

## Bundle Public Board 30 July 2020

2.3

Report of the Chair / Adroddiad y Cadeirydd

*Presenter: Chair*

Chair's Report July 2020

BAME Advisory Group ToRs



**CYFARFOD BWRDD PRIFYSGOL IECHYD  
UNIVERSITY HEALTH BOARD MEETING**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	30 July 2020
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Report of the Chair
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Miss Maria Battle, Chairman
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Miss Maria Battle, Chairman

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA**

**SBAR REPORT**

Sefyllfa / Situation

To provide an update to the Board on relevant matters undertaken by the Chair of Hywel Dda University Health Board (the UHB) since the previous Board meeting.

Cefndir / Background

This overarching report highlights the key areas of activity and strategic issues engaged in by the Chair and also details topical areas of interest to the Board.

Asesiad / Assessment

**COVID-19**

We owe a huge debt of gratitude to all our staff who have cared for patients and their families along with all those in the care sector. We are also very grateful to shop workers, transport staff, delivery drivers, teachers, refuse collectors, farmers, armed service personnel and all other key workers who have kept the country going. And to everyone who stayed home even when the sun shone, the people who volunteered, who helped their neighbours with their shopping or washed their hands more often. Everyone's efforts ensured our infection rate was much lower in West Wales than we expected. It is important, however, to remember that COVID-19 has not gone away and we need our community to stay vigilant to protect themselves, their family and our NHS from the virus.

The support and generosity shown to our staff and patients over the past few months has been nothing short of heart-warming, overwhelming and inspiring. Your kindness has made such a difference. The Health Board has also been offered numerous gifts for our staff, including tickets to Folly Farm in Pembrokeshire, overnight accommodation and meals at the Grove Hotel in Narberth, evening meals for 2 at the Coast restaurant, Saundersfoot, Andrew Price Hairdressing salon vouchers, Beauty Bags donated by Boots the Chemist, and even a night's stay in a Shepherds Hut.

It is important all of our staff have an opportunity to apply for these gifts. We are launching our new 'Hywel Dda Benefits 4U' staff benefits website and App where staff will be able to access a whole range of retail discounts, salary sacrifice benefits and health and financial support from their desktop, table or smartphone. Staff will need to register on the site and allocation of the gifts will be undertaken by a random draw process. Details on how to register will be available from early August.

COVID-19 has disproportionately affected our Black, Asian and Minority Ethnic (BAME) staff. During the pandemic I have been meeting with BAME staff within our Health Board to listen to their experiences during COVID and more widely. There are a number of key areas BAME staff could lead in advising how improvements can be made such as communication, recruitment and selection, welcoming and mentoring, prevention of bullying, a stronger voice, a Charter. I would like us to establish a Board BAME Advisory Group and attach Terms of Reference for the Board's approval, which has been considered and approved by the Group. This will be kept under review, particularly in relation to being advised by other protected groups.

Field hospitals have been established in each of the three counties as part of our response to the COVID-19 pandemic. A small number of patients (non-COVID-19) have been transferred from Glangwili General Hospital to the Carmarthen Field Hospital, Ysbyty Carmarthen Ysbyty Enfys Caerfyrddin, where they are being cared for by an experienced team of nurses, therapists and a resident consultant. I visited on 6<sup>th</sup> July 2020. The team has created a warm and welcoming environment. Pictures of West Walian Landscapes have kindly been donated by the National Museum for Wales. Patient feedback was very positive. This is the first time one of the hospitals has been used for patient care, which will release some capacity in GGH and support the reinstating of other urgent planned procedures. We are acutely aware of the impact postponements have had on patients and their quality of life.

I visited Delta Wellbeing Llanelli and heard how staff were supporting the 9000 people who were shielding in Carmarthenshire with proactive phone calls and were part of the tracing and protecting team. As with all my visits, I heard moving examples of kindness.

The Chief Executive, Vice Chair and I also had two meetings with the Primary Care Cluster Leads to listen to their experience of COVID and what models of care they advised should be scaled up and spread throughout Hywel Dda. This will be considered by the Transformation Steering Group.

We had a private visit from HRH Prince Charles to Llandoverly Community Hospital on 17<sup>th</sup> July 2020. He wanted to personally thank staff for everything they had done during the pandemic and to listen to their experiences. His visit was very much appreciated and a morale boost for staff.

