



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 January 2022
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:

- Mental Health Legislation Committee (MHLC) held on 26th November 2021;
- Charitable Funds Committee (CFC) held on 30th November 2021;
- Remuneration and Terms of Service Committee (RTSC) held on 13th January 2022.

Additionally, in respect of the In-Committee Board meeting held on 25th November 2021.

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

- Healthcare Professionals Forum held on 15th November 2021;
- Staff Partnership Forum held on 7th December 2021.

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

The Board has established the following additional Committees:

- Sustainable Resources Committee

- Health and Safety Committee
- People, Organisational Development and Culture Committee
- Strategic Development and Operational Delivery 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/board-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 statutory Advisory Groups have been established:

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

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

The Charitable Funds Committee requested that the following items be raised at Board level:

- **Hywel Dda Health Charities Final Annual Report and Accounts 2020/21** – the Committee requests Board ratification, in its role as Corporate Trustee, of the approved Final Annual Report and Accounts 2020/2021 (*to be considered during Corporate Trustee session*).
- **Phase 2 of the Cancer Psychological Support (CaPS) Project: Psychological Support for People Affected by Cancer and the Cancer Workforce** – the Committee requests Board ratification, in its role as Corporate Trustee, of charitable funds expenditure of £228,000 over the next 3 financial years to support funding for phase 2 of the CaPS Project (*to be considered during Corporate Trustee session*).
- **Staff Welfare and Wellbeing: Creating Rest Areas for Our Staff** – the Committee requests Board ratification, in its role as Corporate Trustee, of charitable funds expenditure of £180,941 to be spent on creating rest areas for staff across HDdUHB (*to be considered during Corporate Trustee session*).

There were no matters raised by the Mental Health Legislation Committee, Remuneration & Terms of Service Committee, In-Committee Board, Healthcare Professionals Forum or Staff Partnership Forum which require Board level consideration or approval.

Key Risks and Issues/Matters of Concern:

There were no key risks and issues or matters of concern raised by the Mental Health Legislation Committee, Charitable Funds Committee, Remuneration & Terms of Service Committee, In-Committee Board, Healthcare Professionals Forum or Staff Partnership Forum.

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, noting that a Corporate Trustee session will be held directly after the Public Board meeting to consider the approved Hywel Dda Health Charities Final Annual Report and Accounts 2020/2021 and charitable funds expenditure outlined above;
- **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):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Standing Orders External Governance Review
Rhestr Termâu: 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:	<p>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.</p> <p>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.</p>
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Enw'r Pwyllgor / Name of Committee	Mental Health Legislation Committee (MHLC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Judith Hardisty
Cyfnod Adrodd/ Reporting Period:	Meeting held on 26 th November 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>This report summarises the work of the Mental Health Legislation Committee (MHLC) at its meeting held on 26th November 2021, with the following highlighted:</p> <ul style="list-style-type: none"> • The Quarterly Performance Report for Quarter 2, 2021/22 was received by the Committee and a discussion regarding the reduction in use of Section 2 and 3 and increase in Section 4 was held. The Committee noted and appreciated the explanatory comments provided by the MHLD Scrutiny Group within the Quarterly Performance Report. • The Committee noted that the Mental Health Administration Lead is taking the Section 117 Policy forward with the clinical working group with the aim of achieving agreement between the Health Board and local authorities in relation to the provision. • The Committee received an update from the Mental Health Administration Lead in relation to the video conferencing facilities recently piloted by Mental Health Tribunal (for Wales). The Committee understand that the Tribunal will now be piloting MS Teams as the preferred provider. • The Committee received a detailed report from the Mental Health Legislation Scrutiny Group, which included, but was not restricted to: use of Section 136; accessibility of Section 12 doctors; the current availability of Approved Mental Health Professionals across all three counties and mitigations implemented; review of exception reports; a request from the Professional Lead for Occupational Therapy to undertake a review of work for patients within secondary mental health services; and a recent pilot of a QR code within inpatient areas for Service User Experience. • The Committee noted there were currently no risks within the Corporate Risk Register aligned to the Mental Health Legislation Committee. • The Committee approved the revisions to the Section 135 Inter-agency Policy as presented. • The Committee approved the amendment to the Section 136 Policy as discussed, and agreed for the final policy to be approved under Chair's Action in January 2022. • The Committee approved the Annual Workplan for 2022-23 and Schedule of Meetings for 2022-23. • The Healthcare Inspectorate Wales: Annual Report 2020-2021 and Review of Part 1 Mental Health Assessments were noted by the Committee, for information. 	
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:	
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:

December – February

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

1st March 2022.

