



CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

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| DYDDIAD Y CYFARFOD: DATE OF MEETING: | 30 March 2023 |
| TEITL YR ADRODDIAD: TITLE OF REPORT: | Committee Update Reports |
| CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR: | Joanne Wilson, Director of Corporate Governance (Board Secretary) |
| SWYDDOG ADRODD: REPORTING OFFICER: | Clare Moorcroft, Committee Services Officer |

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to provide the Board with a level of assurance in respect of recent Board level Committee meetings that have been held since the previous Board report and are not reported separately on the Board agenda, as follows:

- Remuneration & Terms of Service Committee held on 12 January 2023
- Charitable Funds Committee held on 26 January and 20 March 2023
- Mental Health Legislation Committee held on 13 March 2023

Additionally, in respect of the In-Committee Board meeting held on 26 January 2023.

This report also provides an update to the Board in respect of recent Advisory Group meetings, as follows:

- Stakeholder Reference Group held on 17 January 2023

Cefndir / Background

The Hywel Dda University Health Board (UHB) Standing Orders, approved in line with Welsh Government guidance, require that a number of Board Committees are established. In line with this guidance, the following Committees have been established:

- Audit and Risk Assurance Committee
- Charitable Funds Committee
- Mental Health Legislation Committee
- Quality, Safety and Experience Committee
- Remuneration and Terms of Service Committee

The Board has established the following additional Committees:

- Sustainable Resources Committee
- Health and Safety Committee
- People, Organisational Development and Culture Committee
- Strategic Development and Operational Delivery Committee

Attached to this report are individual summaries of the key decisions and matters considered by each of the Committees held since the previous Board report, where these are not separately reported to the Board.

Approved minutes from each of the Committees' meetings are available on the UHB's website via the link below:

<https://hduhb.nhs.wales/about-us/governance-arrangements/board-committees/>

The UHB has approved Standing Orders, in line with Welsh Government guidance, in relation to the establishment of Advisory Groups. In line with this guidance, the following statutory Advisory Groups have been established:

- Stakeholder Reference Group
- Staff Partnership Forum
- Healthcare Professionals Forum

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

The Charitable Funds Committee requested that the following items be raised at Board level:

- Board ratification, in its role as Corporate Trustee, of the Hywel Dda Health Charities Annual Report and Accounts 2021/22 (*to be considered during Corporate Trustee session*).
- Board ratification, in its role as Corporate Trustee, of the Committee's decision to approve a governance and support costs budget of £524,755 for the 2023/24 financial year (*to be considered during Corporate Trustee session*).

The Stakeholder Reference Group requested that the following items be raised at Board level:

- SRG would like Board to consider SRG's role in Health Board consultations at an early stage, rather than receiving outcome reports at the conclusion. SRG has a membership that provides for comprehensive networking which can complement, support and widen the Health Board's external consultations and other activities.

There were no matters raised by the Remuneration & Terms of Service Committee, Mental Health Legislation Committee or In-Committee Board which require Board level consideration or approval.

Key Risks and Issues/Matters of Concern:

The Charitable Funds Committee raised the following key risks and issues/matters of concern:

- Proposals to rationalise the number of charitable funds, whilst acknowledging the factors and requirements outlined in the report.

There were no key risks and issues or matters of concern raised by the Remuneration & Terms of Service Committee, Mental Health Legislation Committee, In-Committee Board or Stakeholder Reference Group.

Argymhelliad / Recommendation

The Board is asked to:

- **ENDORSE** the updates, recognising any matters requiring Board level consideration or approval and the key risks and issues/matters of concern identified, in respect of work undertaken on behalf of the Board at recent Committee meetings, noting that a Corporate Trustee session will be held directly after the Public Board meeting to consider the charitable funds items outlined above;
- **RECEIVE** the update report in respect of the In-Committee Board meeting;
- **RECEIVE** the update reports in respect of recent Advisory Group meetings.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

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| Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score: | Not applicable |
| Safon(au) Gofal ac Iechyd: Health and Care Standard(s): | Governance, Leadership and Accountability |
| Amcanion Strategol y BIP: UHB Strategic Objectives: | All Strategic Objectives are applicable |
| Amcanion Cynllunio Planning Objectives | All Planning Objectives Apply |
| Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019 | 9. All HDdUHB Well-being Objectives apply |

Gwybodaeth Ychwanegol:

Further Information:

