

## South West Wales Corporate Joint Committee

(Via Microsoft Teams)

**Members Present:**

**11 October 2022**

**Chairperson:** Councillor R.Stewart

**Councillors:** D.Price, D.Simpson and S.K.Hunt

**National Park  
Representatives:** A.Edwards and T.Jones

**Officers In  
Attendance:** M.Nicholls, W.Walters, W.Bramble, G.Jones,  
D.Clements, K.Jones, C.Griffiths, S.Curran,  
O.Enoch, C.Moore, S.Jones, M.Ronan,  
R.Arnold, G.Jones and S.Curran

**Hywel Dda University  
Health Board  
Representatives:** L.Davies and M.Battle

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1. **Welcome and Chairs Announcements**

The Chairperson welcomed everyone to the meeting.

2. **Declarations of Interests**

There were no Declarations of Interests received.

3. **Minutes of Previous Meetings**

The minutes of the previous meetings held on 25 January 2022, 15 March 2022 and 26 July 2022 were approved as an accurate record.

4. **Forward Work Programme**

It was noted that the date of the December meeting had changed from 1 December 2022 to a later rescheduled date, and that this would be reflected in the Forward Work Programme.

A brief discussion took place in relation to the funding of the South West Wales Corporate Joint Committee's current and proposed work activity. In this regard, the Chairperson confirmed that he had written to the Minister for Finance and Local Government in relation to the Regional Transport Plan (RTP). A response had been received from the Deputy Minister for Climate Change in which it was stated that the Welsh Government will give consideration to providing support as part of the development of guidance, and that it was planned to make technical support available through Transport for Wales. Members opined that whilst funding had been received for the establishment of the South West Wales Corporate Joint Committee, it will be important to continue to lobby Welsh Government for additional funding to support work activities.

Members were advised that the Strategic Development Plan (SDP) will be included on the agenda of the December meeting of the South West Wales Corporate Joint Committee; it was intended that this will outline the scope and potential resource implications associated with the preparation of the SDP. It was added that such information could be deemed beneficial and allow for further correspondence with the Welsh Government in regards to requesting financial support.

It was confirmed that further dialogue would be needed with Transport for Wales in regards to their contribution towards the development of the RTP. It was stated that this work would be undertaken over the coming weeks, which will provide further clarity on what the impact and implications will be for the South West Wales Corporate Joint Committee. It was mentioned that Officers may need to further contact the Deputy Minister for Climate Change depending on the outcome of those discussions.

A request was made to include an agenda item at the December 2022 meeting on the role and remit of the Brecon Beacons and Pembrokeshire Coast National Parks (the NPAs) in regards to the South West Wales Corporate Joint Committee. Reference was made to previous correspondence and clarification issues on this matter, however it was agreed in principle that the matter be listed for discussion in December 2022 if deemed appropriate and if required.

The Forward Work Programme was noted.

5. **Presentation on Investment in Health Estate - Hywel Dda University Health Board**

The Committee received a presentation from Hywel Dda University Health Board which focused on proposed investment in their Estate.

The Executive Director of Strategic Development and Operational Planning at Hywel Dda University Health Board explained that Hywel Dda served a population of around 385,000 across three Counties of West Wales, covering a very large geographical area; the population was noted to not be dissimilar to other Health Boards in terms of size, however it was spread out across an extensive rural area. Due to this, it was noted that there were transport and travel challenges that needed to be addressed. Members were informed that South West Wales did not have a central large town or city to build these services around; this was a key point in terms of the legacy of the configuration of health services that had been inherited, coming into the formation of the Health Board.

Following on from the above, it was stated that the Health Board had a configuration of services that dated back to the 1950s/1960s; a lot of problems and challenges had emerged over the past 20 years as a result of that, including financial challenges and service sustainability and fragility. It was explained that this meant that some services have had to cease or centralise into one location, and some of the other service areas that were continued were on the brink of this. The Committee was informed that this was the background to the development of the 'Healthier Mid and West Wales Strategy', which was intended to set a longer term direction for sustainable health services for Mid and West Wales.

