

JC Williams (Elizabeth Williams Endowment) Fund Administration Committee

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 March 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Administration Committee - Approval to Seek the Release of Funds Held in the JC Williams (Elizabeth Williams Endowment) Fund
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas – Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Paul Williams - Assistant Director of Strategic Planning Rachel Stuart – Planning Project Manager

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

This paper provides the Administration Committee (AC) with the current position relating to the J C Williams (Elizabeth Williams Endowment) Fund, and the release of the legacy funds currently standing at \$1.274m, which is held by the Private Bank (PNC), acting as Trustees under deed of Trust of the JC Williams (Elizabeth Williams Endowment) Fund. The funds are required to supply the capital costs for construction of a Hydrotherapy Pool at the Pentre Awel Village, Llanelli.

A Charitable Funds Committee (CFC) meeting held on 3rd October 2018 acted as the AC for the JC Williams Fund and re-affirmed its approval made at a CFC on 15th March 2018 of the proposal for the development of the Hydrotherapy Pool at the Pentre Awel site. The meeting however, of 3rd October 2018 did not have the appropriate representation to form the AC in compliance with the Elizabeth Williams Endowment Fund's Plan and Articles (See Appendix 1).

This paper asks that the AC confirms compliance with the JC Williams (Elizabeth Williams Endowment) Fund's Plan and Articles, for the use of funds to develop the Hydrotherapy Pool service. This will allow Hywel Dda University Health Board's (HDdUHB) Director of Finance (on behalf of the Corporate Trustee) to approach PNC to request the release of funds as directed by the AC to Hywel Dda Health Charities (the Charity). The release will allow for the Charity to gift the funding to Carmarthenshire County Council (CCC) for the development of a Hydrotherapy Pool at the Pentre Awel site to go ahead. It will also put the Corporate Trustee in a position to approach the external Hydrotherapy Pool Committee (HPC) for the release of their £300k to the Charity in support of the Hydrotherapy Pool service as previously endorsed by the CFC.

Cefndir / Background

Below is a timeline breakdown of activity. For full details (See Appendix 2 – Project Initialisation Document (PID)). Appendices to the PID are made available upon request.

- In 2012, PNC approved a proposal submitted to HDdUHB to provide a financial contribution to the development of a Hydrotherapy Pool at the Heol Goffa, Llanelli site from its Elizabeth Williams Endowment Fund.
- On 15th March 2018, the CFC received a position paper from Carmarthenshire County Director & Commissioner relating to the development of a Hydrotherapy Pool at the Pentre Awel site (of note: discussions by this time had moved on from the Heol Goffa site in 2012, where a more appropriate site was identified – Pentre Awel). At this meeting, the committee supported the recommendation to proceed and progress discussions with PNC to agree the next steps to draw down the capital funding held in the USA.
- On 3rd October 2018, the CFC received an SBAR from the Director of Partnerships and Corporate Services following its correspondence with PNC in order to begin the process of drawing down funds. HDdUHB was asked to demonstrate that it had enacted its responsibilities relating to the Plan and Articles of the Elizabeth Williams Endowment Fund and that it would comply with Article I (Purpose) and Article IV (Duties). The CFC acting as the AC was asked to consider and re-affirm its proposal (CFC 15th March 2018) for the development of the Hydrotherapy Pool at the Pentre Awel site.

The CFC discussed these responsibilities in detail. The Board Secretary confirmed that the CFC as an official committee of the Board, was able to act as the AC for the Elizabeth Williams Endowment Fund. The following recommendations were approved:

- Consider and reaffirm its approval of the proposals for the development of a Hydrotherapy Pool at the Pentre Awel site.
- Consider and reaffirm its commitment to the approval of the disbursement of funds from the Elizabeth Williams Endowment Fund for the development of a Hydrotherapy Pool at Pentre Awel site, subject to the development of a robust business case detailing any revenue implications for HDdUHB and associated timescales.
- Confirm its support to progress discussions with PNC regarding the process for accessing the fund for the aforementioned development and during this process to secure approval and confirmation from PNC of their intention to disburse funds and detail the process and timescales.
- Ensure written confirmation was received from Carmarthenshire County Council (CCC) that the UHB would not be liable and responsible for any ongoing revenue costs including management, maintenance and upkeep.
- Agree moving forward that the CFC would act as the AC and ensure this is communicated this to PNC.

The Head of HDdUHB Charities advised that regular updates on progress would be presented to the committee. The Board Secretary and Head of Charities confirmed they would be meeting with representatives from the Community Health Council (CHC) following this meeting to seek their support for the approved recommendations.

The CHC confirmed their support and noted their interest in accessing further information on the development. The Head of Charities agreed to pass contact details to CHC members and that those members would then make enquiries within the CHC regarding their involvement in the Pentre Awel Project Board.

- On 19th January 2021, a HDdUHB Hydrotherapy Task and Finish Group meeting established the following timeline which aligns with the requirement to advise Carmarthenshire County Council (CCC) that the necessary funds are available within their timeline for the letting of the contracts associated with the Pentre Awel construction:

Timeline	Action
27 01 21	<i>Executive Team approval of annual therapy cost.</i>
10 03 21	<i>Convene and gain AC agreement on the release of funds from PNC to the Charity.</i>
10 03 21	<i>Following AC sign off to approach PNC to formally request the release of funds and gain approval for that release.</i>
<i>Following PNC sign off to release funds</i>	<i>CFC approach the Hydrotherapy Pool Committee (HPC) for the release of £300k of funds to be released to the Charity to contribute additional funding in support of the Hydrotherapy Pool.</i>
<i>Prior to 25 03 21 Trustees</i>	<i>MoU between UHB and CCC in place for on-going operations of the Hydrotherapy Pool.</i>
25 03 21	<i>Charity Corporate Trustee Meeting. Report to Corporate Trustee to seek approval to gift funds from CFC to CCC.</i>
31 03 21	<i>Date by which Charity needs to confirm to CCC that funding is available to secure the building of a Hydrotherapy pool to specified design.</i>

Asesiad / Assessment

Pentre Awel, is a 'one in a generation' development to be located across 83 acres of Joint Venture land in South Llanelli. It will be the first development of its kind in Wales, creating a unique ecosystem that co-locates business, research, academia, health and leisure within landmark infrastructure. The project responds to related challenges and opportunities within the region across a number of areas. Communities across South West Wales face considerable socio-economic difficulties, generally accompanied by poor health and limited access to support services.

HDdUHB's therapy services proposes to utilise the Hydrotherapy Pool for rehabilitative and therapeutic interventions for 10 sessions per week (Mon-Fri 8.30-4.30). This reflects the aim to work across traditional boundaries to create better outcomes for our population and efficiencies. The integrated pathways created will maximise the adjacencies of the Clinical Delivery Centre, Hydrotherapy Pool and wider leisure facilities (including the gymnasium).

A significant amount of collaboration has been undertaken between HDdUHB and CCC, supported by consultants ARUP in developing the specifications and costings for the development of the Hydrotherapy Pool at the Pentre Awel development in Zone 1. (See Appendix 2 – PID: (Page 11 to 14: Ch2 Scope Plan/Specifications / Page 15: Ch3 Benefits / Page 17: Costings).

HDdUHB has been asked to confirm that it has, and will, comply with Article 1 (Purpose) and Article IV (Duties) of the Plan for Administration.

- In respect of Article I, we can demonstrate that the development of the Hydrotherapy pool is an integrated hospital and community health service for the area served by Prince Philip Hospital, and has been discussed at regular intervals at the Llanelli Pentre Awel Village Project Board and the CFC. The PID further demonstrates the evaluation of the service area and integrated nature of the proposed development.
- In respect to Article IV, we can demonstrate that the evaluation of the needs of the service area has been undertaken through discussion at the aforementioned meetings. In respect of section 2 (No Accumulations) and section 3 (Reports), these sections would be undertaken by the Director of Finance on receipt of any funds from the Elizabeth Williams Endowment Fund, in accordance with the written timescales specified within the plan.

