



Enw y Grŵp/Is-Bwyllgor: Name of Group:	Decarbonisation Task Force Group
Cadeirydd y Grŵp/Is-Bwyllgor: Chair of Group:	Lee Davies, Executive Director of Strategic Development & Operational Planning
Cyfnod Adrodd: Reporting Period:	20 th October 2022
Y Penderfyniadau a'r Materion a Ystyriodd y Grŵp/Is-Bwyllgor: Key Decisions and Matters Considered by the Group:	
<ul style="list-style-type: none"> • An update and draft Decarbonisation Delivery Plan was provided to the Sustainable Resources Committee, at its meeting on 28th June 2022, to provide assurance to the Committee on performance against the Health Board's Planning Objective 6G. • The Decarbonisation Delivery Plan was finalised and signed off by the Group at its meeting on 15th September 2022. • The Board, at its meeting on 29th September 2022, received assurance from progress on Decarbonisation, in line with the Planning Objective and Welsh Government (WG) reporting requirements and approved the Delivery Plan; • WG reporting requirements were met for both quantitative and qualitative reporting submissions in September 2022. • An Action Plan was presented to the Group, at its meeting on 15th September and 20th October 2022, setting out progress at Q2 2022/23 stage. The Action Plan will be reviewed and monitored via the Group; • The final Decarbonisation Audits report from NHS Wales Shared Services Partnership (NWSSP) Audit and Assurance is complete. It was undertaken simultaneously across NHS Wales to provide assurance to respective NHS Wales bodies on their arrangements to reduce carbon emissions. • The Decarbonisation Task Force Group's Terms of Reference were reviewed and signed off by the Group, prior to approval by the Sustainable Resources Committee. • The Group continues to develop a carbon awareness campaign, which includes the development of a Communications strategy, Intranet page and awareness video; • Participation with the WG Green Teams Competition, with 6 clinical and operational led projects underway. 	
Materion y Mae Angen Ystyriaeth neu Gymeradwyaeth Lefel y Pwyllgor Adnoddau Cynaliadwy: Matters Requiring Sustainable Resources Committee Level Consideration or Approval:	
<ul style="list-style-type: none"> • Group Terms of Reference, attached at Appendix 1, for Committee approval. 	
Risgiau Allweddol a Materion Pryder: Key Risks and Issues / Matters of Concern:	
<ul style="list-style-type: none"> • Resource requirements, i.e., the appointment of a central Project Manager (appointment is being arranged). • Funding; without adequate WG funding, there is a risk that targets will not be achieved. • WG NHS carbon footprint; this remains subject to ongoing review and ongoing change centrally. 	
Busnes Cynlluniedig y Grŵp/Is-Bwyllgor ar Gyfer y Cyfnod Adrodd Nesaf: Planned Group/Sub-Committee Business for the Next Reporting Period:	

Adrodd yn y Dyfodol:

