



CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	30 September 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, as follows:

- Remuneration and Terms of Service Committee (RTSC) held on 31st August 2021;
- Mental Health Legislation Committee (MHLC) held on 2nd September 2021.

Additionally, in respect of the In-Committee Board meeting held on 29th July 2021.

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

- Stakeholder Reference Group held on 16th July 2021;
- Healthcare Professionals Forum held on 19th July 2021;
- Staff Partnership Forum held during August 2021;
- Black, Asian and Minority Ethnic (BAME) Advisory Group held during August to September 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 Committee
- Quality, Safety and Experience Committee
- Remuneration and Terms of Service Committee

The Board has established the following additional Committees:

- Sustainable Resources Committee
- Health & Safety Committee
- People, Organisational Development and Culture Committee
- Strategic Development and Operational Delivery Committee

Attached to this report are individual summaries of the key decisions and matters considered by each of the Committees held since the previous Board report, where these are not separately reported to the Board.

Approved minutes from each of the Committees' meetings are available on the UHB's website via the link below:

<https://hduhb.nhs.wales/about-us/governance-arrangements/board-committees/>

The UHB has approved Standing Orders, in line with Welsh Government guidance, in relation to the establishment of Advisory Groups. In line with this guidance, the following statutory Advisory Groups have been established:

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

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

- Black, Asian and Minority Ethnic (BAME) Advisory Group

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

The Remuneration and Terms of Service Committee (RTSC) requested that the following item be raised at Board level:

- Approval of the RTSC Terms of Reference.

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

- In terms of the Annual Recovery Plan, consideration to be given as to how SRG Members can assist with its communication and its ambitions;
- In terms of the proposal for a new site for an urgent and planned care hospital in the south of the Hywel Dda region, consideration to be given to regional working and the infrastructure to support this;
- Given that the HB is undertaking an exercise in relation to patient experience stories, consideration to be given as to how patient experience stories can be communicated and followed up on.

There were no matters raised by the Mental Health Legislation Committee, In-Committee Board, Healthcare Professionals Forum, 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 survey overload and the imperative that the wording used in any engagement exercise be clear;
- Cross boundary challenges experienced by the population and the need for consistency of services across the Counties wherever possible.

There were no key risks and issues or matters of concern raised by the Remuneration & Terms of Service Committee, Mental Health Legislation 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;
- **Ratify** the Remuneration and Terms of Service Committee Terms of Reference;
- **Receive** the update report in respect of the In-Committee Board meeting;
- **Receive** the update reports in respect of recent Advisory Group meetings.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol:

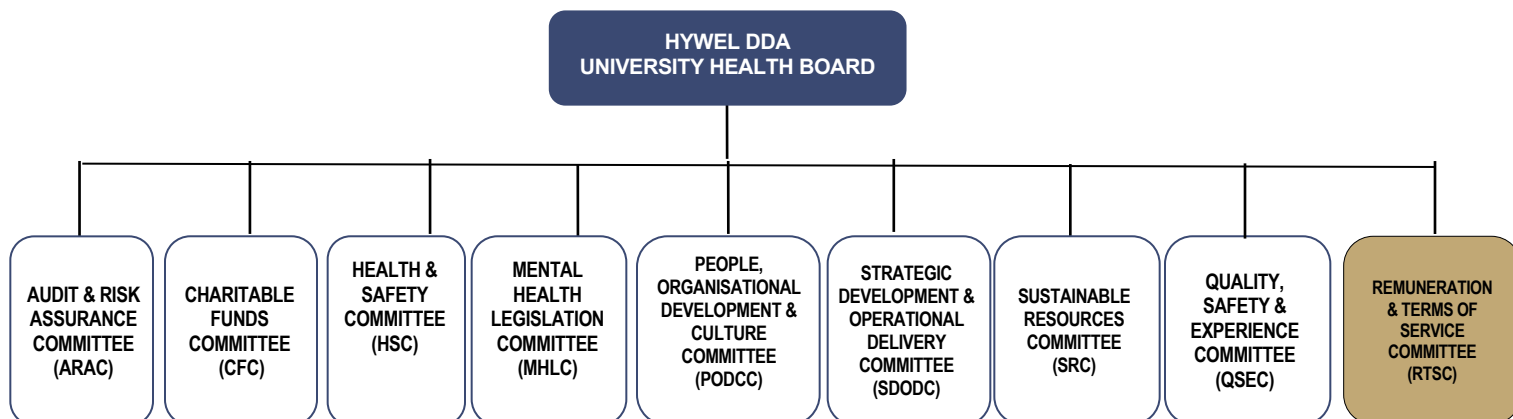
Further Information:

