



Care and Support Area Plan manual

The following resource has been designed to help Regional Partnership Boards undertake their duties under section 14a of the *Social Services and Wellbeing (Wales) Act 2014*. It should be read alongside the following statutory guidance and regulations:

- ***The Care and Support (Area Planning) (Wales) Regulations 2017***
<http://www.legislation.gov.uk/wsi/2017/56/contents/made>
- **The Partnership Arrangements (Amendment) (Wales) Regulations 2017**
<http://www.assembly.wales/laid%20documents/sub-ld10924/sub-ld10924-e.pdf>
- **Statutory guidance in relation to Area Plans under section 14a**
<http://gov.wales/docs/dhss/publications/170206statutory-guidanceeen.pdf>

This manual consists of three sections. We advise you read all three, and the statutory guidance and regulations, before beginning your planning process.

Section 1: Components of the plan

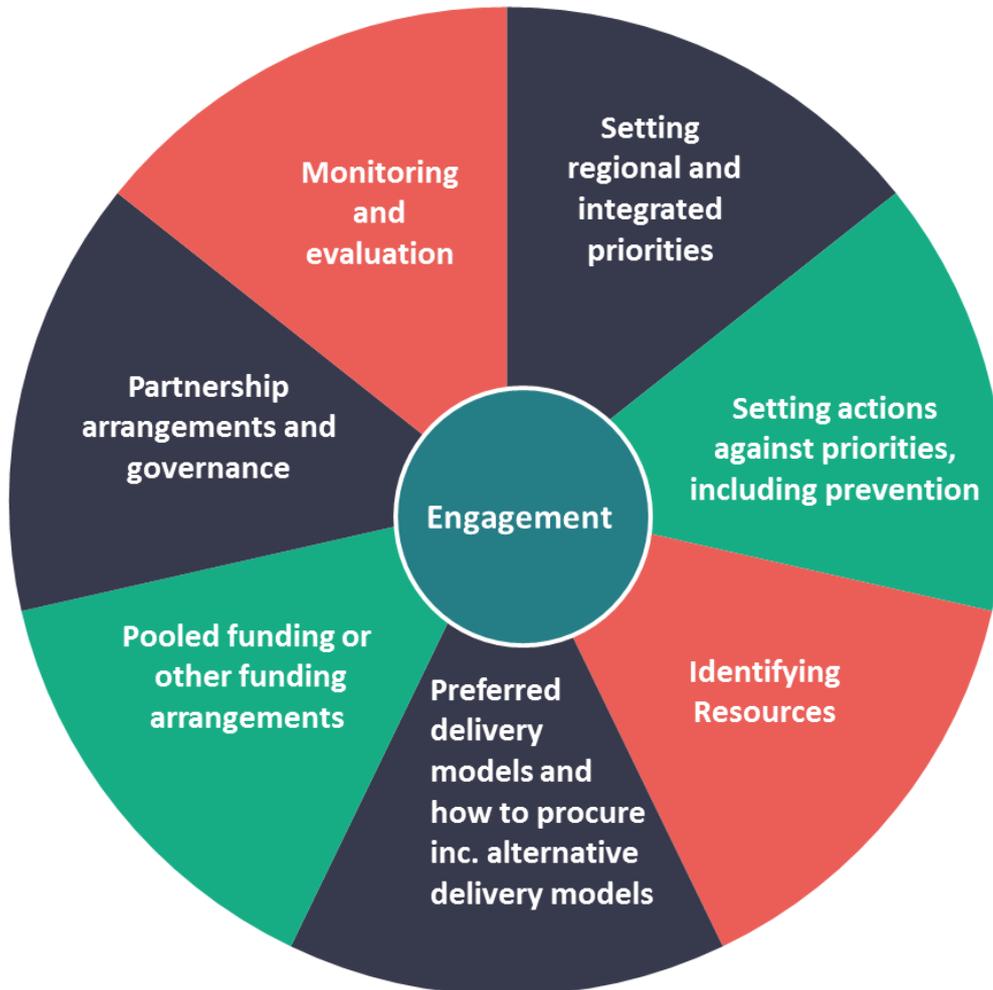
Section 2: Area Plan template

Section 3: Guidance notes

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Section 1: Components of the area plan



What is this wheel for?

This shows the components that will make up your final area plan. We understand that each Regional Partnership Board will undertake its planning process in a different way, using your own planning tools and templates, and not necessarily in the same order. Each segment should be viewed as a stage of the planning process.

To reflect that it is not a linear process, we have set out the components that make up the plan as an interdependent wheel. Against each segment, we have referenced the relevant **Guidance note** and relevant section of the **Area Plan template**. We have also cross referenced this to the relevant sections of the **Statutory guidance**.

Setting regional and integrated priorities

The natural first step for the planning process will be to identify and agree what the focused priorities for integration will be for the plan, following on from your population assessment. Part of this process will include agreeing which of the identified needs are being taken forward elsewhere and will not be taken forward as a regional priority.

We have provided some tips on identifying and describing those priorities within your Area Plan in [Guidance Note 1a](#) and advice on integration in [Guidance note 1b](#).

Where do I record this on the Area Plan template?

You will need to record your regional priorities at sections 1.5 (overview) and 2.4 (individual core theme). You can also link to other plans and strategies relevant to the priorities in section 2.9.

Any identified needs that will be taken forward through other plans or strategies should be recorded in section 2.3, for each of the individual core theme chapters.

