

**PWYLLGOR IECHYD A DIOGELWCH  
HEALTH & SAFETY COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	10 January 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Planning Objectives Update
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Lisa Gostling, Director of Workforce & OD Alison Shakeshaft, Director of Therapies and Health Sciences
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Dr Daniel Warm, Head of Planning

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

As part of the Annual Recovery Plan for 2021/22, the Board agreed a refreshed set of Strategic Objectives that set out the aims of the organisation, *i.e.* the horizon that Hywel Dda University Health Board (HDdUHB) is driving towards over the long term, as well as a set of specific, measurable Planning Objectives, which move the organisation towards that horizon over the next three years.

Each of the Planning Objectives has an Executive Lead and this report is to provide the Health & Safety Committee (HSC) with an update on the progress made in the development (delivery) of the Planning Objectives that are aligned to HSC, for onward assurance to the Board.

**Cefndir / Background**

This report is presented as an update to demonstrate where progress has been made in delivering those Planning Objectives aligned to the HSC.

There are 2 Planning Objectives in total which are attributed to the following Executive Lead:

Director of Public Health

- **4H:** Review and refresh the Health Board's emergency planning and civil contingencies/public protection strategies and present to Board by December 2021. This should include learning from the COVID-19 pandemic. The specific requirement set out in 4.H.i will be addressed as part of this.
- **4I:** Achieve Gold level for the Defence Employers Recognition scheme by March 2022.

**Asesiad / Assessment**

Appendix 1 provides an update on each of the Planning Objectives aligned to the HSC, identifying their current status, whether these are achieving/not achieving against their key deliverables, together with a summary of progress to date.

A summary of this information is set out below:

Planning Objectives	Lead Executive	Status	If Planning Objective is 'behind'
4H	Director of Public Health	Deferred until 2022/23	Not applicable - As part of the Annual Plan 2021/22, this Planning Objective has been deferred until 2022/23.
4I		Completed	Not applicable  A new Planning Objective for 2022/23 is in development.

Whilst Planning Objective 4I has been completed, work is continuing in support of this (please refer to attached annex).

### Argymhelliad / Recommendation

The HSC is asked to receive an assurance on the current position in regard to the progress of the Planning Objectives aligned to the HSC, in order to onwardly assure the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.

### **Amcanion: (rhaid cwblhau)**

#### **Objectives: (must be completed)**

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.5 To receive an assurance on delivery against relevant Planning Objectives aligned to the Committee (see Appendix 1), in accordance with Board approved timescales, as set out in HDdUHB's Annual Plan.
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):	All Health & Care Standards Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	9. All HDdUHB Well-being Objectives apply

### **Gwybodaeth Ychwanegol: Further Information:**

Ar sail tystiolaeth: Evidence Base:	3 Year Plan and Annual Plan Decisions made by the Board since 2017-18 Recent <i>Discover</i> report, published in July 2020 Gold Command requirements for COVID-19 Input from the Executive Team Paper provided to Public Board in September 2020
Rhestr Termiau:	Included within the body of the report

Glossary of Terms:	
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Public Board - September 2020 Executive Team

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	Any financial impacts and considerations are identified in the report
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	Any issues are identified in the report
<b>Gweithlu:</b> <b>Workforce:</b>	Any issues are identified in the report
<b>Risg:</b> <b>Risk:</b>	Consideration and focus on risk is inherent within the report. A sound system of internal control helps to ensure any risks are identified, assessed and managed.
<b>Cyfreithiol:</b> <b>Legal:</b>	Any issues are identified in the report
<b>Enw Da:</b> <b>Reputational:</b>	Any issues are identified in the report
<b>Gyfrinachedd:</b> <b>Privacy:</b>	Not applicable
<b>Cydraddoldeb:</b> <b>Equality:</b>	Not applicable

## **Annex: Update on Planning Objective 4I - Armed Forces Covenant, Prepared by Anna Bird, Assistant Director – Strategic Partnerships, Diversity and Inclusion**

### **Sefyllfa / Situation**

This report is presented to update the HSC on the delivery of the 2021/22 Planning Objective 4I and provide an insight into the wider work of the Strategic Partnership Diversity and Inclusion (SPDI) Team who co-ordinate action to implement the Armed Forces Covenant and support the wider Armed Forces community.