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| Ar sail tystiolaeth: Evidence Base: | Standing Orders External Governance Review |
| Rhestr Termiau: Glossary of Terms: | Included within the body of the report |
| Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: | Committee and Advisory Group Chairs |

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| Parties / Committees consulted prior to University Health Board: | |
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| Effaith: (rhaid cwblhau) Impact: (must be completed) | |
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| Ariannol / Gwerth am Arian: Financial / Service: | Explicit within the individual Update Reports where appropriate. |
| Ansawdd / Gofal Claf: Quality / Patient Care: | Explicit within the individual Update Reports where appropriate. |
| Gweithlu: Workforce: | Not Applicable |
| Risg: Risk: | Not Applicable |
| Cyfreithiol: Legal: | The Board has approved Standing Orders in relation to the establishment of Board level Committees. In line with its model Standing Orders, the Health Board has established Board level Committees, the activities of which require reporting to the Board. In line with its model Standing Orders, the Health Board has established a Stakeholder Reference Group, a Healthcare Professionals Forum and a Partnership Forum, the activities of which require reporting to the Board. |
| Enw Da: Reputational: | Not Applicable |
| Gyfrinachedd: Privacy: | Not Applicable |
| Cydraddoldeb: Equality: | Not Applicable |

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| Enw'r Pwyllgor / Name of Committee | Remuneration & Terms of Service Committee (RTSC) |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Miss Maria Battle, UHB Chair |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 12 January 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Changes/Updates in Executive Portfolios/Titles – the Committee considered and approved the proposed changes to Executive Director portfolios and job titles. • Director of Public Health – the Committee considered and approved the required recruitment process for the Director of Public Health; and the proposal to continue with existing line management and professional input arrangements until a substantive Director of Public Health is appointed. • Ratification of Honours Nominations (Chair's Action) – the Committee considered and ratified the nominations received and submitted to Welsh Government. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval: | |
| None. | |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: | |
| None. | |
| Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period: | |
| Adrodd yn y Dyfodol / Future Reporting: | |
| To be confirmed. | |
| Dyddiad y Cyfarfod Nesaf / Date of Next Meeting: | |
| To be confirmed. | |

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| Enw'r Pwyllgor / Name of Committee | Charitable Funds Committee |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Delyth Raynsford, Independent Member |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 26 January 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> Final Annual Report and Accounts 2021/22 – the Committee approved the Final Annual Report and Accounts 2021/22, prior to presentation to Public Board at its meeting on 30 March 2023 for ratification in its role as Corporate Trustee. The Committee was advised that the accounts have been prepared in accordance with the relevant requirements, including the Charities Act and received assurance that there were no uncorrected misstatements, and that the corrected misstatements were not of material importance. The representative of Audit Wales provided assurance that there were no other significant issues to report. The Auditor General for Wales has confirmed that Charitable Funds Committee approval of the accounts and annual report is sufficient with Board approval not required as the Charitable Funds Committee (in line with NHS Wales guidance) has sufficient delegated powers. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer /Matters Requiring Board Level Consideration or Approval: | |
| <ul style="list-style-type: none"> Final Annual Report and Accounts 2021/22 – the Committee requests Board ratification, in its role as Corporate Trustee, of the approved Final Annual Report and Accounts 2021/22. | |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: | |
| No risks or issues/matters of concern identified to escalate to the Board. | |
| Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period: | |
| Adrodd yn y Dyfodol / Future Reporting: | |
| In addition to the items scheduled to be reviewed as part of the Committee's work programme, following up progress of the various actions identified at the previous Committee meeting will be undertaken. | |
| Dyddiad y Cyfarfod Nesaf / Date of Next Meeting: | |
| 20 March 2023 | |

