



CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	29 July 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)

Ar Gyfer Penderfyniad/For Decision

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 Assurance Committee (MHLAC) held on 15th June 2021;
- Charitable Funds Committee (CFC) held on 30th June 2021.

Additionally, in respect of the In-Committee Board meeting held on 27th May 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 17th May 2021;
- Staff Partnership Forum held during June 2021.
- Black, Asian and Minority Ethnic (BAME) Advisory Group held during May to July 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 In-Committee Board requested that the following item be raised at Board level:

- Ratification of the decision to be an active partner in Carmarthenshire County Council's submission of a Strategic Outline Case to the UK 'Levelling Up' Fund for the Carmarthen Hwb project.

The Staff Partnership Forum (SPF) requested that the following item be raised at Board level:

- Approval of the SPF Terms of Reference.

There were no matters raised by the Mental Health Legislation Assurance Committee, Charitable Funds Committee, Healthcare Professionals Forum or BAME Advisory Group which require Board level consideration or approval.

Key Risks and Issues/Matters of Concern:

The Mental Health Legislation Assurance Committee raised the following key risks and issues/matters of concern:

- The illustration of an increase of cases in relation to Specialist Child & Adolescent Mental Health Services and further expectation for increased use, noting that all Health Boards in Wales are reporting similar increases, with some experiencing higher numbers (relative to the size of the particular Health Board), together with the lack of specialist Tier4 inpatient beds for children and young people across the UK, not restricted to Wales.

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

Argymhelliad / Recommendation

The Board is asked to:

- **Endorse** the updates, recognising any matters requiring Board level consideration or approval and the key risks and issues/matters of concern identified, in respect of work undertaken on behalf of the Board at recent Committee meetings;
- **Receive** the update report in respect of the In-Committee Board meeting;
- **Ratify** the In-Committee Board decision to be an active partner in Carmarthenshire County Council's submission of a Strategic Outline Case to the UK 'Levelling Up' Fund for the Carmarthen Hwb project;
- **Receive** the update reports in respect of recent Advisory Group meetings;
- **Ratify** the Staff Partnership Forum Terms of Reference.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

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

Gwybodaeth Ychwanegol:

Further Information:

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

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Explicit within the individual Update Reports where appropriate.
Ansawdd / Gofal Claf: Quality / Patient Care:	Explicit within the individual Update Reports where appropriate.
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	<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 Assurance Committee
Cadeirydd y Pwyllgor/ Chair of Committee:	Judith Hardisty
Cyfnod Adrodd/ Reporting Period:	Meeting held on 15 June 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 Assurance Committee (MHLAC) at its meeting held on 15th June 2021, with the following highlighted:</p> <ul style="list-style-type: none"> • Due to restricted attendee availability, the meeting was postponed from 3rd June 2021 and took place on 15th June 2021 via MSTeams. • The Staff Story (previously scheduled for the meeting held in March 2021 but postponed due to the staff member's redeployment to the COVID-19 vaccination programme) was well delivered by the staff member who relayed her direct experience of the effect of person centred care particularly in relation to Care and Treatment Plans. The Committee noted her enthusiasm and were grateful for her presentation to the meeting. • The Director of Mental Health & Learning Disabilities Directorate presented the Specialist Child & Adolescent Mental Health report on admissions and patient pathway on behalf of the Head of Service (Specialist Child & Adolescent Mental Health Service) who was unable to attend due to attendance at a national level group meeting. The Director noted that the report was timely, due to the increase in admissions of Children and Young People to age appropriate beds; with the paper setting out the strict criteria that the Welsh Government expected Health Boards to have in place with regards to supporting children and young people in those beds. The long standing arrangement with Morlais ward and staff continuing to engage well with S-CAMHS was welcomed and acknowledged. The increase in cases and further expectation for increased use was noted, together with feedback from Welsh Government Leads that all Health Boards were reporting similar increases, with some experiencing higher numbers (relative to the size of the particular Health Board). The lack of specialist Tier4 inpatient beds for children and young people across the UK, not restricted to Wales, was noted. The Director informed the Committee that the Specialist CAMHS Service Specification was also to be reviewed in the near future and confirmed that the Head of Service (Specialist Child & Adolescent Mental Health Service) was currently revising the structure to ensure appropriate management and ensure clinical need and governance processes are in place, to support the growing demand and enable services to be delivered safely and effectively. The Committee accepted the assurance that the service is following the guidelines as set out by the Welsh Government in the delivery of services in relation to Morlais and Cilgerran Wards. • Members of the Committee were introduced to the self-assessment concept and were informed regarding the questionnaire that would be distributed, requiring completion and return, providing their reflection on the work undertaken and completed by the Committee. • The Chair of the Mental Health Legislation Assurance Committee referred to the requirement within the Terms of Reference to review the Mental Health Risk 	

Register and noted that Directorate Risks are communicated and discussed within other committees and groups. Identification of risks specific to the Mental Health Legislation Assurance Committee will be distributed to Committee members outside of the meeting and the Committee would receive a paper at the next meeting.