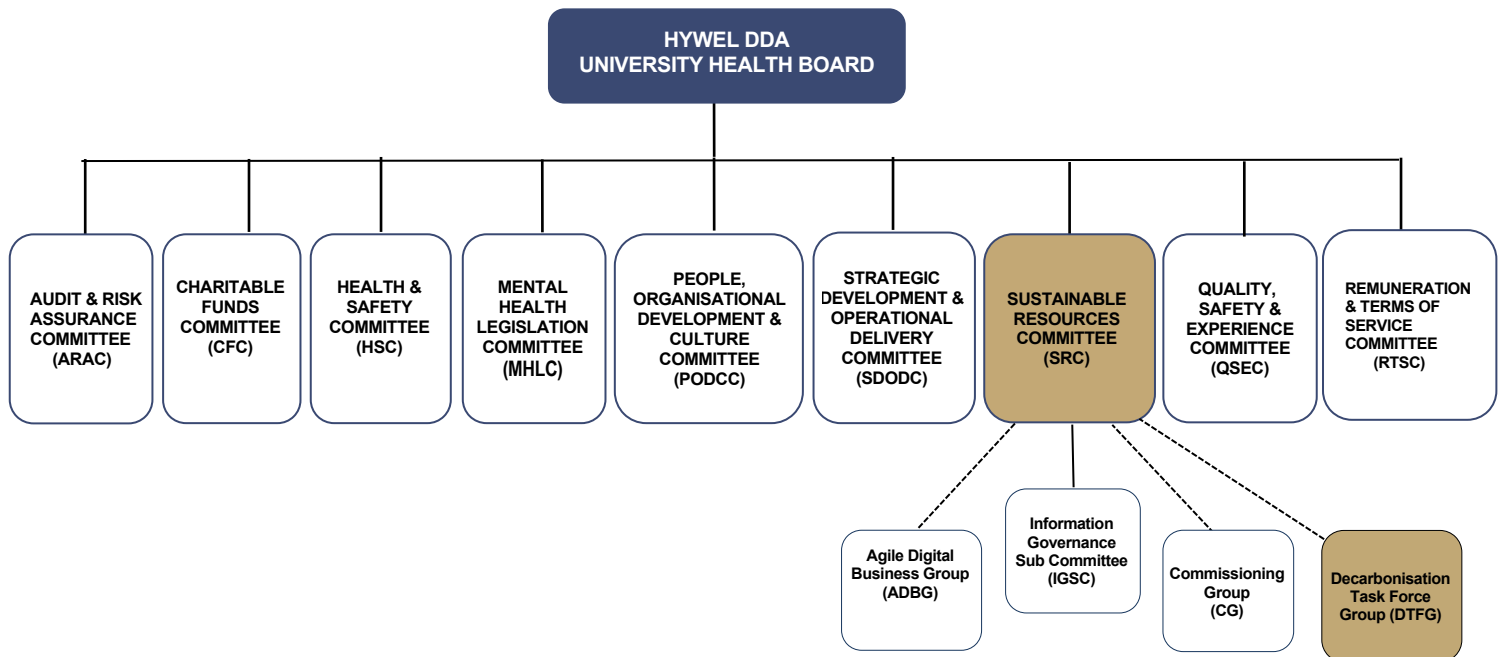
Future Reporting:

- Maintain regular updates to the Committee on Group progress.

Dyddiad y Cyfarfod Nesaf:

Date of Next Meeting:

17th November 2022



DECARBONISATION TASK FORCE GROUP

TERMS OF REFERENCE

Version	Issued To	Date	Comments
V0.1	Decarbonisation Task Force Group	22.02.21	Approved
V0.2	Decarbonisation Task Force Group	19.08.21	Approved
V0.3	Decarbonisation Task Force Group	20.09.22	Approved
	Sustainable Resources Committee	10.11.22	

DECARBONISATION TASK FORCE GROUP

1. Constitution

- 1.1 The Decarbonisation Task Force Group (the Group) has been established as a Group of the Sustainable Resources Committee (SRC) and constituted from 22nd February 2021.

2. Purpose

- 2.1 The purpose of the Decarbonisation Task Force Group is to provide assurance to the Sustainable Resources Committee around Decarbonisation with a focus on carbon reduction with reference to the Welsh Government NHS Wales Decarbonisation strategy.

The Group will:

- 2.2 Establish Decarbonisation as one of the UHB's priorities by committing to a Planning Objective (PO) 6G:

By first quarter 2022/23 develop and seek Board endorsement for a strategic roadmap to respond to the Welsh Government ambition for NHS Wales to contribute towards a public sector wide net zero target by 2030. The Health Board will set out a work programme and implement this plan to meet the targets established in the NHS Wales Decarbonisation Strategic Delivery Plan in the areas of carbon management, buildings, transport, procurement, estate planning and land use, and its approach to healthcare including promoting clinical sustainability. Where feasible through the opportunities presented via the Health Boards transformation journey it will look to exceed targets and establish best practice models and pilots, as exemplars for the NHS and wider public sector. The overall aim will be to reduce the Health Board's carbon footprint by at least 34% by 2030 to support the wider public sector ambition to address the climate emergency.

- 2.3 The development of Decarbonisation Delivery Plan that set out a work programme and implementation plan to meet the targets established in the NHS Wales Decarbonisation Strategic Delivery Plan.
- 2.4 Support and monitor this live working document via the Decarbonisation Task Force Group and build responsibility for delivery across the organisation, assigning specific projects as required.
- 2.5 Liaise with Welsh Government to develop a way forward that supports the UHB with delivery of the action plans.

- 2.6 Ensure wider buy-in with a focus on awareness and engagement through a range of carbon awareness initiatives, such as the Green Team's project, supporting clinical innovation work, staff awareness communications etc.
- 2.7 Work with Welsh Government to align carbon reporting systems to establish an agreed footprint baseline.