Ar sail tystiolaeth: Evidence Base:	Standing Orders External Governance Review
Rhestr 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
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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	Remuneration & Terms of Service Committee (RTSC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle
Cyfnod Adrodd/ Reporting Period:	Meeting held on 31 st August 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Annual Review of the Committee's Terms of Reference and Membership – the Committee noted that the only material change was to add responsibility for approving Strategic Advisor appointments. The Terms of Reference were approved for onward ratification by the Board on 30th September 2021. • Protocol for the Engagement of Strategic Advisors & Management Consultants – subject to minor amendments, the Committee approved the Protocol for the Engagement of Strategic Advisors & Management Consultants. • Executive Directors' Performance Reviews – the Committee confirmed that it was content with the approach being taken to Executive Director Performance Reviews, via updates on progress with Planning Objectives being reported to the Board. • Honours Nominations – the Committee received the honours nominations. • Governance in Recruitment – the Committee noted the letter received from Andrew Goodall, Director General for Health and Social Services, regarding governance in recruitment, and was assured that the UHB is compliant with the guidance in terms of Executive recruitment, however recognised more work was required in relation to procurement training. 	
Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd a'u cyfer / Matters Requiring Board Level Consideration or Approval:	
<ul style="list-style-type: none"> • Approval of the revised RTSC Terms of Reference. 	
Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:	
None	
Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:	
Adrodd yn y Dyfodol / Future Reporting:	
To be confirmed	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
To be confirmed	



REMUNERATION AND TERMS OF SERVICE COMMITTEE

TERMS OF REFERENCE

Version	Issued To	Date	Comments
V0.1	Hywel Dda Health Board	29.09.2011	Approved
V0.2	Remuneration and Terms of Service Committee	04.09.2012	Approved
	Hywel Dda Health Board (SOs)	27.09.2012	Approved
	Remuneration and Terms of Service Committee	19.09.2013	Approved
	Hywel Dda University Health Board (SOs)	04.06.2014	Approved
V0.3	Remuneration and Terms of Service Committee	12.11.2015	Approved (CA)
	Hywel Dda University Health Board (SOs)	26.11.2015	Approved
V.04	Remuneration and Terms of Service Committee	16.01.2017	Approved
	Hywel Dda University Health Board (SOs)	26.01.2017	Approved
V.05	Remuneration and Terms of Service Committee	18.12.2017	Approved
V.05	Hywel Dda University Health Board	29.03.2018	Approved
V.06	Remuneration and Terms of Service Committee	30.05.2018	Approved
V.06	Hywel Dda University Health Board	26.07.2018	Approved
V.07	Remuneration and Terms of Service Committee	27.06.2019	Approved
V.07	Hywel Dda University Health Board	25.07.2019	Approved
V.08	Hywel Dda University Health Board	26.03.2020	Approved
V.09	Remuneration & Terms of Service Committee	31.08.2021	Approved
V.09	Hywel Dda University Health Board	30.09.2021	For Approval

REMUNERATION AND TERMS OF SERVICE COMMITTEE

1. Constitution

- 1.1 The Remuneration and Terms of Service Committee (the Committee) has been established as a Committee of the Hywel Dda University Health Board (HDdUHB) and constituted from 1st October 2009.