- The Chair introduced the Mental Health Legislation Assurance Committee Annual Report and confirmed this had been approved under Chair's Action and ratified by the Board.
- The Mental Health Legislation Administrative Lead introduced the Mental Health Act Quarterly Report, which noted temporary modifications due to the COVID-19 pandemic although use of the Act continued through the quarter, with certain restrictions on leave and visitors. The Chair highlighted the local primary mental health support and commended that targets had been maintained even during the pandemic, acknowledging the work undertaken. The Director of Mental Health & Learning Disabilities Directorate informed the Committee that the Health Board had moved from the existing Patient Administration System (PAS) to Welsh Patient Administration System (WPAS) which had been a huge project. The Directorate were liaising with Informatics and work was in progress and continuing.
- The updated Power of Discharge Terms of Reference were received by the Committee, which noted the expectation that at least one physical meeting would be attended in each two year period (with other scheduled meetings offering virtual attendance). The Power of Discharge Update Report was introduced and the Mental Health Legislation Administrative Lead explained that the Sub Committee also looks at caseloads and the role of Hospital Managers. The Committee were also informed of a regular training programme relating to Hospital Managers Refresher Sessions, Next of Kin and other relevant topics were provided and available for attendance.
- An update was received from the Chair of the Scrutiny Group, who confirmed that meetings had continued throughout the COVID-19 pandemic with the last meeting being held on 11th May 2021, receiving an informative report from the Mental Health Legislation Administrative Lead. The Chair of the Scrutiny Group noted a concern regarding the management of documentation had been highlighted and updates will be provided via the Scrutiny Group. The Chair of the Scrutiny Group informed the Committee that the Scrutiny Group considered Data around the Measure and welcomed attendance by the Senior Nurse, Quality Assurance & Practice Development, who provided reports around data and quality of Care and Treatment Plans, involvement of carers and capturing the patient experience. It was also noted that the Local Authority have excellent representation and attendance from all three counties. Recent detail highlighted at the last meeting regarding the lack of Section 12 doctors had enabled an adaptation within the local authority's service provision and the Group had also received a recent presentation from the Head of Consent and Mental Capacity Protection. The Chair of Scrutiny Group also highlighted the Group's careful monitoring of conveyance and the timely conveyance of individuals detained in community which has historically been problematic across Wales and England. The Chair of the Group was pleased to report that Hywel Dda had been very fortunate to be part of a six month pilot and had secured a St Johns' Ambulance purely for Mental Health & Learning Disabilities Directorate use. The Ambulance had arrived at the beginning of May and the Scrutiny Group will capture further detail to share as part of the evaluation.
- An update was received from the Assistant Director of Nursing (Mental Health & Learning Disabilities) regarding the Quality, Safety & Experience Group. It was explained that the Group had been asked to provide a presentation to the Quality

Safety & Experience Assurance Committee in relation to current waiting lists in specific areas within the Directorate. The Quality Safety & Experience Group continue to meet bi-monthly with a range of standard and periodic reporting attendance, discussing risk and mitigations and developments across the service throughout transformation and attainment. An illustration of the draft governance structure within Mental Health & Learning Disabilities Directorate was received for information.

- The Assistant Director of Nursing (Mental Health & Learning Disabilities) confirmed that a meeting had taken place with members of the Mental Health Legislation Assurance Committee and representatives of service users and carers groups which had agreed an efficient and regular format for inclusion in discussions outside of committee structures.
- The Mental Health Act Review Response had been submitted on behalf of the Health Board and a copy of this would be circulated for information.
- The Chair of the Mental Health Legislation Assurance Committee thanked Mr Rob Jeffrey for his attendance and representation on behalf of the Welsh Ambulance Service and extended best wishes for his retirement.

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:

- The illustration of an increase of cases in relation to Specialist Child & Adolescent Mental Health Services and further expectation for increased use, noting that all Health Boards were reporting similar increases with some experiencing higher numbers (relative to the size of the particular Health Board), together with the lack of specialist Tier4 inpatient beds for children and young people across the UK, not restricted to Wales.

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

Adrodd yn y Dyfodol / Future Reporting:

Items to be received at the September meeting:

- Staff Story, and
- Risk in relation to legislation and with specific relation to the Committee.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

2nd September 2021.