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| Enw'r Pwyllgor / Name of Committee | Charitable Funds Committee |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Delyth Raynsford, Independent Member |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 20 March 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Ratification of Any Approvals Made Outside the Meeting via Chair's Action – the Committee noted the Chair's Action to approve the funding request of £2,908 for the Workforce & Organisational Development (W&OD) team to proceed with developing a three month pilot scheme to provide sanitary products for staff in Withybush General Hospital, which was supported in principle at the November 2022 Committee meeting. The Committee agreed the action to provide an update to the next meeting regarding arrangements in place at other health boards relating to the use of charitable funds rather than core funding. • Investment Advisor Performance Update – the Committee received assurance from the presentation by CCLA regarding minimal exposure to risk, in terms of volatility within the market, particularly in banking. • Presentation on Recent Charitable Funds Expenditure: Lifelong Learning Fund – the Committee received a presentation on the Lifelong Learning Fund, highlighting the positive impact of charitable funding to enable learning opportunities for the development of new skills that will help staff to recover from the experience of the pandemic and support the restoration of their wellbeing. Regarding the spread of applications to the fund across the Health Board, the Committee received assurance that advertising of the fund has been paused to allow direct engagement with groups that had not been as well represented, including those who do not have regular access to communications raising awareness of the fund and received assurance that processes have been established to directly engage these staff groups. The Committee received assurance that Workforce and Operational Development (W&OD) staff have been meeting with staff groups to aid with completion of the form. The Committee viewed a short video of testimonials from beneficiaries of the fund, illustrating the positive impact the courses have had on their personal and work wellbeing. • Charitable Funds Sub-Committee (CFSC) Update Report – the Committee received the CFSC Update Report providing a summary of the CFSC's activity between 9 November 2022 and 7 March 2023. The criteria for the awarding of funds for overseas courses and conferences was discussed, with assurance provided that work is ongoing to address the equity of the process across the Health Board. The Committee was advised of wider discussions regarding the learning from these events in order to provide assurance that this can be translated into wider organisational learning as a result of approved funding. Any amendments to eligibility or approval criteria will be considered as part of the annual review of the current CFC and CFSC Terms of Reference, which will be | |

submitted for approval at the May 2023 Committee meeting.

- **CFSC Annual Report 2022/23** – the Committee received assurance from the CFSC Annual Report, outlining how the Sub-Committee has complied with the key responsibilities delegated by the CFC through its terms of reference to provide assurance in respect of the work that the Sub-Committee has undertaken during 2022/23. The Committee noted the support of the Finance team in implementing a process for the management of any ongoing maintenance costs from charitable funds purchases, thus ensuring that requesting departments are aware of their obligations regarding on-going maintenance.
- **Draft CFC Annual Report 2022/23** – the Committee received the draft CFC Annual Report 2022/23 outlining how the CFC has complied with the key responsibilities set through its terms of reference and identified key areas of work to provide further assurance that the Committee's terms of reference are being adequately discharged.
- **Investment Advisor Sub-Committee Update Report** – the Committee received a verbal update, noting that the Investment Advisor Sub-Committee is yet to hold its initial meeting. The Committee was advised that, although an independent investment advisor has been identified to join the Investment Sub-Committee, the governance of this role has yet to be clarified and approved.
- **Planning Objective Update Report** – the Committee received the Planning Objective (PO) Update Report, advising that the PO aligned to the Committee, PO2E, is due to conclude at the end of the 2022/23 financial year. Furthermore, all POs are aligned to the development of the Health Board's annual plan/3-year plan and, as such, on their conclusion they are moved into 'business as usual' where appropriate. This applies to PO 2E; therefore, after March 2023 there will be no requirement for the Committee to review the progress of the PO specifically. Instead, the Committee will receive quarterly progress reports on the charity's operational work plan for 2023/24, incorporated into the charity's Integrated Performance Report.
- **CFC Risk Register** – no report was provided as there are currently no risks in the domain of charitable funds. (Risk 1373: *Risk that the charity will not sustain its income levels or meet its income generation target of +10% annually*, which is associated with the delivery of the Hywel Dda Health Charities Planning Objective 2E for 2022/23, was closed, as agreed at the September 2022 Committee meeting.
- **Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund Update** – the court hearing to request distribution of all remaining monies for the purpose of funding the hydrotherapy pool, and subsequently terminate the fund, was held on 21 February 2023. The Committee received assurance that the trust fund account is now being reviewed by the Pittsburgh National Corporation Bank (PNC) tax team and the receipt of funds is expected in April 2023.
- **Integrated Hywel Dda Health Charities Performance Report** – the Integrated Hywel Dda Health Charities Performance Report was received, providing an

update on the charity's performance and position as at 31 January 2023. The Committee noted that the net assets of the charity have increased by £1,536,706 for the period and that the charity's overall income from donations, grants and legacies has increased by 283% in comparison to income received for the same period in the previous financial year. Expenditure on charitable activities for the period 1 April 2022 to 31 January 2023 was £744,621, which represents a 50% decrease in comparison to expenditure for the previous financial year. The Committee considered and recommended for ratification by the Corporate Trustee a governance and support costs budget of £524,755 for the 2023/24 financial year. A timeline of the process to onboard CCLA was received, advising of the significant delays due to additional information requested by the previous investment advisors.. In terms of lessons learnt, the Committee noted the requirement to not underestimate the time things take to transfer portfolios and to keep Health Board information up to date as and when changes occur. The Committee received assurance that an annual review of information requirements will be scheduled with CCLA going forward to avoid any similar issues in the future.