2. Purpose

- 2.1 The purpose of the Remuneration & Terms of Service Committee is to provide:
- 2.1.1 **Advice** to the Board on remuneration and terms of service for the Chief Executive, Executive Directors and other senior staff within the framework set by the Welsh Assembly Government; and
 - 2.1.2 **Assurance** to the Board in relation to the HB's arrangements for the remuneration and terms of service, including contractual arrangements, for all staff, in accordance with the requirements and standards determined for the NHS in Wales
 - 2.1.3 To perform certain, specific functions on behalf of the Board.
- 2.2 The Committee shall have no powers to develop or modify existing pay schemes.

3. Key Responsibilities

With regard to its role in providing advice and assurance to the Board, the Remuneration and Terms of Service Committee will comment specifically upon:

- 3.1 Remuneration and terms of service for the Chief Executive, Executive Directors, other Very Senior Managers (VSMs) and others not covered by Agenda for Change; ensuring that the policies on remuneration and terms of service as determined from time to time by Welsh Government are applied consistently;
- 3.2 Objectives for Executive Directors and other VSMs and their performance assessment;
- 3.3 Performance management systems in place for those in the positions mentioned above and its application;
- 3.4 Proposals to make additional payments to medical Consultants outside of normal terms and conditions;

- 3.5 Proposals regarding termination arrangements, ensuring the proper calculation and scrutiny of termination payments in accordance with the provision of the Regulations and in accordance with Ministerial instructions;
- 3.6 Consider and approve Voluntary Early Release applications and redundancy/severance payments in respect of Executive Director/Director posts, in line with Standing Orders and extant Welsh Government guidance. The Committee to be advised also of **all** Voluntary Early Release Scheme applications and severance payments;
- 3.7 Approve any Strategic Advisor arrangements, including scope and pay;
- 3.8 To approve the University Health Board's honours submission recommendations.

4. Membership

- 4.1 Formal membership of the Committee shall comprise of the following:

Member
Hywel Dda University Health Board Chair (Chair)
Independent Member (Vice Chair & Chair of Audit and Risk Assurance Committee)
Independent Member (Chair of People, Culture and Organisational Development Committee)
Independent Member (Chair of Quality, Safety & Experience Assurance Committee)

- 4.2 The following should attend Committee meetings:

In Attendance
Hywel Dda University Health Board Chief Executive
Director of Workforce and Organisational Development (Lead Executive)
Board Secretary

- 4.3 The membership of the Committee will be reviewed on an annual basis.

5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than two of the membership and must include as a minimum the Chair or Vice Chair of the Committee and one other Independent Member.
- 5.2 The membership of the Committee shall be determined by the Board, based on the recommendation of the UHB Chair, taking into account the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements of directions made by the Welsh Government.

- 5.3 Any senior officer of the UHB or partner organisation may, where appropriate, be invited to attend for either all or part of a meeting to assist with discussions on a particular matter.
- 5.4 The Committee may also co-opt additional independent 'external' experts from outside the organisation to provide specialist skills.
- 5.5 Should any officer member be unavailable to attend, they may nominate a deputy with full voting rights to attend in their place, subject to the agreement of the Chair.
- 5.6 The Chair of the Committee shall have reasonable access to Executive Directors and other relevant senior staff.
- 5.7 The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

6. Agenda and Papers

- 6.1 The Committee Secretary is to hold an agenda setting meeting with the Chair and/or the Vice Chair and the Lead Director, Director of Workforce & OD, at least **four** weeks before the meeting date.
- 6.2 The agenda will be determined by the organisational requirements relating to remuneration and terms of service business. Following approval, the agenda and timetable for request of papers will be circulated to all Committee members.
- 6.3 All papers must be approved by the Lead/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.
- 6.6 Members must forward amendments to the Committee Secretary within the next **seven** days. The Committee Secretary will then forward the final version to the Committee Chair for approval.