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 June 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Self Assessment of Committee Effectiveness 2020/21 – the Committee received the outcomes from the annual self-assessment exercise report, noting that the actions contained within the report would be taken forward as part of a wider governance review. The recognition of what has worked well was acknowledged as a helpful platform in moving the Committee forward, and the greater focus on organisational risks to inform the agenda and work of the CFC will enable a further move towards a more strategic outlook. • Charitable Funds Sub-Committee (CFSC) Update Report – the Committee received the CFSC update report providing a summary of the CFSC's activity between 1st March and 31st May 2021, together with the amended terms of reference and membership. The Committee approved the revised CFSC Terms of Reference. • Charitable Funds Committee Assurance Report Submitted to ARAC – the Committee received the Charitable Funds Committee Assurance Report, presented to the Audit and Risk Assurance Committee, for information purposes. • Charitable Funds Committee Risk Register – the Committee received an update on a new risk assigned to the CFC i.e. Risk 1130 <i>failure to increase charitable funds income and expenditure</i>, associated with the delivery of the Hywel Dda Health Charities planning objective for 2021/22 (2E), and were assured by the actions in place to mitigate the new risk and agreed that it could be managed at directorate level with any concerns escalated to the CFC as and when required. • Charitable Funds Story: Fundraising Update – the Committee received a fundraising update, noting that in line with the objective of the charity to increase income levels by 10% on an annual basis from April 2020 to March 2023, income increased by 20.75% in 2020/21 compared to 2019/20. The Committee also noted the development and launch of a fundraising campaign relating to unrestricted general funds which has raised over £100,000, the fundraising events planned for 2021-23, and the creation of a range of new stewardship merchandise. • Fundraising Appeal for the Development of a New Chemotherapy Day Unit at Bronglais General Hospital (BGH) – the Committee received the fundraising appeal for the development of a new Chemotherapy Day Unit (CDU) at BGH report, noting that a business case relating to the development of a new CDU at BGH had been approved at the Health Board's Public Board meeting on 26th September 2019 and that the CFC had approved a capital fundraising appeal to meet the shortfall for the new CDU in September 2019. However, as the capital development had not been progressed during Autumn/Winter 2019/20 prior to the onset of the COVID-19 pandemic, an updated proposal for the new CDU at BGH will be presented to the July 2021 HDdUHB Public Board meeting for consideration. The proposal will present revised location plans for the new CDU as well as the capital investment 	

requirements for the development. The Committee approved the development of a fundraising appeal for a new CDU at BGH and endorsed and recommended for approval by the Corporate Trustee an additional contribution of £671,301.09 from HDdUHB charitable funds for development, subject to the development being approved at the July 2021 HDdUHB Public Board meeting.

- **Ceredigion Property Options** – the Committee received a verbal update in relation to the Ceredigion property, noting that following a meeting held with the Estates Department, ‘rules of engagement’ between HDdUHB and the charity had been developed which are currently being finalised.
- **Hydrotherapy Pool Update** – the Committee received the Update on Hydrotherapy Pool at the Pentre Awel Site – JC Williams (Elizabeth Williams Endowment) Fund update report, noting the current delays relating to the timescale to draw down the funds from PNC Bank.
- **Hywel Dda Lottery Scheme** – the Committee received the Update on Hywel Dda Health Charities Lottery Scheme report, noting the tax implications associated with operating a staff only lottery. The Committee therefore endorsed the development of a public lottery scheme, utilising an external lottery provider, with a launch date of September 2021.
- **Integrated Hywel Dda Health Charities Performance Report** – the Committee received the Integrated Hywel Dda Health Charities Performance Report, providing an update on the charity’s performance and position as at 31/03/21. Members were pleased to note the net assets of the charity had increased by £1,206,245 for the period ending 31/03/21 and that the charity’s overall income from donations, grants and legacies to 31/03/21 had increased by 20.75% in comparison to the previous financial year.

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

- No matters requiring Board level consideration or approval.

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:

27th September 2021.

Enw'r Pwyllgor / Name of Committee	In-Committee Board
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle
Cyfnod Adrodd/ Reporting Period:	Meetings held on 27 th May, 17 th June and 24 th June 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>At its meeting on 27th May 2021:</p> <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 30th April 2021. • In-Committee Audit & Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 20th April 2021. • In-Committee Finance Committee – the In-Committee Board received update reports from the In-Committee Finance Committee meetings held on 23rd March and 29th April 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 11th May 2021 and confirmed minutes from the In-Committee WHSSC meeting held on 16th February 2021. <p>At its meeting on 17th June 2021:</p> <ul style="list-style-type: none"> • Carmarthen Hwb – recognising the significant opportunity this application affords our population and their wellbeing, the In-Committee Board agreed to be an active partner in Carmarthenshire County Council's submission of a Strategic Outline Case to the UK 'Levelling Up' Fund for the Carmarthen Hwb project, whilst acknowledging that this agreement will require ratification at Public Board on 29th July 2021. <p>At its meeting on 24th June 2021:</p> <ul style="list-style-type: none"> • Mortality Review – the In-Committee Board noted the update on the mortality review process implemented across the Health Board including the holding of performance of Stage 1 reviews; the update on the implementation of the Medical Examiner service; the update on the development of the Stage 2 review process; and the update on the national approach to reviewing in-patient deaths related to hospital acquired COVID-19, whilst acknowledging that routine reporting would be via the Quality, Safety & Experience Assurance Committee. 	
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"> • Ratification of the decision to be an active partner in Carmarthenshire County Council's submission of a Strategic Outline Case to the UK 'Levelling Up' Fund for the Carmarthen Hwb project. 	

Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:
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None.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:
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Adrodd yn y Dyfodol / Future Reporting:
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To be confirmed.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

29 th July 2021.

Enw'r Pwyllgor / Name of Committee	Healthcare Professionals Forum (HPF)
Cadeirydd y Pwyllgor/ Chair of Committee:	Dr Mo Nazemi
Cyfnod Adrodd/ Reporting Period:	Meeting held on 17 th May 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 17th May 2021.</p> <p><u>Building a healthier future after COVID-19</u></p> <p>The Forum was given a brief presentation by Paul Williams, Assistant Director of Strategic Planning, and were happy to respond to the questions raised by the Engagement team. Responses were collated and submitted following the meeting.</p> <p>The members felt they could support in this work further down the line and have asked Mr Williams to re-join the group as business cases have been developed.</p> <p><u>Locality Resource Allocation</u></p> <p>The Forum was given a second presentation by Huw Thomas, Director of Finance, highlighting the work underway to estimate the likely resource consumption of each of our locality populations and to further estimate the likely income allocation for each population. It was understood that once the model was developed Social Care resource usage could be added to provide a whole picture of health, care and wellbeing for the population.</p> <p>The members thanked Mr Thomas for an interesting presentation.</p> <p>Phil Kloer, Medical Director and Deputy Chief Executive, concluded the meeting with a general update on Health Board Matters, which the members have asked be a part of all future meetings.</p>	
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"> • 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"> • Presentation - Clinical Effectiveness 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
19 th July 2021	

Enw'r Pwyllgor / Name of Committee	Staff Partnership Forum (SPF)
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:	June 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"> • Revised Terms of Reference, Health Board Partnership Forum – following extensive engagement with local and regional union officials, the revised terms of reference for the Health Board Partnership Forum were approved. It was agreed the new membership and agenda will commence in August 2021. • Revised Terms of Reference, County Partnership Forum – following extensive engagement with local and regional union officials, the revised terms of reference for the County Partnership Forums were approved. It was agreed the new membership and agenda will commence in September 2021. • Time off and Facilities Agreement – following extensive engagement with local and regional union officials, the revised Time off and Facilities Agreement was approved. Letters would now be issued to confirm funding arrangements for paid time off for members. • Workforce & OD Planning Objectives – the Workforce & OD team updated Forum members on the vision for each of the pillars within Workforce & OD and on the ambition and objectives for each of the planning objectives agreed this year. Reps were asked to identify areas of interest, so that work could progress in partnership. • Wellbeing Champions – the Forum received a presentation around the introduction of wellbeing champions within the organisation. Clarity regarding the role was provided and all present supported the approach being taken. • Health & Safety – an update was provided by the Head of Health, Safety and Security regarding a number of issues which have been raised across the Health Board. A useful discussion took place and members were assured by actions being taken by the Health Board. • Changes to the NHS Pension Scheme – it was noted that a number of questions are being raised in respect of the Pension Scheme. Members were reassured that a communication had been prepared which would be issued the following day via Global email. 	
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 SPF Terms of Reference (attached at Appendix 1) 	
Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:	
<ul style="list-style-type: none"> • None 	