### **Board Seminar 25<sup>th</sup> June 2020**

Board Members received the Draft Coronavirus (COVID-19) NHS Wales Operating Framework (2020/21) Quarter 2 Response ahead of submission to Welsh Government (WG) on 3<sup>rd</sup> July 2020. A significant amount of work has been undertaken, given the complexity of the Health Board's current position in order to re-establish services. Following positive feedback from Welsh Government, the Quarter 2 response included a plan for the next 3 months and builds on the themes and principles from Quarter 1. Board Members commended the work undertaken so far and recognised that the Health Board is learning quickly and becoming more responsive there needs to be degree of flexibility for all plans. We were joined by the Chair and CEO of the Community Health Council.

## **NHS Birthday – Biggest Thank You Ever!**

On 5<sup>th</sup> July 2020, NHS organisations across the UK took part in the Biggest Thank You Ever to celebrate the 72<sup>nd</sup> birthday of the NHS. The activity focused on a national clap on doorsteps for the NHS at 5pm on Sunday 5<sup>th</sup> July. In Hywel Dda we celebrated the event as follows:

- Prior to the clap on Sunday afternoon, we encouraged staff to get involved via staff daily emails, and an Executive video from CEO Steve Moore where we asked our staff to share photos with us.
- We provided a video ‘thank you’ medley for the Welsh Government’s national thank you video (English and Welsh) published on their social media channels on Sunday.
- We issued several more on our own Charities social media channels and shared on our corporate accounts - <https://www.facebook.com/HywelDdaHealthCharities>. They include a thank you to the NHS from a young man in our area who lost his mum to COVID-19, a thank you from Rhythwyn, the 91-year-old farmer who walked 91 laps of his garden, and local celebrity, The Apprentice winner and Aberystwyth baker, Alana Spencer.
- We also used some picture stories of local fundraisers wishing to thank the NHS and included a ‘soft ask’ for donations to Hywel Dda Health Charities within it.

## **Key Meetings**

I attended the following meetings, however in light of COVID-19, these have been via video conferencing:

- Weekly meetings with all MSs and MPs
- Local Authority Leaders and CEOs Weekly Meeting
- Community Health Council fortnightly Meeting
- NHS Chair Peer Group Meeting
- Pembrokeshire Public Services Board Meeting
- Carmarthenshire Public Services Board Meeting
- Black, Asian and Minority Ethnic (BAME) Leaders
- Meeting with the Chair and CEO Public Health Wales
- Chairs Briefing Meeting on COVID-19
- Virtual Team Wales Event: COVID-19
- Meeting with CEO of Healthcare Inspectorate Wales (HIW)
- Partnership Council for Wales
- NHS Chairs & Chief Executives Meeting Quarter 2
- COVID-19 Governance Review

## **Celebrating Success/Awards**

### **Employee or Team of the Month**

Members of staff, patients, service users and the public can nominate staff who have gone above and beyond the call of duty and for their excellent work. Since the Board was last updated at its May 2020 meeting, the following employees/teams have received the Employee or Team of the Month award. I have been privileged to meet many of them personally to present them with their award, listen to their experiences and to thank them on behalf of the Board.

<b>Employee or Team</b>	<b>Reason for Nomination</b>
Ward 3, General Surgery, Worthybush General Hospital (WGH)	Nominated by Jo Dyer, Senior Ward Sister in recognition of their commitment to learning and development and setting a

	good example to others in order to provide high standards of care and ensuring that patient safety is put first.
Community Drug and Alcohol Team Drug and Alcohol Services/Mental Health, Pembroke Dock	Nominated by Rhodri Davies, Health Care Support Worker /Student in recognition of their service delivery in an extremely caring and person centred manner in order to tailor this to the user's needs.
Rural Health and Care Wales Team Corporate Services, Aberystwyth	Nominated by Anna Prytherch, Project Manager in recognition of their dedication and professionalism in organising the very successful 2-day conference on Rural Health and Care at the Royal Welsh Ground showground, which was attended by over 240 people. There has also been much positive feedback from attendees praising the effort of the staff.
Elonwy Davies, Team Leader, North Ceredigion Community Resource Team /ART Community, Aberaeron Integrated Care Centre	Nominated by Gwenno Rees, Junior Sister in recognition of Elonwy's dedication to leading a newly formed team through new challenges and systems with honesty, clear direction, effective communication and provided reassurance when necessary. This has resulted in a fantastic work ethos where patient care has remained at the forefront of Elonwy's working day.
Enlli Ward Staff, Enlli Ward Bronglais General Hospital (BGH)	Nominated by Sean Palmer, Community Psychiatric Nurse in recognition of their consistent hard work while showing a sincere and caring culture. One example in particular being the event that was arranged whereby the Tenovus choir performed at the ward for the service users, which clearly had a positive impact on them and the staff who were present.
Lynne Edwards, Vaccination & Immunisation Coordinator, Children Public Health, Llangennech	Nominated by Dr Jo McCarthy, Consultant in Public Health in recognition of Lynne's exceptional leadership skills, innovative problem solving as well as hard work promoting and implementing flu vaccinations in all four of our hospitals' antenatal clinics. Furthermore, consistently supporting colleagues in primary care in regard to vaccine availability.
Paul Spencer, Day Porter, Hotel Facilities WGH	Nominated by Ruth Izzard, Emergency Nurse Practitioner (ENP) Team Leader in recognition of Paul's consistent hard work as well as exhibiting a positive and pleasant manner over an impressively long service.
Gary Codd and Martin Griffiths, Porters, Facilities Department, WGH	Nominated by Tim Harrison in recognition of their bravery when responding to a very dangerous incident in the ward, where both

