

CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 May 2021
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.

There are no such Board level Committee meeting reports for consideration, for the following reasons:

- The Charitable Funds Committee (CFC) is not scheduled to meet until 30th June 2021;
- The Mental Health Legislation Assurance Committee (MHLAC) is not scheduled to meet until 3rd June 2021.

An update report from the In-Committee Board meeting held on 25th March 2021 is appended.

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

- Healthcare Professionals Forum held on 15th March 2021 (statutory);
- Staff Partnership Forum held on 6th April 2021 (statutory);
- Stakeholder Reference Group held on 16th April 2021 (statutory);
- Black, Asian and Minority Ethnic (BAME) Advisory Group held during March and April 2021 (non-statutory).

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 statutory Advisory Groups have been established:

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

The Board has also established the following additional non-statutory Advisory Groups:

- Black, Asian and Minority Ethnic (BAME) Advisory Group
- Enfys LGBTQ+ Network

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

The Healthcare Professionals Forum (HPF) requested that the following item be raised at Board level:

- Approval of the HPF Terms of Reference.

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

- Approval of the SRG Terms of Reference.
- The imperative of SRG involvement in the Health Board's Annual Plan and Recovery Plan at the earliest opportunity.
- SRG's support for the Health Board's engagement process to be reflected in ongoing workplan items.

There were no matters raised by the In-Committee Board, Staff Partnership Forum or BAME Advisory Group which require Board level consideration or approval.

Key Risks and Issues/Matters of Concern:

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

- Potential disparity in the undertaking of Integrated Care Fund (ICF) with examples cited of pots of grant funding not being available in all three counties.

There were no key risks and issues or matters of concern raised by the In-Committee Board, Healthcare Professionals Forum, Staff Partnership Forum or BAME Advisory Group.

Argymhelliad / Recommendation

The Board is asked to:

- **Receive** the update report in respect of the In-Committee Board meeting;
- **Receive** the update reports in respect of recent Advisory Group meetings;
- **Ratify** the Healthcare Professionals Forum Terms of Reference (Appendix 1);
- **Ratify** the Stakeholder Reference Group Terms of Reference (Appendix 2).

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

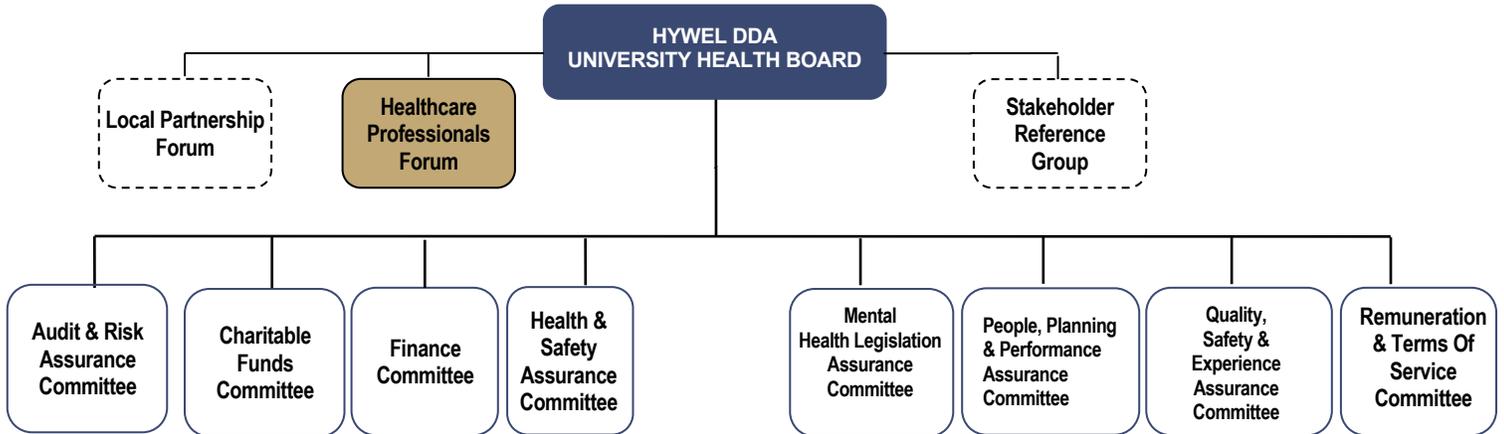
Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders External Governance Review
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol:	Committee and Advisory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

Parties / Committees consulted prior to University Health Board:	
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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	In-Committee Board
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle
Cyfnod Adrodd/ Reporting Period:	Meeting held on 25 th March 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 28th February 2021. • In-Committee Audit & Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 23rd February 2021. • In-Committee Finance Committee – the In-Committee Board received update reports from the In-Committee Finance Committee meetings held on 26th January and 25th February 2021. • Remuneration & Terms of Service Committee (RTSC) – the In-Committee Board received an update report from the RTSC meeting held on 4th February 2021. • In-Committee Welsh Health Specialised Services Committee (WHSSC) – the In-Committee Board received update reports from the In-Committee WHSSC meetings held on 16th February and 9th March 2021. 	
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:	
27 th May 2021	