Argymhelliad / Recommendation

The Administration Committee is asked to:

- Consider and approve the proposal for the development of a Hydrotherapy Pool at Pentre Awel Village.
- This paper asks that the AC confirms compliance with the JC Williams (Elizabeth Williams Endowment) Fund's Plan and Articles, for the use of funds to develop the Hydrotherapy Pool service. This will allow HDdUHB's Director of Finance (on behalf of the Corporate Trustee) to approach PNC to request the release of funds as directed by the AC to Hywel Dda Health Charities (the Charity). The release will allow for the Charity to gift the funding to Carmarthenshire County Council (CCC) for the development of a Hydrotherapy Pool at the Pentre Awel site to go ahead. It will also put the Corporate Trustee in a position to approach the external Hydrotherapy Pool Committee (HPC) for the release of their £300k to the Charity in support of the Hydrotherapy Pool service as previously endorsed by the CFC.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	N/A
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	N/A
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	1. Staying Healthy 3. Effective Care 6. Individual care 7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Starting and developing well 2. Living and working well. 3. Growing older well. 5. Deliver, as a minimum requirement, outcome and delivery framework work targets and specifically eliminate the need for unnecessary travel & waiting times, as well as return the organisation to a sound financial footing over the lifetime of this plan

<p>Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report</p>	<p>2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS 4. Improve Population Health through prevention and early intervention, supporting people to live happy and healthy lives 5. Offer a diverse range of employment opportunities which support people to fulfill their potential 8. Transform our communities through collaboration with people, communities and partners</p>
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Gwybodaeth Ychwanegol: Further Information:	
<p>Ar sail tystiolaeth: Evidence Base:</p>	<p>The design development work has been undertaken by ARUP Limited based on consultations held with representatives of Hywel Dda University Health Board and Carmarthenshire County Council.</p> <p>The work has been benchmarked against best practice design for hydrotherapy facilities. This has included reference site visits to facilities in Cardiff, Star College and Bath University Hospital, and desktop/market research of hydrotherapy pools and associated equipment, including HydroWorx, Hippo Leisure and Dolphin Mobility.</p>
<p>Rhestr Termau: Glossary of Terms:</p>	<p>All terminology is explained within the report.</p>
<p>Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Administration Committee</p>	<p>Pentre Awel CCC Project Board and Sub-Groups Pentre Awel HDdUHB/CCC Hydrotherapy Working Group HDdUHB Charitable Funds Committee CCC, Council Management Team CCC, Preliminary Executive Board CCC Executive Board</p>

Effaith: (rhaid cwblhau) Impact: (must be completed)	
<p>Ariannol / Gwerth am Arian: Financial / Service:</p>	<p>There are two elements which will provide the capital to construct and fit out the Hydrotherapy Pool at Pentre Awel:</p> <ol style="list-style-type: none"> 1. The Hydrotherapy Pool committee holds c. £300k and wishes to transfer these funds to the Health Board to hold as a contribution towards the capital or revenue costs of the pool at Pentre Awel. 2. \$1.274 m held in the JC Williams Trust which in PNC Bank Pittsburgh. Together with the funds £300k will provide the requisite capital to construct and fit-out the hydrotherapy pool at Pentre Awel.
<p>Ansawdd / Gofal Claf: Quality / Patient Care:</p>	<p>Services delivered will focus on wellness and not on illness and therefore on living and staying healthy and independent longer. When care is required the person will be placed at the centre of decision making and enabled to take a key role in that process.</p>

Gweithlu: Workforce:	<p>The staffing for the Hydrotherapy pool clinical operation will be provided by Hywel Dda University Health Board.</p> <p>Maintenance operation will be provided by Carmarthenshire County Council</p>
Risg: Risk:	<p>Project Board has delegated responsibility for the management of risk to the Project Management Office.</p>
Cyfreithiol: Legal:	<p>Legal agreement to be developed to satisfy the conditions of the Trust fund.</p> <p>Legal framework to be formed between CCC and HDdUHB. Staff indemnity for provision delivered by offering a service in CCC premises will be covered in the MoU.</p>
Enw Da: Reputational:	<p>The plan to develop a hydrotherapy pool in Llanelli has been under consideration for a number of years. To deliver a state of the art facility will be positive for the Health Board and will provide improved opportunities and capacity for rehabilitation within the community.</p>
Gyfrinachedd: Privacy:	<p>Data systems used within Pentre Awel will be based on the Public Sector Broadband Aggregation (PSBA). Discussions have been undertaken between Carmarthenshire County Council and HDdUHB Informatics Department to maximise opportunities for joint working whilst ensuring cyber security.</p> <p>Detailed planning will ensure appropriate, future proofed infrastructure is created.</p>
Cydraddoldeb: Equality:	<ul style="list-style-type: none"> • Has EqIA screening been undertaken? Yes <p>Consideration has been given to protected equality groups as part of the Health Impact Assessment (HIA) in order that these demographic cohorts are given 'due regard' within the business and service planning processes for Pentre Awel. The HIA sought to establish a suitable evidence base, gathering quantitative and qualitative data about those with protected characteristics, in order that a robust assessment can be made about the positive and negative impacts the development may have on those categorised as vulnerable or disadvantaged.</p>

NH

PLAN FOR ADMINISTRATION

ELIZABETH WILLIAMS ENDOWMENT
(for Llanelli Hospital, now Prince Philip Hospital, Llanelli)

RECITALS

1. P.N.C Private Bank, successor to Pittsburgh National Bank, which had previously succeeded Fidelity Trust Company, of Pittsburgh, Pennsylvania, United States of America, ("Trustees"), is trustee under deed of Trust of John C. Williams, deceased, dated 28th August, 1931 as supplemented by agreement dated 20th October, 1934 ("Trust") and recorded on 30th August, 1939, in the Office of the Clerk of the Orphan's Court of Alleghany County, Pennsylvania, in Trust Inter Vivos Docket Number 2, page 241; and
2. The Trust provides inter-alia, that the income be distributed :
"one-third (1/3) to the Llanelli (sic.) Hospital, located at Llanelli, South Wales (sic.) to be known as the Elizabeth Williams Endowment"
3. As a result of Government re-organisation in Great Britain, the different purposes for which the money was to be applied, and for administrative convenience, the Court by decree dated the 6th February, 1958, established a separate trust consisting of 1/3 of the principal of the trust for the benefit of Glantawe Hospital Management Committee (Llanelli Hospital, now Prince Philip Hospital, Llanelli).
4. The Llanelli/Dinefwr NHS Trust is now the body charged with the responsibility of operating the Llanelli Hospital (now Prince Philip Hospital) and of managing and controlling its property and affairs.

FINANCE
24 NOV 1998
OFFICE

FINANCE
10 NOV 1998
OFFICE

C:\David\Report\1998\March\ElizWill.rec(15.04.98)

5. Representatives of the Trustee met with Officers and representatives of both the Trust and the Llanelli Community Health Council at the Offices of the Trust on the 28th January, 1998 for the purpose of reviewing and discussing the administration of the Trust.
6. It was agreed that the Articles of the Trust should be reviewed in the light of the current Health organisational set-up in Llanelli.

ARTICLE I - PURPOSE

The purpose of the Elizabeth Williams Endowment ("Endowment") shall be to provide funds for integrated hospital and community health service for the area served by Prince Philip Hospital, including all subsidiary hospitals ("Hospital") which service cannot currently be fully provided through funding from any other source.

ARTICLE II - AREA OF SERVICE

The area served by the hospital ("service area") shall be the catchment area as shown on Appendix A. It shall comprise of the following local government wards.

Bigyn	Hengoed
Burry Port	Kidwelly
Bynea	Llangennech
Dafen	Lliedi
Elli	Llwynhendy
Felinfoel	Pembrey
Glan-y-Mor	Swiss Valley
Glyn	Trimsaran
Hendy	Tyisha

ARTICLE III - DISTRIBUTIONS

The Director of Finance of the Trust shall receipt for and hold funds paid to him by the Trustee and shall make distributions at such time and in such manner as directed by the Administrative Committee.

ARTICLE IV - DUTIES

Section 1. Use of Funds

The Administration Committee shall at least annually evaluate the needs of the service area and make distribution or distributions consistent with the purpose of this plan as stated in *Article I*.

Section 2. No Accumulations

The Administration Committee shall make distribution of all funds within eighteen months of receipt by the Director of Finance.

Section 3. Reports

The Administration Committee, through its Administrator, shall annually prepare a detailed written report of the distributions made during the prior 12 months and of the proposed distributions for the next 12 months. The Administrator shall file a copy of the Administration Committee's Report with the Trustee within 30 days after the end of each 12 month period.

ARTICLE V - ADMINISTRATION COMMITTEE

Section 1.

Membership

The Committee shall be composed of 7 members. The members by title shall be :-

Chairman, Llanelli/Dinefwr NHS Trust

Chief Executive, Llanelli/Dinefwr NHS Trust

Director of Nursing, Llanelli/Dinefwr NHS Trust

Medical Director, Llanelli/Dinefwr NHS Trust

Director of Finance, Llanelli/Dinefwr NHS Trust

In addition 5 members by title shall elect two citizens from the service area who will be nominated by the Llanelli/Dinefwr Community Health Council. They shall each serve for a three year term. No elected member may serve two successive terms.

Section 2.

Successor

If the Trust shall no longer be the Administrative Agency for the service area, the comparable officials of the Successor Body shall serve by title and shall be recognised as members by their respective titles of the Administration Committee upon submission to the Trustee of satisfactory evidence of their authority.

If any elected member is unable or unwilling to serve for a full term, the members by title shall elect a replacement to fill the unexpired term.

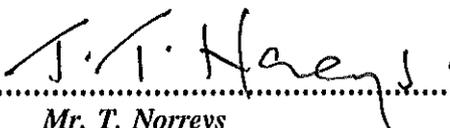
Section 3.

Meetings

The Administration Committee shall meet at such time and place, but not less frequent than annually, as it shall determine and shall make rules and regulations with respect to meetings and its business, provided that no rules, regulations or business shall be inconsistent with the provisions of this plan.