It was highlighted that one of the significant challenges going forwarded was the need for investment into the various estates; in particular Glangwili General Hospital and Withybush General Hospital, however investment was needed across all hospitals. It was noted that 40% of Hywel Dda's estate was over 50 years old; this emphasised the need for investment in these estates and their facilities

Another significant challenge noted was around workforce and the sustainability of the model that was currently being delivered. The Health Board confirmed that they had progressively witnessed an aging population and increase in demand; the older model of care was no longer fit for the modern demands and pressures. It was mentioned that the Strategy set out a shift towards keeping people well, prevention and self-care, with much lower proportions of ill health being managed in acute settings.

In order to support the Strategy and its infrastructure implications, Members were informed that the Health Board had identified there was a need to make some improvements to the facilities that were currently in place. It was noted that over the past few years work had started to develop a network of community facilities; new integrated facilities had been developed in Ceredigion, Aberaeron, and there were plans to develop similar facilities across all key towns and population areas within the Health Board's region.

In addition to the above, it was highlighted that there needed to be a change in the way in which Glangwili General Hospital and Withybush General Hospital function, and the need to establish a range of community hospital services to meet needs; there will also need to be relatively minor changes to Prince Philip General Hospital and Bronglais Hospital in terms of service configuration, which would be required to make them sustainable for the long term.

The presentation detailed the short, medium and long term community infrastructure development plans which the Health Board were in the process of developing, some of which had been previously mentioned and others that were in the pipeline; over the next five to seven years, Officers within the organisation will be developing these facilities in the highlighted areas, and work with Local Authorities to ensure that a suitable service model was developed and in place for those towns and localities. Also detailed within the presentation was a draft example of what the integrated community network could look like; each integrated community network will differ, as they will need to be designed to fit the local population needs.

The current opportunity for South West Wales, in bringing investment into the area, was highlighted by the Health Board; West Wales, from a health perspective, had been under invested in over the past 30-40 years, and this opportunity could assist in rectifying this issue. It was explained that there was significant capital investment associated with the plans set out in the presentation; if this capital could be secured from Welsh Government, it will bring opportunities to local communities in many areas such as education, supply chains, town centre development and training and employment. Members were informed that one of the objectives through this work was to leave a lasting legacy for the local populations, and to ensure that the investment will be put back into the hands of the local businesses and communities.

The Committee was informed of the current position of the new urgent and planned care hospital; the following points were raised:

- The hospital will have around 500 beds - this was much larger than the current facilities in place, however compares to a medium sized hospital of UK standards.
- Alongside the physical health hospital, there will also be a mental health facility, a range of diagnostics and other support services.
- The development will use principles of a biophilic design which looks at opportunities to use nature, and interaction with nature, to support rehabilitation and treatment as part of the health care offering – this will equally support staff and the local population with a building that is much more focused on using good design, to bring the environment and hospital as one.
- The timelines were demanding for what was intended to be achieved, as currently the aim was to implement the changes, including the development of the new hospital, by 2029 – there may be changes and alterations to the timeline going forward.
- The Health Board had submitted the programme business case to Welsh Government and it had gone through their usual processes – feedback had been received, which included that Welsh Government would like to work with the Health Board further on a clinical piece of work on the model, and support the development of a strategic outline case, which will be the next step of this process.
- The land selection for the new hospital was underway – the public process of identifying land had been completed, with 11 sites considered and then shortlisted down to five (one in Narberth, two in Whitland and two in St Clears). It was added that over the last six months, four work streams were undertaken to evaluate the sites, including public representation on the technical site appraisal; the detail of which was taken to a Board meeting in August, which resulted in narrowing the sites down to three (two in Whitland and 1 in St Clears). It was agreed at this point to go to public consultation on the three sites before any further decisions were made.

The importance of transport was highlighted; in all discussions with the public, one of the key questions that came up repeatedly was in regards to the plan for transport for South West Wales, and how it was going to impact the delivery of services. It was noted that the public were naturally concerned about travelling long distances to receive the services, especially given some of the issues around public transport; there will be opportunity for the Health Board to work with South West Wales Corporate Joint Committee, and Transport for Wales, to look at what that transport offering could be and what could be done over the next 10 years to support that.