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 March 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 March 2021.</p> <p>The Forum used this meeting to discuss a range of topics and to agree several actions:</p> <ul style="list-style-type: none"> • Terms of Reference were discussed and agreed by the members. • Membership terms were renewed for a second term for those members whose first term had come to an end. • Future work plan was agreed following detailed discussions. 	
Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:	
<ul style="list-style-type: none"> • Approval of the HPF Terms of Reference 	
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"> • Discussion on 'Building a Healthier Future after COVID-19'; • Presentation - Establish locality resource allocations covering the whole health budget (and social care where agreed with partners) and test innovative approaches to driving the shift of activity from secondary care settings to primary and community care. 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
17 th May 2021	



TERMS OF REFERENCE

HEALTHCARE PROFESSIONALS FORUM

Version	Issued to:	Date	Comments
V.01	Board	25/03/10	Approved
V.01	Board (SO's)	22/07/10	Approved
V.02	HPF	23/12/11	Approved
V.03	HPF	11/03/11	Approved
V.04	HPF	31/10/11	Approved
V.05	HPF	24/01/11	Approved
V.06	HPF	05/03/12	Approved
V.06	LHB Board	27/09/12	Approved
V.07	HPF	20/08/13	Approved
V.08	Board (SO's)	22/05/14	Approved
V.09	Board (SO's)	26/11/15	Approved
V.10	HPF	19/06/17	Approved
V.10	HPF	08/03/18	Approved
V.10	Hywel Dda University Health Board	29/03/18	Approved
V.11	HPF	09/04/2019	Approved
V.11	Hywel Dda University Health Board	30/05/2019	Approved
V.12	Healthcare Professionals Forum	15/03/2021	Approved
V.12	Hywel Dda University Health Board	27/05/2021	For Approval

HEALTHCARE PROFESSIONALS FORUM

1. Constitution

- 1.1 The Healthcare Professionals Forum (HPF) has been established as an Advisory Group of the Hywel Dda University Local Health Board (the Health Board) and was constituted from December 2010.

2. Principal Duties

- 2.1.1 As an Advisory Group to Hywel Dda University Health Board, the purpose of the Healthcare Professionals Forum (hereafter referred to as “the Forum”), is to provide advice to the Board on all professional and clinical issues it considers appropriate. Its role does not include consideration of professional terms and conditions of service.

3. Operational Responsibilities

- 3.1 As an Advisory Group to the Board, the Forum’s role is to:
- 3.1.1 provide a balanced, multi-disciplinary view of professional issues to advise the Board on local strategy and delivery;
 - 3.1.2 facilitate engagement and debate amongst the wide range of clinical interests within the Health Board’s area of activity, with the aim of reaching and presenting a cohesive and balanced professional perspective to inform the Health Board’s decision making; and
 - 3.1.3 link in with existing internal clinical engagement structures.

4. Membership

- 4.1 The membership of the Forum shall comprise:

Chair nominated from within the membership of the Forum by its members and approved by the Minister

Vice Chair nominated from within the membership of the Forum by its members and approved by the Board.

Members the membership of the Forum reflects the structure of the seven health Statutory Professional Advisory Committees set up in accordance with Section 190 of the NHS (Wales) Act 2006. Membership of the forum shall therefore comprise the following eleven (11) members:

Welsh Medical Committee

1. Primary and Community Care Medical representative
2. Mental Health Medical representative
3. Specialist and Tertiary Care Medical representative

Welsh Nursing and Midwifery Committee

4. Community Nursing and Midwifery representative
5. Hospital Nursing and Midwifery representative

Welsh Therapies Advisory Committee

6. Therapies representative

Welsh Scientific Advisory Committee

7. Scientific representative

Welsh Optometric Committee

8. Optometry representative

Welsh Dental Committee

9. Dental representative

Welsh Pharmaceutical Committee

10. Hospital Pharmacists representative
11. Community Pharmacists representative

4.2 In attendance

4.2.1 The Medical Director/Deputy Chief Executive will be the Executive Lead and sponsor for the HPF. A minimum of one Director will attend all formal meetings.

4.2.2 The University Health Board (UHB) may nominate designated Board members or UHB staff be in attendance at Forum meetings. The Forum's Chair may also request the attendance of Board members or UHB staff, subject to the agreement of the UHB Chair. The following has been designated as an In Attendance member:

- Advanced Paramedic Practitioner representative

4.2.3 The University Health Board Chair and Chief Executive reserve the right to attend formal meetings.

4.3 Member Appointments

4.3.1 Appointments to the Forum shall be made by the Board, based upon nominations received from the relevant professional group, and in accordance with any specific requirements or directions made by the Welsh Government.

4.3.2 Members shall be appointed for a period of between 3 to 4 years in any one term. Those members can be reappointed but may not serve a total period of more than 8 years consecutively.

