or
  - (vi) exercise any other rights against you which we may have in respect of the Funding.
- (e) All repayments of Funding must be made to us within 28 days of the date of our demand.

## 10. Monitoring requirements

You must:

- (a) provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions including quarterly progress reports;
- (b) meet with the Welsh Government Official and such other of our representatives as we may from time to time reasonably require; and
- (c) ensure that the Project Manager (or such other person as we may agree) together with any other person we may require attends all meetings with the Welsh Government Official.

## 11. Audit Requirements

(a) You must:

- (i) maintain complete, accurate and valid accounting records identifying all income and expenditure in relation to the Purposes;
  - (ii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or any UK subsidy enforcement body at any reasonable time and on reasonable notice (in exceptional circumstances, such as the prevention or detection of fraud, it may not be practicable to provide you with reasonable notice) being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records howsoever stored as in such officer's reasonable view may relate in any way to your use of the Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or any UK subsidy enforcement body or any officer, servant or agent of any of the above; and
  - (iii) retain this letter and all original documents relating to the Funding until we inform you in writing that it is safe to destroy them.
- (b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the

Welsh Government. They and their officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and their staff may exercise this right at all reasonable times.

## **12. Third party obligations**

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

## **13. Intellectual property rights and publicity**

- (a) Nothing in the Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
- (b) You must acknowledge our support in relation to the Purposes. Such acknowledgement(s) must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- (c) You must provide the Welsh Government Official with details of all the acknowledgement(s) referred to in Condition 13(b) for our approval before any such acknowledgements are used and you may not use such acknowledgments without our prior written approval. We will endeavour to respond to all written requests for approval within 10 working days.
- (d) You agree that from the date of this letter until 5 years from the date of the final payment of Funding we may include details about your organisation and business, the Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

## **14. Information**

- (a) You acknowledge that we are subject to the requirements of the Freedom of Information Act 2000 (the "FOIA"), the Environmental Information Regulations 2004 (the "EIR"), the Data Protection Act 2018 (the "DPA") and the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the "UK GDPR").

- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
  - (i) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
  - (ii) any information is exempt from disclosure under the FOIA or the EIR.
- (c) You acknowledge that we may share any data you provide to us with fraud prevention agencies and third parties for the purposes of preventing and detecting fraud. Any personal data we collect will be managed in accordance with our Privacy Notice which is available to view here <http://beta.gov.wales/privacy-notice-welsh-government-grants>

## 15. Buying goods and services

If you decide to buy any goods and/or services to deliver the Purposes, they must be purchased in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

## 16. Giving notice

- (a) Where notice is required to be given under the Conditions it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

***“Notice in relation to the Regional Support for Public Services Boards 2021-22”.***

- (b) The address and contact details for the purposes of serving notice under the Conditions are as follows

You: the Project Manager at the address stated in Condition 3.

Us: the Welsh Government Official at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:-

Prepaid first class post:	on the second working day after the date of posting.
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By hand: upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.

By email attachment: upon transmission or the next working day if after 4pm or on a weekend or public holiday.

## **17. Equal opportunities**

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

## **18. Welsh language**

- (a) Where the Purposes include or relate to the provision of services in Wales they must be provided in Welsh and English unless it would be unreasonable or disproportionate to do so. Where they are provided in both Welsh and English they must be provided in such a way as to not treat the Welsh language less favourably than English, in accordance with the Welsh Language (Wales) Measure 2011.
- (b) For advice on providing services bilingually and in accordance with the Conditions please contact the Welsh Language Commissioner's Hybu team:  
<http://www.comisiynyddygydraeg.cymru/hybu/en/home/Pages/home.aspx>

## **19. Sustainable development**

Your use of the Funding must contribute to the achievement of the Welsh Government's well-being objectives contained in the Welsh Government's Programme for Government. You must work in a sustainable way (sustainable development principle) in delivering the Purposes so as to ensure you are working in a preventative, integrated, long-term and collaborative way that involves people that reflect the diversity of Wales. Please refer to Schedule 1 for further information.

## **20. Welsh Ministers' functions**

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in, or arising under or in connection with, the Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

## **21. General**

- (a) If at any time any of the Conditions are deemed to be or become invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under the Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- (c) Any amendment or variation to the Conditions must be in writing and signed by us and you in the same manner as this letter.
- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under the Conditions.
- (e) Conditions 7, 9, 11, 13, 14, and 21(e) and such other Conditions which by implication need to continue in force beyond the final payment of Funding will so continue in full force and effect.
- (f) The award of the Funding is to you alone and no one else is entitled to make any claim in respect of the Funding or seek to rely on or enforce any of the Conditions.
- (g) In circumstances where you comprise two or more persons or bodies, the liabilities of such persons or bodies shall be joint and several and the default of one of such persons or bodies shall be deemed to be the default of all.
- (h) The Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.



## 22. How to accept this award of Funding

- (a) To accept this award of Funding you must sign and return a copy of this letter to the Welsh Government Official. None of the Funding will be paid to you until we have received your signed letter.
- (b) We must receive your signed letter **within 28 days of the date of this letter** or this award of Funding will automatically be withdrawn.