7. Frequency of Meetings

- 7.1 The Chair of the Committee, in agreement with the Committee members, shall determine the timing and frequency of meetings, as deemed necessary. It is expected that the Committee shall meet at least once a year with provision made for a quarterly Committee cycle.

- 7.2 The Chair of the Committee, in discussion with the Committee Secretary, shall determine the time and the place of meetings of the Committee and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.
- 8.2 The Committee shall embed the UHB's vision, corporate standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- 8.3 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Committee.

9. Reporting

- 9.1 The Committee, through its Chair and members, shall work closely with the Board's other Committees, including joint/sub-committees and groups, to provide advice and assurance to the Board through the:
- 9.1.1 joint planning and co-ordination of Board and Committee business;
 - 9.1.2 sharing of information.
- 9.2 In so doing, the Committee shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- 9.3 The Committee may establish sub-committees or task and finish groups to carry out on its behalf specific aspects of Committee business.
- 9.4 The Committee Chair, supported by the Committee Secretary, shall:
- 9.4.1 Report formally, regularly and on a timely basis to the In Committee Board on the Committee's activities, to include the submission of a Committee update report;
 - 9.4.2 Bring to the Board's specific attention any significant matter under consideration by the Committee;
 - 9.4.3 Ensure appropriate escalation arrangements are in place to alert the UHB Chair, Chief Executive or Chairs of other relevant Committees of any urgent/critical matters that may affect the operation and/or reputation of the UHB.
- 9.5 The Committee shall provide a written, annual report to the Board on its activities. The report will also record the results of any Committee's self-assessment and evaluation.

10. Secretarial Support

10.1 The Committee Secretary shall be determined by the Board Secretary.

11. Review Date

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

Enw'r Pwyllgor / Name of Committee	Mental Health Legislation Committee (MHLC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Judith Hardisty
Cyfnod Adrodd/ Reporting Period:	Meeting held on 2 nd September 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>This report summarises the work of the Mental Health Legislation Committee (MHLC) at its meeting held on the 2nd September 2021, with the following highlighted:</p> <ul style="list-style-type: none"> • The revised Terms of Reference (as presented to Public Board on 29th July 2021) were received. • Members of the Committee were provided with the responses and feedback received for the Self-Assessment Exercise and reflected on the work undertaken and completed by the Committee. • The Committee received the Mental Health Act Quarterly Report, which noted a gradual increase in the use of Section 3 and Section 4 of the Act and noted a marked increase in the application of Section 5 Holding Powers taking place in hospital ward settings. The report also highlighted the highest level of Section 136 application by the Police Service and noted that it was unclear if this was as a result of the pandemic; the scrutiny and extraction of the data would be reviewed by the Scrutiny Group. • The Power of Discharge Sub-Committee Minutes from the meeting held on the 3rd August 2021 were received by the Committee, which noted discussions included hearings for detained patients, case law and received a comprehensive update from the Independent Mental Health Advocate (IMHA) service. The Committee noted and approved the updated Terms of Reference for the Power of Discharge Sub-Committee. • The Committee received a paper providing an update on Section 117 which explained that a separate workstream has been working on the creation of a register for use by the UHB and Local Authorities. It was acknowledged this was a large and complex piece of work and a paper had recently been submitted to Scrutiny Group, proposing joint funding of a Band 3 administrative position. • The Committee approved the Section 17 Leave and Section 132 policies. • An update was received from the Chair of the Scrutiny Group, which outlined a number of the reports that have received scrutiny from the Group. The Chair reported the inclusion of the Mental Health Officer from Dyfed Powys Police in the scrutiny of the use of Section 136 detentions and use of least restrictive practice. Reportable data in relation to the Mental Health Measure was scrutinised and a rationale and explanation of the position for children and young people and clients with learning disabilities were received, together with explanations of actions for an improving future position. The Chair of the Scrutiny Group also expanded on the work being undertaken by the Quality Assurance and Practice Development team in relation to Care and Treatment Plan training and capture of patient experience feedback. The Chair added that local authority colleagues provided reports and 	

data to the Group, including Section 136 detentions and the use of the alternative place of safety. Further discussions regarding the position across the Health Board and three Local Authorities in relation to challenges in providing Approved Mental Health Professional (AMHP) and Section 12 Doctor coverage were being held, and findings would be reported to the Scrutiny Group in due course.