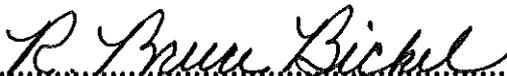
Approved and adopted this TWENTIETH day of NOVEMBER 1998

Chairman, Llanelli/Dinefwr NHS Trust



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Mr. T. Norreys

Senior Vice-President, P.N.C Private Bank



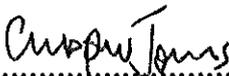
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Mr. R. Bruce Bickel

Secretary, Llanelli/Dinefwr C.H/C



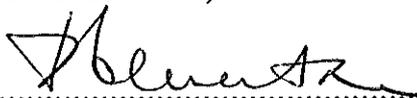
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Mr. M. Morris

Chief Executive, Llanelli/Dinefwr NHS Trust



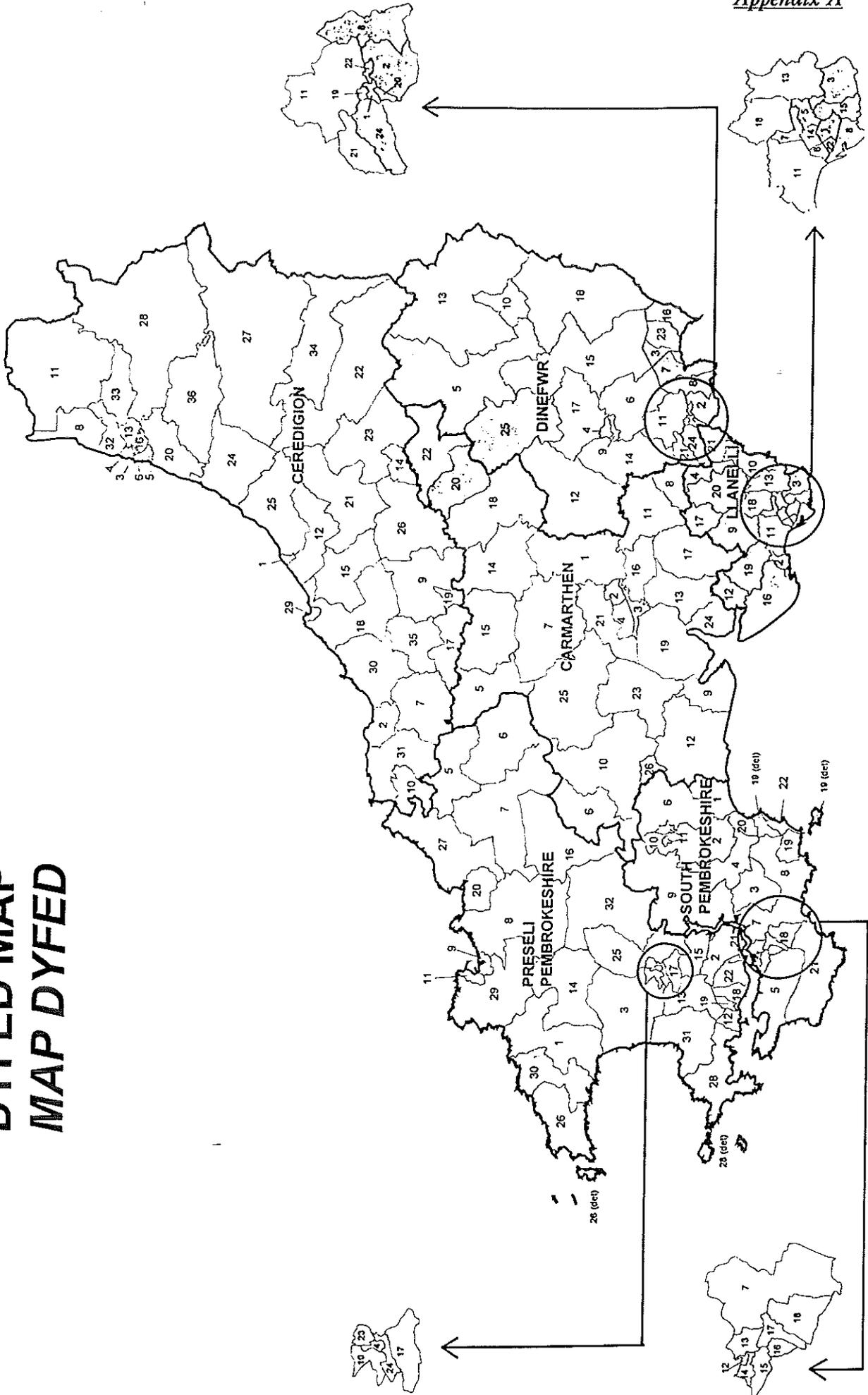
.....
Mr. C. Jones

Director of Finance, Llanelli/Dinefwr NHS Trust



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Mr. D. Clementson

DYFED MAP
MAP DYFED



DYFED WARDS WARDIAU DYFED

CARMARTHEN CAERFYRDDIN	CEREDIGION CEREDIGION	DINEFWR DINEFWR	LLANELLI LLANELLI	PRESELI PEMBROKESHIRE PRESELI, SIR BENFRO	SOUTH PEMBROKESHIRE DE PENFRO
1 Abergavili Abergavili	1 Aberaron Aberaron	1 Amantford Rhydaman	1 Blynn Blynn	1 Brawdy Breaduth	1 Amroth Llanrhath
2 Carmarthen Town North Gogledd Tref Caerfyrddin	2 Aberporrh Aberporrh	2 Betws Betws	2 Bury Port Y Tywyn Bach	2 Burton Burton	2 Begelly Begelly
3 Carmarthen Town South De Tref Caerfyrddin	3 Aberystwyth East Dwyrain Aberystwyth	3 Brynaman Brynaman	3 Brynau Y Brynau	3 Camrose Camrose	3 Carew Carew
4 Carmarthen Town West Gorllewin Tref Caerfyrddin	4 Aberystwyth North Gogledd Aberystwyth	4 Castell Castell	4 Cross Hands Cross Hands	4 Castle Y Castell	4 East Williamston Dwyrain Williamston
5 Cenarth Cenarth	5 Aberystwyth South De Aberystwyth	5 Cynwyl Gobo Cynwyl Gobo	5 Dalen Dalen	5 Cilgeran Cilgeran	5 Hundleton Hundleton
6 Cynnderwen Cynnderwen	6 Aberystwyth West Gorllewin Aberystwyth	6 Flafrfach Flafrfach	6 Elli Elli	6 Clyday Clyday	6 Lampeter Velfrey Llanbedr Eilefrio
7 Cynwyl Eifed Cynwyl Eifed	7 Baulah Baulah	7 Garmant Garmant	7 Fainfoel Fainfoel	7 Crmrych Crmrych	7 Lamphey Llandyfa
8 Gorsias Gorsias	8 Borth Borth	8 Glanamau Glanaman	8 Fainfoel Fainfoel	8 Dinas Cross Dinas Cross	8 Manorbier Maenorbyr
9 Laugharne Township Treflan Talacharn	9 Capel Dewi Capel Dewi	9 Llanddolio Llanddolio	9 Glyn Glyn	9 Fishguard Garth	9 Martletwy Martletwy
10 Llanboidy Llanboidy	10 Cardigan Cardigan	10 Llanydovey Llanydovey	10 Hendy Hendy	10 Garth Garth	10 Narberth Rural Arberth Medrig
11 Llanddarog Llanddarog	11 Ceulanmaesmawr Ceulanmaesmawr	11 Llanydoby Llanydoby	11 Henpedd Henpedd	11 Goodwick Wag	11 Narberth Urban Arberth Drelol
12 Llanddowror Llanddowror	12 Ciliau Aeron Cilau Aeron	12 Llanegwad Llanegwad	12 Kildwely Cydweli	12 Hakin Hakin	12 Pembroke Dock Central Canol Doc Penfro
13 Llandyfaelog Llandyfaelog	13 Faenor Faenor	13 Llanfangel Llanfangel	13 Llansennech Llansennech	13 Johnston Johnston	13 Pembroke Dock Llanlon Llanlon Doc Penfro
14 Llanfihangel-ar-Arth Llanfihangel-ar-Arth	14 Lampeter Lampeter	14 Llanfihangel Aberdythych Llanfihangel Aberdythych	14 Lledi Lledi	14 Letterston Trelleart	14 Pembroke Dock Market Marchnad Doc Penfro
15 Llangoleer Llangoleer	15 Llanarth Llanarth	15 Llanguadog Llanguadog	15 Llwynhendy Llwynhendy	15 Liangwm Liangwm	15 Pembroke Dock Penrar Penrar Doc Penfro
16 Llangunnor Llangunnor	16 Llanbadarn Fawr Llanbadarn Fawr	16 Llynelli Llynelli	16 Pembrey Pembrey	16 Maenclochog Maenclochog	16 Pembroke Monkton Cil-maen Penfro
17 Llangyndeyrn Llangyndeyrn	17 Llandyfriog Llandyfriog	17 Manordolio Manordolio	17 Pontyberem Pontyberem	17 Merli's Bridge Pont Fadlun	17 Pembroke St Mary Santes Fair Penfro
18 Llanllwini Llanllwini	18 Llandysliogogo Llandysliogogo	18 Myddfai Myddfai	18 Swiss Valley Swiss Valley	18 Milford Central and East Canol a Dwyrain Aberdaugleddau	18 Pembroke St Michael St Michael Penfro
19 Llanstifan Llanstifan	19 Llandysul Town Tref Llandysul	19 Myddnhych Myddnhych	19 Trimsaran Trimsaran	19 Gogledd a Gorllewin Aberdaugleddau Gogledd a Gorllewin Aberdaugleddau	19 Penally Penallun
20 Llanysydder Llanysydder	20 Llanfarian Llanfarian	20 Penllynnon Penllynnon	20 Tumble Y Tymbl	20 Newport Newport	20 Saundersfoot Saundersfoot
21 Newchurch Llannewydd	21 Llanfihangel Ystrad Llanfihangel Ystrad	21 Penygroes Penygroes	21 Tyccros Tyccros	21 Neyland East Dwyrain Neyland	21 Stackpole Stackpole
22 Pencarreg Pencarreg	22 Llangelitho Llangelitho	22 Pontlanman Pontlanman	22 Tysha Tysha	22 Neyland West Gorllewin Neyland	22 Tenby Dinbychy-psygod
23 St Clears Sanciler	23 Liangybi Liangybi	23 Quarter Bach Quarter Bach		23 Prendergast Prendergast	
24 St Ishmael Llanismael	24 Llanrhystyd Llanrhystyd	24 Saron Saron		24 Priory Priory	
25 Trelech Trelech	25 Llanantffraid Llanantffraid	25 Talley Tallychau		25 Rudbaxton Rudbaxton	
26 Whitland Hendy-Gwynn ar Daf	26 Llanwenog Llanwenog			26 St David's Tyddewi	
	27 Lledrod Lledrod			27 St Dogmaels Llandudoch	