Yours faithfully



Signed by Kevin Griffiths under authority of the Minister for Finance and Local Government, one of the Welsh Ministers.

## **SCHEDULE 1**

### **The Purposes**

The Purpose of the Funding is to assist Public Services Boards as they move to the delivery of the local well-being plan, as well as continuing to assist in the consolidation of work on the assessments of local well-being and well-being plans.

Proposals for funding must demonstrate how the group of PSBs would be enabled to build their strategic capacity and capability to support the delivery of well-being plans as well as consolidate work on the assessments and plans.

The funding will be available for the following purposes and can be used for one or more of the criteria set out below:

- To support the identification, collection or analysis of qualitative and quantitative evidence (economic, social, environmental and cultural) to support the assessment;
- To assist with the gathering of evidence to inform the assessment, including specialist expertise / capability to analyse this kind of evidence;
- To support coordination and preparation of the assessments, by bringing together analytical capacity from across the public bodies in the area;
- To develop more robust and constructive ways of using evidence and analysis;
- Supporting PSBs to take a more evaluative approach to the delivery of well-being plans by building in appropriate monitoring and evaluation activity to evidence outcomes and track progress over time;
- Supporting data to be made available in real time. The funding could be used to gather or present data around well-being in your region, or be used to adopt an online approach to data;
- Continuing to support community engagement. Effective engagement with communities continues to be an important aspect of the work of PSBs and this will aim to encourage the coordinated ongoing approach to community engagement; and
- Supporting the scoping of collaborative projects that can be undertaken on shared objectives.

<b>Cost</b>	<b>Value (£)</b>
Contributing to the ongoing availability of the knowledge and expertise that has been developed to support the two Public Services Boards and applying this to support the co-ordination and preparation of well-being assessments	£40,000
Providing resource and capacity across the region to assist with the collection and analysis of evidence to support the assessment and effective community engagement.	£9,091

## **SCHEDULE 2**

### **Notification Events**

The Notification Events referred to in Condition 9 are listed below:

1. repayment of any part of the Funding is required in accordance with any relevant legislation;
2. you fail to comply with any of the Conditions;
3. the Funding, in full or in part, is not being used for the Purposes;
4. you fail to achieve any or all of the Targets;
5. there is unsatisfactory progress towards completing the Purposes, including meeting the Targets;
6. you fail to provide information about the Purposes requested by us or any UK subsidy enforcement body or any of its auditors, agents or representatives;
7. we have reason to believe that you and/or any of your Personnel are involved in fraudulent activity or have been involved in fraudulent activity [whilst the Purposes are/were being carried out];
8. we have made an overpayment of Funding to you;
9. there is a duplication of funding in respect of any part of the Purposes. This includes but is not limited to any payments received by you in relation to the effects of the spread of the Coronavirus (COVID-19) from your insurance provider (cancellation/business disruption insurance), the UK Government's Coronavirus Job Retention Scheme and/or any Welsh Government fund/scheme
10. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
11. there has been a modification (qualification, adverse or disclaimer) to the auditor's opinion on your financial statements;
12. any petition is presented or resolution passed or other action taken for your bankruptcy or winding-up or a petition is presented for an administration order against you;
13. a receiver or an administrative receiver is appointed in respect of you or in respect of all or any part of your assets;

14. a moratorium in respect of all or any of your debts or a composition or an agreement with your creditors is agreed, applied for, ordered or declared;
15. you are unable, or admit in writing your inability, to pay your debts as they fall due;
16. any distress, execution, attachment or other process affects any of your assets;
17. a statutory demand is issued against you;
18. you cease, or threaten to cease, to carry on all or a substantial part of your business;
19. there is a change in your constitution, status, control or ownership and/or your external auditors resign;
20. there is any change, whether permanent or temporary, in your shareholders, directors, trustees or partners and/or Personnel which may affect your ability to deliver the Purposes;
21. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under the Conditions.

**SCHEDULE 3**  
**Indicative Payment Profile**  
**(refer to Conditions 5(b), 6(a) and (b))**

<b>Instalment number</b>	<b>Maximum amount of instalment</b>	<b>Earliest date for claim</b>	<b>Last date for claim</b>	<b>Documents which must accompany claim pro-forma</b>
1	£24,546	01 October 2021	31 October 2021	Progress report
2	£24,545	01 April 2022	06 April 2022	End of Year Report

An Indicative Payment Profile is used when the timing and/or amounts of payment of the Funding vary and/or where distinct evidence or information is required in support of each instalment. All timescales for claiming the Funding must fit within the period set out in Condition 1(b).

**TWO SIGNATORIES ARE REQUIRED**

We declare we are duly authorised to accept the award of Funding and the Conditions relating to the **Regional Support for Public Services Boards, 2021-22.**

\_\_\_\_\_ Signature  
An authorised signatory of **Neath Port Talbot County Borough Council**

\_\_\_\_\_ Name

\_\_\_\_\_ Job Title

\_\_\_\_\_ Date

\_\_\_\_\_ Signature  
An authorised signatory of **Neath Port Talbot County Borough Council**

\_\_\_\_\_ Name

\_\_\_\_\_ Job Title

\_\_\_\_\_ Date