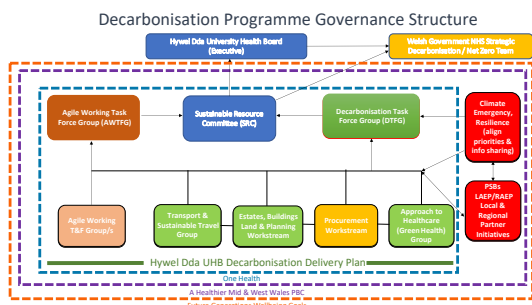


Enw y Grŵp/Is-Bwyllgor: Name of Group:	Decarbonisation Task Force Group
Cadeirydd y Grŵp/Is-Bwyllgor: Chair of Group:	Lee Davies, Executive Director of Strategy and Planning
Cyfnod Adrodd: Reporting Period:	August 2023

Y Penderfyniadau a'r Materion a Ystyriodd y Grŵp/Is-Bwyllgor: Key Decisions and Matters Considered by the Group:

Programme Updates & Carbon Management:



- The final draft governance structure has been presented and approved at the most recent Decarbonisation Task Force Group (DTFG).
- Decarbonisation Taskforce Group Terms of Reference (ToRs) – a review was undertaken and the document updated accordingly. DTFG approved the revised ToRs for onward submission to SRC for ratification (Appendix 1).

- Welsh Government (WG) has published the 'Climate Change in Wales: A Health Impact Assessment' which is an appraisal of the potential implications of climate change on population health in Wales. It provides robust evidence to inform public bodies in their preparations and responses to climate change.
- National desflurane contract – a project is underway and inviting comments on their draft proposal document to stop all use of desflurane anaesthetic gas in hospitals in Wales because of its excessive environmental impact, lack of clinical benefit when compared to alternatives, and high cost.
- Net Zero Emissions (quantitative) reporting is due to be submitted to WG by the 31 August 2023, the Decarbonisation Principal Programme Manager is coordinating the work in collaboration with the Strategic Performance Team – a report on the findings will be presented at the next SRC.
- The Decarbonisation Delivery Plan quarterly qualitative reporting pilot continues - phase one is complete and reported on performance during Q4 of 2022/23 focussing on Transport & Sustainable Travel and Procurement only. The Wales-wide highlight report was prepared by the Decarbonisation Reporting (DCR) Team and issued to all health boards and trusts, attached as Appendix 2.

Estates/Buildings/Land Workstream:

- WARPIT - planning commenced to develop a centralised function pulling storage management into the prevue of a single team, increasing sharing and re-use as an alternative to disposal. In 2022/23 the volume of equipment and items redistributed via WARPIT totalled 35 tonnes, with an estimated saving of 94 tonnes of CO2.
- Solar Farm projects - Prince Philip Hospital (PPH) private wire scoping opportunities being explored with private landowner, Witybush Hospital (WGH) private wire scoping opportunities being explored in collaboration with PCC.

- Explore funding opportunities for roof mounted PV on 79, Bro Myrddyn, Hafen Hedd and the Mental Health Block at South Pembrokeshire Hospital (SPH).
- Submitted grant application for Heat Network efficiency scheme to support efficiency optimisation project at PPH

Procurement Workstream:

- Awarded Improving asthma management in school contract - Educating pupils, parents and staff about all aspects of asthma to better equip them to manage their condition leading to improved health outcomes, a reduction in emergency GP appointments for acute exacerbations, reduction in emergency admission/overnight stays and reduced risk of premature death. Alongside the health benefits, this programme aims to reduce inhaler use and, where appropriate, switch from the traditional metered dose inhaler (MDI) to dry powder inhalers (DPI) which would result in a decrease of 16kg CO₂ per inhaler changed.
- Patient Privacy Curtains – exploring opportunities to divert waste from landfill to recycling.
- All Wales General and Food Waste & Recycling tender – a specification is currently being written by the All-Wales Sourcing Team which will include a focus on sustainability in line with WG’s waste segregation legislation amendments from April 2024.

Sustainable Transport & Travel Workstream:

- Car Sharing – Following the staff travel survey (over 1300 respondents), only 2% currently car share, with 46% stating they would not consider car share now and 16% stating they would consider this in the future. Barriers to uptake are lack of appropriate system/software for staff to research and book journeys, lack of dedicated parking bays and no availability of fleet pool vehicles. Solutions to these barriers are being considered and where appropriate progressed.
- Charge Points for Hywel Dda UHB Fleet: Pod-point has completed the site feasibility studies for all of Hywel Dda’s main sites. The HDdUHB Decarbonisation Action Plan (August 2022) includes the aspiration (ie. initiative 19) for all new cars and LGVs procured after April 2023 to be battery-electric or hybrid wherever possible. However, there is significant risk to delivery because funding for procurement, installation and on-going operation of electric vehicle (EV) charge-points for Hywel Dda fleet vehicles is very limited. Cost estimates for providing 7kW EV chargers at 10 main sites is approximately £650,000.
- We plan to reduce the vehicle carbon cap in the coming months. At present our CO₂ Value (Average) (g/km) for 22/23 is 73 compared to 123 in 18/19. Therefore, a reduction to 110/100 would be an achievable target.
- Pool car scheme videos are complete, with plans in place to monitor ongoing usage.
- Electric Cycle (EC) infrastructure/provision - EC is not being progressed at present until EV infrastructure future is clarified.
- Cycling Provision - a document outlining available facilities at most of our sites is nearing completion. This will signpost staff to local authority cycle routes, cycle parking, shower, change, storage and maintenance facilities at those locations. Work is being coordinated with the benefits team to maximise the Hywel Dda UHB Cycle to Work scheme.
- An Electric Vehicle (EV) survey across 11 key sites has commenced, work is ongoing to understand the infrastructure feasibility and challenges across our estates. Completion of the EV surveys and installation will take priority over EC. A decision must be made regarding the provisions and funding of EC charging of personal cycles and a policy drafted.