4.3.3 The *Chair* will be nominated from within the membership of the Forum, by its members, in a manner determined by the Board, subject to any specific requirements or directions made by the Welsh Government. The nomination

will be subject to consideration by the HB, who must submit a recommendation on the nomination to the Minister for Health and Social Services. Their appointment as Chair will be made by the Minister, but it will not be a formal public appointment. The Constitution Regulations provide that the Welsh Ministers may appoint an Associate Member of the Board, and the appointment of the Chair to this role is on the basis of the conditions of appointment for Associate Members set out in the Regulations.

- 4.3.4 The Chair's term of office will be for a period of up to two (2) years, with the ability to stand as Chair for an additional one (1) year, in line with that individual's term of office as a member of the Forum. That individual may remain in office for the remainder of their term as a member of the Forum after their term of appointment as Chair has ended.
- 4.3.5 The *Vice Chair* shall be nominated from within the membership of the Forum, by its members by the same process as that adopted for the Chair, subject to the condition that they be appointed from a different clinical discipline from that of the Chair.
- 4.3.6 The Vice Chair's term of office will be as described for the Chair.
- 4.3.7 A member's tenure of appointment will cease in the event that they no longer meet any of the eligibility requirements determined for the position. A member must inform the Forum Chair as soon as is reasonably practicable to do so in respect of any issue which may impact on their eligibility to hold office. The Forum Chair will advise the Board in writing of any such cases immediately. The UHB will require Forum members to confirm in writing their continued eligibility on an annual basis.
- 4.3.8 If a member fails to attend any meeting of the HPF for a period of six months or more, the Board may remove that person from office unless they are satisfied that:
 - 4.3.8.1 the absence was due to a reasonable cause; and
 - 4.3.8.2 the member will be able to attend such meetings within such a period as

5. Quorum and Attendance

- 5.1 A quorum shall consist of at least half of the membership and must include the Chair or Vice Chair of the Committee.

6. Agenda and Papers

- 6.1 The Forum Secretary is to hold an agenda setting meeting with the Chair, Vice Chair and the Lead Executive (the Medical Director/Director of Clinical Strategy) at least one month before the meeting date.

- 6.2 The agenda will be based around the Forum's work plan, matters arising and requests from Forum members. Following approval, the agenda and timetable for papers will be circulated to all Forum members.
- 6.3 All papers must be approved by the Chair.
- 6.4 The agenda and papers for meetings will be distributed eight days in advance of the meeting, whenever possible electronically. One hard copy will be maintained by the Secretary of the Forum.
- 6.5 The minutes and action log will be circulated to members within seven days to check the accuracy. The minutes must be an accurate record of the meeting which capture the discussions that take place.
- 6.6 Members must forward amendments to the Forum secretary within the next seven days. The Forum secretary will then forward the final version to the Forum Chair for approval.

7. Management of Meetings

- 7.1 The Forum will meet quarterly and shall agree a schedule of meetings at least 12 months in advance, consistent with the University Health Board's annual plan of Board Business. Additional meetings will be arranged as determined by the Chair of the Forum in discussion with the Lead Executive.
- 7.2 The Chair of the Forum, in discussion with the Forum Secretary shall determine the time and the place of meetings of the Forum and procedures of such meetings.
- 7.3 The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out by others to advise it in the conduct of its business.
- 7.4 Should it be necessary, components of the meeting will held in private or on an informal basis

8. Authority

- 8.1 The Health Board may specifically request advice and feedback from the Forum on any aspect of its business, and the Forum may also offer advice and feedback even if not specifically requested by the Health Board.
- 8.2 The Forum may provide advice to the Board:
 - 8.2.1 at Board meetings, through the Forum Chair's participation as Associate Member;
 - 8.2.2 in written advice; and
 - 8.2.3 in any other form specified by the Board.

9. Reporting and Assurance Arrangements

- 9.1 The Chair is responsible for the effective operation of the Forum:
 - 9.1.1 chairing meetings;
 - 9.1.2 establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all business is conducted in accordance with its agreed operating arrangements; and
 - 9.1.3 developing positive and professional relationships amongst the Forum's membership and between the Forum and Hywel Dda University Health Board, and in particular it's Chair, Chief Executive and Directors.
- 9.2 The Chair shall work in close harmony with the Chairs of Hywel Dda Health Board's other Advisory Groups, and, supported by the Board Secretary, shall ensure that key and appropriate issues are discussed by the Forum in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.
- 9.3 The Chair of the HPF will be appointed as an Associate Member of the Health Board on an ex officio basis. The Chair is accountable for the conduct of their role as Associate Member on the Hywel Dda University Health Board to the Minister, through the Health Board Chair. They are also accountable to Hywel Dda University Health Board for the conduct of business in accordance with the governance and operating framework set by the Health Board.
- 9.4 The Forum Chair shall:
 - 9.4.1 report formally, regularly and on a timely basis to the Board on the Forum's activities. This includes written updates on activity after each meeting and the presentation of an annual report reviewing the Forum's activity and effectiveness against the ToRs within 6 weeks of the end of the financial year;
 - 9.4.2 bring to the Board's specific attention any significant matters under consideration by the Forum;
- 9.5 All Forum members must:
 - 9.5.1 be prepared to engage with and contribute fully to the HPF's activities and in a manner that upholds the standards of good governance – including the values and standards of behaviour – set for the NHS in Wales;
 - 9.5.2 comply with their terms and conditions of appointment;
 - 9.5.3 equip themselves to fulfil the breadth of their responsibilities by participating in appropriate personal and organisational development programmes; and
 - 9.5.4 promote the work of the HPF within the healthcare professional discipline they represent.
- 9.6 Forum members are accountable through the HPF Chair to the UHB Board for their performance as Forum members, and to their nominating body or grouping for the way in which they represent the views of their body or grouping at the HPF.
- 9.7 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Forum.

