



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.
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## **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.*