

13 January, 2015

LLANELLI RURAL COUNCIL

Minute Nos: 341 – 350

At a **COUNCIL** Meeting of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Tuesday, 13 January, 2015, at 6.00 p.m.

Present: Cllr. L. J. Butler (Chairman)

Cllrs.

F. Akhtar	S. M. Donoghue
L. A. Beer	H. J. Evans
S. M. Caiach	M. L. Evans
D. M. Cundy	A. G. Morgan
S. L. Davies	A. J. Rogers
W. V. Thomas	

341. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. T. Bowen, T. Devichand, R. E. Evans, T. J. Jones, S. N. Lewis, C. A. Rees and G. H. Wooldridge.

342. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

**343. YOUR HEALTH YOUR FUTURE
PRINCE PHILIP HOSPITAL
FRONT OF HOUSE PROJECT**

Further to Minute No. 499 (25 March, 2014), the Chairman welcomed Dr. Sian Lewis, Mr Mansell Bennett, General Manager, Ms Sharon Burford, Sian-Marie James, Vice Chair and Ms Linda Williams, County Director, Hywel Dda University Health Board (HDUHB) to the meeting.

Dr. Sian Lewis thanked Members for the opportunity of returning to the Council to give a progress report on the Front of House Project currently being implemented at Prince Philip Hospital (PPH), Llanelli.

Dr. Lewis stated that they were really pleased how progress was being made and it was encouraging to have external recognition. Dr. David Samuel (who was leading on substance misuse) has had a presentation accepted for a special meeting of the Royal College of Physicians, (one of the world's leading medical organisations) for the work already being done at PPH. Professor Jane Dacre, President of the Royal College of Physicians met with

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the front-line staff. PPH was the only hospital in Wales to be visited by the President. Dr Lewis stated part of the work at the Front of House project was to design a hospital for the future not the past. The changes taking place at PPH were being driven by demographic change. Dr Lewis then referred to the minor injuries/minor illnesses workstreams and how this was developing. In support of what was reported Mr Bennett confirmed the training up of Emergency Nurse Practitioners (ENPs) was progressing well and a target date of 1 April, 2015, had been set for the posts taking full effect in the revamped department. ENPs would be the initial interface for patients with minor injuries/minor illnesses. Dr Lewis confirmed a big commitment in terms of organising and financing had been given to training up the ENPs.

Dr Lewis then went on to talk about the development of the General Practitioner (GP) workforce at the hospital. Interviews were being held on 20 January, 2015, for the lead GP post. There were four very good applicants trying for the job as well as a good level of general GP interest in working within the new department. Dr Lewis explained the role of the GP lead and how it was intended that the post holder would liaise with GP surgeries across the Llanelli area specifically assessing how those surgeries used the Front of House service going forward. Ms Burford in support of the appointment stated they hoped to appoint someone in a matter of weeks and then spoke more generally about other forms of GP support to the new unit. Generally GPs working in the Front of House would work at least one session per week at PPH. There had been lots of expressions of interest about general GP support for the unit. This was very encouraging.

Dr Lewis then referred to the workstream covering frailty services and commented that older patients made up a large cohort of service users and invited Mrs Linda Williams to speak more about this area of work. Mrs Williams stated work had focused on six different priority areas one being frailty. The elderly people who were admitted into hospital with broken bones after a fall, their needs were more complex. Questions that needed to be asked were: Why did they fall in the first place? What help was there? She specifically referred to a new concept being developed termed TOCALLS or Transfer of Care, Advice and Liaison. This was a mixed team of professionals and this had been in place since September 2014. The team served as the community link between the hospital and community care services and this initiative was making a big difference to the care of frail elderly people. The team had the necessary skill mix to deal with the full range of issues that affected elderly patients. The team covered a wide network of clinical support and supported the running of frailty clinics. The whole purpose was to keep elderly people from being admitted to hospital. Statics showed patients responded and recovered more quickly outside a hospital setting instead of being admitted on to a hospital ward for potentially weeks on end and during which time individual confidence was eroded. The team has had very positive results since its inception.

