

Bundle Public Board 26 November 2020

6.1 Committee Update Reports / Adroddiadau Diweddaru Pwyllgorau

Presenter: Joanne Wilson

SBAR Committee Update Reports November 2020

CFC Update Report from meeting on 15 September 2020

IC Update Report from meeting on 24 September 2020

HPF Update Report from meeting on 21 September 2020

SRG Update Report from meeting on 6 October 2020



CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	26 November 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Committee Update Reports
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Clare Moorcroft, Committee Services Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to provide the Board with a level of assurance in respect of recent Board level Committee meetings that have been held since the previous Board report and are not reported separately on the Board agenda, as follows:

- Charitable Funds Committee (CFC) held on 15th September 2020.

Additionally, in respect of the In-Committee Board meeting held on 24th September 2020.

This report also provides an update to the Board in respect of recent Advisory Group meetings held, as follows:

- Healthcare Professionals Forum held on 21st September 2020;
- Stakeholder Reference Group held on 6th October 2020.

Cefndir / Background

The Hywel Dda University Health Board (UHB) Standing Orders, approved in line with Welsh Government guidance, require that a number of Board Committees are established. In line with this guidance, the following Committees have been established:

- Audit & Risk Assurance Committee
- Charitable Funds Committee
- Mental Health Legislation Assurance Committee
- Quality, Safety and Experience Assurance Committee
- Remuneration and Terms of Service Committee

The Board has established the following additional Committees:

- Finance Committee
- Health & Safety Assurance Committee
- People, Planning & Performance Assurance Committee

Attached to this report are individual summaries of the key decisions and matters considered by each of the Committees held since the previous Board report, where these are not separately reported to the Board.

Approved minutes from each of the Committees meetings are available on the UHB's website via the link below:

<https://hduhb.nhs.wales/about-us/governance-arrangements/statutory-committees/>

The UHB has approved Standing Orders, in line with Welsh Government guidance, in relation to the establishment of Advisory Groups. In line with this guidance, the following Advisory Groups have been established:

- Stakeholder Reference Group
- Staff Partnership Forum
- Healthcare Professionals Forum

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

There were no matters raised by the Charitable Funds Committee, In-Committee Board or Healthcare Professionals Forum which require Board level consideration or approval.

The Stakeholder Reference Group requested that the following items be raised at Board level:

- To recommend a review of the SRG agenda and workplan as a result of COVID-19 and the link to the Transformation Discovery Strategy;
- To recommend consideration of a wider public services partnership approach to developing a Children and Young People charter;
- To link the SRG to the EngagementHQ platform.

Key Risks and Issues/Matters of Concern:

The In-Committee Board raised the following key risks and issues/matters of concern:

- The ongoing issues relating to Operating Theatres, and delays in progress exacerbated by COVID-19 pressures;
- Financial Forecast Position:
 - The potential gap in funding resulting from COVID-19 costs;
 - The inherent financial risks associated with Field Hospitals.

The Stakeholder Reference Group raised the following key risks and issues/matters of concern:

- The increase in mental health problems among young people during the pandemic, recognising it has been a challenge to engage with Young Adult Carers. Virtual contact cannot replace physical contact, and this has contributed to mental health problems in young people.

Argymhelliad / Recommendation

The Board is asked to:

- Endorse the updates, recognising any matters requiring Board level consideration or approval and the key risks and issues/matters of concern identified, in respect of work undertaken on behalf of the Board at recent Committee meetings;
- Receive the update report in respect of the In-Committee Board meeting;

- Receive the update reports in respect of recent Advisory Group meetings.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
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): Hyperlink to NHS Wales Health & Care Standards	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives: Hyperlink to HDdUHB Strategic Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Improve efficiency and quality of services through collaboration with people, communities and partners

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders External Governance Review
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Committee and Advisory Group Chairs

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Explicit within the individual Update Reports where appropriate.
Ansawdd / Gofal Claf: Quality / Patient Care:	Explicit within the individual Update Reports where appropriate.
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	The Board has approved Standing Orders in relation to the establishment of Board level Committees. In line with its model Standing Orders, the Health Board has established Board level Committees, the activities of which require reporting to the Board.