- Transition of Pool Car Scheme vehicles from Internal Combustion Engine to self-charging Hybrid. As of July 2023, 8 of the 27 pool car scheme vehicles are hybrid.
- Promotion/myth busting underway to encourage staff transition to EV utilisation both for personal and lease car scheme vehicles. As of July 2023, 34% of all vehicles supplied as part of the Health Board's lease car schemes are EV with a further 15% being hybrid.
- The transport team are working on a Healthy Travel Charter (HTC) with support from the One Health Lead. The HTC is a Wales-wide initiative to support Public Bodies to make 14-16 commitments for reducing their transport carbon footprint over a 2–3-year period.

Approach to Healthcare Workstream:

- Let's not Waste Campaign (LNWC): Hywel Dda have been asked to sign up to the organisational commitment pledge [here](#). LNWC expert working group has been formed to support departments/staff to address issues related to waste.
- National 'Sustainable Value in Healthcare' and 'Expired Consumables' groups set up.
- [E-Learning](#) encouraging SRC members to complete. Sustainability Awareness video will be embedded to make the module relevant to HDdUHB — we intend to follow the process to make the training mandatory for all staff.
- The 'Switch it Off' Campaign materials are in preparation for launch in September 2023.
- Medicines Management - A targeted program of switching inhaler devices continues in both primary & secondary care.
- [Welsh Sustainability Awards](#) guidance is ready for sign off; venue booked for 29 February 2024; 9 awards based on the Wellbeing of Future Generations (WFG) Act 2015 plus conference & exhibition; supported by Future Generations Commissioner (FGC), WG, Bevan Commission. FGC agreed to be a keynote speaker, with further experts, sponsors & judges in the pipeline.
- The Medical Gases Group has been working on the Nitrous Oxide project (~3% reaches patient via GGH manifold, costing ~£1500 per month); Progress has stalled as regulators are required for portable cylinders and there is no allocated budget for this. Issue has been reported to the WG Approach to Healthcare National Project Board.
- The National Botanic Gardens of Wales & Hywel Dda UHB have been successful in their joint bid for the Shared Prosperity Fund to deliver the 'Inspiring Places' project. Working with Future Workforce & Director of Research, Innovation & Value on possibility of Green Health Co-ordinator job role and a formal green volunteer network.
- Climate Cafes (CC) update being prepared for the DTFG in August 2023. Aim to inform, educate and empower staff, and share resources available with HDdUHB and nationally.

Agile Working

- The Agile Working toolkit is complete and is now 'live' on SharePoint. The desk booking system is still in pilot phase, representatives of the Agile Working Taskforce Group have attended demo sessions to give feedback and suggest improvements. Accessibility features have been built into the system for accessible desks/equipment to be exempt.
- **Corporate HQ** - a Project Team has been set up to deliver the first phase of acquiring a new accommodation in Carmarthen Town. Heads of Terms are in final draft and legal & risk have been procured. Digital are investigating the IT infrastructure requirements. A grant application has been submitted to the ACPW3 revenue grant to enable us to procure support to complete the Business Justification Case at pace (within 3 months).

Materion y Mae Angen Ystyriaeth neu Gymeradwyaeth Lefel y Pwyllgor Adnoddau Cynaliadwy:

Matters Requiring Sustainable Resources Committee Level Consideration or Approval:

Updated DTFG Terms of Reference – for ratification (Appendix 1).

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

Decarbonisation General

- Corporate HQ Project Resource issues - External supplier support is required to deliver the building acquisition Business Justification Case at pace; however, no funding is in place and the ACPW3 grant application may be unsuccessful.
- Lack of Funding for Decarbonisation: without adequate funding and investment, there is a significant risk that targets will not be achieved.

Transport

- If market constraints do not change, types of vehicles that require replacement now will impact upon longer term fleet replacement plans.
- If contingency charging is not considered when implementing charging infrastructure there is a risk that in the event of a Charge Station failure EV's will be unusable.
- If finances are not available to purchase chargers (capital), higher lease costs (revenue) and dedicated fleet staff there is a risk to achieving the overall Electric vehicle ambition.
- If overall National Grid capacity is not increased at sites, there will not be sufficient availability to support EV charging infrastructure. Consideration should be given to competing demand of additional capacity, including clinical services and also which carbon saving initiatives are prioritised over EV.