- **Update on Expenditure – Staff Welfare and Wellbeing: Rest Areas** – a verbal update was provided on progress regarding the allocation of charitable funding approved in November 2021 for the creation and improvement of staff rest areas. The Committee noted that 83% of the funds have been committed and spent to date and that 69 rest areas across the Health Board have been supported by the scheme. The Committee received assurance that 100% of the allocation will be spent or committed by the May 2023 Committee meeting and an update on the impact of the expenditure will be presented to the September 2023 Committee meeting.
- **Evaluation Report: Cardiology Equipment, WGH Paediatrics** – evaluation Report deferred to the September 2023 Committee meeting
- **Evaluation Report: Transperineal Biopsy Machine, PPH** – evaluation Report deferred to the May 2023 Committee meeting.
- **Hywel Dda Health Charities Workplan 2023/24** – the Hywel Dda Health Charities Workplan 2023/24 report was received, outlining the proposed objectives to enable operational work plans to be developed, in the context of the charity's strategic objectives. The three objectives relate to making a difference (funding services and activities above and beyond what the NHS can provide), fundraising and communications (stabilising our income levels and conveying the impact of our work), and maximising the contribution (making the best use of our resources to maximise our impact). The Committee endorsed the development of an operational workplan, in the context of these objectives at the November 2022 meeting. The Committee received assurance that progress against the priority areas for 2023/24 will be reported to the Committee on a quarterly basis via the Integrated Performance Report.
- **Proposal to Rationalise the Number of Charitable Funds** – the Committee received the Proposal to Rationalise the Number of Charitable Funds report, seeking approval of the proposals outlined to rationalise the number of funds

held. The Committee was advised that there are currently over 250 separately held funds within the charity these containing varying balances with some held in restricted or designated funds accounts leading to challenges in both the ability to spend and ongoing monitoring. A discussion was held on the accounts with it noted that before any proposals are drawn up and taken forward the following needed to occur recognising assurance and guidance had been received from the Healthcare Financial Management Association (HFMA) and from organisations :

- Discussion by the Executive Team
 - A consultation process with engagement from staff, patients and the public
 - Consultation with Internal audit, External Audit and the Charities Commission
- **CFC Annual Workplan 2022/23** – the Committee received the Charitable Funds Committee Work Programme 2022/23 for information.
 - **CFC Annual Workplan 2023/24** – the Committee received the Charitable Funds Committee Work Programme 2023/24 for information.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer /Matters Requiring Board Level Consideration or Approval:

- Board ratification, in its role as Corporate Trustee, of the Committee's decision to approve a governance and support costs budget of £524,755 for the 2023/24 financial year.

Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:

- Proposals to rationalise the number of charitable funds, whilst acknowledging the above factors and requirements.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

In addition to the items scheduled to be reviewed as part of the Committee's work programme, following up progress of the various actions identified at the previous Committee meeting will be undertaken.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

23 May 2023

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| Enw'r Pwyllgor / Name of Committee | Mental Health Legislation Committee (MHLC) |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Judith Hardisty, UHB Vice-Chair |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 13 March 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <p>This report summarises the work of the Mental Health Legislation Committee (MHLC) at its meeting held on 13 March 2023, with the following highlighted:</p> <p>The new Assistant Director of Nursing, Ms Becky Temple-Purcell, who joined the Mental Health and Learning Disabilities (MH&LD) Directorate on 27 February 2023 was welcomed to her first meeting</p> <ul style="list-style-type: none"> • The Mental Health Legislation Committee Self-Assessment Outcome Report 2021-2022 was presented to Committee for information and approval. • The Assistant Director of MH&LD provided an update to Committee on the Scrutiny Meeting that took place on 23 February 2023. The focus of the meeting was around the Mental Health Measure Report, with discussions taking place around further breakdowns on the Service Areas which are not meeting Welsh Government Targets. Part two of the measure is now looking positive, with improvement made from December 2022. The Mental Health Act data and activity report was provided to show a decrease in activity during the period and it was pleasing to note that there had been no issues reported with availability of Section 12 Doctors. The group was also informed of the return to face-to-face hearings by the Mental Health Review Tribunal for Wales with effect from 1 March 2023. • Terms of Reference - the Scrutiny Group are still yet to agree on the revised terms of reference and membership of the group. This will be progressed at the next meeting. • The Mental Health (Wales) Measure 2010 Report was received. The Head of Service for Adult MH highlighted key areas of the report which focused on Part one and Part two of the Measure. • The Power of Discharge Sub-Committee was held on 8 December 2022; it was noted that discussions took place on the benefits of returning to a face-to-face review with patients, and that patients are being given the choice to attend face-to-face or virtually. The Tribunal Service is now holding hearings on a Hybrid basis. • The Director of MH&LD provided a verbal update to Committee on the Risk Register; however, there were no risk updates requiring raising during this meeting. The Director of MH&LD will continue to undertake a periodical check. | |