10. Relationship Accountabilities with the Board and Other Committees of the Board

- 10.1 The Forum's main link with the Board is through the Forum Chair's membership of the Board as an Associate Member.
- 10.2 The Board should determine the arrangements for any joint meetings between the UHB Board and the Forum.
- 10.3 The Health Board's Chair should put in place arrangements to meet with the Forum Chair on a regular basis to discuss the Forum's activities and operation.
- 10.4 The Health Board Chair, on the advice of the Chief Executive and/or Board Secretary, may recommend that the Board afford direct right of access to any professional group, in the following, exceptional circumstances:
 - 10.4.1 where the Forum recommends that a matter should be presented to the Board by a particular professional grouping, e.g. due to the specialist nature of the issues concerned; or
 - 10.4.2 where a professional group has demonstrated that the Forum has not afforded it due consideration in the determination of its advice to the Board on a particular issue, or
 - 10.4.3 the Board may itself determine that it wishes to seek the views of a particular professional grouping on a specific matter.
- 10.5 The Medical Director/Deputy Chief Executive, on behalf of the Chair, will ensure that the Forum is properly equipped to carry out its role by:
 - 10.5.1 ensuring the provision of governance advice and support to the HPF Chair on the conduct of its business and its relationship with the UHB and others;
 - 10.5.2 ensuring that the HPF receives the information it needs on a timely basis;
 - 10.5.3 ensuring strong links to communities / groups;
 - 10.5.4 facilitating effective reporting to the Board; and
 - 10.5.5 enabling the Board to gain assurance that the conduct of business within the HPF accords with the governance and operating framework it has set.

11. Relationship with the National Joint Professional Advisory Committee

- 11.1 The Forum Chair will be a member of the National Joint Professional Advisory Committee.

12. Secretarial Support

- 12.1 The Forum Secretary shall be determined by the Medical Director/Deputy Chief Executive.

13. Review Date

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

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:	April 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Advisory Group:	
<p>Due to it being the Easter break, the forum took the format of a question and answer session, so reps were able to ask service leads questions linked with topics which are being raised by staff. The following items were discussed:</p> <ul style="list-style-type: none"> • Vaccination Programme – the programme roll out, in terms of progress to date with all priority groups, was discussed; and staff were asked to encourage anyone who is still outstanding a second vaccine for Pfizer to get in touch as soon as possible to arrange an appointment. It was confirmed that it is difficult to assess how many staff have received a vaccine, as the records are for Health & Care staff; however, the policy of “leave no-one behind” was being adopted and, should anyone come forward for a vaccine, they will be vaccinated. Discussion was also held around the usage of non-registered practitioners, and the Health Board will be taking place in a pilot with the military around the training and utilisation of non-registered practitioners. Further updates will be provided as this progresses. • Shielding – the process for staff who will be returning to work following the pausing of shielding was discussed, with a clear message that staff need to complete new risk assessments and arrange to meet with managers to discuss their return to the workplace if home working cannot be maintained. • Bonus payment – the Bonus payment announced by the Welsh Government was discussed with confirmation that staff would receive the bonus in May 2021. A query was raised regarding staff who had left the Health Board and a commitment given to communicate when they would be paid. • Retire & Return policy – the application of this policy was discussed linked with variation in implementation. This will be part of the work programme for 2021/22 and it was also noted that this is currently being discussed on an All Wales basis. • Return of Certain Elements of Scheduled Care – this was discussed and it was confirmed that the return of elements of planned care will be taking place shortly across all sites, in line with the plan developed by the Health Board. Linked with the return of clinical activity, confirmation was sought with regards to ongoing recruitment and the need to fill vacancies; confirmation was given that this was the case. • Draft Terms of Reference for the Health Board and County Partnership Forums – these have been shared and a further special Partnership Forum will be held to discuss details of these documents. General feedback was received prior to the meeting and during the meeting. In addition to these documents, a draft Time Off and Facilities agreement was also shared and further feedback will be received once branches have had an opportunity to discuss the documents in detail. 	

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:

- The agenda will be set linked to key issues in May 2021.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

- 1st June 2021.