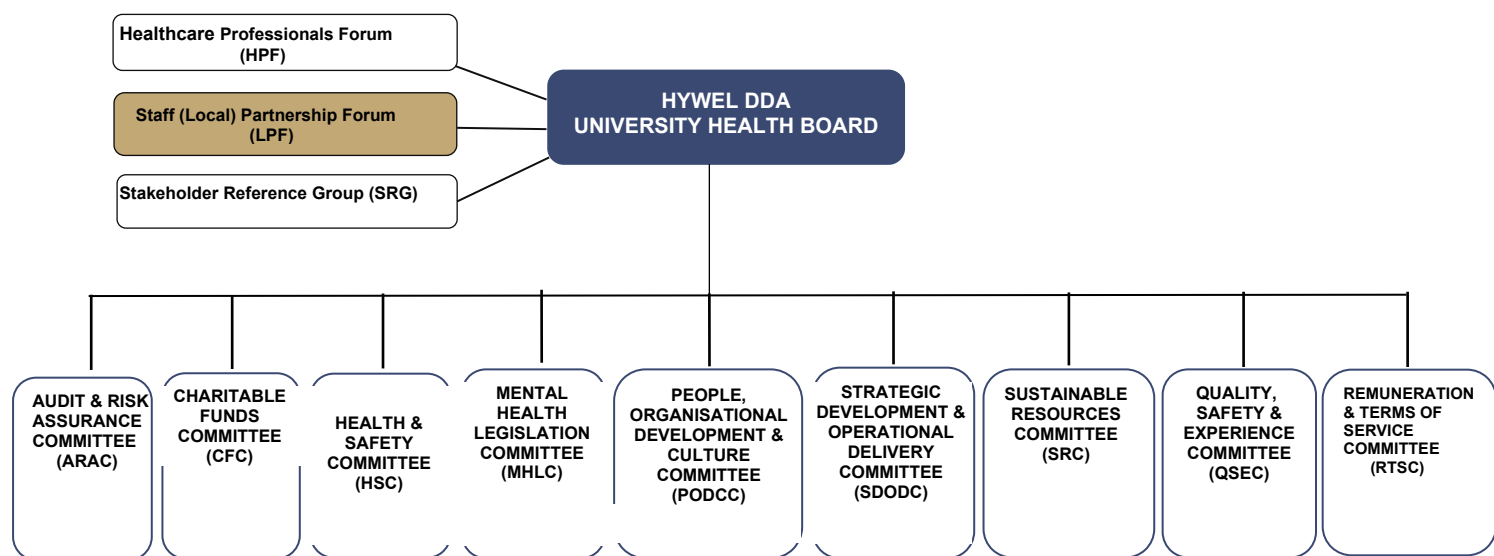
Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:
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Adrodd yn y Dyfodol / Future Reporting:
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| <ul style="list-style-type: none">• The agenda will be set linked to key issues in July 2021. |
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Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

3 rd August 2021.



TERMS OF REFERENCE

HEALTH BOARD PARTNERSHIP FORUM

Version	Issued to:	Date	Comments
V0.1	Board	25/03/10	Approved
V0.1	Board (SO's)	22/07/10	Approved
V0.2	Board (SO's)	29/09/11	Approved
V0.3	LPF	14/10/11	Approved
V0.4	LPF	07/08/13	Approved
V0.4	Board (SO's)	22/11/14	Approved
V0.5	Board (SO's)	26/11/15	Approved
V0.6	LPF	07/12/15	Approved
V0.7	Partnership Forum	22/06/21	Approved
V.07	Hywel Dda University Health Board	29/07/21	For Approval

HEALTH BOARD PARTNERSHIP FORUM

1. Constitution

- 1.1 The Local Partnership Forum (LPF) has been established as an Advisory Committee of the Hywel Dda University Health Board and constituted from 1st October 2009.

2. Membership

- 2.1 All members of the LPF are full and equal members and share responsibility for the decisions of the LPF. The Health Board shall agree the overall size and composition of the LPF in consultation with those Trade Unions it recognises for collective bargaining. As a minimum, the membership of the LPF shall comprise:

2.2 Management Representatives

Management will normally consist of the following members of management representatives.

Finance Director
Director of Operations
Director of Acute Services
Director of Nursing, Quality & Patient Experience
Assistant Director, Operational Nursing & Quality Acute Services
Director of Therapies & Health Science
Director of Workforce and OD
Deputy Director of Workforce and OD
Head of Workforce
Director of Strategic Development and Operational Planning
Assistant Director of OD
Head of People & Organisational Effectiveness
Assistant Director of Workforce & OD (Resourcing & Utilisation)
Strategic Head of Education & Development
Management Chair of County Partnership Forum (x3)

If members are unable to attend a meeting, a suitable deputy must attend in their place.

Other Directors and others may also be members or may be co-opted dependent upon the agenda.

The Chief Executive will attend periodically linked to specific agenda items

2.3 Staff Representatives

The Board recognises those Trade Unions listed in Appendix 1 for the representation of members who are employed by the organisation.

Staff representatives must be employed by the organisation and accredited by their respective organisations for the purposes of bargaining. If a representative ceases to be employed by the Health Board, or ceases to be a member of a nominating organisation then he/she will automatically cease to be a member of the LPF. Full time officers of the Trade Unions may attend meetings subject to prior notification and agreement.

Members of the Partnership Forum who are unable to attend a meeting may send a deputy, providing such deputies are eligible for appointment to the Forum.

Each Union will be allocated seats at Partnership Forum linked to known union membership; where this has not been disclosed, assumptions have been made based on payroll deduction numbers where available. Should any particular Trade Union feel they have not been appropriately allocated seats, this will be reviewed on submission of membership information. See Appendix 2 for seats to be applied in 2021/2022.