A discussion took place in relation to the next steps, highlighting the current position of the programme business case, and that the Health Board were currently in discussions with Welsh Government on how to progress it forward; as well as the continuing plan to develop the community facilities which forms part of the Strategy and the programme business case.

The Executive Director of Strategic Development and Operational Planning concluded that the work that was undertaken between 2017 and 2018, which was a long term, fundamental review of health care and the way in which health care services were delivered, resulted in the 'Healthier Mid and West Wales' Strategy being formed. Alongside the health benefits of this, it was stated there were other opportunities for West Wales in a much wider sense; long-term benefits for jobs, the economy, education and training, and transport. Members were informed that the Health Board were eager to work the Corporate Joint Committee as this develops further.

Reference was made to the timescales, and when further progress would be reported back to those affected by this work; it was important to involve all members in that discussion. It was noted that the strategy was originally developed in 2018, and the programme business case was submitted in February of this year; the response from Welsh Government was only just received in September, which has caused a slight shift in the timeline. It was added that the Health Board were also required to develop a Statement of Case (SOC) which might also have an impact; the timeline will be received as a result of these factors.

Further to the above, it was noted that Welsh Government were committed to the clinical model review and would be supporting the Health Board with the funding of the strategic outline case; these were the first proactive and positive steps that had been received from

Welsh Government in respect of the plan. Whilst the Health Board were not quite where they intended to be in terms of having a PBC endorsed, it was stated that they were encouraged by the fact that Welsh Government were recognising the case for change and working with them on the next steps. The exact timings for each of these elements could not be provided just yet, however it was noted that the Health Board were looking to carry out the clinical review in the spring of 2023; and complete the SOC, subject to how much detail Welsh Government would require, in time for summer 2023. It was added that this would then align with the conclusion of the consultation, which could enable the Health Board to compile this work together, including additional work on the land selection for the new hospital; and hopefully, next summer be able to clearly set out the next steps and timelines.

In regards to engaging with those affected and involved in the work being carried out, it was explained that the Health Board were currently engaging with as many people as possible including liaising with multiple Town Councils; it was important to engage with the public early on, especially as they will form part of the consultation process. Members were informed of the intentions of the Health board which included making this work a live, ongoing discussion, with all stakeholders and anyone who had an interest in it; conversations were being had with many people, such as construction industries which formed to be very useful and positive.

Members raised their concerns in regards to staffing and transportation for the new hospital development. It was expressed that these factors were challenges for the Health Board to overcome; Officers from the Health Board had spent the last few months meeting with all Community Councils, Pembrokeshire County Borough Council, attending Scrutiny Committees and meeting with those involved in the Save Withybush Campaign in order to discuss these matters.

It was explained that the Health Board were carrying out various actions in regards to staffing matters; Hywel Dda had the biggest apprenticeships program in the UK in relation to nurses, had brought 100 overseas nurses in this year, and were doing everything possible to advertise for jobs.

The Committee were reassured that the Health Board did not intend to lessen the services in the other two hospitals in advance of the new hospital being built; however, some of these services were

currently very fragile, and it was only by the dedication and good will of the employees that these were being maintained. It was added that the only way out of the current difficulties was to provide the new hospital development; aside from the health benefits, it will be a great opportunity for many other areas such as the construction industry and the foundational economy.

In relation to the two hospitals that were left in the area, it was confirmed that they will still be running; however, they will be focusing on rehabilitation, convalescence, and enabling patients to leave the hospital in order for them to be cared for close to home and their relatives, which will allow employees to deliver the more specialist care. Members were informed that 70% of people who go to Accident and Emergency (A&E) were minor injuries; this will remain the same in Wthybush hospital with a 24/7 General Practitioners (GP) led unit, which was noted to be really successful and embraced by the population. The importance of the integrated health and care centres in the local areas across West Wales was highlighted, particularly so people don't have to travel further than needed.

The Committee expressed the need for services to stay at these hospitals until the new hospital is built. The Health Board assured Members that this was the intention, and that there were no plans to reduce the services in the current hospitals in advance; some elements were out of the Health Board's control, however they were doing everything possible to maintain the hospitals and the services that they delivered.