### **Cefndir / Background**

The Armed Forces Covenant is a promise by the nation ensuring that those who serve or who have served in the armed forces, and their families, are treated fairly. The covenant supports our serving personnel, service leavers, veterans, and their families. HDdUHB originally signed the Armed Forces Covenant in 2013 and reinforced its commitment to the Armed Forces by re-signing the Armed Forces Covenant in March 2021.

A veteran is someone who has served in the armed forces for at least one day. As well as veterans, work undertaken by HDdUHB supports reservists, cadet forces and instructors, as well as family members.

The SPDI Team co-ordinates HDdUHB's response to the Armed Forces Covenant by working collaboratively with colleagues, as well as with other public and third sector partners. The SPDI Team's work includes:

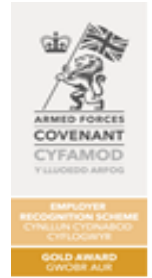
- Co-ordinating HDdUHB's action to implement the Armed Forces Covenant commitment in collaboration with the regional Armed Forces Covenant Group.
- Co-ordinating, preparing and presenting update reports on the progress made against the Armed Forces Covenant to local, regional and national Armed Forces Covenant groups and to the Armed Forces Staff Network, demonstrating HDdUHB's commitment to the Covenant and to fairness and equity for all.
- Preparing for the implementation of the Armed Forces Covenant Duty, ensuring HDdUHB meets the requirements that the Duty will place upon it.
- Facilitating a HDdUHB Armed Forces Staff Network.
- Contributing to local, regional and national developmental work and respond to emerging priorities affecting the Armed Forces community.
- Continuing to identify actions to support implementation of the Priority Treatment Welsh Health Circular (WHC (2017) (41)).
- Working in partnership with the Recruitment Campaign Team and the Armed Forces Staff Network to support veterans, reservists and family members of the Armed Forces community in securing employment within HDdUHB and promoting it as an employer of choice.

The Team has a webpage to highlight the work undertaken by HDdUHB:

<https://hduhb.nhs.wales/healthcare/services-and-teams/armed-forces-covenant/>.

## **Asesiad / Assessment**

One of HDdUHB's Planning Objectives for 2021/22, which is overseen by the HSC is (4I) 'Achieve Gold level for the Defence Employers Recognition scheme by March 2022'. Despite the challenges of the pandemic, the SPDI Team continued to submit evidence and were delighted to receive confirmation in July 2021 that HDdUHB had been successful in gaining the award. HDdUHB was one of only 10 organisations in Wales that was successful in gaining the Defence Employer Recognition Scheme Gold Award (DERS) in recognition of the support provided to the Armed Forces community.



The evidence submitted included:

- Evidence of HDdUHB's support to Defence People in employment. Based on current self-reported figures, this includes: 28 Veterans, 6 Reservists, 6 Cadets and 23 family member of veterans serving Defence People. These numbers are self-reported and not all members of the Armed Forces community have chosen to share their status.
- The HDdUHB policy relating to additional paid leave for Reservists and Cadet Force Adult Volunteer (CFAV) to enable them to be able to attend annual training camps.
- Evidence of engagement with the Career Transition Partnership and Forces Families Jobs and how recruitment practices support Defence People and Armed Forces community members to access employment opportunities.
- How HDdUHB supports Defence People and the Armed Forces community and advocates for others to do the same.
- Information concerning various activities in supporting the Armed Forces community celebrate all key dates related to the Armed Forces, including Armed Forces week.
- A copy of the commissioned Veterans needs assessment, which was developed in partnership with Public Health Wales and was highly commended for highlighting the needs of Veterans and has subsequently been used to develop a similar report on an all-Wales basis.