	In line with its model Standing Orders, the Health Board has established a Stakeholder Reference Group, a Healthcare Professionals Forum and a Partnership Forum, the activities of which require reporting to the Board.
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Enw'r Pwyllgor / Name of Committee	Charitable Funds Committee
Cadeirydd y Pwyllgor/ Chair of Committee:	Simon Hancock, Independent Member
Cyfnod Adrodd/ Reporting Period:	Meeting held on 15 th September 2020
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Self-Assessment of Committee Effectiveness Outcome (2019/20) – the Committee received the Self-Assessment of Committee Effectiveness (2019/20) Report, comprising the outcomes from the annual self-assessment exercise. The Committee agreed to pursue the matter of refresher training in relation to the role as corporate trustees, to consider extension of the Committee membership to include community services/primary care, and to amend the format for next year's self-assessment in line with that utilised by the Quality, Safety & Experience Assurance Committee (QSEAC) for 2019/20. • Charitable Funds Operations Sub-Committee (CFOSC) Update Report – the Committee was presented with the CFOSC update report providing an overview of the Sub-Committee's decisions, including discussions and deliberations, since the previous report presented to the Committee on 17th March 2020. • Review of Scheme of Delegation including the Role of the Charitable Funds Operations Sub Committee – the Committee was presented with a report, proposing amendments to the scheme of delegation for HDdUHB's charitable funds and the role of the Charitable Funds Operations Sub Committee, and agreed the proposed changes relating to levels of approval limits and authorisation, and membership and frequency of meetings of the Charitable Funds Operations Sub-Committee. • Charitable Funds Committee Risk Register – the Committee received an update on the sole risk assigned to the CFC i.e. an ongoing risk of reputational damage if the Health Board becomes implicated, by default, in events outside of its control, due to association, or perceived association, with any external charitable organisations. Members noted the course of action that has been agreed with the Deputy Medical Director, with the anticipation that the risk can be managed, with systems put in place to avoid the risk of reputational damage. • CFC Assurance Report Submitted to Audit & Risk Assurance Committee (ARAC) – the Committee received the Charitable Funds Committee Assurance Report submitted to ARAC in June 2020 to provide assurance to ARAC that the CFC's Terms of Reference, as set by the Board, are being adequately discharged. • Hywel Dda Health Charities Fundraising Story (Ward 10, Withybush General Hospital) – the Committee received a heart-warming overview of the Ward 10 fundraising project, recognising the substantial funds raised by the Harding and Neville families, and highlighting the significant amount of work and 	

transformation undertaken.

- **Approval of Charitable Funds Expenditure over £50,000** – the Committee was presented with two requests for expenditure: (1) Funding of two Haematology Clinical Nurse Specialist trainees posts for three days per week for a three year period, and (2) Funding of a Faxitron machine for Prince Phillip Hospital’s Breast Care Unit. Following detailed consideration, both funding requests were approved by the Committee.
- **Investment Advisor Performance Update** - the Hywel Dda Health Charities Investment Update provided by Sarasin & Partners was presented to the Committee. The Committee was informed that the Permanent Endowment and General Fund’s portfolios are ahead of the competitive benchmark and long-term objectives. However, whilst income provided in 2020 will remain the same as 2019 given its continued generation, a 10% reduction in income for 2021 is anticipated due to the current uncertain and volatile times. Assurance was received that the portfolios had performed well against performance indicators and would continue to be monitored.
- **Llanelli Hydrotherapy Pool** – the Committee was presented with the Hydrotherapy Pool at Pentre Awel, Llanelli, report, setting out the wish of the trustees of a local charity, the Llanelli Hydrotherapy Pool, to entrust Hywel Dda Health Charities with the funds they hold (circa £300k) and further funds held through the JC Williams Trust, to be used as a contribution towards the capital or revenue costs of the pool at Pentre Awel. No concerns were raised by the Committee in accepting the monies involved, noting that a task and finish group is being established to govern contractual issues with Carmarthenshire County Council, timescales and the releasing of funds.
- **Ceredigion Property Options** – the Committee received a verbal update in relation to Ceredigion property options, with it agreed that a further update would be provided at the next Committee meeting.
- **Bronglais Chemotherapy Unit Fundraising Appeal Update** – the Committee received a verbal update in regard to the Bronglais Chemotherapy Unit fundraising appeal, and noted that the appeal has been put on hold since its launch in April 2020 until a suitable location for the unit is identified. It was agreed that an update would be provided to the Committee when further plans are in place.
- **Christmas Monies** – the Committee received the Christmas Monies update report, including the final breakdown of expenditure following distribution of the 2019 Christmas monies allocation. Following discussion, the Committee approved the transfer of charitable funds for Christmas monies for 2019, and agreed for the allocation of charitable funds to Christmas monies to continue for 2020.
- **Update on the NHS Charities Together Grant Funding Expenditure** – the Committee received the update on NHS Charities Together Grant Funding Expenditure report providing an update on the expenditure of the grant funding received from NHS Charities Together. The Committee noted the expenditure and