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

Hywel Dda University Health Board Project Initiation Document (PID)

Llanelli Pentre Awel - Hydrotherapy Pool

Working Document

Authors:

Hywel Dda University Health Board
Rachel Stuart Planning Project Manager
Paul Williams Assistant Director Strategic Planning

Revision 1.2
Last review: 27 03 21

Doc No:	HDUHB 0.1	Llanelli Pentre Awel – Hydrotherapy Pool	 	Bwrdd Iechyd Prifysgol Hywel Dda University Health Board
Rev No:	02			
Created:	04/01/21			
Last Review				

➤ **Project/Programme Details**

Project/Programme Name	Llanelli Pentre Awel – Hydrotherapy Pool		
Project Organisation	The Hydrotherapy Pool construction and operational delivery will form a work stream of the wider Pentre Awel project.		
Start Date	Tender Main Contractor January 21	Completion Date	Anticipated completion June 23

➤ **Document Details**

Version	Status (draft or approved)	Date	Author/Editor	Details of changes
V1.1		08 01 21	Rachel Stuart Planning	Initial Draft
V1.2		25 03 21	Rachel Stuart Planning	Project Group Changes
V1.3		03 03 21	Rachel Stuart Planning	Project Group Changes

Doc No:	HDUHB 0.1	Llanelli Pentre Awel – Hydrotherapy Pool	 	Bwrdd Iechyd Prifysgol Hywel Dda University Health Board
Rev No:	02			
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- 1.2 Aim of the Project Initiation Document (PID)
- 1.3 Background to the Project

Chapter 2: Scope.

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- 2.2 Zone 1 – Hydrotherapy Pool - Pentre Awel Development
- 2.3 Health Impact Assessment (HIA)

Chapter 3: Benefits and costs.

- 3.1 Benefit
- 3.2 Costs

Chapter 4: Constraints and Risks.

- 4.1 Constraints
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Chapter 5: Deliverables

Chapter 6: Project Quality Plan

Chapter 7: Major Dependencies

Chapter 8: Stakeholders

Chapter 9: Project Organisation

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Chapter 10: Appendices

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Appendix 2	SBAR to Charitable Funds Committee (CFC) from County Director & Commissioner Carmarthenshire / Position Paper CCC 15 03 18
Appendix 3	Letter HDdUHB Head of Physiotherapy 22 05 18
Appendix 4	Minutes of Extraordinary meeting HPC 17 07 18
Appendix 5	SBAR HDdUHB Partnership & Engagement Director 03 10 18
Appendix 6	JC Williams (Elizabeth Williams Endowment) Fund - Trust Admin Committee constitution 1998 Plan and Articles.
Appendix 7	Extract CFC Minutes 03.10.18
Appendix 8	Hydrotherapy Working Group Minutes 05 03 20
Appendix 9	SBAR to Charitable Funds Committee from Director of Planning, Performance and Commissioning 15 09 20
Appendix 10	CFC Minutes 15 09 20
Appendix 11	Hydrotherapy T&F Group Action Notes 01 12 20 / 08 01 21 / 19 01 21
Appendix 12	SBAR Director of Finance to Executive Team – Sign off of Annual Revenue Costs for the Hydrotherapy Pool 27 01 21
Appendix 13	Executive Team minutes extract 27 01 21
Appendix 14	City Deal Business Case Pentre Awel - Super Summary 30 10 20
Appendix 15	ToRs Hydrotherapy Working Group – Annex 4, Page 9
Appendix 16	HIA Executive Summary
Appendix 17	Llanelli Hydro Pool Costings as at 27 01 21
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Chapter 1. Introduction

1.1 Aim of the Project.

To provide a Hydrotherapy Pool for Hywel Dda University Health Board's (HDdUHB) constituent population in the Llanelli area. There is a longstanding and unmet need for a Hydrotherapy Pool in this area with currently a single Hydrotherapy Pool sited at Glangwili General Hospital (GGH), in Carmarthen, serving the whole of HDdUHB. The traveling distance and time (approximately 24 miles from Llanelli, taking 35 minutes travel each way) makes it challenging for clients from the Llanelli area and other areas within the Health Board agreeing to referral for hydrotherapy in GGH. Hydrotherapy is a recognised evidence based intervention with proven benefits for a wide range of conditions in both adults and children (All Wales Guidance for Access to Hydrotherapy). The increased temperature along with the effects of buoyancy significantly reduce pain, improves muscle strength and reduces the effect of weight bearing.

If approved the project will serve approximately 50,000 constituents in the Llanelli area and alleviate pressures on the already aging GGH Hydrotherapy Pool (built 1968). The demand on this pool is mainly from residents of Carmarthenshire, specifically Carmarthen town and its surrounding area with a quarter of patients accessing GGH pool from the Llanelli area. The development of a new Hydrotherapy Pool in Llanelli, will allow greater capacity for patients from South Ceredigion and North Pembrokeshire to access the therapeutic facility at GGH and increase access for Llanelli residents to hydrotherapy.

The project will also provide a one-time opportunity for greater integration for health and leisure. Promoting health and wellbeing within the wellness village to prompt individuals to be empowered to look after their own health. This includes self-maintenance programmes for those with long-term conditions e.g. with neurological conditions, autism spectrum disorders and by Third sector organisations such as Versus Arthritis, Macmillan, Stroke Association.

Prior to the Covid19 pandemic this facility at GGH was running at full capacity (2,400 patients) with a waiting list of approximately 8 weeks. This is attributable to a 25 % increase in the service demands. Additionally, the future demand for rehabilitation and recovery of those affected both directly and indirectly by Covid19 will include supporting people awaiting paused routine interventions and who will have further deterioration in their functional ability e.g. those awaiting joint replacements (Welsh Government Rehabilitation: a framework for continuity and recovery). Planned care waiting times across the Health Board will be significant and prolonged. Investment into this project will help to alleviate the effects on the planned care delays by providing an alternative strategy for the population with short and long-term conditions to improve health and wellbeing through therapeutic intervention e.g. decrease pain intensity, decrease muscle spasticity. *(For a list of key benefits please see Chapter 4).*

1.2 Aim of the PID.

1. To gain Executive Team approval on annual revenue costs of for the Health Board. Full staffing breakdown in Chapter 4. 27 01 21 Approved – Executive Team.

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Title	Annual Cost
Staff Training	5,000
Staff Salary	158,659
Equipment	4,000
Total Health Board Annual Costs	167,659

- To demonstrate to Private Bank (PNC) the body that holds the J C Williams (Elizabeth Williams Endowment) Fund and to the Health Boards Administration Committee that the project adheres to the Plan and Articles within to allow the release of funds for construction and fit out of the Hydrotherapy Pool at Pentre Awel Village, Llanelli.
- To demonstrate to the Llanelli Hydrotherapy Pool Committee (HPC) that the project adheres to their request that the funds are used for the development of the Hydrotherapy Pool.

