



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 January 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Report of the Chair
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Miss Maria Battle, Chairman
SWYDDOG ADRODD: REPORTING OFFICER:	Miss Maria Battle, Chairman

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

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

The period since our last Board meeting has been extraordinarily challenging with the rapid increase in COVID-19 Infections across Hywel Dda, our hospitals reaching capacity, a national lockdown, winter pressures, with staff living and working under the strain of the pandemic since March 2020 and all in the dark days of winter. As ever the shining lights of hope come from our staff, their kindness and their care for patients, their resilience and creativity and their dedication to duty and service. In addition, we have the shining light of hope of a mass vaccination programme in action across Hywel Dda with our primary care and other partners, which will take us out of this pandemic and save lives.

Since our last Board meeting I have had the honour of visiting and listening to staff and patients in Ysbyty Enfys Carreg Las Field Hospital, (Bluestone), two of our vaccination centres in Carmarthen and Cardigan and Withybush and Glangwili General Hospitals and the Amman Gwendraeth Locality District Nursing Team. What everyone, with our partners and volunteers and the RAF, are achieving is exceptional. Full details on our performance, the Vaccination Programme and COVID-19 are reported later in the Board papers. I would just like to put on record the Boards sincere and heartfelt thanks to everyone and that we will find a way to remember and celebrate together when the time is right.

Black, Asian and Minority Ethnic (BAME) Advisory Group Meeting on 4th December 2020

The BAME Advisory Group has held one meeting (full minutes attached as Appendix 1) since the previous Public Board, and will continue to meet on a monthly basis except January 2021 to maintain momentum. The BAME Advisory Group met on 4th December 2020 and are continuing to progress a range of actions. Three junior doctors have been nominated to join the group and will attend on a rotational basis. A Bullying and Harassment Group has been established and the Group nominated Augusta Umughele to chair this group and drive forward this work. Dr Mark Henwood attended and provided an update on the work he is leading on the development of an SAS Charter with assistance from Heidi Aberlardo and Sharmilla Edekar. The Group were pleased that the Hywel Dda Celebrating Diversity Calendar had been printed and will be issued to each member of staff within the Health Board in order to raise awareness of cultural issues and important celebrations. It was also noted that funding has been secured from the Stage 2 NHS Charities Together funding and recruitment is underway for a small Community Outreach Team who will focus on working with the BAME community within Hywel Dda to address health inequalities and in particular the disproportionate impact experienced as a result of COVID-19.

Board Seminar 17th December 2020

Embedding the Voice of Children and Young People Across the Health Board

Members received a presentation on Embedding the Voice of Children & Young People across the Health Board. Members noted that the Office of the Children's Commissioner Wales intend to develop an All Wales training package, and has asked HDdUHB to be a pilot site. Work on the health and well-being of children and young people commenced prior to the COVID-19 outbreak, with HDdUHB committed to setting up a young people's network. Members welcomed the positive feedback received to the questionnaires developed by the Paediatrics team for two different patient groups and for parents/carers/relatives. Members also received a recording provided by a service user outlining a young person's experience of the Child and Adolescent Mental Health Services (CAMHS), and noted that following the experience, the service user is now working with CAMHS in Carmarthenshire to support other young people in a similar position. Members recognised that as an organisation HDdUHB needs to do more and that the development of the HDdUHB Children's Charter will help ensure that children and young people's rights and views influence the future.

Black, Asian and Minority Ethnic

Members received two presentations entitled 'Racism, Bullying or Incivility', and the Black, Asian and Minority Ethnic (BAME) Advisory Group. In relation to the 'Racism, Bullying or Incivility', the effects of bullying and racism in an organisation were highlighted; in particular unhealthy working environments and reduced job performance, which can have a direct correlation to medical errors. Members welcomed the establishment of the BAME Board Advisory Group in June 2020, and the focus of the group on influencing the organisation to be more inclusive and fair. Whilst recognising that not every mind will be changed, it is right that HDdUHB takes this direction. Members commended the presentations and acknowledged that the Health Board is at the beginning of this journey.

Developing our plan for 2021/22

Members received the Developing Our Plan for 2021/22 presentation noting that there have been some minor amendments to the HDdUHB's Planning Objectives, and that Welsh Government requirements are changing. It was noted that the timeline is somewhat fluid, with the intention to present the Plan at the March 2021 Public Board. Whilst the Board agreed both Strategic Objectives and Planning Objectives at its meeting in September 2020, it was noted that due to COVID-19, Executive Leads have reluctantly agreed that a number of objectives

would not be progressed in the 2021/22 Plan. Members received a further presentation from Improvement Cymru, outlining the plans to support HDdUHB in strategically aligning our planning, assurance and improvement agenda. Members endorsed the engagement with Improvement Cymru emphasising the need to regard this as the way we operate.