Enw'r Pwyllgor / Name of Committee	Charitable Funds Committee
Cadeirydd y Pwyllgor/ Chair of Committee:	Delyth Raynsford, Independent Member
Cyfnod Adrodd/ Reporting Period:	Meeting held on 30 th November 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> <p>Self-Assessment of Committee Effectiveness: Action Plan – the Committee received the Self-assessment of Committee Effectiveness: Action Plan report, and received assurance that actions from the CFC Self-Assessment 2020/21 are being progressed within the agreed timescales. The suggestion to develop processes for evidencing the impact of charitable expenditure is a key phase of the Committee's planning objective and this work will be undertaken during Quarter 4, 2021/22 with support from the Health Board's Research and Development team. In relation to the suggestion for further examination of learning from successes and failures from outside the organisation, the Committee was informed that the Hywel Dda Health Charities team continues effective engagement with fellow NHS charities in terms of best practice. The Committee was further informed that the New Philanthropy Capital (NPC) has produced valuable resources regarding evaluation models for NHS charities and the team aim to incorporate these resources into this work during Quarter 4, 2021/22.</p> <p>Charitable Funds Story: Post-project Evaluation of Wards 9 and 10 in Withybush General Hospital – the Committee received a presentation highlighting the positive impact of charitable funding contribution to the refurbishment of Wards 9 and 10 on patient and staff experiences. The Committee was informed that the project, completed in March 2020, addressed a long standing requirement to improve the clinical environment, including patient privacy, patient dignity, infection control measures and gender segregation criteria, all of which are strongly associated with modern healthcare environments. Included in the scheme had been the refurbishment of Ward 9 as a decant area whilst the Ward 10 works were undertaken. Ward 9 also had a similar long standing requirement to improve the clinical environment. The Committee was informed that £3.153 million had been received from Welsh Government's All Wales Capital Programme to undertake the project, with donations totalling circa £300,000 received from the Elly's Ward 10 Flag Appeal and other charitable donations. The Committee was advised that the post-project evaluation had been a key phase within the capital project to allow the Health Board to reflect on the extent of the benefits of the refurbishment, assess whether the project achieved its investment objectives, and identify any lessons learnt. Positive feedback from patients had been collated via Family Liaison Officers on Ward 10 in terms of the environment. In addition, feedback from wider stakeholders highlighted the impact of the project amongst the wider cancer services network in Pembrokeshire in boosting morale from the knowledge that end of life services would be supported in a</p> 	

modern, welcoming, and dignified environment for patients and their families.

- **Review of any Approvals Made Outside the CFC Meeting via Chair's Action: Christmas Charitable Expenditure 2021** - the Committee ratified the decision taken under Chair's Action for approval of the specified increased limits of expenditure; approval of the inclusion of the specified categories of expenditure within the Charitable Funds Financial Administration and Governance Procedure; and approval of a maximum allocation of £20,000 from the general Support for Life Response fund to support charitable expenditure for Christmas 2021.
- **Assurance on Planning Objectives Aligned to CFC** – the Committee received the Assurance on Planning Objectives Aligned to CFC report, providing assurance on the current position in regard to the progress of Planning Objective 2E aligned to the Committee, in order to provide onward assurance to the Board that progress is on track to achieve against its key deliverables.
- **Final Annual Report and Accounts 2020/21** – the Committee approved the Final Annual Report and Accounts 2020/2021, prior to presentation to Public Board at its meeting on 27th January 2022 for ratification in its role as Corporate Trustee. The Committee noted the more user friendly and visual nature of the annual report.
- **Funding Application for Haemodynamic Monitoring Equipment in Glangwili General Hospital (GGH) to Improve Access to Diagnostic Coronary Angiography Health Board-wide** – the Committee received the Funding Application for Haemodynamic Monitoring Equipment in GGH to Improve Access to Diagnostic Coronary Angiography Health Board-wide report, and supported the application for £86,800.00 funding for procurement of the diagnostic coronary angiography haemodynamic monitoring equipment to enable GGH's Radiology Room 3 to provide this service.
- **Phase 2 of the Cancer Psychological Support (CaPS) Project: Psychological Support for People Affected by Cancer and the Cancer Workforce** – the Committee received the Phase 2 of the Cancer Psychological Support (CaPS) Project: Psychological Support for People Affected by Cancer and the Cancer Workforce report and approved the request for the allocation of £228,000 over the next 3 financial years to support funding for phase 2 of the CaPS Project, subject to ratification by the Corporate Trustee.
- **Purchase of Faxitron Machine for Prince Philip Hospital (PPH) Breast Care Unit Evaluation Report** – the Committee received the Purchase of Faxitron Machine for PPH Breast Care Unit Evaluation presentation by Mr Yousef Shariah, Consultant, explaining the significant contribution to the wellbeing of patients that has been made possible with this piece of equipment. The Committee received assurance that the purchase of the Faxitron machine has reduced the length of time for surgical operating procedures, reduced the length of time that a patient is under anaesthetic, and decreases the need for a patient to return for further surgery.