approved the sum of £33,316.47 from the donations made to the recent Apel Hywel Dda NHS COVID-19 Appeal to fund the shortfall identified. The Committee also noted details of additional grant funding available to NHS Charities Together member organisations and endorsed the proposed approach to identifying needs and priorities for discussion and consideration by the CFC and Executive Team, to include pursuing the extension of psychological wellbeing support to primary care practitioners.

- **Staff Lottery Scheme** – being cognisant of the view of staff partners as articulated at a meeting of Partnership Leads on 04/08/2020, the Committee agreed a launch date of March 2021 for the staff lottery scheme.
- **Integrated Hywel Dda Health Charities Performance Report** – the Committee received the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity’s performance and position as at 31/07/20. The Committee received assurance on the charity’s performance and noted the increase in overall funds, incoming resources and donations.
- **Draft Annual Accounts (2019/20)** – the Committee received the draft Hywel Dda Health Charities Accounts for the year ended 31/03/20, prepared in accordance with the Statement of Recommended Practice.
- **Charitable Funds Internal Audit Report – August 2020** – the Committee received the Charitable Funds Internal Audit Report, noting the positive findings and considerable good practice identified.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer /Matters Requiring Board Level Consideration or Approval:

- None

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

- No risks or issues/matters of concern identified to escalate to the Board.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

In addition to the items scheduled to be reviewed as part of the Committee’s work programme, following up progress of the various actions identified at the previous Committee meeting will be undertaken.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

30th November 2020.

Enw'r Pwyllgor / Name of Committee	In-Committee Board
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle
Cyfnod Adrodd/ Reporting Period:	Meeting held on 24 th September 2020
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Operating Theatres – an update on this issue was provided, with it agreed that a continued focus is required. A further update would be provided to the next IC Board meeting. • Financial Forecast Position – a report on the Financial Forecast Position was received. • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 31st August 2020. • In-Committee Audit & Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 25th August 2020. • In-Committee Quality, Safety & Experience Assurance Committee (QSEAC) – the In-Committee Board received an update report from the In-Committee QSEAC meeting held on 13th August 2020. • In-Committee Finance Committee – the In-Committee Board received update reports from the In-Committee Finance Committee meetings held on 24th July and 26th August 2020. • In-Committee Health & Safety Assurance Committee (HSAC) – the In-Committee Board received an update report from the In-Committee HSAC meeting held on 7th September 2020. • In-Committee Welsh Health Specialised Services Committee (WHSSC) – the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 8th September 2020. 	
Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:	
None.	
Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:	
<ul style="list-style-type: none"> • The ongoing issues relating to Operating Theatres, and delays in progress exacerbated by COVID-19 pressures; • Financial Forecast Position: <ul style="list-style-type: none"> ○ The potential gap in funding resulting from COVID-19 costs; ○ The inherent financial risks associated with Field Hospitals. 	

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /
Planned Committee Business for the Next Reporting Period:**

Adrodd yn y Dyfodol / Future Reporting:

To be confirmed.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

26th November 2020.