Relevant sections of the Statutory guidance

Paragraph 11 (priorities)

Paragraphs 25, 28, 47-49 (referencing work to be taken forward via other plans or strategies)

Setting actions against priorities, including prevention

The statutory guidance requires you to state the actions you will take in response to the priorities. Please note there are specific requirements around prevention, the Welsh language and information advice and assistance. Advice on the level of detail you will need to show in your plan can be found in [Guidance note 2](#).

Where do I record this on the Area Plan template?

You will need to record the actions for each of the core themes in the table at section 2.10

Relevant sections of the Statutory guidance

Paragraphs 11, 39-42, 49

Identifying resources

You will need to identify what resources you have to deliver each of the actions. You will have already identified a number of assets through your population assessment and these should be considered alongside other resources, such as budgets or staffing. Advice on this can be found in [Guidance note 3](#).

Where do I record this on the Area Plan template?

You will need to record this in the table of actions for each of the core themes at section 2.10

Relevant sections of the Statutory guidance

Paragraphs 15, 42

Preferred delivery models and how to procure them (including alternative delivery models)

The statutory guidance asks that you demonstrate the model of delivery for your identified actions. Some actions may be to review current processes or to establish strategies or frameworks to respond to the identified care and support needs. However, where you will be delivering a new service you will need to explain the model for delivery, particularly considering section 16 of the Social Services and Wellbeing Act. Further advice can be found in [Guidance note 4](#).

Where do I record this on the Area Plan template?

You will need to record this in the table of actions for each of the core themes at section 2.10 and you may wish to provide more detail in an attached Annex. For alternative delivery models, you will need to reflect how you are meeting the requirements of the Act in section 2.6 of the core theme chapters.

Relevant sections of the Statutory guidance

Paragraphs 11, 32, 34, 41 (other actions)

Pooled funding or other arrangements

Where you have agreed regional priorities, you are expected to consider if a pooled budget should be established. If you agree that a pooled budget is the most effective way to manage the funding, this will need to be noted in your plan. If you have decided on an alternative funding arrangement, you will also need to state what that the arrangements are. Please note, actions relating to specified priority areas will require a pooled fund. Further advice on funding arrangements can be found in [Guidance note 5](#).

Where do I record this on the Area Plan template?

You will need to record this in the table of actions for each of the core themes at section 2.10 under 'how we will deliver'. There may be specific detailed documentation around pooled funding arrangements for the overall priority or specific actions. You can attach this as an Annex if you wish.

Relevant sections of the Statutory guidance

Paragraphs 11, 29-31

Partnership arrangements and governance

There may be two tiers to your partnership and governance arrangements, one for your regional plan and many others for your individual actions.

In developing the plan, you will need to set out and agree governance and accountability for overall delivery of the plan (the Regional Partnership Board). You may want to describe this process in the introduction to the plan or attach as a more detailed annex.

With regard to partnerships established to deliver the actions, you will at least need to list the partners responsible for delivering the actions in each of the core theme chapters. You should also demonstrate why an integrated solution has been chosen. Further advice can be found in [Guidance note 6](#).

Where do I record this on the Area Plan template?

For the partnership arrangements and governance of the Regional Partnership Board, you should describe this in section 1.3 and 1.4.

You should also describe why you have taken an integrated approach to addressing your priorities within the individual core theme chapters in section 2.5.

For specific partnership against the actions, you will need to record this in the table of actions for each of the core themes at section 2.10 under 'how we will deliver'.

There may be specific detailed documentation around partnership arrangements and governance. You can attach this as an Annex if you wish.

Relevant sections of the Statutory guidance

- ◆ Partnerships – paragraphs 2-3, 12-16
- ◆ Integration – paragraph 26

Monitoring and evaluation

The statutory guidance requires that you monitor progress against the actions. You will need to describe in the plan how you intend to monitor progress. Where detail is known about what you will specifically monitor, you can set this out in the chapters of the plan. You will need to state how and when you will report on progress against the actions, as a minimum. You will also need to demonstrate where the priority or priorities set out against each core theme contribute to the outcomes set in the National Outcomes Framework for people who need care and support.

There is also a requirement that you evaluate how the Regional Partnership Board is delivering on the plan. You will need to consider which mechanisms you are using for evaluation and whether you will commission a formal evaluation as a Board. Further advice can be found in [Guidance note 7](#).

Where do I record this on the Area Plan template?

You will need to describe when and how you will report on progress against the plan in section 1.4.

You can describe how you intend to monitor progress against the specific actions, where known, in section 2.11 of the individual core themes chapters.

Relevant sections of the Statutory guidance

- ◆ Monitoring - paragraphs 17, 43
- ◆ Evaluation – paragraphs 17, 43
- ◆ Review – paragraphs 17, 43-45
- ◆ National Outcomes Framework – paragraph 23

Engagement

There is a requirement for you to engage with citizens, including those who may have care and support needs and carers, public, private and third sector organisations in the preparation of your plan. It is recognised that much of the engagement work will have been undertaken as part of the population assessment. However, you will be expected to involve people in the development and completion of your plan. Further advice is provided in [Guidance note 8](#).

Where do I record this on the Area Plan template?

You will need to describe who was involved in the overall development of the plan under section 1.3 of the introduction.

For specific engagement activity against the priorities, you will need to describe this in section 2.8 of the individual core theme chapters.

Relevant sections of the Statutory guidance

Paragraphs 19-22, 38