In addition to the presentations above, Members received verbal updates on Workforce Challenges, the HDdUHB Financial Position, Brexit planning and the COVID-19 Vaccination Programme. Members noted the updates provided and recognised that due to ongoing discussions and changes to Welsh Government guidance, this information is likely to change.

Penally Camp

I attended a meeting on the 8th January 2021 of the Asylum Accommodation Strategic Engagement Group and raised with Home Office Representatives that we had still not had a detailed response to our letter of 4th November 2020, which sought assurance in relation to the Home Office having taken all precautions to ensure the site was COVID-19 compliant. I brought to their attention the pressure the acute sector in Pembrokeshire was under and our documented concerns that the site was not compliant. Public Health Wales raised similar concerns. A response is still awaited.

Cardigan Minor Injuries Unit

The Minor Injuries Unit (MIU) in the Cardigan Integrated Care Centre will re-open to patients from Monday 25th January 2021. The Unit, which was temporarily closed in December 2020 to enable staff redeployment in support of the COVID-19 response within Ceredigion, will be open Mondays to Fridays between 9.00am and 4.30pm. We are delighted to be able to return Cardigan MIU to full service and wish to thank the local community for their patience and co-operation during its recent temporary closure.

Llandovery

We are delighted to announce the immediate re-opening of Llandovery Community Hospital (LCH), in Llandovery, Carmarthenshire, with patients being transferred to the hospital this week. Unfortunately, we were forced to temporarily close the hospital just over a month ago due to COVID-19 related constraints on the workforce. Since the closure, we have worked hard to undertake significant remedial works at the hospital to improve the environment, including repairs and refurbishments to walls and flooring. The site also underwent a deep clean, which has allowed the hospital to be re-opened as a COVID-19 free facility (Green site).

The closure of Llandovery Community Hospital was always intended to be a temporary measure, as LCH is an important and highly valued facility for the people in and around that area. While we have successfully completed a range of remedial works, there are some further essential works required, which is why the hospital has initially re-opened with eight beds, with a further three beds due to open in early February 2021. The hospital previously had the capacity to accommodate 16 patients, however due to social distancing guidance, LCH will eventually operate at a reduced maximum capacity of 14 beds, although this will depend on further work being undertaken later this year.

We would like to thank the community in and around Llandovery for its understanding and continued support. These remain very challenging times, but we want to assure the public that we are working hard to deliver safe and optimal care for all our patients.

Key Meetings

I have attended the following meetings, however in light of COVID-19, these have been held via MS Teams:

- Meetings relating to Penally MOD Camp
- Collaborative Leadership Forum
- Meetings with NHS Chairs
- Partnership Council Meeting
- Asylum Accommodation Strategic Engagement Group for Wales
- Carmarthenshire Public Services Board
- Community Health Council Executive Committee fortnightly meetings
- Local Authority Leaders weekly meetings
- Swansea Bay Region Joint Committee
- Monthly Chair Peer Group Meeting
- Regular meetings with all MSs and MPs
- West Wales Regional Partnership Board Meeting and Development Session
- Local Authority Independent Member Interviews for membership of the Health Board
- South Wales SARC Programme

Events/Conferences

- Race in the Workplace Conference
- The impact of COVID-19 on the economy and mental health: What the numbers are telling us
- Bevan Exemplar Celebratory Event (2019/2020)

Celebrating Success/Awards

New Year Honours

I would like to warmly congratulate Vicki Broad, Head of Long Term Care, for being recognised in the Queen's New Year's Honours for services to the NHS in Wales during the COVID-19 pandemic. In particular for her work in leading a team of nurses in the implementation and roll out of COVID-19 care home testing, for our most vulnerable residents during the pandemic. Vicki has been awarded a British Empire Medal (BEM) and we are extremely proud of her, and her colleagues, who have been working tirelessly during the pandemic.