- The Quarterly Performance Report - Quarter 3 was provided to Committee. The data within the report reflected information that was included within the Scrutiny Meeting update, with the majority of the Mental Health Act data that was used during Quarter 3 reported as standard.
- The Policy Extension Request for the provision and access to the Independent Mental Health Advocate (IMHA) service policy will be taken forward as a Chair's Action outside the meeting, with discussion needing to take place outside the Committee with regard to which group the policy needs to sit under.
- The Committee received a report on the Review of Mental Health Act. The changes which are being made to the Act will affect Services in the years to come. Welsh Government officials have indicated that the UK Government will publish the Bill in November 2023.
- The Schedule of Meetings 2023-2024 and the Annual Work Plan 2023-2024 was shared for information. These will be a standing agenda item for information.

**Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer /
Matters Requiring Board Level Consideration or Approval:**

None.

**Risgiau Allweddol a Materion Pryder /
Key Risks and Issues/ Matters of Concern:**

None.

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /
Planned Committee Business for the Next Reporting Period:**

Adrodd yn y Dyfodol / Future Reporting:

To be confirmed.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

15 June 2023.

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| Enw'r Pwyllgor / Name of Committee | In-Committee Board |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Miss Maria Battle, UHB Chair |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 26 January 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Corporate Risks – the In-Committee Board noted Corporate Risks in relation to security and cyber security. • Land for New Hospital – the In-Committee Board noted progress made with the Clinical Strategy Review, with producing the Strategic Outline Case and with land consultation planning and the consultation documents, including the delay in the consultation launch date. Also, the ongoing work of the technical team and that discussions are being held with the owners of the nominated shortlisted sites. • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 31 December 2022. • In-Committee Audit & Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 13 December 2022. • In-Committee People, Organisational Development & Culture Committee (PODCC) – the In-Committee Board received an update report from the In-Committee PODCC meeting held on 15 December 2022. • In-Committee Quality, Safety & Experience Committee (QSEC) – the In-Committee Board received an update report from the In-Committee QSEC meeting held on 16 December 2022. • In-Committee Strategic Development & Operational Delivery Committee (SDODC) – the In-Committee Board received an update report from the In-Committee SDODC meeting held on 16 December 2022. • In-Committee Sustainable Resources Committee (SRC) – the In-Committee Board received an update report from the In-Committee SRC meeting held on 20 December 2022. • In-Committee Health & Safety Committee (HSC) – the In-Committee Board received an update report from the In-Committee HSC meeting held on 9 January 2023. • Any Other Business – the In-Committee Board was advised of issues relating to the premises of one of the Health Board's Managed Practices identified | |

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| during due diligence processes. Also, that a care provider operating one of the Care Homes within the region had filed for insolvency. |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval: |
| None. |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: |
| None. |
| Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period: |
| Adrodd yn y Dyfodol / Future Reporting: |
| To be confirmed. |
| Dyddiad y Cyfarfod Nesaf / Date of Next Meeting: |
| 30 March 2023. |