- **Staff Welfare and Wellbeing: Creating Rest Areas for Our Staff** – the Committee received the Staff Welfare and Wellbeing: Creating Rest Areas for our Staff report and approved charitable funds expenditure of £180,941 to be spent on creating rest areas for staff across HDdUHB subject to ratification by the Corporate Trustee. The Committee also approved the apportionment of funds following engagement with the Operational Planning and Delivery Programme Meeting and other key stakeholders, to be endorsed by the Director of Workforce and Organisational Development (Executive Lead for staff welfare and wellbeing), and received assurance that progress and assurance reports would be submitted to the People, Organisational Development and Culture Committee and the Charitable Funds Committee, via the Discovery Report Action Plan.
- **Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire Update Report** – the Committee received a verbal update on the Trainee Haematology Clinical Nurse Specialist Proposal for Ceredigion and Pembrokeshire and were informed that 2 part-time posts had been approved and the recruitment process undertaken. The Committee welcomed a further update at its meeting in September 2022 to present feedback once the posts are fully operational.
- **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 30th September 2021. The Committee noted that the net assets of the charity have decreased by £379,790 for the period and received assurance that it is envisaged that the launch of the Hywel Dda Health Charities Lottery and the Bronglais General Hospital (BGH) Chemotherapy Day Unit capital fundraising appeal will help to stabilise income levels during the remainder of 2021/22. The Committee noted that the charity’s overall income from donations, grants and legacies to 30th September 2021 has decreased by 51.3% in comparison to income received for the same period in the previous financial year and were advised that the decrease in income had been expected and could be attributed to the unprecedented support the charity received in 2020/21, the significant level of grant funding received from NHS Charities Together during this period, and the significant impact of the pandemic on UK charitable giving, community fundraising and mass participation events. The Committee received assurance that work is being undertaken to stabilise income levels during the remainder of 2021/22 and that HDdUHB is performing on par or better in comparison with other NHS Charities including those across Wales. The Committee noted that the reported position for the total of governance and support costs (including finance and fundraising costs) incurred up to 30th September is £195,050; an underspend of £17,873 against budget. The Committee noted that there is a net surplus from unrestricted apportionments across funds of £20,223 for the period ending 30th September 2021, which is sufficient to cover the governance and support costs and audit fees incurred by the charity.
- **Hywel Dda Health Charities Activities Update** - the Committee received the Hywel Dda Health Charities Activities Update presentation, and advised that the

Hywel Dda Health Charities Lottery launched in September 2021 had received 428 weekly plays to date, which is already a third of the expected activity for the first year's delivery. There are plans to relaunch the lottery in the New Year, with the new appointment of Mr Matthew Pearce as Senior Communications Officer. The Committee received examples of promotional material produced for giving in memory and legacies and received assurance that the Free Will campaign, which launched on 1st October 2021, offering fifty free wills to staff and members of the public will contribute to increasing the legacy income of the Hywel Dda Health Charities. The Committee was informed that grant funding income had decreased compared to the previous year due to the significant NHS Charities Together grants, however projects are underway to increase opportunities. New methods of giving have been developed to increase the number of donations, including links to donate online via the charity's page on the main Health Board website. The Committee was advised that the prospect of having a standalone website for the Hywel Dda Health Charities, which is the case for other health board charities, would increase its reach and ability to generate income from a wider audience and noted that this would also emphasise the independence of the charity. The Committee noted the launch of the capital fundraising appeal for the Bronglais Chemotherapy Day Unit on 30th November 2021 and acknowledged the positive engagement of staff with the campaign. The Committee welcomed an update on progress at its meeting on 15th March 2022.