Mrs Williams continued by informing there had been a lot of preparation and training ready for the new advice and liaison team. The team's goal was to get the frail person back into their home and out into the community. If a frail person was admitted into hospital now, they could be there for some 10 weeks but with the new department the person admitted would be seen straight away by the frailty team and their aim was to get that person back home with the support they need and help to identify any underlying issues relating to the patients admission. Mrs Williams stated that a training session had been organised with colleagues from the Welsh Ambulance Service NHS Trust (WAST) so that when paramedics were called to homes to deal with falls; in future they would bring the person to hospital to assess the reasons for falling and the frailty team could provide a full assessment and support to

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prevent the person from falling again. This it was hoped would result in people staying out of hospital over the longer term.

Dr Lewis then went on to discuss the work being done on substance misuse. The proposed service improvements included two alcohol liaison nurses to address alcohol and substance misuse issues and a specialist psychiatric team. The team would work closely with the police service. One of the nurses would be located at PPH and the other nurse at Glangwili Hospital. Dr Lewis commented there was good evidence these nurses could manage this category of patient better and following their initial discharge from hospital. There was now more following up work with a patient in the community setting. Collaboration work with the third sector was also in hand. Dr Samuel was leading on this initiative. Mr Bennett confirmed there was now liaison with the police service with hospital links being developed for substance abusers held in police custody in police station cells.

In regard to Mental Health work, the team was building in access to mental health nurses in the emergency department. Dr Lewis stated Dr Ghosal was leading on acute medicine and there wasn't a huge change to report but access now would be immediate, patients would go straight to the unit. Ms Burford commented further on other work surrounding Minor Injuries. The Front of House team had been working with WAST to tighten up on a revised working protocol for hospital admissions to PPH. Mrs James added that street triage work was underway involving the support of the police. Police officers were patrolling streets in police cars with mental health nurses on board.

Mr Mansell Bennett then touched upon transport issues. Concern had been raised regarding transport. Contact had been made with the local bus company and it had been agreed that the bus services from the hospital would be extended to 8.00 pm from February 2015. This would allow people to co-ordinate travel arrangements around hospital visiting times.

Mr Bennett then commented on the future plans for the new Emergency Medical Admissions Unit (EMAU). The plans had full doctor input and were designed by them. It was intended that the main 999 calls and or GP referrals would go around the back of the hospital to the new EMAU. The unit had 20 beds and a waiting area. The EMAU would free up the A&E area at the front of the hospital. The EMAU was purpose built and plans had been costed which were currently being discussed with the Welsh Government. The development of the EMAU would have to be done in phases. Phase one entailed relocating the resuscitation area.

Dr Lewis referred to what was happening in A&E departments elsewhere and the many vacant posts. Hospitals were now talking about getting GPs into wards, PPH was already doing it. What PPH had could be used as a much wider opportunity to look at general care of patients and not just limited to the A&E service.

The Chairman thanked members of the HDUHB for addressing Members and then invited questions from the floor.

Members referred to the funding of the new EMAU. They had concerns that staff were in post and had been trained but funding hadn't been agreed to by the Welsh Government and wondered how long this would take and whether a delay could jeopardise the project.

Mr Bennett responded by informing Members that the unit would not be implemented until facilities were in place. The timing would be down to the availability of capital money. Mr

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Bennett was currently in discussion with the Welsh Government regarding a business justification case or a full business case. There were not major changes but once funding was secured it would take between 9 and 12 months to implement the EMAU. Dr Lewis clarified the clinical model for staffing the new configuration was funded, it was only the physical alterations to the building that remained outstanding. The clinical model wouldn't change until the capital works had been completed. In support of the planned alterations Ms Burford commented that the major cost was moving the resuscitation unit, the other works were relatively minor costs in comparison.

Members then focussed attention on the general relationship with GP surgeries and PPH specifically scrutinising patient links based on referrals or walk in patients. Training needs were also identified to ensure in the case of substance misuse that referrals to third sector organisations were carefully managed to ensure patients were referred to the right organisation with the professional capacity to provide support. It was important that such organisations were competent to take on this work. Health Board representatives were then given anecdotal evidence of a patient experience and not being able to be seen in A&E because of the lack of clinical support during the nighttime. This resulted in an ambulance being called to take the patient home. By way of response Dr Lewis stated they were training staff to deal with urgent patients. Attention then turned to virtual wards and the progress being made. Mrs Williams responded by stating that things were going well and this was something that had been developed over the last two years with it being rolled out to GP practices; but more work needed to be done. Part of her role was to work with primary care teams to identify patients at most risk.