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| Enw'r Pwyllgor / Name of Committee | Stakeholder Reference Group (SRG) |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Hazel Lloyd-Lubran |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 17 January 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Appointment of Vice-Chair: The appointment of a Vice-Chair will be confirmed at the next meeting. • Continuous Engagement: Public, Patient and Staff Engagement Group: Future reports to provide information on: <ul style="list-style-type: none"> • Mechanisms and approaches used by the Health Board to engage with its diverse communities • How Tracktivity is being used, together with a summary of the outcomes. • Information with regard to how the Health Board's actions and consultations link with those of the local authorities, in order to highlight and/or avoid duplication and provide a broader outlook. • Matters relating to staff, patient and public engagement, at an early stage, in order that SRG can feed back views and opinions to the Board prior to matters becoming public; SRG members are well placed to provide feedback 'from the ground' on any issues arising in the community and amongst the SRG network. • Update on the Regional Continuous Engagement group which has started to meet. • Arts in Health Update: It was noted that Arts in health is a cross-Wales programme introduced to benefit patients, staff and communities, which has received overwhelming interest, suggesting both need and enthusiasm. In Hywel Dda University Health Board, (HDdUHB) the Arts in Health team is based within the Patient Experience team. The Arts in health Steering Group is Chaired by Miss Maria Battle, with representatives from heads of services across HDdUHB. Work is currently being undertaken to engage with staff, patients and communities to produce a Charter. Numerous physical activities have been developed including, for example, Arts Boost, with the Child and Adolescent Mental Health Service (CAMHS) to improve health and wellbeing for children and young people, along with arts, music and dance programmes. Online engagement sessions are also available. It is hoped that SRG can provide networking opportunities to help relay Arts in Health messaging to the wider communities and share the link to the Arts in Health programme through the various organisations' websites. The Arts in Health team is committed to, and works closely with, the Welsh language team to promote use of the Welsh language and culture and promotes diversity through other population groups. • Role of Carers – Planning Objective 2A: It was noted that work in the Health Board aligns with regional and national priorities. Data from the 2021 census is yet to be published but is expected to show a significant increase in the number of individuals self-reporting on caring roles. The Health Board Strategy Group has broad representation from a range of core and operational teams, all working to drive forward work on supporting patients and family members of patients, who are themselves carers. The majority of work is delivered in partnership with the third sector and local authority colleagues to ensure that the care and support needs are met, as close as possible to home in order to prevent or delay admission and re-admission to hospital. The "Amser" scheme will be launched to third sector organisations offering short breaks for carers. The Carers team is working with partners to ensure information is made available to the | |

public with regard to how to access additional support and ensure that this information is signposted and easily accessible.

- **Role and Remit of the Ethics Committee:** It was noted that an Ethics Panel was established at the start of the COVID-19 pandemic, in anticipation of the significant ethical questions that would arise and to provide support to clinicians for the difficult choices and decisions to be made. Following the pandemic, it was acknowledged that a broader approach to ethics was required and the Panel moved to a more routine business Ethics Committee with representatives including clinicians in various disciplines, the legal profession, a patient voice, a moral philosopher and HDdUHB's chaplaincy service, all of whom have considerable expertise and experience in ethics.

It was agreed that, should a question be raised to the Ethics Panel that requires broad stakeholder representation, SRG would be asked to consider the question as part of its routine meeting or, if an urgent response is required, or the perspective of one or more stakeholders, then a small sub-group would be convened and the discussion and outcome fed back. If the question requires the perspective of a particular group not represented in the SRG membership, the Ethics Panel can seek advice through the SRG network to identify an appropriate individual or individuals who could help.

It was recognised that issues raised to the Ethics Panel are wholly confidential and also sensitive and in this context information is being sought as to the support available to colleagues dealing with such emotive matters. The system of raising questions through SRG and reporting back will be tested and refined as necessary.

- **Strategy: Recover Plan Update:** SRG members had received a comprehensive and detailed planned care recovery plan, the data contained therein being updated at the meeting. It was noted that the volume of patients on waiting lists grew significantly as result of the suspension of planned care services during the COVID-19 pandemic. SRG members noted HDdUHB's success prior to the pandemic in achieving the former NHS Standard in Wales of around 36 weeks waiting time and acknowledged that the Health Board will pursue with vigour, for several years to come, its programme to recover the current position to pre-pandemic status.