At the time of DERS submission, the SPDI Team were supporting six organisations with preparation of evidence for their DERS Award. As well as providing peer support sessions, Bronze and Silver 'how to' guides have been created. Established links with the regional Armed Forces Covenant Steering Group and local AF Covenant Groups continue to be utilised to promote the Defence Employer Recognition Scheme.

The following section of the report provides an update relating to some of the key areas of work which have been on-going since the beginning of this reporting year, demonstrating the commitment to the Armed Forces Covenant.

## **Armed Forces Bill**

The [Armed Forces Bill](#) is currently making its way through parliament and legislative processes and is expected to be approved by mid-2022. The Armed Forces Bill will enshrine the Armed Forces Covenant in law and aims to help prevent service personnel and veterans being disadvantaged when accessing services such as healthcare, education and housing. The Armed Forces Bill will place a legal obligation on HDdUHB, when exercising relevant statutory functions, to have due

regard to the three principles of the Armed Forces Covenant. This is the Armed Forces Covenant Duty.

A number of stakeholder workshops have been held to review the draft guidance that is being developed to support public bodies to implement the Armed Forces Covenant Duty and the SPDI Team have been active participants in these discussions.

### Supporting Veterans to secure employment

All HDdUHB vacancies advertised on NHS Jobs and Trac include an additional question 'Are you a member of the Armed Forces Community?' During the shortlisting process, applications from members of the armed forces community are highlighted and, if individuals meet the minimum essential criteria for the role, they are guaranteed an interview.

*'I didn't know there was a guaranteed interview scheme and almost never applied as the job was advertised in November and I wasn't due to leave the Army until April. At interview I was told that it's about finding the right person for the position.*

*I was able to use some of my resettlement days to attend meetings and my Corporate Induction prior to leaving the Army. I now pass on the information about the guaranteed interview scheme and the role of the AFLO to service leavers at Brawdy and also when I represented the Health Board at the CTP recruitment Fair.'* –

Alan Winter – Senior Diversity and Inclusion Officer

Between 01 April and 30 September 2021, the total number of applicants who declared that they were a member of the Armed Forces community was 130 (10 of these applicants were for vacancies which have not yet been shortlisted at the end of the reporting period). Of the 120 applicants, 58 were invited to interview and 18 were offered employment.

This can be summarised as:

- **48%** of applicants were offered interviews, an increase from 39% since the last reporting period;
- 31% of those who were interviewed were offered employment, an increase from 29% since the last reporting period;
- 15% overall successful applicants, an increase from 12% since the last reporting period.

The table below provides a summary of the types of roles which members of the AF community have secured and highlights that a significant number are non-clinical roles:

Area of work	Total offers of employment
Additional Clinical Services	6
Additional Professional Scientific and Technical	2
Administrative and Clerical	5
Allied Health Professionals	2
Estates and Ancillary	2
Nursing and Midwifery Registered	1
<b>Grand Total</b>	<b>18</b>

The SPDI Team work collaboratively with the Recruitment Campaigns Team to review the recruitment processes and guidance to ensure recruiting managers consider the barriers to employment faced by the Armed Forces community, such as short-term roles in various locations and a lack of interview experience. At a recent meeting of the Armed Forces Staff Network, discussions focused on understanding the barriers to employment and identified actions that would improve outcomes for veterans and other members of the Armed Forces community seeking employment in HDdUHB.

HDdUHB is registered on the Career Transition Partnership (CTP) and Forces Families Jobs websites and has an active profile with vacancies regularly uploaded. This year's CTP event was held on Thursday, 25th November 2021 in Newport, South Wales. Due to COVID-19 restrictions, only two participants per organisation were allowed to attend the event. HDdUHB was represented at this event by staff who are members of the Armed Forces Staff Network, in order to share their experiences of transitioning from the Armed Forces and to highlight the range of roles available within the NHS.