Dr Lewis then referred to the unit at Singleton Hospital although it was a slightly different model, the GPs employed in the hospital had become a good resource for GPs in the community and the GP hospital presence had naturally facilitated greater liaison with GP practices. A natural rapport had been developed and the community links with the hospital had been strengthened resulting in more patients being kept out of hospital.

Dr Lewis stated that the Front of House team had been to the Singleton unit to observe the running of the unit. Furthermore, there was wide spread interest with the model and there was a waiting list of GPs looking to work in the unit.

Ms Burford stated similarly there was widespread interest from GPs to work in PPH's reconfigured Front of House and they were working to have a sustainable cohort of doctors in place. The Health Board was offering a range of flexible working patterns to encourage more GPs to come forward. There would be a training issue to resolve to ensure continuity. A question was then posed on the role of the lead GP and if the pool of GPs working at PPH would be local. By way of response GPs were likely to come from Swansea or the West Glamorgan area and possibly some from the Amman Valley area. The unit couldn't be staffed by just using Llanelli based GPs but GPs would be recruited within commuting distance of PPH. Health Board representatives then responded to questions about general contractual arrangements of the pool of GPs.

Cllr. S. M. Donoghue left the meeting.

The shift pattern of the GPs was likely to fall over three shifts per day with there being two shifts for the day and one shift covering the night. Health Board representatives then dealt

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with questions over the frailty service and also discharging patients during the middle of the night.

Mrs Williams stated the frailty services were currently operating three days a week but in the new unit it was hoped this would increase to five days a week and an on call team on the weekend. Patients being discharged in the night, after 10.00 pm was not good practice but some patients wanted to go home at night. The situation was not ideal. She then referred to the dedicated taxi line facility offering free phone calls for patients to arrange lifts home after hours. It was a challenge but Mr Peter Llewellyn, HDUHB was liaising with bus companies, Menter Cwm Gwendraeth and WAST to have transport arrangements in place to suit the public.

Members then posed questions about the medical personnel stating there was no formal A&E consultant on duty at the new unit: this was confirmed by the Health Board representatives. However, the acute medical admission unit would be strengthened and would have a doctor presence. The Health Board representatives then responded to the patient intake at the hospital and also to the problems being encountered by the Ambulance Service. They stated they were working on their links with neighbouring hospitals to understand what they need to do at PPH for patients to have a seamless transition if they had to be diverted elsewhere.

Members then referred to how important it was to inform the community about the changes and where people needed to go to receive appropriate care. Comment was also made about funding and the concern over the level of funding being passed down by Welsh Government, funding for health and social care services was dire. There were significant budget cuts taking place at Carmarthenshire County Council and this would have a knock on effect on the Health Board's plans. Despite the austere backdrop, Members felt the Front of House project was a very good model. Members also referred to the importance of using modern technology and unfortunately tonight's debate didn't allow enough time to discuss this in more detail and that this should form part of the next progress report when Health Board officials revisited the Council. Reference was made to hospital diverts to Glangwili and the transport implications late at night. By way of response Dr Lewis confirmed they would ask their colleague Mr Llewellyn to brief the Council about this specific issue. This could follow separately.

Cllr. S. M. Caiach left the meeting.

In closing the debate Dr Lewis confirmed that there would be no A&E doctor present in the new department but the Front of House team was changing the way the hospital managed patients. She also confirmed in response to a further question about funding for the capital works at PPH that £1.4 million was required.

The Chairman thanked Dr Lewis and her colleagues for attending the meeting and following which it was

RESOLVED that:

1. The information provided by the Hywel Dda University Health Board representatives during the meeting be noted with thanks.
2. An invitation be extended to Mr Peter Llewellyn to attend a future Council meeting to update Members on transport issues.

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The Health Board representatives withdrew from the meeting.

Arising out of discussion of the above item and before proceeding with the remainder of Council business, reference was made to the poor attendance levels of Councillors at the meeting and this needed to be addressed by the controlling group going forward.

There then followed a general discussion regarding potential difficulties in expediting business items annotated on the agenda and at future meetings if the trend of poor attendance was likely to continue. In view of the circumstances the Clerk suggested that a general letter be circulated to all Councillors reminding them of their duty to attend meetings and it was

RESOLVED that a general letter be circulated to all Councillors on the subject of attending future meetings.