1.3 Background to the Project.

Funding for the Hydrotherapy Pool is potentially available from both legacy and charitable funds. The background to these funds and work carried out to release these are still ongoing and are summarised below:

1931 to 2017:

➤ J C Williams (Elizabeth Williams Endowment) Fund:

John Cydweli Williams was born in Kidwelly and educated at Llanelli. Following employment at Yspitty Tin Plate Works of Loughor, he emigrated to America where he became Chief Executive of a Steel Company. In August 1931, he established a Trust Fund with the Pittsburg National Bank (PNC), with the objective of providing additional facilities for the Llanelli General Hospital. Following his death in 1936, he left a \$1,000,000 Trust Fund that with effect from 1953, would provide scholarships for children of Kidwelly, Llanelli and Loughor Districts as well as the Hospital Annuity.

In 1959, a sum of money was provided from the Trust Fund for additional facilities at Llanelli General Hospital which provided the provision of Wards 8 and 9 at the Hospital. Since 1959, income from the Trust has been allowed to accumulate, and in May 1990, the Trustees agreed to fund the Capital cost of building a new Community Health Clinic in Llanelli. The Clinic was completed in 1984 at a cost of £210,934 and became operational June 1984. The Trustees agreed that the clinic be named in the memory of Mr J C Williams' wife and was duly named the Elizabeth Williams Clinic.

The Trust Fund was then allowed to accumulate further interest and in early 2000, the then Carmarthenshire NHS Trust¹ applied to Pittsburg National Bank to secure funding for the purchase of an MRI scanner in Prince Philip Hospital (PPH), Llanelli, which was successful. The Trust Fund was then allowed to accumulate further interest and in 2012, a number of proposals were submitted by the Health Boards Carmarthenshire County Director to the Pittsburg National Bank (PNC). Following consideration by the PNC

¹ Appendix 1 – Email Statutory Instruments from Llanelli Dinefwr NHS Trust to HDdUHB.

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Review Committee the Trustees confirmed funding towards the capital costs for a Hydrotherapy Pool within Llanelli.

➤ *Hydrotherapy Pool Committee (HPC) Fund:*

When Prince Philip Hospital (PPH) was commissioned, the Charitable Funds Committee (CFC) was established by the community to raise funds to build a Hydrotherapy Pool within the grounds of the Hospital. The then Carmarthenshire NHS Trust supported this commitment and a Trust Fund was established with public fundraising continuing for a number of years and receiving a high profile with the population in Llanelli. However, the Committee struggled to raise sufficient money to fund the capital build and meet the revenue consequences of the pool.

Following discussions with the HPC, the Carmarthenshire Trust transferred the money within the Trust Fund to the HPC and the fund was closed. The Committee have continued to raise funds and pursue opportunities within the Llanelli area to build a Hydrotherapy Pool.

During 2012, the Committee met with the Health Board’s County Management Team to explore the possibility of building the pool on the PPH site. Following a number of meetings, it was confirmed that the £340,000 in the HPC fund was still insufficient to meet the capital and revenue costs without adding a financial cost pressure to the County. With the support of the then Fundraising Officer, a proposal was developed and submitted with other proposals to the PNC to fund the capital costs of building the Hydrotherapy Pool.

In September 2012, the funding available was confirmed at \$959,777.21 by the Trust Officer/Account Manager, Institutional Client Services, PNC.

During 2012, the HPC met with the County Management Team to explore the possibility of building a Hydrotherapy Pool in Llanelli. Along with the HPC, discussions included the Heol Goffa² Special Needs School who were beginning to fundraise for a Hydrotherapy Pool on their school site. The Carmarthenshire Local Authority (LA) entered these discussions but expressed their concern as to the longevity of the Special Needs School staying within the Heol Goffa location. During this time, a proposal was submitted and funding approved by the Pittsburg National Bank (PNC) to fund the capital costs while the HPC agreed that their sum of money would be used to fund the revenue costs of the pool i.e. therapy support costs, equipment and training and education

The discussion as to the suitability of this site was to continue for a number of years as the Local Authority were concerned to operate a stand- alone Hydrotherapy Pool in a remote location from a quality, safety and governance perspective. The Local Authority then highlighted the potential for the Llanelli Wellness Village development and proposed that the Hydrotherapy Pool be built within the new Leisure Centre within the Wellness Village. The Special Needs School would still have access to this facility. However, there are now discussions to re-locate the Special Needs School to a site adjacent to the Llanelli Pentre Awel.

The Local Authority confirmed that if the Hydrotherapy Pool were built within the Leisure Centre, they would operationally manage the Hydrotherapy Pool from a governance, health and safety perspective. The pool would be managed and maintained by the Local Authority.

² Heol Goffa: A replacement Heol Goffa School is due to be constructed in Llanelli, the school is scheduled for completion in September 2023 and will, alongside therapy rooms include a hydrotherapy pool suited to the specific needs of the pupil cohort

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Funding for the Therapy staff would be sourced from the Hydrotherapy Pool Funds and the capital costs would be sourced from the PNC. Any capital requirements over and above that available from PNC would be the subject of discussion between HDdUHB and CCC.

The PNC Bank were approached to confirm that the funding was still available. In December 2016, the Finance Department were advised that the PNC valuation of \$1,203,898.17 which translates to £975,880.00 at the then exchange rate.

The HPC then requested that the funds they held for the development be transferred back to a Trust Fund within the Health Board and that this money be ring fenced to support the therapy staffing costs, equipment, training and education specifically for the Llanelli Hydrotherapy Pool. This proposal was ratified at a HPC Group Committee meeting.

2018 to Date:

- SBAR to Charitable Funds Committee (CFC) from County Director & Commissioner Carmarthenshire / Position Paper CCC 15 03 18.³

Summary.

The CFC received a position paper from Carmarthenshire County Director & Commissioner relating to the development of a Hydrotherapy Pool at the Llanelli Pentre Awel Village. The committee supported the recommendation to proceed with the development of a Hydrotherapy Pool. The head of Charitable Funds agreed to progress discussions with the PNC Financial Services Group to agree the next steps to draw down the capital funding held.

- Letter to HPC from HDdUHB Head of Physiotherapy 22 05 18.⁴

Summary.

Letters purpose was to summarise previous discussion and provide further information for consideration by the trustees of HPC. Highlighting any donation made to HDdUHB would be classed as a 'restricted donation' to be ring fenced to support equipment, therapy staffing costs and specialist education and training directly associated with the hydrotherapy pool as requested by HPC. Head of HDdUHB Physiotherapy acknowledged and support this request.

- Minutes of Extraordinary Meeting HPC 17 07 18⁵

Summary.

Updated member on the letter received from HDdUHB Head of Physiotherapy. HPC agreed that the HPC would transfer its funds £300,000 to HDdUHB Charities as a restricted contribution to the development and running of a hydrotherapy pool as part of the Wellbeing Hub.

- SBAR Partnership & Engagement Director 03 10 18⁶

Summary.

³ Appendix 2 SBAR to Charitable Funds Committee (CFC) from County Director & Commissioner Carmarthenshire / Position Paper CCC 15 03 18

⁴ Appendix 3 Letter Hd of Physiotherapy to HPC 22 05 18

⁵ Appendix 4 Minutes Extraordinary Meeting HPC 17 07 18

⁶ Appendix 5 SBAR HDdUHB Partnership & Engagement Director 03 10 18

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HDdUHB was asked to demonstrate that it had enacted its responsibilities relating to the Plan for Administration on JC Williams (Elizabeth Williams Endowment) Fund⁷ in that it complied with Article I (purpose) and Article IV (duties).

Article I:

HDdUHB demonstrated that the development of the Hydrotherapy Pool was an integrated hospital and community health service for the area served by PPH and has been discussed at regular intervals at the Llanelli Wellness Village Project Board and CFC.

Article: IV:

HDdUHB demonstrated that an evaluation of the needs of the service area had been undertaken through discussions on 15 03 18 (above). Hywel Dda University Health Board agreed that these actions would be undertaken by the Director of Finance on receipt of any funds from the JC Williams (Elizabeth Williams Endowment) Fund within the specified timescales highlighted in the plan.

The SBAR asked that HDdUHBs CFC fulfils the role of the administration for the JC Williams (Elizabeth Williams Endowment) Fund. In that it acts as the Administration Committee for the fund re-affirming its approval of the proposals for the development of a Hydrotherapy Pool at the Llanelli Pentre Awel Wellness & Life Science Village and the disbursement of funds from the JC Williams (Elizabeth Williams Endowment) Fund for this purpose.

- Minutes Charitable Funds Committee (CFC) 03 10 18⁸

Summary.

Board Secretary confirmed that the CFC, as an official committee of the Board, was able to act as the Administration Committee for the JC Williams (Elizabeth Williams Endowment) Fund. The Committee, acting as the Administration Committee for the Elizabeth Williams Endowment Fund, considered and reaffirmed its approval of the proposals for the development of a Hydrotherapy Pool at Pentre Awel Village and the disbursement of funds from the JC Williams (Elizabeth Williams Endowment) Fund for this purpose, subject to the recommendations outlined (see fn6 above).