Members reflected on the current issues surrounding GP surgeries, and the need to keep the local hubs satisfactory manned in order for the new concept to work effectively. It was also queried if the Health Board had completed any survey work to identify any other issues aside from transport, and if the staff could be obtained in order to run the required services. The Health Board confirmed that there were other issues to resolve aside from transportation; this included housing, particularly in Pembrokeshire. As previously mentioned, Hywel Dda had brought in 100 overseas nurse this year, however were finding it difficult to provide housing for them in Pembrokeshire; many were being housed in Carmarthenshire. Reference was made to the importance of working together with other sectors, and look into building affordable housing or providing nurses accommodation closer to the hospital; the Health Board were in discussions with Carmarthenshire regarding certain sites, and the future of Glangwili



General Hospital, as there may be some excess land that could be utilised for housing purposes.

In regards to GP surgeries, it was highlighted that due to the Health Board covering such a large geographical area, there was a very mixed picture in terms of their current positions. It was noted that a number of people had visited the integrated health and care hubs, and recognised that the impact on the morale, working conditions and the multi-disciplinary work was really attractive to staff. The Health Board were continuing their work in regards to GP recruitment; however, highlighted that workforce was a challenge for all public sector organisations, and all job types within the service. It was acknowledged that the new strategy and plan will not solve all of the current issues, however would be helpful in trying to deal with them. The Committee were informed of the importance of the need to provide better facilities to attract people into the service, and enhance the range of services that could be provided locally.

A further discussion took place in regards to the biophilic design concept of the new hospital; there was a scheme currently being undertaken in Swansea, which was providing a lot of learning and research in terms of the health benefits of the biophilic concept. It was added that there were no end to the opportunities and areas to explore within this concept.

## 6. **Appointment of Advisers**

Members were informed that there was opportunity to involve private sector advisors so as to inform the work of the South West Wales Corporate Joint Committee. It was highlighted that the proposals included in the circulated report set out the adoption of a model, similar to Swansea Bay City Region Joint Committee, in which an advisory board be created as part of the South West Wales Corporate Joint Committee; this board would consist of advisors from the private sector, who would be able to advise on the various duties that the Committee will be undertaking.

Officers stated that the circulated report set out the terms of reference of the advisory group, which were included in Appendix One. It was clarified that Officers were seeking approval to co-opt members in a non-voting capacity on the advisory board, which would also be the same for the Chairperson of the board; they were also seeking for Members to grant delegated authority to the Chief Executive, in collaboration and consultation with the Leaders, to undertake a recruitment exercise to appoint additional advisors going forward, in

order to look at the specific work programs of the South West Wales Corporate Joint Committee.

**RESOLVED:**

- (a) Members agree the appointment of private sector representatives to an Advisory Board of the South West Wales Corporate Joint Committee subject to completion of an advisor agreement
- (b) Members agree the Terms of Reference of the Advisory Board enclosed at Appendix 1 of the report
- (c) Members grant delegated authority to the Chief Executive to undertake a recruitment exercise to appoint additional members of the Advisory Board in respect of the statutory functions of the CJC
- (d) Members approve the granting of co-opted status to the chair of the advisory board on a non-voting basis subject to receipt of a signed co-option agreement

7. **Terms of Reference for Sub-Committees**

The Committee received the Terms of Reference for the Sub Committees of the South West Wales Corporate Joint Committee.

The Chairperson advised that there was an amendment to the published report, which was noted to be as follows:

- Councillor Darren Price will be the Political Lead on the Regional Transport Planning Sub Committee
- Councillor Steve Hunt will be the Political Lead on the Strategic Development Planning Sub Committee

It was stated that in a previous meeting, the South West Wales Corporate Joint Committee established four separate Sub Committees to look at specific areas of the work programme; one correspondent Sub Committee was set up for each of the four areas of work.

Officers added that the report set out the terms of reference for the Sub Committees which covered elements such as who will be present at the meetings, what the role of the Sub Committee will be, and the remit in which they will function.

It was mentioned that the list of attendees on the Strategic Development Planning Sub Committee contained within the circulated report, detailed that the Regional Directors of Constituent

Councils with responsibility for Corporate Joint Committee areas shall be entitled to attend any Sub-Committee Meeting. It was stated that it should be clear that Regional Directors of National Park Authorities would also be included in this. The Chairperson confirmed that this can be clarified going forward, and it was intended that they be able to make representation at the Sub Committee meetings.