- The 2021/22 Workplan for the Committee was received and noted. It was also noted that due to conflicting attendee commitments, the date of the next meeting may need to be rescheduled and would be communicated in due course.
- The Government Response to the Mental Health Act Review was circulated to the Committee for information in advance of the meeting.

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:

26th November 2021.

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 29 th 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"> • Strategic Business Intelligence – the In-Committee Board concluded discussions around this topic, noting that the relevant issues had essentially already been covered during Public Board. • Cardiac Surgery - Findings from the Getting It Right First Time (GIRFT) Benchmarking Review – the In-Committee Board received information regarding this review, conducted at Swansea Bay UHB (SBUHB), and agreed that a letter outlining its discussions would be sent to SBUHB. • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 30th June 2021. • In-Committee Audit & Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 22nd June 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 13th July 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:	
30 th September 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 July 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>Appointment of Vice-Chair SRG Members were advised that, as no self-nominations for the role of Vice Chair had previously been received, a subsequent request had been circulated to Members for their nominations for Vice Chair. Whilst three such nominations had been received, these involved either officer Members or Independent Members of the Health Board (HB), which would lead to a conflict in roles. Having reflected on the recent refresh of the SRG membership and noting the number of current representative vacancies, it was proposed and agreed that the nomination of Vice Chair be postponed, with a request for nominations to take place in 6 months' time.</p> <p>Building a Healthier Future after COVID-19 The SRG received an update on 'Building a Healthier Future after COVID-19', and the engagement exercise that had been undertaken by the HB during the period 10th May to 21st June 2021, enabling the population to inform and help shape future services and to provide feedback in relation to the HB's strategy, including a request to nominate a proposal for a new site for an urgent and planned care hospital in the South of the Hywel Dda region. Members were reminded of the role of the HB and its commissioning responsibilities, and also the challenges the HB is currently experiencing, including the recruitment and retention of staff and the remoteness and rurality of some of its areas.</p> <p>Members were informed of how the strategy had been developed, and the recommendations subsequently approved by Board. The vision, goals and long term outcomes the HB aims to achieve i.e. Starting and Developing Well; Living and Working Well; and Growing Older Well, were shared with Members, together with a background to the rationale for the HB ambitions, the meaning of the social model of health and wellbeing, and the HB's strategic and planning objectives. Members were further informed of the five stages of land identification, with 7 land nominations having been received to be evaluated against a variety of criteria, and on the emerging design principles.</p> <p>Further detail was provided on the range of methods utilised for the engagement exercise given the constraints placed on this by the COVID-19 pandemic, with a thematic analysis drawn from the feedback anticipated to be available in time for the next SRG meeting.</p> <p>Feedback was received from Members on the potential for survey overload, and for consideration to be given to the adoption of shorter questions and more care taken around the wording of future engagement opportunities. This was acknowledged as a valuable lesson in terms of how the HB engages across the region to ensure every contact counts, and how it gathers views, maps these and develops them into a framework.</p>	

Draft Annual Recovery Plan

The SRG received an update on the feedback received from WG to the HB's draft Annual Recovery Plan including those areas that had been commended and those that required revision. Timelines for submission of the draft Integrated Medium Term Plan (IMTP) were shared with Members and, acknowledging the SRG's purpose in providing input to key documents such as this, it was agreed for the draft IMTP to be received at the next SRG meeting in order for Members to be sighted on HB plans and operational activity and to gain an appreciation of the challenges faced.