Note: The CFC meeting on this occasion did not have the appropriate representation from members to form an Administration Committee and so it cannot be shown that it adheres to Article V – membership, of the Plan.

- Hydrotherapy Working Group Minutes 05 03 20⁹

Summary.

Purpose of the clinical reference group was to determine how the design of the pool would meet service requirements. This was supported by the Health Board physiotherapy clinical leads, podiatry clinical lead, senior leisure leads and the Scarlet's rugby physiotherapist. Minutes noted that a clinical workshop has taken place to define and agree the services to be provided at the Village.

⁷ Appendix 6 JC Williams (Elizabeth Williams Endowment) Fund - Trust Admin Committee constitution 1998

⁸ Appendix 7 Extract CFC Minutes 03.10.18

⁹ Appendix 8 Hydrotherapy Working Group Minutes 05 03 20

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- SBAR to Charitable Funds Committee from Director of Planning, Performance and Commissioning 15 09 20¹⁰

Summary:

Advice from HDdUHB legal to allow the release of funds from the plan and articles pertaining to the JC Williams (Elizabeth Williams Endowment Fund).

- a. The establishment of an Administrative Committee. To be made up of seven members: the Chair; Chief Executive; Director of Nursing (Quality & Patient Experience); Medical Director; and the Director of Finance; together with two representatives of the Hywel Dda CHC (Article V).
- b. To distribute the Fund, an Administration Committee shall direct the Director of Finance of the Trust (now the HB) to receipt and hold funds (Article III).
- c. The Administration Committee shall at least annually evaluate the needs of the service area (Article II) and distribute the Fund. The Fund must be distributed within 18 months of receipt and the Administrative Committee will provide a report to PNC at the end of the first 12 month period (Article IV)
- d. The last meeting of the Administration Committee was held at the end of the CFC on 03 10 20. Meeting did not have the membership required to act as an Administration Committee.
- e. Contact needs to be made with PNC to explain the progress with the Hydrotherapy Pool and to demonstrate how this will meet with the Plan i.e. that there is an Administration Committee and that the legacy will be used for the Purpose referred to in Article 1 of the Plan: *"...integrated hospital and community health service for the area served by Prince Philip Hospital...which service cannot currently be fully provided through funding from any other source..."*.
- f. Subject to PNC being satisfied, the HB could request that the funds are drawn down and held in accordance with the Plan – by the DoF (Article III).

The Charitable Funds Committee was asked to consider the following recommendations:

1. Whether the donation of £300k from the HPC could be accepted at this time.
2. Note the content of the report and the intent to use charitable and trust funding to provide a hydrotherapy facility in the Pentre Awel Village.
3. Note the points raised by the Assistant Director of Corporate and Legal Services and Public Affairs.
4. To ensure the revenue costs for staffing the facility are fully understood.
5. To agree to a formal legal agreement between CCC and HDdUHB that will specify the legal and operational relationship between parties.

- Minutes CFC 15 09 20¹¹

Summary:

1. The committee considered and agreed for the donation of £300k to be accepted at this moment in time.
2. Noted the contents of the SBAR and the intent to use charitable and Trust funding to provide a Hydrotherapy facility in Pentre Awel.
3. Noted the need to address the points raised by HDdUHB legal.
4. Ensured the revenue costs of staffing the facility were fully understood.
5. Agreed to a formal legal agreement between CCC and the HDdUHB that will specify the legal and operational relationship between the parties.

¹⁰ Appendix 9 SBAR to Charitable Funds Committee from Director of Planning, Performance and Commissioning 15 09 20

¹¹ Appendix 10 CFC Minutes 15 09 20

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- Hydrotherapy Pool Task & Finish Groups held on 01 12 20 / 08 01 21 / 19 01 21¹²

Summary.

The group set out to discuss the recommendations from the Hydrotherapy SBAR 15 09 20 and CFC minutes agreement 15 09 20 to apportion actions to progress the release of the HPC fund and JC Williams (Elizabeth Williams Endowment) fund.

- SBAR Director of Finance to Executive Team – Sign off of Annual Revenue Costs for the Hydrotherapy Pool¹³.

Summary:

On the 27th January 2021 HDdUHB Executive Team Meeting¹⁴ accepted there may be some revenue costs but would look at the costs benefits. HDdUHB's Director of Finance wished to provide assurance that the Health Board would commit and that the HDdUHB would cover the revenue consequences should any arise. The Executive Team agreed to proceed with this decision.

Chapter 2: Scope

2.1 Overall Delivery of the Pentre Awel Project¹⁵

Pentre Awel is a circa £200m economic development/ regeneration project to be sited across 83 acres of Joint Venture land in south Llanelli. Through a Work-Learn-Play-Live concept, Pentre Awel brings together innovative services, facilities and infrastructure to deliver transformational change in economic development and wellbeing in the region, driven by job creation, business acceleration and research and development and underpinned by an integrated training and skills development network.

CCC is the lead body for the project and is working in collaboration with its principal partners, HDdUHB, Cardiff University, Swansea University, and the University of Wales Trinity Saint David/Coleg Sir Gar Group, together with a range of local and regional stakeholders, including A Regional Collaboration for Health (ARCH), Regional Learning and Skills Partnership, Research Groups including Respiratory Innovation Wales, and Community Groups including Age Cymru Sir Gar and Carers Forum.

A comprehensive Business Case has been drafted in line with the UK Government 5 Case methodology. The Business Case sets out the Strategic, Economic, Commercial, Financial and Management aspects of the project in order to draw down £40m of capital investment within the £1.3 billion Swansea Bay City Deal programme. The City Deal investment covers the capital costs for the education, business development, research and health spaces.

2.2 Hydrotherapy Pool – Zone 1 Pentre Awel Development

The Hydrotherapy Pool project within the Llanelli Pentre Awel Village will form part of CCC Zone 1 development of the planned 4 Zones.

¹² Appendix 11 T&F Group Action Notes 01 12 20 / 08 01 21 / 19 01 21

¹³ Appendix 12 SBAR Director of Finance to Executive Team – Sign off of Annual Revenue Costs for the Hydrotherapy Pool 27 01 21

¹⁴ Appendix 13 HDdUHB Executive Team Minutes – 27 01 21 – Hydrotherapy Revenue Costs

¹⁵ Appendix 14 City Deal Business Case Pentre Awel – Super Summary 30 10 20

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The pool would be located within Zone 1 Wellness Hub and managed by Carmarthenshire County Council. Zone 1 will provide the central facilities for all services and will be the point of orientation to all the components of Pentre Awel. The Hub will house leisure and sports provision, well-being promotion and community and third sector groups, as well as being a central venue for local community activities in Llanelli.



The hydrotherapy pool will be sited within the ‘Wellness Hub’, comprising of leisure facilities which will be owned and managed by Carmarthenshire County Council. These facilities will be spatially configured as a

‘street’ to foster greater interconnectivity of services/functions and maximise use of shared spaces. The hydrotherapy pool will have discrete access and dedicated changing facilities.

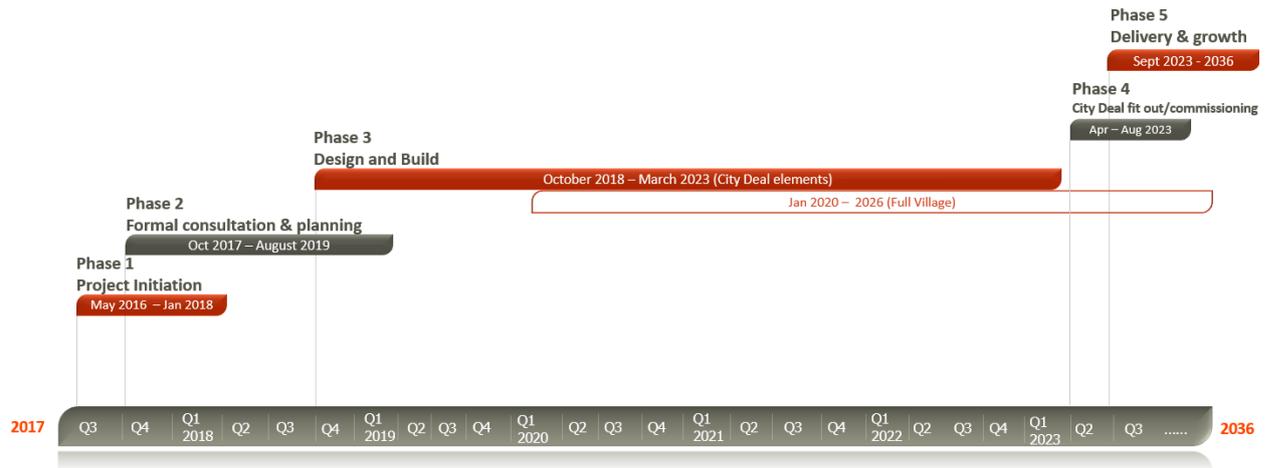
Co-location of the hydrotherapy pool alongside the main swimming pool and diving pool would deliver cost efficiencies in respect of ongoing revenue and maintenance costs. This would also enable the Wellness Hub to offer a holistic rehabilitation service, covering a wide range of referral pathways from hydrotherapy to national exercise referral scheme (NERS)¹⁶.