**RESOLVED:**

That members approve the terms of reference for the CJC Sub-Committees incorporated at Appendix 1.

8. **Information Governance / Data Protection Policies**

A report detailing the adoption of data protection and information security policies was provided to the Committee.

It was explained that the South West Wales Corporate Joint Committee has responsibilities in respect of compliance with the Data Protection Act 2018, and other processes in relation to information governance.

Officers stated that the proposal within the report set out to adopt a suite of documents which would help demonstrate the Committee's compliance with the Data Protection Act 2018. In addition to this, Members were informed that an additional obligation was the need to delegate a Data Protection Officer; this will be the person who would have responsibility for ensuring compliance with the data protection legislation. It was mentioned that the proposal was to nominate Craig Griffiths, Monitoring Officer, as the Data Protection Officer.

**RESOLVED:**

- (a) Members designate the Monitoring Officer as the Statutory Data Protection Officer pursuant to the Data Protection Act 2018;
- (b) Members adopt the Privacy Statement included at Appendix 1
- (c) Members adopt the following policies for usage by the South West Wales Corporate Joint Committee included at Appendix 2:

- Data Protection Policy
- Acceptable Use Policy
- Incident Reporting Policy
- Information Security Policy
- Information Security Breach Policy
- IT Security Policy
- Mobile Device Security Policy

- Removable Media Policy

## 9. **Welsh Language Standards - Interim Policy Position**

Members received a report regarding an interim policy position in respect of Welsh Language Standards.

It was noted that there were a number of public sector duties that were applied to Corporate Joint Committees; one of those duties related to the Welsh language. The Committee were informed that the Chief Executive of the South West Wales Corporate Joint Committee had already attended a meeting with the Welsh Language Commissioner's representatives; however, the finalisation of the process for applying specific standards to the Corporate Joint Committee appeared to be some time away. It was confirmed that the Chief Executive would report back to the Committee on the outcome of this process; however as an interim measure, it was considered appropriate to take a proactive approach to this matter in the absence of the imposition of standards upon the Corporate Joint Committee by the Welsh language Commissioner.

The proposals set out in the report recommended that Members adopt the standards that have been applied to Carmarthenshire County Council.

### **RESOLVED:**

- (a) Members note that CJsCs are encouraged to proactively embrace the Welsh Government's policy objectives regarding the Welsh language.
- (b) Members agree to adopt the Welsh language standards that have been applied by the Welsh Language Commissioner to Carmarthenshire County Council's standards as an interim policy position.

## 10. **Formulation of South West Wales Corporate Joint Committee Corporate Plan**

Members were briefed on the proposal to formulate a Corporate Plan; this process would incorporate a number of the public sector duties that were imposed upon the Corporate Joint Committees.

The Chief Executive of the South West Wales Corporate Joint Committee explained that there were a number of public sector duties that applied to all Corporate Joint Committees. It was noted that rather than preparing a series of separate plans and policies, Officers

were proposing to incorporate them into one single document which would set out the Corporate Joint Committees objectives and ensure that the public sector duties were suitably embraced in this regard.

It was considered that the formulation of the Corporate Plan would result in an integrated and proportionate approach to meeting the public sector duties, including the setting out of well-being objectives. Officers confirmed they could deliver the draft Corporate Plan to the Committee at the December 2022 meeting.

**RESOLVED:**

(a) Members endorse the principle of taking a proportionate and integrated approach to meeting the CJC's public sector duties through a Corporate Plan.

(b) That a draft Corporate Plan be reported to Members in December with a view to securing Members approval for undertaking a public consultation thereon in early 2023;

(c) Further to (b) above, any consultation responses received will be reported back to Members with a view to informing a final version of the Plan before its formal adoption

11. **Endorsement of South West Wales Corporate Joint Committee Equality Impact Assessment Toolkit**

Reference was made to the proposal to adopt an Integrated Impact Assessment Toolkit to support the work of the South West Wales Corporate Joint Committee.

Officers explained that at the point of decision making, it was important to take into account those pertinent legislative and policy related considerations; building such considerations into the decision making process will reduce the risk of legal challenge.