HDdUHB also continues to work with the 14<sup>th</sup> Signal Regiment based in Brawdy, Pembrokeshire, to ensure that information about how to find Health Board job vacancies is readily available.

### Supporting veterans, reservists and armed forces families in employment

We have established an Armed Forces Staff Network to encourage peer support and improved mental health and well-being of staff within the Armed Forces community and to provide opportunities for the group to be engaged in providing feedback about services or policies which are developed, from their unique perspective.

A total of 62 staff have signed up to the network and membership continues to grow. The first staff network 'catch up and coffee morning' was held during Armed Forces week in June 2021 and the network met for the third time during Remembrance week in November 2021. Work is on-going to encourage the self-identification of staff and increase the number of attendees to network meetings.

At the recent Armed Forces Staff Network, the regional Armed Forces Liaison Officer delivered training on the Armed Forces Covenant and Healthcare Priority Treatment.

Through the Network, we continue to identify priorities and issues that matter to our Armed Forces staff community. A Teams channel has been developed, which includes a dedicated sub-channel for recruitment campaigns, to facilitate ongoing conversations and sharing information with the network.

### Remembrance 2021

Remembrance Day and Remembrance Sunday are celebrated within HDdUHB and in each of the three local authority areas in a variety of ways.

'It was great to see Maria laying a VC Gallery wreath for Hywel Dda Health Board in Pembroke today.' Sophie B. PAVS



This year, the SPDI Team have been working with the Vaccination Programme Team and [VC Gallery](#) in Haverfordwest to create wreaths made from recycled COVID-19 vaccine vials. This art project was developed to celebrate the crucial role of the

Armed Forces in supporting health boards across Wales to address the health emergencies during the global pandemic. The art wreath project has received positive feedback from staff, veterans, and members of the public recognising the great contribution of the Armed Forces not only in HDdUHB, but to the wider communities.

'Thank you so much for these wonderful wreaths. Such an amazing project recognising the role of our Armed Forces played within the vaccination programme.' Bethan, Member of the public

The art wreaths were laid by a member of staff in Withybush General Hospital War Memorial and by Independent Members of HDdUHB in the town War Memorials in Haverfordwest, Carmarthen, Aberystwyth, and Pembroke. A member of the Armed Forces Staff Network also laid a wreath at a Remembrance Sunday event in Llanelli and a member of the Vaccination Team laid a wreath in Tenby.

'A huge privilege to represent Hywel Health Board at the Remembrance Sunday service in Carmarthen and lay a wreath at the war memorial alongside others.' – Iwan Thomas – Independent Member and Member of the Armed Forces Staff Network





This project has helped to raise the profile of HDdUHB's work, creating more partnerships with local organisations supporting veterans. Work has started on mapping the affiliations and links HDdUHB has with the tri-services. This is aimed to inform any future partnership working with the Armed Forces in the area.

'I attended the Royal British Legion Church service early morning, which was a beautiful and inspiring service and then walked up to the war memorial in order to present the wreath at the wreath laying service. I had the pleasure of the company of one of our nurses who has worked at the Aberystwyth Vaccination centre .... and her son representing the Royal Navy.' – Delyth Raynsford – Armed Forces Champion

### **Healthcare Priority Treatment for Veterans**

Actions to support implementation of the Priority Treatment Welsh Health Circular (WHC (2017) (41)) continue. Support to individual members of the Armed Forces community with queries regarding priority treatment eligibility is provided and dealt with proactively. The HDdUHB clinical systems includes a field to record veteran status and a priority for 2022/23 is to work with operational teams to review how it is utilised as a tool to highlighting priority treatment eligibility to clinical teams.