Enw'r Pwyllgor / Name of Committee	Healthcare Professionals Forum
Cadeirydd y Pwyllgor/ Chair of Committee:	Dr Mo Nazemi
Cyfnod Adrodd/ Reporting Period:	Meeting held on 21st September 2020
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>The Healthcare Professionals Forum (HPF) received two presentations during the meeting held on 21st September 2020.</p> <p>The first from Dr Philip Kloer, Medical Director/Deputy Chief Executive, provided an overview of the inception and purpose of the Transformation Strategic Group (TSG), noting that this would also form part of an overview of how the Board is adapting this year in response to the COVID-19- pandemic.</p> <p>As part of this overview, insight into the TSG's aims and processes was provided, together with its link into the Strategic Enabling Group (SEG). The Discovery report compiled to collate the lessons learned while dealing with the COVID-19 pandemic was discussed and distributed to Members. .</p> <p>The HPF welcomed the overview and discussed how best the HPF could work closer with the TSG & SEG in the future.</p> <p>The second presentation, provided by Mr Keith Jones, Director of Secondary Care, afforded a general update in relation to winter planning and acute services. Members noted the continued planning relating to the ongoing COVID-19 pandemic including activity levels in relation to cancer, and the usage of Glangwili General Hospital, Prince Phillip Hospital and Withybush General Hospital.</p> <p>It was understood that, in the main, only emergency care is being provided through the hospital sites, with it noted there are still challenges around capacity and access for patients awaiting non-urgent care.</p> <p>The HPF welcomed and noted the update provided.</p>	
Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar u cyfer / Matters Requiring Board Level Consideration or Approval:	
<ul style="list-style-type: none"> • None 	
Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:	
<ul style="list-style-type: none"> • None 	
Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:	
Adrodd yn y Dyfodol / Future Reporting:	
<ul style="list-style-type: none"> • Strategic Objectives and Planning • Quarter 3 & 4 Primary Care Update 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
16 th November 2020	

Enw'r Pwyllgor / Name of Committee	Stakeholder Reference Group (SRG)
Cadeirydd y Pwyllgor/ Chair of Committee:	Steve Moore, HDdUHB Chief Executive Hazel Lloyd-Lubran with effect from 5 th January 2021
Cyfnod Adrodd/ Reporting Period:	Meeting held on 6 th October 2020
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	

Chair

Members were reminded that Hilary Jones had stood down as the previous SRG Chair. Expressions of interest in the role of Chair had been sought and the Group agreed Hazel Lloyd-Lubran as Chair of the SRG, with effect from the next meeting. SRG agreed to defer the election of the Vice Chair until the next meeting, with expressions of interest to be submitted in the interim.

COVID-19

An update was provided on COVID-19, with the Health Board currently building on the Test, Trace, Protect strategy, to assist in spotting outbreak clusters and in advising people to self-isolate and get tested. All hospitals within Hywel Dda have been separated into red and green areas, and within the Health Board area there are 500 field hospital beds available, should there be a requirement for them. It was acknowledged that staff anxieties are escalating and everyone was encouraged to look after themselves and each other. Members were reminded that a COVID-19 Update Report is routinely included with Public Board papers, which sets out the Health Board's current position and planned response. WG ministers and the media are also provided with updates.

SRG Membership and Terms of Reference

Members were informed that identification of a representative for the newly formed Equality Forum has not yet been progressed, and that this would be kept under review. Hayley Edwards was confirmed as the new Armed Forces Representative. The SRG was informed that the Terms of Reference have been recently updated to reflect both the revised SRG membership and partnership working with the Regional Partnership Board (RPB). A detailed review has recently been undertaken of the current membership and Members' length of service. Members agreed the need to retain the expertise of long-standing individuals as this provides continuity and balance of membership. It was further agreed that attendance at SRG meetings is more important than tenure.

Strategic Discover Report

Members were informed of the Strategic Discover Report – *Applying the Initial Learning from our Pandemic Response to the Health and Care Strategy*, which captures the positive and negative impact of changes since the beginning of the COVID-19 outbreak in West Wales. Whilst full details relating to public engagement were not included in the report, Members were assured that HDdUHB has worked closely with Hywel Dda CHC. The SRG made a number of observations, including the need for COVID-19 to be used as an enabler for change; the need to take a holistic approach to healthcare provision; and a suggestion that Teulu Jones be used to illustrate delays in treatment that patients are facing. Members noted that HDdUHB's Strategic Planning Objectives would be presented to the Public Services Boards at a Development Day scheduled for 5th November 2020. It was emphasised that the

SRG needs to influence and shape this agenda, with the SRG workplan reviewed to reflect what has been learnt.

