



**APPROVED MINUTES OF THE STAKEHOLDER REFERENCE GROUP (SRG)
COFNODION Y GRŴP CYFEIRIO RHANDEILIAID (GCR)**

Date and Time of Meeting:	Tuesday, 19 th July 2022 at 9.30 am
Venue:	Microsoft Teams

Present:	<p>Mrs Hazel Lloyd-Lubran, Chief Executive, Ceredigion Association of Voluntary Organisations (Meeting Chair)</p> <p>Mrs Alwena Hughes Moakes, Communications Director, HDdUHB (Lead Director)</p> <p>Ms Jackie Dorrian, Health and Wellbeing Officer, Carmarthenshire Association of Voluntary Services</p> <p>Mr Nick Hampshire, Chief Executive, ateb Group</p> <p>Ms Paula Martyn, Care Forum Wales</p> <p>Ms Alison Harries, Carer Representative, Carmarthenshire</p> <p>Mr Ken Jones, Carer Representative, Ceredigion</p> <p>Miss Maria Battle, Chair, Hywel Dda University Health Board</p> <p>Ms Emma Taylor, Natural Resources Wales</p>
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In Attendance	<p>Ms Angharad Lloyd-Probert, Senior Project Manager, HDdUHB</p> <p>Ms Delyth Evans, Engagement Manager, HDdUHB</p> <p>Ms Rebecca Griffiths, Head of Engagement, HDdUHB</p> <p>Ms Leanda Wynn, Public and Patient Engagement Officer, HDdUHB</p> <p>Ms Liz Cartwright, Public and Patient Engagement Officer, HDdUHB</p> <p>Mrs Karen Didcote, Committee Services Officer (for item SRG(22)33)</p> <p>Ms Sally Hurman, Committee Services Officer (Secretariat)</p>
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Agenda Item		Action
SRG (22)33	<p>WELCOME AND APOLOGIES / CYFLWYNIADAU A YMDDIHEURIADAU</p> <p>Mrs Hazel Lloyd-Lubran welcomed all to the meeting.</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Ms Gwyneth Ayers, Carmarthenshire, Public services board • Ms Rosie Whittmore, Pembrokeshire Talking Health • Ms Gaynor Megicks, Engagement Officer • Ms Nadine Farmer, Pembrokeshire County Council • Mr Terry Davies, WWAMH • Mr Kelvin Barlow, Regional Partnership Manager • Ms Sian Davies, Talking Health Representative (Carmarthenshire) • Alan Thomas, Patient Representative (Carmarthenshire) 	

SRG (22)34	DECLARATIONS OF INTEREST / DATGANIADAU O DDIDDORDEB	
	There were no declarations of interest.	