Western Telegraph Health and Care Awards 2020

This year's awards were a chance for people to show their appreciation to those who have gone above and beyond in the fight against COVID-19, a virus which affected us all in one way or another during 2020. I would like to congratulate our incredible staff recognised in this year's Western Telegraph's Health & Care Awards, in particular the following winners:

- Karen Harries A&E Team Supervisor, Withybush General Hospital (WGH) received both the Support Staff of the Year award and the Outstanding Achievement prize.
- Sarah Hicks, a respiratory clinical nurse specialist based in WGH, received the Nurse of the Year award.
- Hywel Dda University Health Board's Blue Team (Dr Sarah Davidson, Professor Ken Woodhouse, Dr Sue Dring and Dr Carlos Aguirre) received the Best Innovation award.

National Teen Hero Award

I would like to congratulate Will Jones, Trainee Physiotherapy Technician at Glangwili General Hospital who received a national #TeenHero award in recognition of his work and the positivity during the COVID-19 pandemic. Will joined our Apprenticeship Academy scheme over a year ago and when the COVID-19 pandemic turned the world upside down, he stepped up to help as a frontline worker.

Long Service Awards

In 2019, the Health Board introduced the Long Service Awards in recognition of staff who have given the most hours, days and years to serving the local NHS across different professions across Carmarthenshire, Ceredigion and Pembrokeshire. I have been privileged to meet many of them personally to present them with their award, listen to their experiences during their 40 years of service and to thank them on behalf of the Board.

Employee	Areas of Work
Paul Spencer	Porter –WGH
David Evans	Porter – WGH
Huw Evans	Telephonist, GGH
Julie Evans	Medical Secretary - Glangwili General Hospital

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 November 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.

Employee or Team	Reason for Nomination
Thomas O'Rourke & Chris Martin Office 365 Engineers Informatics Department Ty Nant GGH	Nominated by Sarah Brian (Informatics Business Manager) in recognition of the commitment and dedication to the provision of a virtually delivered Loved Forever Baby Memorial Service. They utilised great teamwork and clear communication in order to achieve a successful outcome that received positive feedback. Their work has inspired consideration for other similar future events to be undertaken by this format.
Library & Knowledge Services Team Library Managers and Senior Library Assistants Medical Education Health Board Wide	Nominated by Katrina Hall (Lead Library & Knowledge Services Manager) in recognition of the flexibility in working during challenging times in order to ensure that there was continuity in the provision of services. For example, keeping facilities such as photocopying and breathing spaces running, and the quarantining of returned books. In addition, to the support provided in other departments by members of the team, in order to assist the organisation.

<p>Gavin Aish Quality Improvement and Service Transformation Facilitator Quality Improvement Bronglais General Hospital</p>	<p>Nominated by Emma Phillips (Improvement and Service Transformation Practitioner) in recognition of the dedication and commitment shown to the organisation and colleagues. Specifically, he has taken on additional responsibilities whilst continuing his day-to-day job role, to support the hospital in the provision of Personal Protective Equipment (PPE). He has also provided support in the provision of data and audit design as well as supporting team members during redeployment to the Command Centre.</p>
<p>Katie Lloyd Community Staff Nurse Amman Gwendraeth Locality Ty Parc Yr Hun New Road Ammanford</p>	<p>Nominated by Helen Morris in recognition of the compassion and professionalism shown in dealing with a man who had been knocked down and was enduring a long wait for an ambulance. Her good work and kindness was also recognised on social media.</p>

Associate Board Member Update

I am pleased to confirm that, following approval by the Minister for Health & Social Services Mrs Hazel Lloyd-Lubran has been appointed the Chair of the Stakeholder Reference Group, for a period of one year.

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.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
<p>Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:</p>	<p>Not Applicable</p>
<p>Safon(au) Gofal ac Iechyd: Health and Care Standard(s): Hyperlink to NHS Wales Health & Care Standards</p>	<p>Governance, Leadership and Accountability</p>
<p>Amcanion Strategol y BIP: UHB Strategic Objectives: Hyperlink to HDdUHB Strategic Objectives</p>	<p>Not Applicable</p>
<p>Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement</p>	<p>Improve efficiency and quality of services through collaboration with people, communities and partners</p>

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Chairman's Diary & Correspondence
Rhestr Termau: 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

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No impact
Ansawdd / Gofal Claf: Quality / Patient Care:	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.
Gweithlu: Workforce:	No impact
Risg: Risk:	No impact
Cyfreithiol: Legal:	No impact
Enw Da: Reputational:	No impact
Gyfrinachedd: Privacy:	No impact
Cydraddoldeb: Equality:	No EqIA is considered necessary for a paper of this type.