Procurement

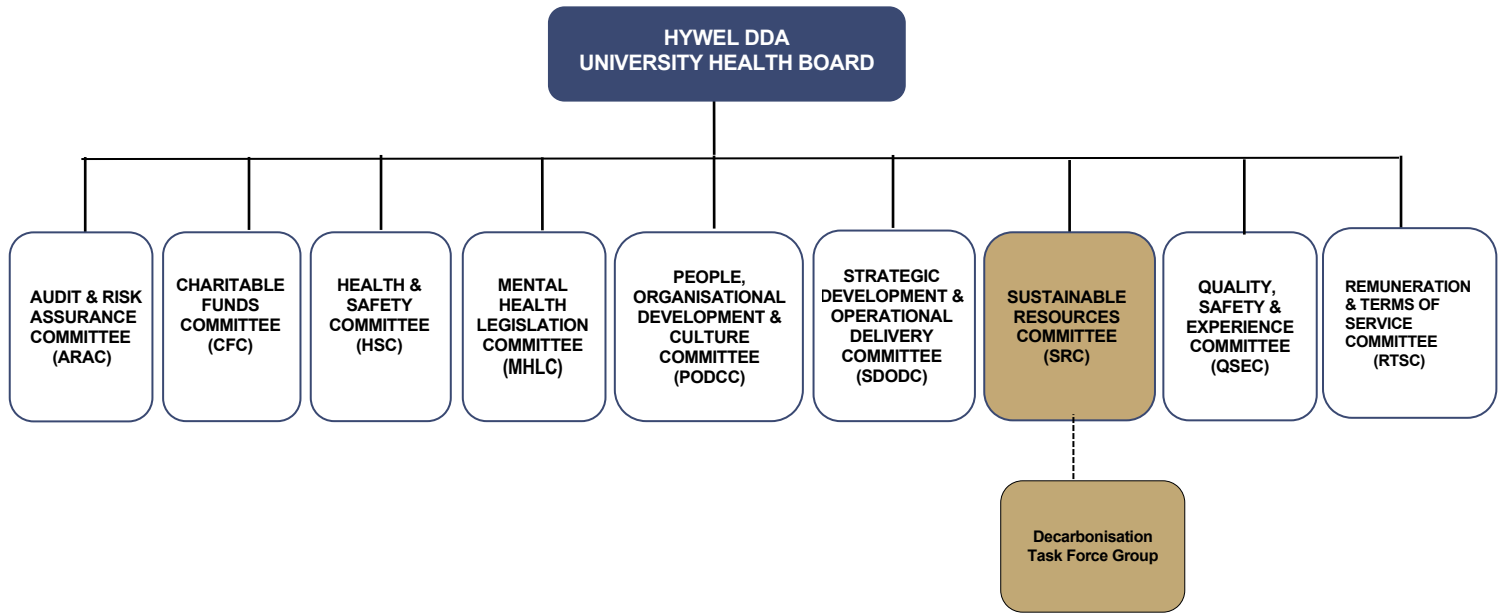
- Global supply chain issues and increasing costs of goods and services may impact upon delivery of initiatives to agreed timescales.
- Supply chain issues for medical equipment could mean non-contracted suppliers will continue to be required and higher/unknown carbon emissions may be reported.
- Tensions/conflicts across NHS organisation procurement teams and Health Boards in respect of financial savings versus Carbon savings. Prioritising carbon reducing goods, suppliers and methods of procurement that support the foundational economy in challenging is critical.

**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:**

TBC



TERMS OF REFERENCE

Version	Issued To	Date	Comments
V0.1	Decarbonisation Task Force Group	22.02.21	Approved
V0.2	Decarbonisation Task Force Group	17.08.23	Approved
V0.2	Sustainable Resources Committee	29.08.23	For Approval

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. 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 and Delivery Plan and the Hywel Dda Decarbonisation Action Plan.

The Group will:

- 2.1 Deliver the initiatives set out in the Hywel Dda Decarbonisation Action Plan as one of the UHB's priorities by committing to planning objective 8a... 'Implement the Board-approved plan for Decarbonisation and support initiatives which promote environmental sustainability and One Health, with the ambition of making Hywel Dda a leading organisation in this area. This work will incorporate both large-scale schemes with a significant benefit to the environment and the development of a 'green' culture which encourages teams and individuals to make changes within their services in support of this ambition, aligned to the NHS Wales Decarbonisation Strategic Delivery Plan. The plan focusses on 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.
- 2.2 To conduct a review of the Hywel Dda Decarbonisation Action Plan and initiatives to review progress against the agreed targets.
- 2.3 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.
- 2.4 Liaise with Welsh Government to develop a way forward that supports the UHB with delivery and review of the action plan.
- 2.5 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.

- 2.6 Work with Welsh Government to align carbon reporting systems to establish an agreed footprint baseline.
- 2.7 Prepare relevant high-quality content for reporting templates to be submitted on time to the Welsh Government, the NWSSP Decarbonisation Reporting Team and the Hywel Dda Sustainable Resources Committee, as well as any other committees/boards by additional request.

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 8A.
 - 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)
Principal Programme 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.