It is intended to review membership every three years, alongside the annual review of the Terms of Reference. The Chair, Vice Chair and Secretary members shall be included in the overall Trade Union allocated seats.

2.4 Member Appointments

The Trade Union Chair, Vice Chair and Secretary will be elected from the Local Health Board Trade Union representatives at Partnership Forum bi-annually. Each agreed Trade Union Partnership Forum member will receive one vote to elect to these roles. Best practice requires these three officers to come from different Trade Unions. All appointments will be for a period of 2 years.

2.5 Chairs

The Management Chair and Trade Union Chair will jointly chair the LPF. This will be undertaken on a rotational basis. In the absence of the Chair(s), the Vice Chair(s) will act as Chair. The Chairs shall work in partnership with each other and, as appropriate, with the Chairs of the Board's other advisory groups. Supported by the Board Secretary, Chairs 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.

3. Quorum and Attendance

- 3.1 Every effort will be made by all parties to maintain a stable membership. There should be 50% attendance of both parties for the meeting to be quorate.
- 3.2 If the meeting is not quorate, no decisions can be made, but information may be exchanged. Where Joint Chairs agree, an extraordinary meeting may be scheduled within 7 calendar days notice.
- 3.3 Consistent attendance and commitment to participate in discussions is essential.

Where a Trade Union member of the LPF does not attend on 3 consecutive occasions, the Trade Union Secretary will write to the member and bring the response to the next meeting for further consideration and possible removal. In the case of management representatives not attending, the Director of Workforce & OD will contact the individual.

4. Principal Duties

- 4.1 The LPF is the formal mechanism where NHS Wales' employers and Trade Unions, professional bodies (hereafter referred to as Trade Unions) work together to improve health services for the people of Wales. It is the forum where key stakeholders will engage with each other to inform, debate and seek to agree local priorities on workforce and health service issues.
- 4.2 At the earliest opportunity, the Board will engage with Trade Unions in the key discussions at the HDdUHB Board, LPF and County Partnership Forums (CPF).
- 4.3 The LPF will provide the formal mechanism for consultation, negotiation and communication between the Trade Unions and management. The TUC principles of partnership will apply. These principles are attached at Appendix 3.

5. Operational Responsibilities

- 5.1 The purpose of the LPF will be to:
 - 5.1.1 Establish a regular and formal dialogue between the Board's Executive and the Trade Unions on matters relating to workforce and health service issues.
 - 5.1.2 Enable employers and Trade Unions to put forward Health Board wide issues affecting the workforce or local matters which remain unresolved at County level.
 - 5.1.3 Provide opportunities for Trade Unions and managers to input into organisation service development plans at an early stage.
 - 5.1.4 Contribute to the development of the Health Board's Strategy implementation plan and be actively involved in the development of local service strategies.
 - 5.1.5 Consider the implications on staff of service reviews and identify and seek to agree new ways of working.
 - 5.1.6 Consider the implications for staff of NHS reorganisations at a national or local level, and to work in partnership to achieve mutually successful implementation.
 - 5.1.7 Appraise and discuss in partnership the financial performance of the organisation on a regular basis.

- 5.1.8 Appraise and discuss in partnership the Board services and activity and its implications.
- 5.1.9 Provide opportunities to identify and seek to agree quality issues, including clinical governance, particularly where such issues have implications for staff.
- 5.1.10 Communicate to the partners the key decisions taken by the Board and senior management.
- 5.1.11 Contribute to the design and delivery of the Health Board workforce and OD strategy and specifically co-produce redesigned processes and ways of working and engaging with staff.
- 5.1.12 Consider national developments in NHS Wales Workforce & Organisational Strategy and the implications for the Board including matters of service re-profiling.
- 5.1.13 Negotiate on matters subject to local determination.
- 5.1.14 Ensure Trade Union representatives are afforded reasonable paid time off to undertake trade union duties.
- 5.1.15 To develop in partnership appropriate facilities arrangements using A4C Facilities Agreement as a minimum standard.
- 5.1.16 Endorse all Health Board Workforce policies and receive and ratify all Wales agreements for use in the Health Board and ensure compliance with All Wales agreements.
- 5.2 In addition the LPF will establish Local Partnership Forum sub groups to establish ongoing dialogue, communication and consultation on service and operational management issues specific to Directorates/Service areas. Where these sub groups are developed they must report to the LPF.

6. Agenda and Papers

- 6.1 The Forum Secretary is to hold an agenda setting meeting with the Management and Trade Union Chairs and the Management Secretary (Committee Services Officer) 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. Items for the agenda and supporting papers should be notified to the Management Secretary as early as possible, and in the event at least two weeks in advance of the meeting. Following approval, the agenda and timetable for papers will be circulated to all Forum members.
- 6.3 All papers must be approved by the Lead Director.
- 6.4 The agenda and papers for meetings will be distributed seven 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 ten days to check the accuracy. The minutes must be an accurate record of the meeting which captures the discussions that take place.
- 6.6 Members must forward amendments to the Forum secretary within the next seven days. The Management Secretary will then forward the final version to the Management and Trade Union Chairs for approval.