	went above and beyond their normal duties in their heroic actions.
Electroconvulsive therapy (ECT) Team, ECT Clinic, Hafan Derwen, Carmarthen	Nominated by Liz Davies, ECT Lead Nurse in recognition of their consistent delivery of high quality care to service users and building of relationships with carers. This has been evidenced by their achievement of a bronze award for investors in carers', and also by successfully achieving accreditation.
Gerald Evans, Lead Software Developer I.T Department, GGH	Nominated by Heather Howells (Lead Adult Safeguarding Practitioner) in recognition of Gerald's support and creative input in regard to the work carried out by the safeguarding team. Gerald's contribution has helped the team create a valuable resource website which is even being used by external agencies who are researching for new ideas.
Anwen Jones, Community Diabetes Nurse, Ceredigion Community, Ty Bryn	Nominated by Dr Sam Rice (Consultant Physician and Endocrinologist) in recognition of Anwen's hard work and dedicated input with GP surgeries thereby making changes in working structures that have taken clinical pressures off the hospital. This has enabled the county to continue delivering optimal care despite shortages in specialist staff.
Trauma and Orthopaedic (T&O) Physiotherapy Team, Physiotherapist & Support Workers, Physiotherapy Department, GGH	Nominated by John Walpole (Clinical Lead Physiotherapist) in recognition of their professionalism and resilience, maintaining clinical standards and showing compassion to all our patients whilst dealing with the challenge of staff shortages.
Ward 1 Team, WGH	Nominated by Dawn Cole in recognition of her hard work and flexibility in adapting to changes that have been necessary to meet the new and unpredictable demands that have been forced upon us by the once in a lifetime experience of COVID-19. This has been an unprecedented time in all our careers and Ward 1 has been on the front line, working together as a new team and in very different ways. It has taken great courage and dedicated selfless service. The team has cared for each other whilst providing excellent patient care.
Endoscopy Team, PPH	Nominated by Robin Ghosal (Consultant Respiratory Physician & Hospital Director) and Dr Mark Andrews In recognition of their work on the interventional bronchoscopy service in PPH. The team's hard work has resulted in the delivery of highly specialist care for patients throughout south wales.

Clinical Engineering Team, BGH	Nominated by Chris Hopkins, Head of Clinical Engineering in recognition of their hard work over the past 18 months to deliver excellent services for our patients. Improvements have been made in many key areas concerning how UHB manages 21,000 medical devices in use.
HSDU Team Decontamination Technicians BGH	Nominated by Joe Teape, former Deputy Chief Executive/Director of Operations in recognition of their dedication and commitment to improving patient services by providing improved quality assured decontamination services to all wards and department, within both acute and community setting of the Health Board. The team's hard work has resulted in several successful achievements. One example being centralisation of community dental and podiatry instrument decontamination, into the accredited HSDUs.
Alun Thomas Desktop Support Engineer	Nominated by Libby Ryan-Davies (Strategic Programme Director) in recognition of Alun's consistent support to the Transformation Programme Office, which has a growing team and with that, an increasing requirement for IT support and sourcing. As well as providing technical expertise, Alun has also incorporated timeliness and a welcoming and supportive approach.

### **Organ Donation Committee**

As of its next meeting, Mrs Judith Hardisty will become the Chair of the Organ Donation Committee taking over from Mr Peter Skitt, (County Director, Ceredigion). I would like to extend thanks on behalf of the Board for Mr Skitt's commitment and dedication during his time as Chair of the Organ Donation Committee.