Enw'r Pwyllgor / Name of Committee	Stakeholder Reference Group (SRG)
Cadeirydd y Pwyllgor/ Chair of Committee:	Hazel Lloyd-Lubran
Cyfnod Adrodd/ Reporting Period:	Meeting held on 16 th April 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>Nomination of Vice-Chair SRG Members were advised that, as no self-nominations for the role of Vice Chair have been received, a reminder email would be sent to all attendees requesting nominations of other SRG Members as Vice Chair, to be shared with the SRG secretariat who would follow up on the individuals nominated.</p> <p>SRG Terms of Reference Members received the revised SRG Terms of Reference and were advised that an email would be disseminated imminently requesting confirmation of their continued eligibility to serve on the SRG, which would become an annual process.</p> <p>SRG endorsed the revised Terms of Reference.</p> <p>Discover Strategy SRG received a presentation on HDdUHB's Recovery Plan, with Members attention drawn to Building for the Future in Section 3 and Building Capability to Deliver in Section 4, and further sections relating to Finance, the HB'S Workforce, Governance arrangements and future plans post the COVID-19 pandemic, building on the success of the Command Centre.</p> <p>With reference in the Recovery Plan to the single point of contact (SPoC) for patients as a means to improve patient experience and for continuity, it was suggested that SRG Members could undertake a piece of work identifying how partners liaise with SPoCs going forward.</p> <p>Members recognised the imperative of the SRG being able to consider and be involved in the Recovery Plan/Annual Plan going forward at the earliest opportunity and were asked to consider how they could assist with Recovery Plan delivery over the coming year.</p> <p>Transformation Programme SRG received an update on the Healthier West Wales Transformation Programme and were appraised of the three distinct programmes: Programme 1: Connect Programme 3: Fast- tracked consistent integration Programme 7: Creating connections for all</p> <p>Members noted that the Integrated Care Fund (ICF) provided by WG to support the integration of care and support with an emphasis on prevention and early intervention has supported significant partnership working with the ICF allocation for West Wales for 2021-2022 confirmed as £11.44 million. A further national pot of money to support</p>	

schemes providing safe accommodation for children with complex high end emotional and behavioural needs to prevent escalation and facilitate de-escalation totalling £2 million has also been made available.

SRG Members were encouraged to forward any queries on the Transformation Programme to Martyn Palfreman regarding Programmes 1 & 3 and Hazel Lloyd Lubran regarding Programme 7.

Update on Engagement/Engagement HQ

SRG received an update on engagement and were advised that an exercise had been undertaken looking at online engagement, particularly for those in the 18-55 year age groups, to encourage broader input from different age groups in the population, given the likelihood that engagement would increasingly be of a digital nature in the coming months.

It was agreed that a link to access the Engagement HQ would be provided to SRG Members

Charter for Young People/Early Adopter

SRG received an update on the Charter for Young People and were advised that an action from the Voices of Children and Young People Group had been to develop a Regional Charter for Young People, with joint partnership working having taken place with the Crime Commissioner of West Wales, Dyfed Powys Police and the Mid and West Wales Fire and Rescue Service. Members welcomed this joint working approach suggesting the SRG's Armed Forces Representative also be included in this work, given their remit as part of the Service Childrens' Alliance Cymru, as well as the involvement of the Children and Young People's network in Carmarthenshire.

Building a Healthier Future after COVID-19

SRG received an overview of the 'A Healthier Mid and West Wales: Our Future Generations Living Well' and how this is aligned to 'A Healthier Wales: Our Plan for Health and Social Care, and were also updated on how the Health Board's transformation journey had been impacted by the COVID-19 pandemic.

Members were appraised regarding Phase 1 of the engagement process and how this will be managed with the public following the May 2021 elections particularly in light of COVID-19 pandemic considerations.

Members welcomed the informative presentation, acknowledging that the HB is at the start of engagement which will be an ongoing process; the importance of engaging with the population in order that they feedback to the HB on their priorities was emphasised.

It was also suggested that there were further collaborative partnership working opportunities available through Natural Resources Wales and the Social and Green Solutions for Health Project Group which would be progressed.