<p>SRG (22)35</p>	<p>MINUTES OF THE PREVIOUS MEETING HELD ON 6th MAY 2022 AND MATTERS ARISING / COFNODION Y CYFARFOD A GYNHALIWDYD AR 6th MAI 2022 A MATERION SY'N CODI</p>	
	<p>The minutes of the meeting held on 6th May 2022 were APPROVED as an accurate record.</p> <p>There were no matters arising.</p>	
<p>SRG (22)36</p>	<p>TABLE OF ACTIONS FROM THE MEETING ON 6th MAY 2022 / THABL CAMAU GWEITHREDU O'R CYFARFOD A GYNHALIWDYD AR 6th MAI 2022</p>	
	<ul style="list-style-type: none"> • SRG(22)18: Mrs Lloyd-Lubran confirmed that it was in order for each of the organisations listed in the Terms of Reference under Membership to have a representative. • SRG(22)25: Mrs Lloyd-Lubran undertook to contact Kelvin Barlow regarding the Integrated Care Fund(ICF)/Transformation Fund (TF) underspend. 	<p>HL-L</p>
<p>SRG (22)37</p>	<p>APPOINTMENT OF VICE-CHAIR / PENODI IS-GADEIRYDD</p>	
	<p>Mrs Lloyd-Lubran undertook to contact SRG members over the next week to discuss the role of Vice-Chair.</p>	<p>HL-L</p>
<p>SRG (22)38</p>	<p>INTEGRATED MEDIUM-TERM PLAN (IMTP) – STRATEGIC OBJECTIVE 1: PUTTING PEOPLE AT THE HEART OF EVERYTHING WE DO / CYNLLUN TYMOR CANOLIG INTEGREDIG – AMCAN STRATEGOL 1: RHOI POBL WRTH GALON POPETH A WNAWN</p>	
	<p>The Stakeholder Reference Group received the Integrated Medium-Term Plan (IMPT) – Strategic Objective 1: Putting people at the heart of everything we do slide presentation.</p> <p>It was noted that the Annual Plan had been updated and had been submitted in draft form to Welsh Government (WG) on 8th July 2022 and would be considered for approval by HDdUHB Board at the meeting on 28th July 2022. The Annual Plan, which is continuously reviewed and updated, has a three-year focus and incorporates an annual financial plan, a workforce plan and detail from the planning objectives which align to the planned recovery cycle. Each planning objective is fronted by a detailed overview providing clarity on progress and detail on key deliverables and milestones together with an up-to-date Board Assurance Framework (BAF), including risks. Ms Lloyd-Probert drew attention to the extreme risk 'to attract, retain and develop staff with the right skills'. Of last year's actions, two are flagged behind:</p> <p>1E: Waiting List Initiative: It is understood that HDdUHB is the only health board to take on waiting list support which is linked to the pre-habilitation and waiting well initiative. Ms Lloyd-Probert</p>	<p>AL-P</p>

	<p>undertook to prepare a detailed presentation for the next SRG meeting regarding the waiting well/waiting lists activity in HDdUHB.</p> <p>1F: HR Offer (induction, policies, employee relations, access to training): Remaining actions from 2021/22 have been transferred to 2022/23; key actions 1 and 2 have been completed and will be submitted to PODCC in August 2022 and following agreement of recommendations, will support implementation of an action plan.</p> <p>In terms of next steps, progress will be monitored through the new project management reporting system with principal risks and assurance reporting through the BAF.</p> <p>Miss Maria Battle stated that the waiting list initiative arose as a result of the impact of the pandemic when elective surgery stopped. HDdUHB is working closely with local authorities to meet the target of 127 care equivalent packages in the community to help increase discharges from hospital; collectively NHS Wales has agreed to an extra 1000 places by October 2022.</p> <p>With regard to the integrated county and cluster plan, Ms Jackie Dorrian commented that there seems currently to be a lack of cohesion and encouraged HDdUHB to continue to work closely with the third sector and local authorities. Mr Ken Jones enquired as to how good practice in health and social care is identified and rolled out over the three counties within the Hywel Dda area. Mrs Lloyd-Lubran responded that projects and initiatives are developed to support and influence HDdUHB's objectives and service and delivery. ICT and transmission funding has been granted to support system improvements. The cluster programme provides for an integrated approach to delivery of primary care services. There are currently seven across the region. Membership has changed and restructured.</p> <p>Mrs Lloyd-Lubran requested an update on cluster plans progress, process and development be incorporated into the workplan for the next meeting together with CHC reports from Ms Leanda Wynn to reflect patients' experiences of NHS services which could be fed into organisational wellbeing plans through the public services boards in each county. Ms Lloyd-Probert undertook to provide the technical document and further information on Regional Partnership Board strategic plan as part of the report. Mrs Lloyd-Lubran added that partnership working needs not only to align vision but also align costs, work programmes and teams.</p> <p>Mrs Lloyd-Lubran undertook to review the IMTP and decide which Strategic Objective to bring to the November 2022 meeting.</p> <p>Mrs Lloyd-Lubran thanked Ms Probert-Lloyd and her team for the report.</p>	<p>SH</p> <p>SH LW</p> <p>AL-P</p> <p>HL-L</p>
	<p>The Stakeholder Reference Group NOTED the IMTP – Strategic Objective 1: Putting People at the Heart of Everything we do update.</p>	

SRG (22)39

**CHARTER FOR YOUNG PEOPLE/EARLY ADOPTER/
SIARTER POBL IFANC/MABWYSIADWR CYNNAR**

The Stakeholder Reference Group received the Children's Charter update.