Cofnodion y cyfarfod pwyllgor Grŵp Cyngori Pobl Dduon, Asiaidd a Lleiafrifoedd Ethnig Minutes of the Black and Minority Ethnic (BAME) Advisory Group

Date and Time of Meeting:	Friday 4th December 2020; 3.30pm-4.40pm
Venue:	On-line meeting via "Teams"

Present:	<p>Maria Battle, (Chair) Baba Gana, Consultant Urological Surgeon (Vice Chair) Hashim Samir, Consultant Radiologist (Vice Chair) Augusta Umughele, Education Liaison Nurse (part) Heidi Abelardo, Staff Nurse Islam Abdelraham, Consultant (part) Pam Singh, CAMHS Crisis Team CPN Roopam Goel, Consultant, Obs and Gynaecology (part) Said Awad, Consultant Obs & Gyn/Hospital Director (part) Sharmila Edekar, Associate Chronic Pain Specialist Sujatha Udayasankar, Speciality Doctor Anna Bird, Assistant Director, Strategic Partnerships, Diversity and Inclusion Annmarie Thomas, Head of Workforce Resourcing and Utilisation Helen Sullivan, Strategic Partnership and Inclusion Manager Lisa Gostling, Director of Workforce and OD Mark Henwood, Deputy Medical Director (part)</p> <p>Claire Evans, Support Officer, Strategic Partnerships, Diversity and Inclusion (Notes)</p>
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Agenda Item	Action
1. Introductions and Apologies for Absence	
The Chair welcomed everyone to the meeting.	
Apologies for Absence were received from Christine Davies, Ros Jervis and Samy Mohamed.	
2. Declarations of Interests	
No conflicts of interest were declared.	
3. Minutes of Meeting Held on 5th November 2020	
The content of the minutes of the meeting held on 5 th November 2020 were agreed as an accurate record of the meeting.	
4. Matters Arising Not On The Agenda	
<p>Terms of Reference: Bullying and Harassment within the BAME ethnic group Task and Finish Group – The ToR had been circulated to the group for comment.</p> <p>Maria Battle suggested that a member of the BAME Advisory Group should Co-Chair the Task & Finish Group with Steve Morgan, Deputy Director of W&OD. It was proposed that Augusta Umughele would be the Co-Chair and the group agreed. Maria Battle and Augusta Umughele would meet separately to discuss the role.</p> <p>Maria Battle recommended that lines 1.2 and 7.1 of the ToR should also include</p>	MB/ AU

reporting progress to the Board. She also asked for an additional bullet point in line 4.2 to include considering inter-relationships with Speaking Up Safely. Annmarie Thomas would be asked to feedback the update to the ToR to Steve Morgan	AT
It was agreed that Annmarie Thomas and Anna Bird would arrange to meet to discuss how to secure representation from the BAME network to form the membership of the Group.	AT/AB
Junior Doctor Representative – Samy Mohamed was unable to attend the meeting but had provided details of three junior doctor nominees to attend the BAME Advisory Group. It was suggested that the nominees could rotate their attendance at Advisory Group meetings. Anna Bird would contact Samy Mohamed to take this forward.	AB
Recording of COVID-19 Risk Assessments on ESR – Annmarie Thomas advised the group that 43% of electronic staff records were now complete.	

Raising Awareness of Diversity & Inclusion:	
5. Board Development Seminar presentation	
Draft presentations developed by Hashim Samir and Baba Gana had been circulated to the group for information and comment. Maria Battle advised that she had invited the Vice-Chairs to make a presentation to the Board Seminar session on 17 th December, in a 45 minute slot. This would be part of ongoing feedback /advice to the Board. Anna Bird will work with Baba Gana and Hashim Samir to finalise the slides.	AB
6. Celebrating Diversity Calendar	
The Celebrating Diversity Calendar has now been printed and Anna Bird thanked Helen Sullivan and her team for their work. The input of the Medical Illustrations team was also acknowledged as they had provided their skills in designing the calendar ready for print. The Group were very grateful for the work and the outcome. The calendar is now being distributed to all staff across the Health Board. Group members were reminded to provide their work address to Claire Evans so that they can receive an early copy of the calendar. Sharmila Edekar thanked Helen Sullivan for arrangements made for a Diwali message to be included in the Global email and on the staff Facebook page.	ALL
7. BAME Network	
A MS Teams channel had been created for the BAME Network and the message from Maria Battle, included in the meeting papers, had been circulated. It was noted that Network members had been invited to attend the Race in the Workplace Conference on 7 th December. Anna Bird would continue in the new year to press forward on working with the Network and inviting them to contribute to work such as the Charter development. The group agreed it was important to keep the momentum alive. Helen Sullivan advised that Powys Teaching Health Board was keen to join together with HDdUHB, to have a joint BAME staff Network. Group members were in agreement with this so Helen will contact PtHB to take this forward.	
8. “Active Bystander” Video Development	
Maria Battle thanked everyone who had come forward to be filmed for the video and noted that work was still on-going to ensure that the final product does justice to the important messages which were shared. Anna Bird advised that she was	