- **Investment Sub-Committee Terms of Reference** – the Committee received the Investment Sub-Committee's Terms of Reference for information and were advised that the proposed establishment of the new Sub-Committee is as a result of discussions held at the previous Committee meeting in regard to working more closely with the Hywel Dda Health Charities investment advisors to explore the benefit to patients and the population from investment returns. The Committee noted that the Sub-Committee will hold its initial meeting in the New Year and that the Terms of Reference would be presented to the Committee for approval at its meeting on 15th March 2022.
- **Any Other Business** – the Committee was advised that the Scottish Government has recently published the findings of an independent review commissioned to strengthen governance arrangements for Scottish NHS endowment funds (NHS charities) following a 2019 report by the Scottish Charity Regulator concerning the mismanagement of charitable funds by NHS Tayside. The Committee was informed that the report provides recommendations to strengthen governance arrangements for NHS charities. A significant recommendation is that "*A Health Board should no longer be the corporate trustee of an NHS-linked charity*". One of the main risks highlighted is the ability of the corporate trustee to act in the charity's best interests when they may conflict with those of the Health Board, especially where there are significant financial pressures. The Committee received assurance that, although there is currently no indication that Welsh Government intends to carry out a similar review, the report will be used as a basis to undertake an internal review to provide assurance around HDdUHB's governance structures and internal decision making processes and welcomed an update to the Committee at its meeting on 15th March 2022.

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

- **Final Annual Report and Accounts 2020/21** – the Committee requests Board ratification, in its role as Corporate Trustee, of the approved Final Annual Report and Accounts 2020/2021.
- **Phase 2 of the Cancer Psychological Support (CaPS) Project: Psychological Support for People Affected by Cancer and the Cancer Workforce** – the Committee requests Board ratification, in its role as Corporate Trustee, of the approval of charitable funds expenditure of £228,000 over the next 3 financial years to support funding for phase 2 of the CaPS Project.
- **Staff Welfare and Wellbeing: Creating Rest Areas for Our Staff** – the Committee requests Board ratification, in its role as Corporate Trustee, of the approval of charitable funds expenditure of £180,941 to be spent on creating rest areas for staff across HDdUHB.

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:

15th March 2022, 9.30am – 12 noon

Enw'r Pwyllgor / Name of Committee	Remuneration & Terms of Service Committee (RTSC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle
Cyfnod Adrodd/ Reporting Period:	Meeting held on 13 th January 2022
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Honours – the Committee received and discussed a report outlining the current Honours nomination process and identified areas for improvement, to increase nominations and improve the internal process for 2022/23 nominations. • Public Health Interim Arrangements – the Committee ratified temporary changes. 	
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:	
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:	
To be confirmed.	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
To be confirmed.	

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 25 th November 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Radiology Informatics System Outline Business Case – the In-Committee Board received the commercially sensitive elements of the business case, noting that this proposal had been discussed and approved at Public Board. • Haematology Procurement Outcome Report – the In-Committee Board received the commercially sensitive information, noting that this proposal had been discussed and approved at Public Board. • Modular Solution - Procurement Outcome and Decision – the In-Committee Board received the commercially sensitive information, noting that this proposal had been discussed and approved at Public Board. • Shortlisting of Land – the In-Committee Board endorsed the recommended shortlist of sites and the next steps required to progress the process. • Utilisation of Recovery Funding – the In-Committee Board discussed and agreed expenditure plans, including the return of monies to Welsh Government; supporting Chair's Action, should timescales require. A review and ongoing scrutiny of proposals by the Sustainable Resources Committee was requested. • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 31st October 2021. • In-Committee Audit & Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 19th October 2021. • In-Committee Sustainable Resources Committee (SRC) – the In-Committee Board received an update report from the In-Committee SRC meeting held on 28th October 2021. • In-Committee Welsh Health Specialised Services Committee (WHSSC) – the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 9th November 2021. • UPSW – the In-Committee Board received an update. 	

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:

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:

To be confirmed.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

27th January 2022.