Ms Rebecca Griffiths stated that progress had been made in terms of embedding the children's rights agenda, which is very much at the core of HDdUHB's planning and service delivery. The Charter was launched in September 2021 and steps have been taken to embed the Charter and make it accessible, i.e., the Charter is now available in six languages with an audio version, an easy read version, and a BSL video will be launched shortly. There are two representative groups: the Voices of Children and Young People Steering Group whose main focus is to ensure the rights of the child are embedded within the culture. This is a collaborative approach to ensure the views of children and young people are heard and HDdUHB is listening and learning from other partners involved with the Charter. Partners include representatives from health, the local authority, the Office of the Police and Crime Commissioner and the Children's Commissioner's Office. The Children and Young People Working Group comprises membership from the six directorates across the HDdUHB and is chaired by Andrew Carruthers, Director of Operations. This group's focus is around experience, feedback and engagement in the services provided and how children and young people are influencing those services and experiences.

The key priorities to progress the children's rights agenda are:

- To develop an inclusive and accessible Children and Young People's Advisory Forum that needs to be led by children and young people and aligned with HDdUHB's Talking Health model. This will hopefully be launched in the autumn 2022.
- To develop a children's rights webinar, working with local schools and groups to raise awareness.
- To ensure children and young people have opportunities to participate at every level of HDdUHB, for example, young people have been involved in the land appraisal process and will be included in other service pathway reviews.
- To be involved in community engagement events that are planned from September 2022 onwards.

Ms Griffiths confirmed that the Charter encompassed the age range 0 – 25 and the challenge is to make the Advisory Forum as meaningful for the younger audience as for the older audience.

Ms Dorrian is keen to work with Ms Griffiths and her team to support and promote the work as widely as possible, through schools and colleges and the many third sector organisations that have access to children and young people across the three counties, especially over the summer months when many children and young people groups will

	<p>be meeting regularly and including children who are home schooled. Ms Alison Harries is also keen for young carers to be involved.</p> <p>Mrs Lloyd-Lubran thanked Ms Griffiths for the comprehensive update and requested that Ms Griffiths explore some means of tracking and reporting on progress to SRG on the Children and Young People's Charter.</p>	RG
	<p>The Stakeholder Reference Group NOTED the progress being made in relation to embedding children's rights throughout HDdUHB.</p>	
SRG (22)40	<p>CONTINUOUS ENGAGEMENT / YMGYSYLLTU PARHAUS</p> <p>The Stakeholder Reference Group received the Continuous Engagement slide presentation.</p> <p>The new Continuous Engagement Plan was presented at the last meeting; however, it has been updated to incorporate views and comments from Board. Planning objective 4T outlines the target to implement and embed the approach to continuous engagement by March 2023 by upskilling staff and providing bespoke training and raising awareness of how continuous engagement can improve service delivery. A Continuous Engagement Toolkit will be introduced to support wider teams, promote good practice to allow staff to tap into additional resources. The team is also looking to implement different structures and mechanisms to promote engagement at an early stage and make continuous engagement accessible to everyone.</p> <p>A key overarching priority is to take a proactive approach to sell the value of continuous engagement, prove its worth and measure the activity to embed these values. A Patient, Public and Staff Engagement (PPSE) Group will be established comprising as diverse a membership as possible, which will align all engagement collaborators across HDdUHB and ensure there is no duplication. A virtual engagement group will also be established encompassing groups with protected characteristics, as recommended by The Consultation Institute.</p> <p>Mrs Lloyd-Lubran emphasised the need to build on good practice to ensure the continuous engagement approach is adopted by all partners possibly through Regional Partnership Board and regional engagement plans. It is a good time to embed this work in preparation for the next cycle of area plans, population assessments and wellbeing plans which will inform the process as to what people across West Wales need and want from their public services and service providers.</p> <p>Mrs Lloyd-Lubran thanked Ms Griffiths and her team for their work.</p>	
	<p>The Stakeholder Reference Group NOTED the content of the new Continuous Engagement Plan.</p>	