liaising with the Communications team and production company and hoped to be able to share the video before Christmas.	
Maria Battle suggested that the Bullying and Harassment Task & Finish Group could consider when is best to launch the video. Annmarie Thomas noted that there are several pieces of work which could link in with release of the video. There was also a suggestion of linking the release to the staff survey results.	
9. Race in the Workplace Event Arrangements: 7th December	
A paper had been circulated to summarise the bookings which had been made for the Race in the Workplace event which is going to be screened at 6 different locations across the Health Board. It was noted that some last minute cancellations had been received and Helen Sullivan asked if any further Advisory Group members wished to attend.	
Maria Battle asked that a further invite should be sent to Network members and Anna Bird agreed to arrange this.	AB

Supporting our Staff – Mentoring, Training and Development:	
10. SAS Charter Development	
Deputy Medical Director Mark Henwood provided an update on the SAS Charter development.	
The group meet bi-monthly and is chaired by Mark Henwood but the future ambition is that the group will be led by an SAS doctor. It was also noted that there had also been a number of informal meetings. Baba Gana gave apologies for being unable to attend the meeting but looked forward to joining the next one.	
Mark Henwood said the group was looking to move forward positively and to provide a cultural change. The charter had been RAG rated and areas of improvement identified, such as a lack of career progression support for SAS doctors, as well as support for those choosing not to progress to consultant level. Employee relations had also been poor at times and SAS doctors' issues not listened to.	
Mark Henwood outlined the plans to undertake a listening exercise in the new year. Sujatha Udayasankar was also working on a survey and asked members of the group to contact her if they had any suggestions for questions, particularly on wellbeing. Annmarie Thomas stated that she has access to health and wellbeing questions used in previous surveys which could be useful as examples and would email these to Sujatha Udayasankar.	ALL
Hashim Samir suggested using the listening exercise as a focus group to help design the survey. Mark Henwood acknowledged the suggestions and was happy to take the advice of the group.	AT
Baba Gana asked to be added to the group to join in when possible. Baba Gana also suggested establishing a network for SAS doctors to reach out which would provide an opportunity for communicating ideas similar to the BAME network which had been set up. Anna Bird agreed to advise Mark Henwood on establishing MS Teams channels.	AB
Heidi Abelardo gave thanks for this work; as the wife of an SAS doctor who has worked in a number of other areas she commented that she did not know of any other health board undertaking this work.	

Annmarie Thomas offered to provide workforce information for Mark Henwood on the SAS Doctor profile in the HB	AT
Mark Henwood agreed to provide a further update in the March BAME Advisory Group meeting.	
11. Unconscious Bias Training – collaboration with Swansea University and Swansea Bay UHB	
Anna Bird confirmed that a meeting is scheduled with colleagues from Swansea University and Swansea Bay Health Board and this will take place in the new year. Feedback will be provided at the next BAME Advisory Group meeting but Hywel Dda is looking to collaborate on the delivery of training.	

Regional Work	
12. BAME Outreach to Support TTP	
It was noted that advertisements for the posts had been circulated to the BAME Advisory Group and Network. Members were asked to share these with their networks.	

13. Any Other Business	
There was no other business.	

Date and Time of Next Meeting	
<p>Future meetings have been scheduled to take place on:</p> <ul style="list-style-type: none"> • 14th January 2021 – 4pm-5pm • 11th February 2021 – 4pm-5pm • 24th March 2021 – 4pm-5pm • 6th May 2021 – 4pm-5pm • 10th June 2021 – 4pm-5pm • 26th August 2021 – 4pm-5pm • 30th September 2021 – 4pm-5pm • 4th November 2021 – 4pm-5pm • 9th December 2021 – 4pm-5pm <p>Claire Evans to contact members to confirm whether the timings of the meetings are convenient in order to facilitate attendance by members with clinical commitments.</p>	CE