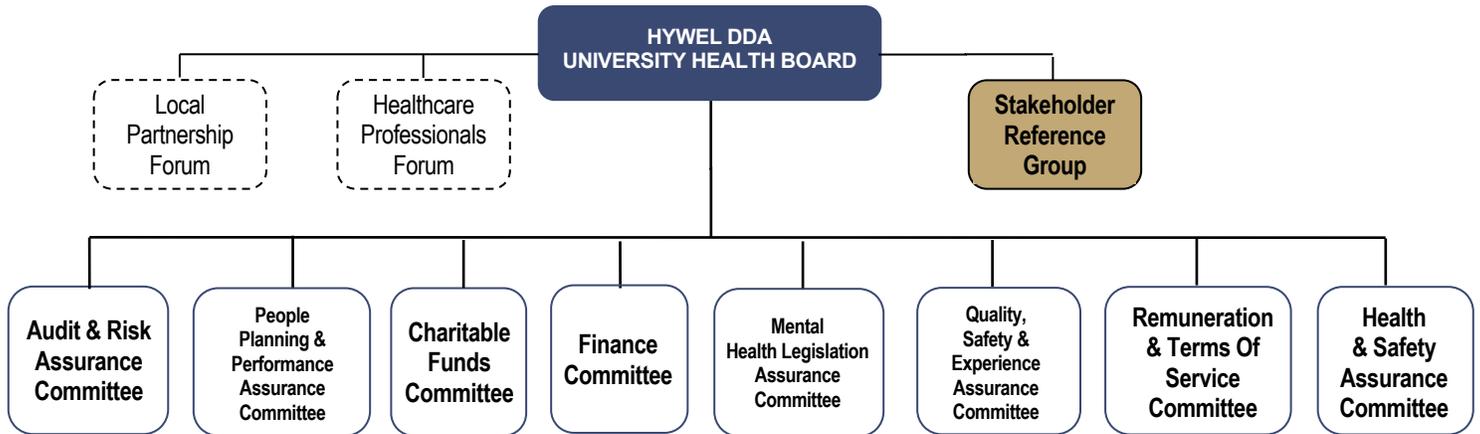
March 2021 COVID- 19 Board Report

Members received, for information, the March 2021 COVID-19 Board Report.

SRG Annual Workplan

Members received the SRG Workplan for 2021/22, noting that consideration would be given to it throughout the year.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:
The SRG made the following recommendations to the Board: <ul style="list-style-type: none"> • Approval of the SRG Terms of Reference. • The imperative of SRG involvement in the Health Board's Annual Plan and Recovery Plan at the earliest opportunity. • SRG's support for the Health Board's engagement process to be reflected in ongoing workplan items.
Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:
<ul style="list-style-type: none"> • Potential disparity in the undertaking of ICF with examples cited of pots of grant funding not being available in all three counties.
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"> • Appointment of Vice-Chair following nominations received. • Population Assessment process. • Ethics Committee representation.
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:
16 th July 2021



STAKEHOLDER REFERENCE GROUP

TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V0.1	Hywel Dda University Health Board	25.03.2010	Approved
V0.2	SRG	08.06.2010	Approved
V0.2	Board (Standing Orders)	22.07.2010	Approved
V0.3	SRG	14.01.2011	Approved
V0.3	SRG	29.03.2011	Approved
V0.4	SRG	20.09.2011	Approved
V0.5	SRG	17.07.2012	Approved
V0.5	Board (Standing Orders)	27.09.2012	Approved
V0.6	SRG	22.01.2013	Approved
V0.6	Board (Standing Orders)	26.09.2013	Approved
V0.7	SRG	27.01.2014	Approved
V.08	SRG	15.10.2015	Approved
V.09	SRG	12.01.2017	Approved
V.09	Hywel Dda University Health Board	26.01.2017	Approved
V10	SRG	05.02.2018	Approved
V.10	Hywel Dda University Health Board	28.03.2019	Approved
V.11	Hywel Dda University Health Board	26.09.2019	Approved
V.12	SRG	16.04.2021	Approved
V.12	Hywel Dda University Health Board	27.05.2021	For Approval

STAKEHOLDER REFERENCE GROUP

1. Constitution

- 1.1 The Stakeholder Reference Group (SRG) has been established as an Advisory Group of the Hywel Dda University Health Board (HDdUHB) and was constituted from 1st June 2010.

2. Principal Duties

- 2.1 The purpose of the SRG is to provide:
- 2.1.1 Early engagement and involvement in the determination of the UHB's overall strategic direction;
 - 2.1.2 Advice to the UHB on specific service improvement proposals prior to formal consultation; as well as
 - 2.1.3 Feedback to the UHB on the impact of the UHB's operations on the communities it serves.
 - 2.1.4 The SRG has responsibilities under the Equalities Act 2010.

3. Operational Responsibilities

- 3.1 The SRG will, in respect of its provision of advice to the Board:
- 3.1.1 Provide a forum to facilitate full engagement and activate debate amongst stakeholders from across the communities served by the UHB, with the aim of reaching and presenting, wherever possible, a cohesive and balanced stakeholder perspective to inform the UHB's decision-making. NB. Even when the SRG is unable to reach a consensus, it has an important role as a forum through which to draw the UHB's attention to the full range of views.
 - 3.1.2 The SRG shall represent those stakeholders who have an interest in, and whose own roles and activities may be impacted by the decisions of the UHB and vice-versa. The SRG's role is distinctive from that of CHCs, who have a statutory role in representing the interests of patients and the public within their geographic areas.

4. Membership

- 4.1 The membership of the Group shall comprise:

Chair	Nominated from within the membership of the SRG by its members and approved by the Board
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Vice Chair Nominated from within the membership of the SRG by its members and approved by the Board.

Members The membership is drawn from within the area served by the University Health Board (UHB), and ensures involvement from a range of bodies and groups operating within the communities serviced by the UHB. It is the role of SRG members to represent fairly and fully the interests and views of those bodies and groups.