SRG (22)41	CLINICAL LAND APPRAISAL – FEEDBACK/DISCUSSION FROM WORKSHOP / GWERTHUSIAD TIR CLINIGOL - ADBORTH/TRAFODAETH O'R GWEITHDY	
	<p>Mrs Lloyd-Lubran had not been able to attend the workshop that took place on 17th June 2022. Ms Dorrian had attended a local residents' workshop at which the major issues raised were transport and accessibility and staff accommodation.</p> <p>Mrs Lloyd-Lubran commented that the continuous engagement plan and good communication is very important in managing the change process for residents local to the new hospital site in a positive way.</p> <p>Miss Battle stated that HDdUHB has met with the three County Councils to discuss the detail of the five sites. A meeting has been arranged for 1st August 2022 for discussions with third sector organisations and collective Community Councils after which, HDdUHB will meet with Community Councils individually. HDdUHB is also reaching out to everybody who has written, to offer to meet. The technical appraisals of each site, which also give weight to transport and access issues, will be considered by Public Board at the meeting on 4th August 2022. Miss Battle added that the teams involved in stroke services did not think the location of the new site was an issue, however obstetrics and paediatric services felt the new site would be better located further east on the basis of the number of births and therefore services required in that area. Miss Battle added further that accommodation for staff was also a key issue that will be addressed as part of the workforce plan. Miss Battle confirmed that the full report, incorporating finance, costings, outcomes, views and comments and all evidence of a robust process, will be presented to Board for very detailed discussion and decision as to the chosen site.</p> <p>Mrs Alwena Hughes Moakes commented that up-to-date resources were available on the website regarding the new urgent and planned care hospital project, including Frequently Asked Questions (FAQs). She is very happy to share those resources and to engage with anyone or any group(s). Mrs Hughes Moakes added that a communications officer had been appointed and would be dedicated resource in this respect.</p> <p>Miss Battle stated that she had taken the opportunity to write to each member of the Senedd to summarise HDdUHB's business case, in particular, to highlight integrated healthcare centres and the sequencing which HDdUHB will put in place before the new hospital is built. There is no intention of changing the current two hospitals until the new hospital is operational. Miss Battle had also written to the County Councils and Community Councils and is happy to share the letter with SRG members who can share more widely through their own networks. Miss Battle and Mr Steve Moore, Chief Executive, are very</p>	<p style="text-align: right;">AHM/ SH</p>

	<p>happy to meet with individuals or groups in person which Mrs Hughes Moakes will facilitate.</p> <p>Mrs Lloyd-Lubran stated that it is important stakeholders are engaged as more detail emerges and decisions are made in order that they can be advocates for the messaging around developments and progress. Mrs Hughes Moakes requested that any questions or issues raised with partner organisations, or any rumours heard, are shared with her in order she can understand the nature of any issues and that concerns can be addressed.</p> <p>Miss Battle stated that this matter went to Cabinet on 11th July 2022 for discussion along with business cases from Cardiff, for a new health centre, and North Wales, for a hospital in Wrexham. It was noted that the business case for HDdUHB is for a transformation of the healthcare system in the area.</p> <p>Mrs Lloyd-Lubran was assured that a quality impact assessment would be undertaken in terms of the environmental impact of all of the five sites in view of the concerns around accessibility and transport and it was noted that Natural Resources Wales (NRW) had been involved in the process to identify potential sites.</p> <p>Mrs Lloyd-Lubran requested that the 'New Urgent and Planned Care Hospital Project' is an agenda item for update at the November 2022 SRG meeting as there will no doubt be much to report in terms of progress and development. It may well be that an SRG briefing is necessary before the November 2022 meeting. Mrs Hughes Moakes undertook to share communications on this matter between meetings.</p>	<p>ALL AHM</p> <p>SH HL-L AHM</p>
	<p>The Stakeholder Reference Group NOTED the Clinical Land Appraisal update.</p>	
<p>SRG (22)42</p>	<p>RECOMMENDATION TO THE BOARD / ARGYMHELLIAD I'R BWRDD</p> <p>Mrs Lloyd-Lubran summarised the salient points discussed at the SRG meeting to include:</p> <ul style="list-style-type: none"> • Integrated Medium-Term Plan: To share headline information with stakeholder groups in order to engage the wider community. • Continuous Engagement: Again, to share information and involve stakeholder group in order to share information with the wider community and support and roll out best practice. • Clinical Land Appraisal: The need for recurring updates on the development of the new Urgent and Planned Care Hospital Project. 	
<p>SRG (22)43</p>	<p>SRG UPDATE REPORT TO MAY 2022 PUBLIC BOARD / ADRODDIAD DIWEDDARU SRG I FWRDD CHYEDDUS MAI 2022</p> <p>Mrs Lloyd-Lubran advised that the SRG Update Report to the May 2022 Public Board has been included with the papers for the SRG meeting on 19th July 2022 for information.</p>	