Rather than having a bespoke Integrated Impact Assessment approach for the South West Wales Corporate Joint Committee, it was proposed that the toolkit used by Neath Port Talbot Council be adopted, with typographical and/or non substantive editorial amendments made as appropriate by Officers to reflect its use by the Corporate Joint Committee.

Members highlighted the importance of being mindful of the drivers, particularly in the racial equality plan from Welsh Government, which would require the Committee to go above and beyond compliance. Officers stated that the Corporate Plan would set out some of that

more proactive work that the Committee would intend to carry out; this would be demonstrated in elements such as wellbeing objectives and actions that will be set. It was noted that this report focused more on the considerations prior to the point of individual decisions, in order to make sure that all various duties had been covered, which would then help protect the South West Wales Corporate Joint Committee from the risk of legal challenge.

**RESOLVED:**

(a) Members note the need for the CJC to embrace the public sector duties applied to it.

(b) Members agree to adopt the Neath Port Talbot County Borough Council 2 stage Integrated Impact Assessment Tool to aid the CJC in discharging the public sector duties.

**12. Publication of Freeports Prospectus for Wales**

The circulated report detailed information relating to the publication of the Freeports Prospectus for Wales.

It was explained that there was opportunity to bid for Freeport status within Wales; this was a joint prospectus which had been developed between the Welsh Government and UK Government. Members were informed that a consortium had been formed between Pembrokeshire Council, Neath Port Talbot Council, and the two ports of Milford Haven and Port Talbot; the intent being that the bid will develop a Freeport submission, based on opportunities that were believed to be available in those two port areas around the offshore wind farm turbine opportunity in the Celtic Sea, and the wider renewables agenda.

The proposal contained with the circulated report was to seek Members support in principle, for this submission to be received by Welsh Government; Officers were determined to take the opportunity to deliver wider benefits across the entire region. It was mentioned that the Leaders had asked for further assurances once the bid was further developed, to ensure any risks around the displacement of any economic activity were highlighted and addressed, as part of the bid development submission; Officers confirmed that they would provide these assurances.

**RESOLVED:**

(a) Members note the content of the report

(b) Indicate the support of the CJC to the bid being prepared by Pembrokeshire CC, Neath Port Talbot CBC in partnership with the ports of Milford Haven and Port Talbot

13. **Audit Wales - Approach to Auditing Corporate Joint Committees and Understanding their Evolving Arrangements**

The Committee was provided with an update on the approach that will be undertaken by Audit Wales in regards the undertaking of an early landscape review to understand the evolving arrangements of the South West Wales Corporate Joint Committee, and in the auditing of the Committee from an accounting perspective for the 2021-22 and 2022-23 financial years.

The letter contained in Appendix 1 of the circulated report set out Audit Wales position in terms of the governance, and the monitoring of that governance; the letter also identified the work they will be carrying out on reviewing the governance this year, and gaining a better understanding of the evolution of the South West Wales Corporate Joint Committee.

Another statutory responsibility of Audit Wales was in relation to accounts; the circulated report clarified their position in terms of the 2021-22 accounts, which had previously been reported on; there weren't any transactions processed for 2021-22, therefore Audit Wales confirmed that they will not be carrying out an audit or review of that particular year.

Reference was made to the proposals set for next year; Audit Wales had reviewed the Committee's budget and identified that due to the budget being below £2.5million, which was the threshold for small organisations, they will accept an annual return as a full statement of accounts. This was noted to be positive in respect that there would be less administration required around this.

It was explained that the development of the South West Wales Corporate Joint Committee in the future, will be dependent upon elements such as what happens with some of the work streams and what funding would be received going forward.

Officers mentioned that the fees for Audit Wales were also contained with the circulated report; there will be a fee of £2,000 chargeable for the work that will be carried out this year around the governance, and

that will develop further next year as a consequence of the small audit work that will have to be done on the accounts.

**RESOLVED:**

a)Members note the content of this report.

(b)That the CJC Executive Officers respond as appropriate to the requirements as outlined by Audit Wales

14. **Urgent Items**

There were no Urgent Items received.

**CHAIRPERSON**