344. CONFIRMATION OF MINUTES

RESOLVED that the following Minutes (copies of which had been previously circulated to Members) be confirmed and signed as a true record of proceedings:

Council	9 December, 2014
Planning and Liaison Committee	15 December, 2014
Recreation and Welfare Committee	16 December, 2014
Civic and Ceremonial Committee	17 December, 2014
Policy and Resources Committee (subject to the following line being inserted after the resolution contained in Minute No. 326 "Cllrs. T. Bowen, S. M. Caiach and S. L. Davies re-joined the meeting").	17 December, 2014
Planning and Liaison Committee	12 January, 2015

345. MATTERS ARISING

**(1) MID AND WEST WALES FIRE AND RESCUE AUTHORITY
DRAFT STRATEGIC PLAN
DRAFT ANNUAL IMPROVEMENT PLAN**

Further to Minute No. 329, the Clerk informed Members that the Chief Fire Officer, Mid and West Wales Fire and Rescue Service would be attending the Council meeting scheduled for 10 February, 2015.

RESOLVED that the information be noted.

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(2) WHOLE PLACE DEVELOPMENT

Further to Minute No. 331, it was confirmed that Cllrs. S. N. Lewis (Labour group) and M.V. Davies (Plaid Cymru group) would serve on the working group for the development of the Whole Place Plan.

RESOLVED that the information be noted.

346. SELECTION OF CHAIRMAN ELECT AND VICE CHAIRMAN ELECT

Pursuant to Minute No. 323, it was

RESOLVED that the following recommendation of the Civic and Ceremonial Committee be accepted:-

- (1) Cllr. M. V. Davies be confirmed as the Chairman Elect of Council with his Consort being Ms Ruth Thomas for the ensuing municipal year;
- (2) Cllr. S. M. Donoghue be confirmed as the Vice-Chairman Elect of Council with his Consort being Mrs Michelle Donoghue for the ensuing municipal year”.

347. AGEING WELL IN WALES

Members considered correspondence from the Thematic Network Co-ordinator, Ageing Well in Wales informing that Ageing Well in Wales was a new initiative committed to making Wales a good place to grow older for everyone.

The initiative was launched in October 2014 and hosted by the Older People’s Commissioner for Wales, Ageing Well in Wales was inviting the Council to join the organisation and to work together to help develop the scheme.

Following discussion, it was

RESOLVED that the information and the general invitation received from the organisation be noted.

**348. POLICE AND CRIME COMMISSIONER
DYFED POWYS POLICE**

Members received email correspondence from the Support Officer, Police and Crime Commissioner, Dyfed Powys Police enquiring if Councillors would like to meet the Police and Crime Commissioner informally to discuss policing concerns they may have on Thursday, 19 March, 2014, between 4.30 pm – 5.30 pm.

The Clerk informed Members that the Police and Crime Commissioner would be holding a surgery at the Council offices on that day for members of the public.

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Following discussion, it was

RESOLVED that the request be declined because Members would prefer to meet with the Commissioner on a formal basis and to that end an invitation shall be extended to the Commissioner to attend a future Council meeting but not before the Council's May 2015 meeting.

349. LLANELLI JOINT BURIAL AUTHORITY

Members received the following Minutes of a meeting of the Llanelli Joint Burial Authority held on 12 November, 2014:

“At the Meeting of the Llanelli Joint Burial Authority held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 November, 2014 at 4:00 pm.

Present: M. V. Davies (Chairman)

Cllrs.

F. Akhtar	L. J. Butler
M. J. P. Burns	A. G. Morgan
T. Bowen	C. J. Reed, MBE

40. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr P. J. Edmunds.

41. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

42. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings:

Ordinary Meeting - 8 October 2014

43. MATTERS ARISING

SCATTERING GARDENS

Further to Minute No. 38, point 2, the Secretary informed Members that the cost of repurchasing a lease should state £70 for 15 years and £140 for 30 years. Also since the meeting a request had been made to reserve a plaque space. After a brief discussion it was

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RESOLVED that the cost for the repurchase of lease be noted and that families be allowed to reserve one plaque space next to a purchased plaque for the price of £35.

44. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for September 2014 and the provisional report for October 2014 be noted.

45. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for October 2014, which revealed expenditure for the month amounted to £34,017.43.