The pool will form part of a wider therapeutic unit within the Clinical Delivery Centre.

¹⁶ NERS - Referral scheme between Health and Leisure to facilitate rehabilitation in the community

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Phasing Plan



Hydrotherapy Pool

A dedicated Hydrotherapy Working Group¹⁷ has been established to advance the design development of the hydrotherapy suite and consider all other hydrotherapy/physiotherapy matters. The Hydrotherapy Working Group was formed under the auspices of the Wellness Hub work stream and comprises membership from CCC Leisure, HDdUHB, Scarlets and the Project Management Office (see appendix ##).

Through the CCC Project Manager the relationship with the Elizabeth Williams Trust Fund and the CFC within the Health Board, the HWG has the remit of:

- Developing a detailed specification report for the Hydrotherapy pool and related facilities to inform RIBA Stages 3 and 4
- Compliance and timely access to funding.
- Funding proposal to inform Wellness Hub work stream.

A high level summary of the design specification for the hydrotherapy pool as at RIBA Stage 3 is included overleaf and will be further refined during the next phase of design development work (RIBA Stage 4).

¹⁷ Appendix 15 ToRs Hydrotherapy Working Group – Annex 4, Page 9

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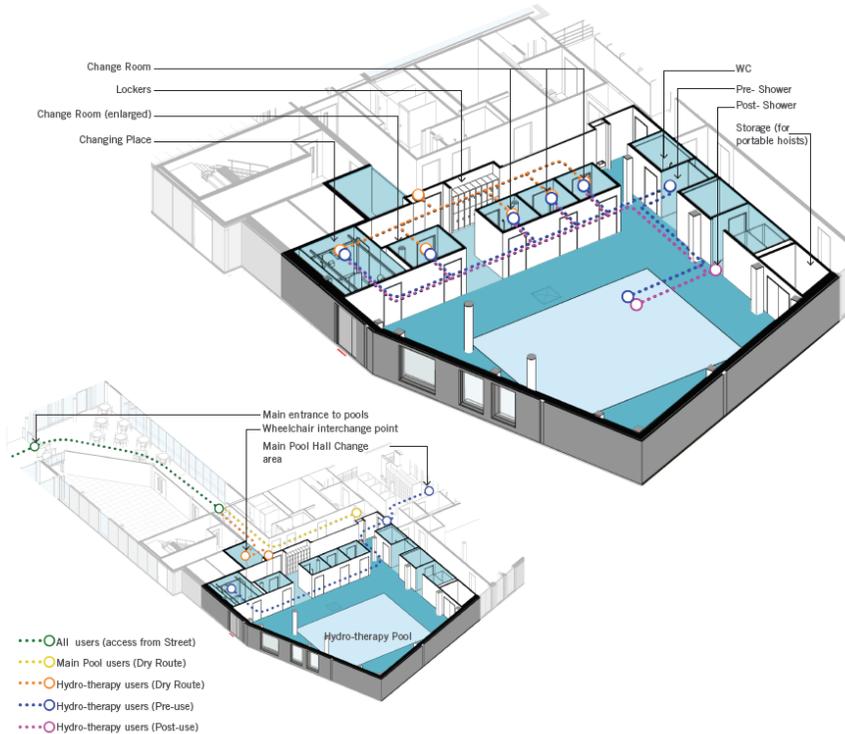
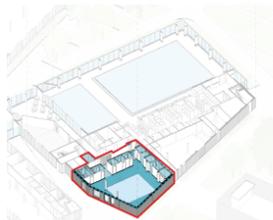
Hydrotherapy Pool Specification

2.7.6 Hydro-therapy Suite

The hydrotherapy suite comprises a dedicated pool (measuring 8x10m) in a separate enclosure with a range of fully accessible changing rooms including a second 'Changing Places' provision. A door is provided connecting the hydrotherapy suite to the main changing area maximising the opportunity to dual use both pools and changing provision whilst also allowing for segregation when required.

Given the sensitivity of some of the anticipated user/patients, windows with translucent glass panes have been introduced to the southern facade to balance the desire for a controlled degree of daylight whilst protecting privacy of the space.

Fixed ceiling hoist system connecting the change rooms, showers and the pool has been included along the routes indicated in the diagram to the right.



Hydrotherapy Pool

<i>Dimensions</i>	<i>10m x 8m</i>
<i>Bather Load</i>	<i>c. 78m</i>
<i>Bathers</i>	<i>28 max per session (78m/2.7m)</i> <i>No more than 173 bathers over 12 hour period</i>
<i>Pool Temperature</i>	<i>34 to 38 degrees C</i>
<i>Configuration</i>	<i>Deck Level for optimum water quality, ease of emergency evacuation and cleaning</i>
<i>Pool finish</i>	<i>TBC at RIBA Stage 4. Suggested foam-based underlay and wall lining solution</i>
<i>Concourse</i>	<i>1.5m – 2m around pool to allow trolley and wheelchair access</i>
<i>Other</i>	<i>Safe storage area poolside to accommodate portable hoists, flotation aids and other equipment (survival blankets)</i> <i>Use of appropriate lighting and sound systems</i> <i>Observation window to be explored subject to affordability. Suitable alternatives include the use of underwater cameras</i>

A fixed, ceiling mounted hoist system will transfer patients from the changing facilities into the hydrotherapy pool. The Hoist system will increase accessibility and promote confidence and preserve dignity for all patient groups whilst accessing the pool.

It is the expressed preference of the Hydrotherapy Group to have, where practicable, a universal pool system solution in order to maximise operating and contract/procurement efficiencies between the main pool, learner pool and hydrotherapy pool.

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Governance

The Pentre Awel Project Board heads the governance structure for the project and comprises representation from partners' organisations and work streams, including HDUHB. Chaired by Wendy Walters, Chief Executive, Carmarthenshire County Council, Project Board delegates operational responsibility to the Project Management Office. The Project Management Office is responsible for the management of the work streams established to develop individual components of Pentre Awel.

2.3 Health Impact Assessment (HIA)

Consideration has been given in the approved Business Case to protected equality groups as part of the Health Impact Assessment (HIA)¹⁸ in order that these demographic cohorts are given 'due regard' within the business and service planning processes for Pentre Awel. The HIA sought to establish a suitable evidence base, gathering quantitative and qualitative data about those with protected characteristics so that a robust assessment could be made about the positive and negative impacts the development may have on those categorised as vulnerable or disadvantaged.

Chapter 3: Benefits and Costs

3.1 Benefits:

Outline of benefits this project will offer

The Pentre Awel Village will foster a multi-disciplinary and multi-sectoral environment to maximise economic and health benefits/outcomes for the county and region. It will do so by supporting the local and national shift towards community-based care and health promotion/optimisation. The additionalities of this unique ecosystem are plentiful, for example with business and academia to be located onsite this may provide research opportunities for hydrotherapy.

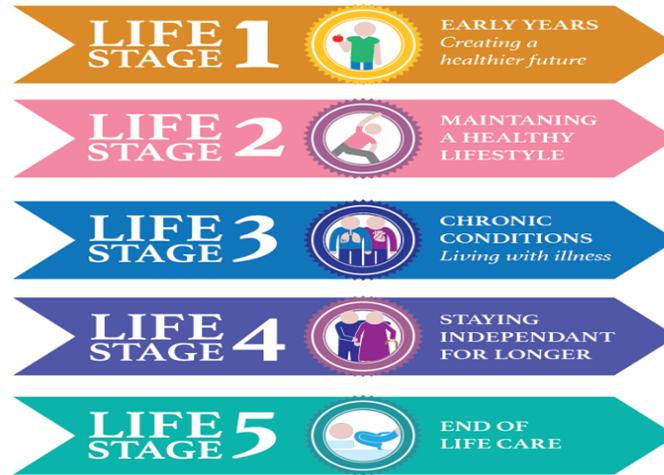
Currently the only Hydrotherapy Pool in Hywel Dda University Health Board is located at GGH, Carmarthen. The demand on this pool is mainly from residents of Carmarthenshire, specifically Carmarthen town and surrounding area. The development of a new Hydrotherapy Pool in Llanelli, will allow greater capacity for patients from South Ceredigion and North Pembrokeshire to access the Hydrotherapy Pool in GGH.

The HIA has been undertaken in partnership with Public Health Wales. To achieve maximum value, the Health Impact Assessment has been undertaken on each of the 5 'Life Stages', with each profile looking at population demographics, socio-economic status and 3 tier interventions ('do minimum', 'intermediate' and 'do maximum') across a number of health determinants, including diet, physical activity, disability and unemployment. The interventions are derived from academic research and best practice with an assessment made of their possible application and impact at Pentre Awel. This informed approach has promoted and ensured the use of HIA as a central part of the business/service planning process across health, leisure, employment, education and training functions of Pentre Awel.