3. Key Responsibilities

- 3.1 The Group will, in respect of its provision of assurance/advice to the Sustainable Resources Committee, ensure that the UHB meets the carbon targets as reported within the Welsh Government NHS Decarbonisation Strategy, as described in the established Planning Objective 6G.
 - 3.1.1 Analysis / Response to NHS Wales Decarbonisation Strategy
 - 3.1.2 Stakeholder Identification, Engagement & Management Strategy and Plan
 - 3.1.3 Decarbonisation Benchmarking
 - 3.1.4 Decarbonisation Metrics/Monitoring/Reporting/Performance Management
 - 3.1.5 Decarbonisation Delivery Plan
 - 3.1.6 Decarbonisation Opportunities Outline Business Case & Outline Financial Case
 - 3.1.7 Staged Reporting to HDUHB SRO / Board / Stakeholders / WG / NHS Wales
 - 3.1.8 Obtain HDUHB Authorisation
 - 3.1.9 Decarbonisation Action Plan
 - 3.1.10 Project Delivery
 - 3.1.11 Monitoring / Evaluation

4. Membership

4.1 Membership of the Group shall comprise of the following:

Member
Director of Strategic Development and Operational Planning (Chair)
Head of Property Performance (Vice-Chair)
Programme Project Manager
Digital Director
Head of Procurement
Senior Environmental Officer
NHS Wales Shared Services Partnership (NWSSP) - Procurement (representative)
Finance Business Partner
Deputy Director Strategic Partnerships
Deputy Director of Public Health
Communications Team Officer
Senior Performance Management Analyst
Head of Transport and Sustainable Travel
Consultant Clinical Psychologist
Pharmacy Lead
Senior Human Resource Advisor

4.2 Membership of the Group will be reviewed on an annual basis.

5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than a third and must include as a minimum the Chair or Vice Chair of the Group.
- 5.2 Any officer of the Hywel Dda University Health Board (HDdUHB) or from a partner organisation may, where appropriate, be invited to attend.
- 5.3 The Group may also co-opt additional independent external 'experts' from outside the organisation to provide specialist knowledge.
- 5.4 Should any officer member be unavailable to attend, they may nominate a deputy with full voting rights to attend in their place, subject to the agreement of the Chair.
- 5.5 The Group may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

6. Agenda and Papers

- 6.1 The Group's Secretary is to hold an agenda setting meeting with the Chair and the Group Lead at least three weeks before the meeting date.
- 6.2 The agenda will be based around the Group work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year, and requests from Group members. Following approval, the agenda and timetable for request of papers will be circulated to all Group members.
- 6.3 All papers should have relevant sign off before being submitted to the Group Secretary.
- 6.4 The agenda and papers will be distributed **seven** days in advance of the meeting.
- 6.5 The minutes and action log will be circulated to members within **ten** days to check the accuracy.
- 6.6 Members must forward amendments to the Group Secretary within the next **seven** days. The Group Secretary will then forward the final version to the Group Chair.

7. Frequency of Meetings

- 7.1 The Group will meet monthly and shall agree an annual schedule of meetings. Any additional meetings will be arranged as determined by the Chair of the Group.
- 7.2 The Chair of the Group, in discussion with the Group Secretary, shall determine the time and the place of meetings of the Group and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 The Group will be accountable to the Sustainable Resources Committee for its performance in exercising the functions set out in these terms of reference.
- 8.2 The Group shall embed the UHB's vision, corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- 8.3 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Group.

9. Reporting

- 9.1 The Group, through its Chair and members, shall work closely with the Board's other committees, including joint/sub committees and groups to provide advice and assurance to the Board through the:
 - 9.1.1 joint planning and co-ordination of Board and Committee business;
 - 9.1.2 sharing of information.
- 9.2 In doing so, the Group shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- 9.3 The Group may establish sub-groups or task and finish groups to carry out on its behalf specific aspects of Group business. The Group will receive an update following each sub-groups meetings detailing the business undertaken on its behalf.
- 9.4 The Group's Chair, supported by the Group Secretary, shall:
 - 9.4.1 Report formally, regularly and on a timely basis to the Sustainable Resources Committee on the Group's activities. This includes the submission of a Group update report as well as the presentation of an annual report within 6 weeks of the end of the financial year;
 - 9.4.2 Bring to the Sustainable Resources Committee's specific attention any significant matters under consideration by the Group.

10. Secretarial Support

- 10.1 The Group Secretary shall be determined by the Group Lead/ Chair.

11. Review Date

- 11.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Group for approval by the Sustainable Resources Committee.