7. Management of Meetings

- 7.1 The Forum will meet bi-monthly however this may be changed to reflect the need of either Trade Unions or management. An annual schedule of meetings shall be agreed in advance, consistent with the HDdUHB's annual plan of Board business. Additional meetings will be arranged as determined by the Management and Trade Union Chairs of the Committee in discussion with the Management Secretary.
- 7.2 The business of the meeting shall be restricted to matters pertaining to Board-wide strategic issues. Local operational issues should be raised at the County Partnership Forums and will not be considered unless it is agreed that such issues have Health Board wide implication or if satisfactory resolution has not occurred.
- 7.3 The LPF has the capacity to co-opt others onto the forum or its sub groups as deemed necessary by agreement.
- 7.4 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. Authority

- 8.1 The Forum may provide advice to the Board:
 - 8.1.1 at Board meetings, through the Independent Member (Trade Union).
 - 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 Chairs shall be jointly responsible for the effective operation of the LPF:
 - 9.1.1 chairing meetings, rotated equally between the Staff Representative and Management Representative Chairs;
 - 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 framework; and
 - 9.1.3 developing positive and professional relationships amongst the Forum's membership and between the Forum and the HDdUHB's Board.

- 9.2 The Chairs shall work in partnership with each other and, as appropriate, with the Chairs of the UHB's other advisory groups. Supported by the Board Secretary, Chairs 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 Chairs are accountable to the HDdUHB Board for the conduct of business in accordance with the governance and operating framework set by the UHB.
- 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 following each meeting and the presentation of an annual report reviewing the Forum's activity and effectiveness against its Terms of Reference 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 The requirements for the conduct of business as set out in the HDdUHB's Standing Orders are equally applicable to the operation of the LPF.

10. Relationships and Accountabilities with Others

- 10.1 The LPF's main link with the Board is through the Executive members of the LPF and the Independent Member (Trade Union).
- 10.2 The Board may determine that designated Board members or HDdUHB staff shall be in attendance at LPF meetings. The LPF's Chair may also request the attendance of Board members or UHB staff, subject to the agreement of the HDdUHB Chair.
- 10.3 The Board shall determine the arrangements for any joint meetings between the HDdUHB Board and the LPF's staff representative members.
- 10.4 The Board's Chair shall put in place arrangements to meet with the LPF's Joint Chairs on a regular basis to discuss the LPF's activities and operation.
- 10.5 The LPF shall ensure effective links and relationships with other groups/fora at a local and, where appropriate, national level.

11. General Principles of Partnership between Trade Unions and Management

- 11.1 The Partnership Forum accepts that partnerships help the workforce and management work through challenges and to grow and strengthen their organisations. Relationships are built on trust and confidence and demonstrate a real commitment to work together.
- 11.2 The principles of true partnership working between Trade Unions and Management are as follows:

- 11.2.1 TU's and management show joint commitment to the success of the organisation with a positive and constructive approach
- 11.2.2 They recognise the legitimacy of other partners and their interests and treat all parties with trust and mutual respect
- 11.2.3 They demonstrate commitment to employment security for workers and flexible ways of working
- 11.2.4 They share success – rewards must be felt to be fair
- 11.2.5 They practice open and transparent communication – sharing information widely with openness, honesty and transparency
- 11.2.6 They must bring effective representation of the views and interests of the workforce
- 11.2.7 They must demonstrate a commitment to work with and learn from each other

11.3 All members must:

- 11.3.1 be prepared to engage with and contribute fully to the Forum's activities and in a manner that upholds the standards of good governance set for the NHS in Wales;
- 11.3.2 comply with their terms and conditions of appointment;
- 11.3.3 equip themselves to fulfill the breadth of their responsibilities by participating in appropriate personal and organisational development programmes; and
- 11.3.4 promote the work of the LPF within the professional discipline he/she represents.

11.4 A Code of Conduct is attached as Appendix 4.

12. Sub Committees

- 12.1 When it is considered appropriate, the Forum can decide to appoint sub-committees, to hold detailed discussion on a particular issue(s). Nominated representatives to sub-committees will communicate and report regularly to the LPF.
- 12.2 Sub committees already in place are as follows:
 - Organisational Change Group
 - Ceredigion Partnership Forum
 - Carmarthenshire Partnership Forum
 - Pembrokeshire Partnership Forum
 - Policy Review Group
- 12.3 Each sub-committee will report bi-monthly to the LPF.