### **Veterans Friendly GP Scheme**

In England, the Royal College of General Practitioners (RCGP) has developed a Veterans Friendly GP Scheme in response to the Armed Forces Community and associated groups, that had highlighted challenges with GPs identifying and managing veterans and their families and signposting to relevant support when needed. HDdUHB is keen to work as an early adopter for the Veterans Friendly Scheme once discussions with national bodies in Wales are concluded. The scheme is associated with the Armed Forces Covenant and is aimed to raise awareness with GPs of the health issues experienced by veterans and the local support services that are available and the importance of identifying veterans and recording their veteran status using appropriate read codes on GP record systems. The aim is to improve medical care and treatment for former members of the armed services. GP practices qualifying for veteran friendly status are expected to offer extra support for ex-military personnel who may face additional challenges when they return to civilian life.

### **Supporting veterans and members of the Armed Forces community with caring roles**

The 'Guide to caring for the Armed Forces veteran community' and information on carers rights have been proactively promoted within the Armed Forces community in HDdUHB to ensure veterans and members of the community with caring roles are supported. Recently, the VC Gallery, a partner in supporting veterans through art in Pembrokeshire, has been awarded the Investors in Carers (IiC) Bronze level and aims to achieve a Silver award in the months to come. The IiC is a scheme that ensures services are Carers friendly and recognises and responds to the needs of people with caring roles.

### **Contributing to the national agenda: National and Regional Meetings**

HDdUHB is represented on the all-Wales Armed Forces Champions meeting by the Independent Member Champion, Delyth Raynsford, and Anna Bird, Assistant Director

– Strategic Partnerships, Diversity and Inclusion. This is an opportunity for all HDdUHB champions to come together and share progress, experiences and best practice. Welsh Government also convenes an all-Wales Armed Expert Group. This brings together the tri-services and a wide range of other partners, and the NHS in Wales is represented through Fiona Jenkins, Director of Public Health and Armed Forces Champion from Cardiff & Vale University Health Board. In recognition of the work progressed by HDdUHB, Anna Bird has been nominated to attend the meetings as Ms Jenkins' deputy.

Hywel Dda Regional Armed Forces Forum is a regional forum and is jointly chaired by the local authority AF Champions and the HDdUHB IM Champion. This forum enables updates to be provided from NHS organisations including HDdUHB, Welsh Ambulance Services NHS Trust and NHS Veterans Wales and other stakeholders, as well as an opportunity to focus on specific topic areas linked to the national Armed Forces Covenant Strategy for Veterans published in 2018.

As illustrated above, work to implement the Armed Forces Covenant has continued despite the restrictions of the pandemic. Although the Planning Objective has been fully achieved during 2021/22, a follow-on Planning Objective has been proposed to ensure that this work, which will be subject to the Armed Forces Bill, continues to be reviewed by the Board and assurance committees.

**APPENDIX 1 – Update of Planning Objectives (PO) aligned to the Health and Safety Committee as at 10<sup>th</sup> December 2021**

PO Ref	Planning Objective	Executive Lead	Date of Completion of PO	Current Status of achieving PO within Completion Date (Delete as appropriate)	<ul style="list-style-type: none"> <li>• <b>Summary of Progress to date (including barriers to delivery)</b></li> <li>• <b>For actions behind schedule, please provide an explanation</b></li> <li>• <b>For actions behind schedule, what quarter will these now be achieved</b></li> </ul>
4H	Review and refresh the Health Board’s emergency planning and civil contingencies / public protection strategies and present to Board by December 2021. This should include learning from the COVID 19 pandemic. The specific requirement set out in 4.H.i will be addressed as part of this	Director of Public Health	31/03/22	Deferred to 2022/23	<ul style="list-style-type: none"> <li>• As part of the Annual Plan 2021/22, this Planning Objective has been deferred until 2022/23.</li> <li>• The wording and timescales for this Planning Objective are currently being reviewed and formed part of the update to Public Board in November 2021 on the Planning Objectives to be taken forward through 2022/23.</li> </ul>
4I	Achieve Gold level for the Defence Employers Recognition scheme by March 2022	Director of Public Health	31/03/22	Completed	<p>HDdUHB has achieved the Gold level for the Defence Employers Recognition scheme, and therefore this Planning Objective is now closed.</p> <p>However, a revised Planning Objective for 2022/23 is to be put in place.</p>