There shall be no minimum or maximum requirement in terms of membership size. In determining the number of members, the Board shall take account of the need to ensure the SRG's size is optimal to ensure focused and inclusive activity.

The membership of the SRG will also serve as the membership of the Reference Group to advise the West Wales Regional Partnership Board (RPB), especially on matters of integration and seamless health and social care.

The membership of the SRG is made up of representatives from the following sectors with the number of representatives in brackets ():

Sector/ Organisation

- Armed Forces Covenant Representative (1)
- Carer representation (3)
- Citizens Advice (1)
- Fire & Rescue Service (1)
- Hywel Dda Community Health Council (CHC) (1)
- HDdUHB Independent Board Member (1)
- HDdUHB Director representation (1)
- HDdUHB Public Health representation (1)
- Housing Associations (1)
- Independent Sector (1)
- Mental Health representation (1)
- Natural Resources Wales representation (1)
- Patient representation (3)
- Public Service Boards representation (3)
- Siarad Iechyd/ Talking Health Member (3)
- Third Sector (CAVO, CAVS & PAVS) (1)
- Town and Community Councils (3)
- West Wales Care Partnership/ Regional Partnership Board (1)
- Welsh Ambulance Services NHS Trust (WAST) (1)

Total (29)

Additional organisational representation may be co-opted as appropriate and will include:

- Office of the Police and Crime Commissioner
- Strategic Partnerships, Diversity and Inclusion
- Local Health Board County Directors
- Mental Health
- Planning
- Engagement
- Patient Experience
- Youth Forums
- Transformation

This membership will be reviewed by the Chair and Lead Director on an annual basis.

In attendance The UHB may determine that designated Board members or UHB staff should be in attendance at SRG meetings. The SRG's Chair may also request the attendance of Board members or UHB staff, subject to the agreement of the UHB Chair.

By invitation The SRG shall make arrangements to ensure designated CHC members receive the SRG's papers and are invited to attend SRG meetings. This linkage is key, and needs to be formalised through the Hywel Dda CHC Executive Committee.

4.2 Member Appointments

Appointments to the SRG shall be made by the Board, based upon nominations received from stakeholder bodies/ groups. The Board may seek independent expressions of interest to represent a key stakeholder group where it has determined that formal bodies or groups are not already established, or are operating within the area and may represent the interests of these stakeholders on the SRG.

The nomination and appointment process shall be open and transparent, and in accordance with any specific requirements or directions made by Welsh Government. The appointments process shall be designed in a manner that meets the communication and involvement needs of all stakeholders eligible for appointment.

Members shall be appointed for a period specified by the Board, but for no longer than three (3) years in any one term. Those members can be reappointed but may not serve a total period of more than five (5) years consecutively. The Board may, where it considers it appropriate, co-opt members to the SRG on an interim or short-term basis to fulfil a particular purpose or need.

The **Chair** shall be nominated from within the membership of the SRG, by its members, in a manner determined by the Board, subject to any specific requirements or directions made by Welsh Government. The nomination shall be subject to consideration by the UHB, who must submit a recommendation on the nomination to

the Minister for Health and Social Services. The appointment as Chair shall be made by the Minister, but it shall not be a formal public appointment. The Constitution Regulations provide that the Welsh Ministers may appoint an Associate Member of the Board, and the appointment of the Chair to this role is on the basis of the conditions of appointment for Associate Members set out in the Regulations.

The Chair's term of office shall be for a period of up to two (2) years, with the ability to stand as Chair for an additional one (1) year, in line with that individual's term of office as a member of the SRG. That individual may remain in office for the remainder of their term as a member of the SRG after their term of appointment as Chair has ended.

The **Vice Chair** shall be nominated from within the membership of the SRG, by its members, following the same process as that adopted for the Chair, subject to the condition that they be appointed from a different sector/ organisation from that of the Chair. In the SRG Chair's absence, the Vice Chair shall also perform the role of Associate Member on the LHB Board.

The Vice Chair's term of office will be as described for the Chair.

- 4.3 A member's tenure of appointment will cease in the event that they no longer meet any of the eligibility requirements determined for the position. A member must inform the SRG Chair as soon as is reasonably practicable in respect of any issue which may impact on their eligibility to hold office. The SRG Chair will advise the Board in writing of any such cases immediately.
- 4.4 The UHB will require SRG members to confirm in writing their continued eligibility on an annual basis.
- 4.5 The membership of the Group shall be determined by the Board, based on the recommendation of the UHB Chair, and subject to any specific requirements or directions made by Welsh Government.

5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than one third of the membership and must include the Chair or Vice Chair of the Group. If a meeting is not quorate, any decisions made must be ratified at the next quorate meeting of the SRG.

6. Agenda and Papers

- 6.1 The Group's secretary is to hold an agenda-setting meeting with the Chair and the Lead Director at least **six weeks** before the meeting date.
- 6.2 The agenda will be based around the Group's work plan, matters arising and requests from SRG members. Following approval, the agenda and timetable for papers will be circulated to all Group members.