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 15 th November 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>The Healthcare Professionals Forum (HPF) met on 15th November.</p> <p>Dr Leighton Phillips, Director for Research, Innovation and University Partnerships, gave a presentation to the Forum.</p> <p><u>Research</u></p> <p>Members heard that the Research & Development (R&D) team is increasing and that several studies are ongoing across the Health Board, including those that are hosted on behalf of universities, organisations or commercial entities, but also studies that Hywel Dda staff take on themselves as Chief Investigators.</p> <p><u>Innovation</u></p> <p>Innovation was defined as being concerned with '<i>fundamentally questioning the way in which we do things, with a focus on trying to do those things better in the future, as a team</i>'. It was understood that the focus was on high impact areas where it was felt that considerable value could be added to the organisation through working with partners. Details of projects were shared.</p> <p><u>University Partnerships</u></p> <p>The Forum was briefly introduced to the Health Board's strategy around University partnerships and was informed of the University Health Board status held following Welsh Government's triennial review of Hywel Dda's collaboration with university partners across the three practical areas of: research enterprise, innovation and education and training.</p> <p><u>Value Based Health Care</u></p> <p>It was explained that Value Based Health Care (VBHC) is a government-supported programme which, simply defined, is concerned with optimising the ways in which resources are utilised to deliver outcomes. Examples of systems and processes being used to assist the Health Board in pursuing value-based health care were shared.</p> <p>The Forum welcomed the presentation.</p> <p>The meeting was completed by Ms Rhian Bond, Assistant Director of Primary Care, providing a brief update on winter planning in primary care while Dr Phil Kloer, Medical Director & Deputy Chief Executive, provided a general position update on the Health Board.</p>	

**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:**

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:

To be confirmed

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

21st March 2022

Enw'r Pwyllgor / Name of Committee	Staff Partnership Forum
Cadeirydd y Pwyllgor/ Chair of Advisory Group:	Lisa Gostling, Director of Workforce & OD and Ann Taylor Griffiths, Joint Chair of Staff side Partnership Forum
Cyfnod Adrodd/ Reporting Period:	December 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Advisory Group:	
<p>The following items were discussed:</p> <ul style="list-style-type: none"> • Apprentice working in Vaccination Centres – concerns were raised that the 2021 cohort of healthcare apprentices would be asked to work in vaccination centres. These concerns were based on a number of issues: a) the age of apprentices; b) increased number of unregistered vaccinators placing additional supervisory demands on registered workforce; c) expected level of pay and how this would compare to other staff who would like the opportunity to work in the centres and at a higher rate of pay. Following detailed discussion, it was confirmed that only those over 18 would administer vaccinations and then only once they had completed the required training and had been deemed competent by the registrants. It was confirmed that the number of registrants would also increase to support this and that apprentices would only be placed where it was felt appropriate and safe and that the apprentices would be paid at an apprentice rate (annex 21 of band 2 which was the arrangement when the 2019 apprentices were utilised at the testing centres). The proposal was supported, subject to existing staff continuing to receive support to develop. It would remain under review, should Union Reps continue to have concerns around this arrangement. • Dedicated Ambulance Vehicle – it was confirmed that the dedicated ambulance was still in place in Withybush to support paediatrics. There appeared to be some miscommunication, which would be picked up by the Operational Service Managers. • Annual Leave Over Christmas – the message about allowing staff to take annual leave was continuing to cause tension and upset amongst staff. It was agreed that a task and finish group be established to develop a set of principles for use next year. • Operational Pressures – Andrew Carruthers thanked all staff for their continued support as the Health Board continued to experience pressures within the system. An update was provided around Omicron and known expectations for our public and staff. An update was also given around recruitment to the Bridging Service, with staff being recruited until the end of March 2022. A query was raised regarding the use of mobile phones for work purposes, which would be followed up by the County Director, as she was unaware of staff using their own mobile phones. • Improving Together – a brief presentation was provided around the principles of Improving Together and how service and individual objectives would align to the Health Board strategic objectives. It was agreed to schedule a further discussion around this early in 2022. 	

- **Hybrid Working/Decarbonisation** – a brief update was provided on the work of the Health Board Hybrid Working Group. A further discussion would be scheduled in 2022 and Trade Union Representatives were sought to join the group as this work develops.
- **Job Matching Training** – a training session was highlighted due to current low numbers of staff coming forward. This would be repeated in 2022.

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:

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:

Agenda to be agreed end of January in readiness for February meeting.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

1st February 2022.