Transformation Programme and Evaluation Tool Kit

Members received an update on the Healthier West Wales Transformation Programme and how the funding of £12m for the three transformation programmes (1, 3 and 7) is progressing. Members were informed that the three transformation programmes have been rolled forward into 2020/21, and advised that each of the programmes has clearly contributed to the COVID-19 response. KPMG was commissioned in August 2020 to undertake an evaluation to inform sustainability of the plans post-April 2021; a report on this will be presented to the RPB in October 2020. The report recommends continuing with the programmes for a further year and making longer-term decisions based on the strength of the data. Members were informed that an Evaluation Framework has been developed to monitor progress. This framework will consider key measures, such as whether hospital admissions and social care placements are being reduced, and will focus upon diverting people away from A&E. In addition, the report will target how many people are being supported and will ascertain the effectiveness of delivering the programmes. It was confirmed that there would be continued stakeholder engagement with the RPB, SRG and all other relevant forums to gain continuous engagement feedback. The RPB is involved in a pilot of EngagementHQ, an online engagement tool which will enable the seeking of views and will help develop each of the transformation programmes.

Stakeholder Management System and Engagement Tool

An update was provided on the Stakeholder Management System and Engagement Tool procured by the Health Board, including an accompanying timeline. The functionality and potential benefits of the two systems involved, Tractivity and EngagementHQ, were outlined. Members agreed this represented a useful tool, and that it would be interesting to see the reach of engagement on the platform at some point in the future.

Children in Wales Participation Standards

Members were provided with information around the journey to providing opportunities for the voices of children and young people to be heard in the HDdUHB area. In 2019, the Children's Commissioner for Wales held an Annual Child Health Seminar. Following the seminar, individuals followed up opportunities to consider and learn from best practice, and met with Cardiff & Vale UHB, Swansea Bay UHB and Public Health Wales. It was found that all had 'physical' boards which would not be an option for HDdUHB, due to the geography of the area. Youth Forums within Hywel Dda were also consulted, to establish their preferences with regards to engagement. In 2019, a working group was established, which included a cross section of individuals from HDdUHB, Local Authorities, Youth Forums, Dyfed Powys Police and Crime Commissioner's Office, Voluntary Sector, Youth Apprentice Scheme and Children's Commissioner for Wales Office. The Health Board has also been working in partnership with Dyfed Powys Police and Crime Commissioner's Office in developing a survey targeted at young people. The results of the survey were presented at a conference in March 2020. The Children's Participation Standards are to be adopted and ensure all organisations are committed to this work. One of the early benefits of the group was to raise the awareness of the UN Rights of the Child training. As a result, a wide range of individuals attended. Since COVID-19, the group has been placed on hold; however, is now being reset with the workplan to include development of a HDdUHB Children's Charter. Members suggested that it would be preferable to see a regional children and young people's charter not specific to health, and a partnership charter developed.

<p>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:</p> <p>The SRG made the following recommendations to the Board:</p> <ul style="list-style-type: none"> • A review of the SRG agenda and workplan as a result of COVID-19 and the link to the Transformation Discovery Strategy; • Consideration of a wider public services partnership approach to developing a Children and Young People charter; • To link the SRG to the EngagementHQ platform.
<p>Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:</p> <ul style="list-style-type: none"> • The increase in mental health problems among young people during the pandemic. It has been a challenge to engage with Young Adult Carers. Virtual contact cannot replace physical contact, and this has contributed to mental health problems in young people.
<p>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:</p>
<p>Adrodd yn y Dyfodol / Future Reporting:</p> <ul style="list-style-type: none"> • Arrangements to recruit an SRG Vice-Chair • Approval of the revised SRG Terms of Reference taking into account legacy tenure • The link between the Transformation Steering Group (TSG) and the SRG
<p>Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:</p> <p>5th January 2021 (to be confirmed)</p>