### **Independent Board Member Update**

I am pleased to announce that the Minister for Health and Social Services has approved an extension to Mr Mike Lewis' tenure as Independent Member, Finance, and Cllr. Simon Hancock's tenure as Independent Member, Local Authority, until the end of March 2021. I am also pleased to announce that the Minister for Health and Social Services has approved a 12 month extension to Mr Michael Hearty's tenure as an Associate Member of the Board until the end of May 2021.

### **Argymhelliad / Recommendation**

The Board is asked to:

- Support the work engaged in by the Chair since the previous meeting and to note the topical areas of interest;
- Approve the establishment of a BAME Board advisory group and approve the Terms of Reference.

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

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Chairman's Diary & Correspondence
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:	Chairman

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	No impact
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	Ensuring the Board and its Committees makes fully informed decisions is dependent upon the quality and accuracy of the information presented and considered by those making decisions. Informed decisions are more likely to impact favourably on the quality, safety and experience of patients and staff.
<b>Gweithlu:</b> <b>Workforce:</b>	No impact
<b>Risg:</b> <b>Risk:</b>	No impact

<b>Cyfreithiol: Legal:</b>	No impact
<b>Enw Da: Reputational:</b>	No impact
<b>Gyfrinachedd: Privacy:</b>	No impact
<b>Cydraddoldeb: Equality:</b>	No EqlA is considered necessary for a paper of this type.



**BLACK ASIAN MINORITY ETHNIC (BAME) ADVISORY GROUP**

**TERMS OF REFERENCE**

Version	Issued to:	Date	Comments
V0.1	<b>BAME Group</b>	22 <sup>nd</sup> July 2020	
V0.1	<b>Hywel Dda University Health Board</b>	30 <sup>th</sup> July 2020	

# BLACK ASIAN MINORITY ETHNIC ADVISORY GROUP

## 1. Constitution

- 1.1 The Black Asian Minority Ethnic (BAME) Advisory Group has been established as an Advisory Group of the Hywel Dda University Health Board and was constituted from 1<sup>st</sup> July 2020. For the purpose of these Terms of Reference Black Asian Minority Ethnic (BAME) means everyone who self-identifies their ethnicity as other than White British.

## 2. Membership

- 2.1 The membership of the BAME Advisory Group Membership shall comprise:
- Chair (Chair)
  - BAME representatives (Vice-Chair to be identified from within the BAME representatives)
  - Trade Union Representatives
  - Senior Chaplain
  - Director of Public Health – (Diversity & Inclusion lead Executive)
  - Director of Workforce & Organisational Development
  - Strategic Partnership, Diversity & Inclusion lead
  - Assistant Director of Organisational Development
  - Head of Workforce Resourcing & Utilisation (Workforce Diversity & Inclusion lead)

## 3. Quorum and Attendance

- 3.1 For the BAME Advisory Group meeting to be quorate there will be an attendance of five members or a quarter of the membership (whatever is greater) for the meeting to take place. Chair or Vice-Chair must be present. Vice-Chair will be selected from the BAME representatives.

## 4. Aims and Objectives

- 4.1 The aim of the BAME Board Advisory Group is to advise the Health Board on mainstreaming equality, diversity and inclusion and to provide a forum to:
- Empower BAME staff to achieve their potential through creating positive change
  - Enable BAME staff to feel that they are part of and play a vital role in the Health Board
  - Raise concerns in a safe and confidential environment

- Discuss and influence and advise on issues affecting BAME staff with key decision makers.
- Assist in formulating new and review existing policies and procedures ensuring BAME staff are not disadvantaged
- Mainstreaming equality, diversity and inclusion enabling the Health Board in meeting its statutory obligations regarding its duty under the Equality Act 2010.
- Assist in supporting BAME staff with the identification of training needs, advise on the provision of courses, content of courses ensuring equality and diversity implications as they relate to BAME staff
- Help ensure BAME staff access training and support.
- Aid with access to employment opportunities, career development and career progression/aspirations.
- Update on local and national policy and developments.

## **5. Management of Meetings**

- 5.1 Meetings will be held monthly in the first instance. Terms of Reference include scope for smaller work groups to be identified for limited periods of time to drive work programmes forward.
- 5.2 In the longer term there may be a need to review the frequency of the meetings.

## **6. Reporting and Advisory Arrangements**

- 6.1 The BAME Advisory Group will report to the Board through the Chair's Update Report for the first six months and consideration will be given thereafter to this reporting arrangement to transfer to the People Performance and Planning Committee.

## **7. Secretarial Support**

- 7.1 The Director of Public Health as Diversity & Inclusion lead Executive Director will ensure that the BAME Advisory Group is properly equipped to carry out its role.

## **8. Review Date**

- 8.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Group for approval by the Board.