RESOLVED that the information be noted.

46. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Members considered email correspondence received from the Clerk to Llanelli Town Council requesting the potential review of Standing Order 4.1 relating to the quorum for meetings. Following a lengthy discussion it was

RESOLVED that in addition to having four members present at meetings to constitute a quorum, at least one member of Llanelli Rural Council and one member of Llanelli Town Council had to be present to make up the quorum and that Standing Order 4.1 be amended with immediate effect.

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47. INTERIM INTERNAL AUDIT REPORT FOR 2014/2015

Members considered the interim internal audit report from Auditing Solutions Ltd dated 6 November 2014. The report author confirmed that there were no issues that required attention and that the financial systems continued to operate effectively. During discussion Members queried the levels of interest that the Authority's accounts with Barclays were obtaining and the Secretary informed Members that the best rates were being achieved for the level of the Authority's investment.

RESOLVED that the report be accepted.

48. CHRISTMAS HOLIDAY ARRANGEMENTS

RESOLVED that in accordance with Minute No.45 (10 December 2003), this year's Christmas holiday arrangements at the cemetery be confirmed as detailed below, with two and a half days annual leave being added to employees' annual leave entitlement for 2014/2015.

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Monday	22 December 2014	-	Normal working day
Tuesday	23 December 2014	-	Normal working day
Wednesday	24 December 2014	-	Christmas Eve (Finish at 12 noon)
Thursday	25 December 2014	-	Christmas Day
Friday	26 December 2014	-	Boxing Day
Saturday	27 December 2014	-	Non working day
Sunday	28 December 2014	-	Non working day
Monday	29 December 2014	-	Locally agreed holiday
Tuesday	30 December 2014	-	Normal working day
Wednesday	31 December 2014	-	Normal working day
Thursday	1 January 2015	-	New Year's Day
Friday	2 January 2015	-	Normal working day

49. SCATTERING GARDENS

Further to Minute No. 38, Members confirmed the date for the official opening ceremony of the scattering gardens as Thursday 15 January 2015 at 1:00 pm. The Chairman would carry out the official opening. Following discussion it was

RESOLVED that date be noted and that official invitations be sent to all Burial Authority Members.

50. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

51. LLANELLI CREMATORIUM – ANNUAL RENT REVIEW

Members considered the Secretary's report informing of the impending annual rent review and which confirmed the amount of rent payable to the Burial Authority from Llanelli Crematorium Ltd, with effect from 1 December 2014.

Following discussion it was

RESOLVED that the rent for the ensuing year be confirmed as £29,764 and that Llanelli Crematorium Ltd be notified accordingly.

52. STAFFING MATTERS

Members considered the Cemetery Manager's report to permanently vary working arrangements following the Easter bank holiday, whereby the Tuesday would be classified as a normal working day. Full consultation had been carried out with staff and no objections had been raised. Following discussion it was

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RESOLVED that the new work pattern shall be implemented with immediate effect.
FURTHER RESOLVED that to compensate for the loss of the Tuesday following the Easter bank holiday, workforce annual leave entitlement shall be increased by one additional day.

53. OFFICE REFURBISHMENT

Further to Minute No. 108 (14 May 2014), Members considered the Cemetery Manager’s report on the three tenders received for the planned office refurbishment. After a brief discussion it was

RESOLVED that the tender received from Martin Taffetsauffer Building & Civil Engineering Contractor Ltd, Claire Chambers, 38 Inkerman Street, Llanelli for the sum of £52,615.87 plus VAT be accepted.

54. CHAPEL REFURBISHMENT

Further to Minute No. 26 and in light of the results of the tendering exercise for the office refurbishment referred to in Minute No. 53 above it was

RESOLVED that the sole tender received for the contract shall not be accepted and that the Cemetery Manager be authorised to liaise with the Burial Authority’s consultant architect to arrange for the contract to be re-tendered in the interest of best value. Furthermore, the results of the re-tendering exercise shall be reported to Members at a future meeting for further consideration.

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The meeting concluded at 4:45 pm”
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RESOLVED that the Minutes be noted.

350. LETTER OF APPRECIATION

RESOLVED that the letter of appreciation for the Council’s assistance received from Holy Trinity Church Felinfoel be noted.

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The Meeting concluded at 7.45 p.m.
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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 10 February, 2015, adopted by the Council.