¹⁸ Appendix 16 HIA Executive Summary

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The 5 Life Stages are:



Across all functions of the Village, there will be a strategic focus on incorporating preventative and health promotion interventions (LS1, LS2). In doing so, it is aimed to reduce the incidence of chronic conditions and therefore the number of people entering LS3. The focus on health promotion and improved access will, it is envisaged, facilitate improved self-management and allow individuals' care to continue in the community for as long as possible. This should not only improve the health of the population, but, also reduce pressures on primary and secondary care services.

The functionality in relation to HDdUHB within Pentre Awel can be categorised as follows:

1. Direct Clinical Delivery
2. Other health initiatives
3. Research
4. Links to education skills and training delivery.
5. Assisted Living

Benefit	Measure
<i>Improvement in patient experience and reported outcomes</i>	<ul style="list-style-type: none"> • PROMS • PREMS
<i>Improved access to services for patient groups</i>	<ul style="list-style-type: none"> • Doubling of the HBs capacity to service • Increased maintenance programmes for those with long term conditions. • Recreational and rehabilitative activities targeted for use by: <ul style="list-style-type: none"> ❖ Cerebral Palsy ❖ Muscle weakness ❖ Balance and gait disorders ❖ Musculo-skeletal injuries ❖ Neuro physiotherapy/ spasticity management ❖ Soft tissue injuries ❖ Osteoarthritis

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- ❖ *Paediatric physiotherapy*
- ❖ *Retts Syndrome*
- ❖ *Downs Syndrome*
- ❖ *Learning Disabilities*
- ❖ *Pelvic pain in pregnancy*
- ❖ *Autistic Spectrum Disorders*
- ❖ *Mental Health*
- ❖ *Sensory disorders*
- ❖ *Deconditioning/ exercise tolerance*
- ❖ *Pain management*
- ❖ *Cardio-vascular disorders*

Reduction in waiting lists

- *Waiting time reduced to access therapeutic services*
- *Extend community care and decrease hospital services*

Improved access to service - health benefits

- *Increasing physical activity levels*
- *Increasing health and wellbeing*
- *Reduction in overweight/obesity*
- *Reduction in type 2 diabetes*
- *Reduction in Mental Health*
- *Support frail people to stay independent for longer*

Reduction in Length of Stay

- *Re-habilitation for in patients*

Research and Development

- *Opportunities for health in hydrotherapy alongside the villages business and academia setting*
- *Better clinical outcomes*

Integration

Covid19

- *Health & Leisure*
- *Alleviate effects on deterioration in function due to delays in planned care and access to urgent care through therapeutic interventions*

Reputational

- *Improvement of opportunities and capacity for rehabilitation within the community*

3.2 Costs

If approved both funding elements (J W Williams / HPC) would be used to deliver the Hydrotherapy Pool. A break-down of capital and revenue costs are below:

1. Capital costs to construct and fit out the Hydrotherapy Pool.¹⁹ The £959,000 held in the JC Williams (Elizabeth Williams Endowment) Fund would be used here and an agreement contained in the MoU and SLA.

¹⁹ Appendix 17 Llanelli Hydro Pool Costings as at 27 01 21

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- Revenue Costs to manage, provide energy and maintain the facility. MoU and SLA will cover CCC's responsibility here.
- Revenue Costs relating to therapy support costs including staff, equipment (e.g hoists one off costs totally approx. £11,500) and education. HPC agreed to the funds being released to cover these revenue costs.

On the 27th January 2021 HDdUHB Executive Team Meeting²⁰ accepted there may be some revenue costs but would look at the costs benefits. HDdUHB's Director of Finance wished to provide assurance that the Health Board would commit and that the HDdUHB would cover the revenue consequences should any arise. The Executive Team were happy to proceed with this decision.

- Staff training: e.g. foundation hydrotherapy course for all staff £5000 per annum.
- Staffing:

Staff	Annual Salary (£)	Title
1wte Band 7	51,794	Clinical Lead
1wte Band 6	42,104	Specialist Physiotherapist
1wte Band 4	28,519	Therapy Assistant Practitioner
0.5wte Band 3	12,651	Support Worker, including clerical
1wte Band 2	23,291	Support Worker, client changing and transfer to pool
Total Annual Staffing Cost	158,659	

Hydrotherapy requires a number of staff to provide this intervention safely. Roles include supporting service users to change and be hoisted or supported to access the pool, staff in case of the requirement for emergency evacuation and staff to support a number of patients in the pool at the same time.

- Equipment: £4k per annum

Overview of Revenue Costs:

Title	Annual Cost
Staff Training	5,000
Staff Salary	158,659
Equipment	4,000
Total Health Board Annual Costs	167,659

²⁰ HDdUHB Executive Team Minutes – See Appendix 13

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Chapter 4: Constraints and Risks

4.1 Constraints

1. To comply with the HDdUHB's legal advice²¹ to allow the release of funds from JC Williams (Elizabeth Williams Endowment)²² Fund and HPC held by the Health Board's CFC.
2. To comply with CFC committee's response to approving the release of £300k contained in CFC minutes 15 09 20²³.

4.2 Risks:

Securing funding is vital to ensure HDdUHB has full use of the Hydrotherapy facility and has input to the highly specialist features required to secure facilities for its acute/community patients. This may include sloped/ramped access, a hoist system with 'H' frame connecting the pool to the changing area, and sensory lights in/around pool amongst other features (refer to specification above).

To secure funding:

1. Executive Team sign off of annual revenue costs. Approved.
2. Written confirmation from CFC required relating to the release of £300,000 in funds held on behalf of the HPC to provide the revenue costs of the pool i.e. therapy support costs, staff, equipment and training and education. Approved.
3. HDdUHB and CCC have produced an MoU²⁴ to clearly demonstrate the relationship and responsibility between both parties for
 - Capital cost: construction and fit out of equipment.
 - Running cost: management, energy and maintenance
 - Therapy costs: staff, training and equipment, education.
 - Usage agreement between HDdUHB and CCC.
4. Following a meeting of the Administration Committee on 10th March 2021 written confirmation needs to be provided from HDdUHB to PNC that the JC Williams (Elizabeth Williams Endowment) Fund Plan and Articles have been complied with and that release of \$1.274m is sought.

Chapter 5: Deliverables

The development of a functional multi-agency Hydrotherapy Pool serving the Llanelli Area in Carmarthenshire.

Chapter 6: Project Quality Plan.

Compliance with legislative standards and best practice:

²¹ See Appendix 9 SBAR 15 09 20

²² See Appendix 6 Elisabeth Williams Trust Admin Committee constitution 1998

²³ See Appendix 10 CFC Minutes 15 09 20

²⁴ Appendix 18 MoU

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The work has been benchmarked against best practice design for hydrotherapy facilities. This has included reference site visits to facilities in Cardiff, Star College and Bath University Hospital, and desktop/market research of hydrotherapy pools and associated equipment, including HydroWorx, Hippo Leisure and Dolphin Mobility

Evidence base is shown through the design development work that was undertaken by ARUP Limited based on consultations held with representatives of HDdUHB and CCC.

The Project Manager will provide assurance to the Board that, wherever possible, University Health Board plans are aligned with partnership plans developed with Local Authorities, Universities, Collaboratives, Alliances and other key partners, such as the Transformation Group who form part of A Regional Collaboration for Health (ARCH)²⁵.

The project is also aligned to deliver on key areas within:

➤ Health and care standards:

1. Staying Healthy
2. Effective Care
3. Individual Care
4. Staff and Resources

➤ UHB Strategic objectives:

1. Putting people at the heart of everything we do.
2. Working together to be the best we can be.
3. Striving to deliver and develop excellent services.
4. The best health and wellbeing, families and our communities.
5. Safe, sustainable, accessible and kind care.
6. Sustainable use of resources.

Chapter 7: Major Dependencies

Data systems used within Pentre Awel will be based on the Public Sector Broadband Aggregation (PSBA). Discussions have been undertaken between CCC and Health Board Informatics to maximise opportunities for joint working whilst ensuring cyber security. Detailed planning will ensure appropriate, future proofed infrastructure is created.

²⁵ <http://www.arch.wales/en/>

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Chapter 8: Stakeholders.

Stakeholder

Administration Committee
Project Board / Sub Groups
Public Board
CHC Service Planning Committee
CCC Policy and Resources Scrutiny Committee
City Deals Joint Committee
City Deals Economic Strategy Board
CCC Preliminary Executive Board
CCC Executive Board
CCC Full Council
ARCH Delivery Leadership Group
Academic Partners Full Council / Management /
Operational Groups

Chapter 9: Project Organisation.

The Hydrotherapy Pool construction and operational delivery will form a work stream of the wider Pentre Awel project. A Communication and Engagement Plan has been developed for the Pentre Awel Project, the Communication group includes within its membership HDdUHB representation.

Chapter 10: APPENDICES. *See contents page*