- 6.3 All papers must be approved by the relevant Director.
- 6.4 The agenda and papers for meetings will be distributed **seven days** in advance of the meeting.
- 6.5 The minutes and action log will be circulated to members within **seven days** to check the accuracy. The minutes must be an accurate record of the meeting which capture the discussions that take place.
- 6.6 Members must forward amendments to the Group's secretary within the next **ten days**. The Group's secretary will then forward the final version to the SRG Chair for approval.

7. Management of Meetings

- 7.1 The Group will meet quarterly and will agree an annual schedule of meetings consistent with the UHB's annual plan of Board business. Additional meetings will be arranged as determined by the Chair of the SRG in discussion with the Lead Director.
- 7.2 The Chair of the Group, in discussion with the Group's secretary, shall determine the time and the place of meetings of the Group and procedures of such meetings.
- 7.3 The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out by others to advise it in the conduct of its business.

8. Authority

- 8.1 The SRG may offer advice to the UHB through the following mechanisms:
 - 8.1.1 at Board meetings, through the SRG Chair's participation as an Associate Member;
 - 8.1.2 in written advice; and
 - 8.1.3 in any other form specified by the Board.

9. Reporting and Assurance Arrangements

- 9.1 The SRG Chair is responsible for the effective operation of the SRG:
 - 9.1.1 Chairing Group meetings;
 - 9.1.2 Establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all Group business is conducted in accordance with its agreed operating arrangements; and
 - 9.1.3 Developing positive and professional relationships amongst the Group's membership and between the Group and the UHB's Board and its Chair and Chief Executive.

- 9.2 The Chair shall work in close harmony with the Chairs of the UHB's other advisory groups, and, supported by the Board Secretary, shall ensure that key and appropriate issues are discussed by the Group in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.
- 9.3 The Chair of the SRG will be appointed as an Associate Member of the UHB Board. The Chair is accountable for the conduct of their role as Associate Member on the Hywel Dda University Health Board to the Minister, through the UHB Chair. They are also accountable to the Hywel Dda University Health Board for the conduct of business in accordance with the governance and operating framework set by the UHB.
- 9.4 The Group's Chair shall:
- 9.4.1 Report formally, regularly and on a timely basis to the Board on the Group's activities. This includes written updates on activity after each meeting and the presentation of an annual report reviewing the Group's activity and effectiveness against the ToRs within 6 weeks of the end of the financial year;
- 9.4.2 Bring to the Board's specific attention any significant matters under consideration by the Group.
- 9.5 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.

10. Relationship Accountabilities with the Board and Other Committees of the Board

- 10.1 The SRG's main link with the Board is through the SRG Chair's membership of the Board as an Associate Member.
- 10.2 The Board should determine the arrangements for any joint meetings between the UHB and the SRG.
- 10.3 The Board's Chair should put in place arrangements to meet with the SRG Chair on a regular basis to discuss the SRG's activities and operation.

11. Secretarial Support

- 11.1 The Board Secretary will ensure that the SRG is properly equipped to carry out its role by:
- 11.1.1 Ensuring the provision of governance advice and support to the SRG Chair on the conduct of its business and its relationship with the UHB and others;
- 11.1.2 Ensuring that the SRG receives the information it needs on a timely basis;
- 11.1.3 Ensuring strong links to communities/ groups;
- 11.1.4 Facilitating effective reporting to the Board;

11.1.5 Enabling the Board to gain assurance that the conduct of business within the SRG accords with the governance and operating framework it has set.

11.2 The Group's secretary shall be determined by the Board Secretary.

12. Review Date

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

Enw'r Pwyllgor / Name of Committee	Black, Asian and Minority Ethnic Advisory Group
Cadeirydd y Pwyllgor/ Chair of Committee:	Maria Battle
Cyfnod Adrodd/ Reporting Period:	March/April 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> Establishment of a Bullying and Harassment Task & Finish Group, with representation from all staff groups. The Group is Chaired by Steve Morgan, Deputy Director of Workforce & OD, and reports to the Health Board's Black, Asian and Minority Ethnic Advisory Group and Staff Partnership Forum. The overarching purpose of the Task & Finish Group is to develop a better understanding of the existing processes to progress matters concerning dignity at work/bullying and harassment and, in light of these processes, to then consider recommendations for change in terms of formal policy and or approach to deliver improvements. Terms of Reference for the Group were agreed in April 2021. Recruitment of a Health Board Community Development Outreach team to engage with vulnerable communities, to support COVID-19 messaging and increase uptake of the COVID-19 vaccination and public health programmes. The Staff Psychological and Wellbeing Service presented their work and are reaching out to staff, particularly staff groups that have not engaged with the service previously but would benefit from support. 	
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"> Official launch of the Black, Asian and Minority Ethnic Staff network on 7th June 2021. Commissioning Active Bystander training for staff, replicating training delivered by Swansea Bay University Health Board, in partnership with Swansea University. Consideration of the use of the acronym BAME, taking into account guidance from Welsh Government and UK Government. 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
6 th May 2021	