13. Secretarial Support

- 13.1 The LPF's work shall be supported by two designated Secretaries, one of whom shall support the staff representative members and one shall support the management representative members.
- 13.2 The Director of Workforce and OD will act as Management Representative Secretary and will be responsible for the maintenance of the constitution of the

membership, the circulation of agenda and minutes and notification of meetings.

- 13.3 The Staff Representative Secretary shall be elected from within the staff representative membership of the LPF, by staff representative members, in a manner determined by the staff representatives. The Staff Representative Secretary's term of office shall be for two (2) years.
- 13.4 Both Secretaries shall work closely with the HDdUHB's Board Secretary who is responsible for the overall planning and co-ordination of the HDdUHB's programme of Board business, including that of its Committees and Advisory Groups.
- 13.5 The Committee Secretary shall be determined by the Director of Workforce and Organisational Development.

14. Review Date

- 14.1 These Terms of Reference and operating arrangements shall be reviewed on at least an annual basis by the LPF for approval by the Board.

Appendix 1

List of Recognised Trade Unions

- British Medical Association (BMA)
- Royal College of Nursing (RCN)
- Royal College of Midwives (RCM)
- UNISON
- UNITE
- GMB
- British Orthoptic Society
- Society of Radiographers
- British Dental Association
- Society of Chiropodists and Podiatrists
- Federation of Clinical Scientists
- Chartered Society of Physiotherapy (CSP)
- British Dietetic Association

Appendix 2

Members	Seats
• Royal College of Nursing (RCN)	6
• Royal College of Midwives (RCM)	1
• UNISON	7
• UNITE	3
• GMB	1
• British Orthoptic Society	1
• Society of Radiographers	1
• British Dental Association	1
• Society of Chiropodists and Podiatrists	1
• Federation of Clinical Scientists	1
• Chartered Society of Physiotherapy (CSP)	1
• British Dietetic Association	1

Appendix 3

Six Principles of Partnership Working

- a shared commitment to the success of the organisation
- a focus on the quality of working life
- recognition of the legitimate roles of the employer and the trade union
- a commitment by the employer to employment security
- openness on both sides and a willingness by the employer to share information and discuss the future plans for the organisation
- adding value – a shared understanding that the partnership is delivering measurable improvements for the employer, the union and employees

Appendix 4

Code of Conduct

A code of conduct for meetings sets ground rules for all participants: -

- Respect the meeting start time and arrive punctually
- Attend the meeting well-prepared, willing to contribute and with a positive attitude
- Listen actively. Allow others to explain or clarify when necessary
- Observe the requirement that only one person speaks at a time
- Avoid 'put downs' of views or points made by colleagues
- Respect a colleague's point of view
- Avoid using negative behaviours e.g. sarcasm, point-scoring, personalisation
- Try not to react negatively to criticism or take as a personal slight
- Put forward criticism in a positive way
- Be mindful that decisions have to be made and it is not possible to accommodate all individual views
- No 'side-meetings' to take place
- Respect the Chair
- Adhere to UHBs values
- Failure to adhere to the Code of Conduct may result in the suspension or removal of the member. (Please note before this is enacted the Director of Workforce & OD will engage with the individual and the relevant full time officer).

Enw'r Pwyllgor / Name of Committee	Black, Asian and Minority Ethnic Advisory Group
Cadeirydd y Pwyllgor/ Chair of Committee:	Maria Battle, HDdUHB Chair
Cyfnod Adrodd/ Reporting Period:	May-July 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> The Strategic Partnerships, Diversity and Inclusion Team commissioned Active Bystander training for staff which took place on 12th and 13th July 2021. The training drew on case study examples provided by Health Board staff. Christopher James, Consultant Physician attended the meeting held on 10th June 2021 to discuss opportunities to strengthen pastoral and professional support to doctors arriving from overseas which will assist in assimilating colleagues into the NHS and Hywel Dda University Health Board. An update on the work of the Bullying and Harassment Task and Finish Group was discussed, with the importance of the qualitative feedback considered by the group acknowledged. Recruitment of a Health Board Community Development Outreach team to engage with vulnerable communities to support COVID-19 messaging and increased uptake of the COVID-19 vaccination and public health programmes, was noted. Information on the British Medical Association (BMA) Black, Asian and Minority Ethnic Forum was shared, and Members expressed an interest in joining this in order to strengthen Hywel Dda University Health Board representation. The BAME group was invited to provide comments on the draft Welsh Government Race Equality Action Plan ahead of the finalisation of the corporate Health Board response. 	
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:	
<ul style="list-style-type: none"> Official launch of the Black, Asian and Minority Ethnic Staff network to take place in September 2021. Consideration of the use of the acronym BAME, taking into account guidance from Welsh Government and UK Government and the outcome of the Race Equality Action Plan consultation. 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
26 th August 2021	