It was noted that HDdUHB has successfully managed to reduce the number of patients waiting more than one year on the outpatient waiting list and also has the fewest number of patients with waiting times in excess of 52 weeks across Wales; It was noted also that the number of patients waiting over 104 weeks had reduced and the total waiting list had reduced acknowledging HDdUHB's confidence that this will reduce further to 3,000 in advance of the Ministerial target date of 31 March 2023. There is confidence in the underlying systems and processes for planned care; where patients are waiting more than the 52 weeks threshold, it is reflective of genuine demand/capacity issues. It was acknowledged that throughout the pandemic and post-pandemic periods, HDdUHB has faced and continues to face, significant challenges around staffing and pressures on emergency and unscheduled care pathways and noted that actions have been taken to protect planned care capacity. It was further noted that HDdUHB is transforming the delivery of planned care to improve efficiency and the Waiting List Support Service (WLSS) has been very successful.

SRG members appreciated that the Health Board remains cognisant of the significant number of patients who are waiting for long periods of time to access their care and acknowledge the substantial progress made to date and the huge efforts made by staff to achieve such positive impact.

The forthcoming media attention from Channel 4, ITV and the BBC, was noted.

- **Integrated Medium Term Plan Strategic Objective 4: The Best health and Wellbeing for our Communities: Wellbeing Workshop/Cost of Living Update:** It was noted that a joint Financial Wellbeing Group had been established, between the Health Board and the Public Health Directorate, with representation and support from various teams and services; SRG will be able to support the Group by enabling links with organisations and communities through its wide network.

The cost of living workshop, suggested at the previous meeting, was organised and took place on 20 December 2022 with representatives from Carmarthenshire, Ceredigion and Pembrokeshire County Councils and several other voluntary and third sector organisations. Key themes arose during group and syndicate discussions:

- Fuel price increases, particularly the impact in rural areas where there is a need to travel to access services.
- Eating and Heating, particularly the use of food banks which significantly increases during school holidays.
- In relation to Eating and Heating, school meals provision, where a large number of parents rely on schools to feed their children.
- Many pensioners are in poverty for the first time and struggle to navigate their way to support systems.
- Support for people's mental health and wellbeing.
- The reduction in the use of childcare due to cost was highlighted, along with further impacts to childcare providers, businesses and children's development.
- The reduction in the number of volunteers as a result of travel costs and also as many volunteers find paid jobs.
- The loss of voluntary organisations as a result of reduced or no funding.
- The cost of travel to a place of work and the increase in requests for flexible working.
- Loneliness and isolation for people who cannot afford to travel.
- The potential for people giving up work due to the cost of travel and childcare, where being on benefits is actually a more viable option.

The following were highlighted with regard to next steps and priorities:

- Pembrokeshire Association of Voluntary Services (PAVS) have an excellent initiative to provide warm packs to heat a person; an initiative that will be shared with other organisations.
- The need to consider the whole population, the cost of living crisis no longer affects a minority.
- Messaging needs to be in line with the majority who are affected by the cost of living crisis and away from narrative around deprived areas.
- Support for those who suffer in-work poverty.
- The demand for warm spaces and the need to expand places to meet.
- Opportunities for consultations and meetings meet face-to-face to reduce feelings of isolation; it may have been the best option to have online consultations and meetings during the Pandemic, however, the nation is now emerging from the pandemic and the impact of online meetings only, has not yet been investigated.
- Pathways and access to help and support need to be clearly defined with supportive messaging and links between the websites of relevant third and public sector agencies to allow easy navigation and access.
- It is intended to write again to Welsh Government with regard to food provision for school and pre-school children during school holidays.
- Opportunities will be taken to engage with local businesses who may be able to help reduce the impact of the cost of living crisis on the local population.
- Opportunities for in-work volunteering will be investigated whereby staff are released to support local communities on a voluntary basis to support the voluntary sector.

- Contribution schemes to support local communities will be investigated.
- The number of deaths during winter months as a result of cold houses was noted.
- Engaging with the education sector.

The importance of liaising with the Public Services Boards in their consultations to strengthen an integrated and preventative approach to the cost of living crisis was noted.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:

SRG would like Board to consider SRG's role in Health Board consultations at an early stage, rather than receiving outcome reports at the conclusion. SRG has a membership that provides for comprehensive networking which can complement, support and widen the Health Board's external consultations and other activities.

Risgiau Allweddol a Materion Pryder /Key Risks and Issues/ Matters of Concern:

No risks or matters of concern were identified.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

The following matters will be updated at a future SRG meeting:

- Continuous Engagement (standing agenda item)
- Role of Carers – Planning Objective 2A Update
- Ethics Committee (standing agenda item)
- Community Development Outreach Team
- Cost of Living Crisis Update
- Digital Inclusion
- Citizens Voice Body

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

Friday, 5 May 2023