SRG (22)44	OPERATIONAL AND ANNUAL PLAN UPDATE / DIWEDDARIAD AR Y CYNLLUN GWEITHREDOL A BLYNYDDOL	
	Mrs Lloyd-Lubran advised that the Operational and Annual Plan Update has been included with the papers for the SRG meeting on 19 th July 2022 for information.	
SRG (22)45	SRG ANNUAL WORKPLAN 2022-23 / CYNLLUN GWAITH BLYNYDDOL SRG 2022-23	SH
	Members received the SRG Annual Workplan 2022-23 for information. The SRG Workplan 2022-23 would be updated to include, for the November 2022 meeting: <ul style="list-style-type: none"> • Cluster plans: progress, process and development • Waiting well/waiting lists activity in HDdUHB • IMTP Strategic Objective - to be decided • New Urgent and Planned Care Hospital Project 	
SRG (22)46	ANY OTHER BUSINESS / UNRHYW FUSNES ARALL	
	UK Inquiry: What do you think about the response to COVID-19 in Wales - what impact did the pandemic have on you?: Ms Wynn thanked Mrs Lloyd-Lubran for a positive and inspiring meeting. She added that this was an exciting time for the Community Health Council whose focus until October 2022 is to continue the Welsh Government 's project gathering people's experiences of access to NHS services during COVID-19 pan-Wales. <i>Miss Battle left the meeting</i> Ms Wynn asked for SRG members' help to distribute the survey as widely as possible. The feedback will form part of a UK-wide survey and Ms Wynn undertook to share the results as and when they are available. Eisteddfod Mrs Lloyd-Lubran referred to the Eisteddfod to be held in Tregaron from 30 th July to 6 th August 2022 and asked if any members will have a presence. Ms Wynn was unsuccessful in her application for a trade stand. Mrs Hughes Moakes confirmed that HDdUHB will have a trade stand for a number of teams and services to host events and activities. The overall theme of the stall is HDdUHB's strategy for 'A Healthier Mid and West Wales'. Mrs Hughes Moakes and Ms Wynn will liaise regarding the possibility of sharing some time on the HDdUHB's trade stand. Mrs Lloyd-Lubran confirmed that Ceredigion Association of Voluntary Organisations (CAVO) will also have a presence with the Wales Council for Voluntary Action (WCVA).	LW/ SH ALL AHM/ LW

Community Health Councils were looking to introduce Dr Medwin Hughes, recently appointed Chair to the Board of CVB, to people at this year's National Eisteddfod, however, due to Dr Medwin Hughes' unavailability, this was stood down.

Dementia Workstream

Ms Dorrian outlined work Carmarthenshire Association of Voluntary Services (CAVS) is undertaking in line with dementia workstream 1 to engage and raise awareness in Pembrokeshire with regard to what good dementia care looks like. The results will be available in October/November 2022. CAVS will have a presence at the Pembrokeshire Show on 17th/18th August 2022 in Witybush.

SRG (22)47 DATE AND TIME OF NEXT MEETING / DYDDIAD AC AMSER Y CYFARFOD NESAF

Tuesday, 15th November 2022
 Tuesday, 17th January 2023