Transformation Programme/Transformation Funding (Integrated Care Fund)

The SRG received an update on the Transformation Programme since the previous presentation, noting the significant progress made on the three Heathier West Wales programmes. The SRG also received an update on the Connect programme relating to the provision of proactive technology enabled care aimed at preventing health and social care interventions.

In terms of the Integrated Care Fund, Members were informed that £11 million has been invested in the region, with £5 million set aside for capital, and a further £1.2 million set aside for a comprehensive programme of support for people living with dementia. In addition, an exercise has been undertaken with consultants, in collaboration with partners, regarding a Regional Dementia Strategy, a draft of which would be shared at the next SRG meeting. Members were assured that the current pattern of investment is being reappraised to ensure that maximum benefit is available to those in need and their families across the three Counties.

Update on the Regional Partnership Board Population Assessment and Public Services Boards Wellbeing Assessment

The SRG received a summary of the legislative requirements in relation to the Population Assessment and an overview of the market stability report. Members were informed that Public Services Boards (PSBs) are required to complete a Wellbeing Assessment on a five yearly basis to investigate the wider community and wellbeing needs, which provides the PSBs with the opportunity to work with the population and ensures a joined up response. Members were further informed that the PSBs are looking at the wellbeing process in August and September 2021, and that links to this would be shared, to encourage contributions.

Role and Remit of HDdUHB Ethics Panel

The SRG received an overview of the HB's Ethics Panel, established when the need for a forum where complex issues could be taken for suitable advice was acknowledged at the start of the COVID-19 pandemic. Members were informed of the expedient process in place through which a clinical network is contacted to consider a particular ethical issue and is then requested to respond with advice and comments on a standard reporting template within a 24-48 hour timeframe; the Ethics Panel then considers the responses and views of the clinical network.

Consideration is now being given to whether the membership should be widened to include all relevant stakeholders, and whether different representation would be required dependent on the ethical query raised. Views of the SRG were sought, with the suggestion that SRG Members are e-mailed at the same time as the clinical network to contribute their thoughts and comments. It was agreed to share the standard reporting template to provide an opportunity for the SRG to respond on whether this approach would be appropriate, followed by a trial period to take place.

<p>May 2021 COVID- 19 Board Report</p> <p>Members received, for information, the May 2021 COVID-19 Board Report.</p> <p>SRG Annual Workplan</p> <p>Members received the SRG Workplan for 2021/22, noting that further consideration would be given to it throughout the year.</p>
<p>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:</p> <p>The SRG made the following recommendations to the Board:</p> <ul style="list-style-type: none"> • In terms of the Annual Recovery Plan, consideration to be given as to how SRG Members can assist with its communication and its ambitions; • In terms of the proposal for a new site for an urgent and planned care hospital in the south of the Hywel Dda region, consideration to be given to regional working and the infrastructure to support this; • Given that the HB is undertaking an exercise in relation to patient experience stories, consideration to be given as to how patient experience stories can be communicated and followed up on.
<p>Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:</p> <ul style="list-style-type: none"> • Potential survey overload and the imperative that the wording used in any engagement exercise be clear; • Cross boundary challenges experienced by the population and the need for consistency of services across the Counties wherever possible.
<p>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:</p> <p>Adrodd yn y Dyfodol / Future Reporting:</p> <ul style="list-style-type: none"> • The draft Regional Dementia Strategy; • The work being undertaken by the Community Outreach Team and the exercise to bridge accessibility of services for the disadvantaged and those finding difficulty in accessing services.
<p>Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:</p> <p>15th October 2021</p>

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:	August 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"> • Pension Scheme Changes – concerns were raised that staff do not appear to understand the changes being introduced to the NHS Pension Scheme in April 2022, with many believing they need to leave in order to access their pension. Discussions will take place with Shared Services to establish whether a roadshow can be undertaken to update staff on the changes. Unison & RCN confirmed that they are providing information for their members. • ESR/E-Learning – reports of difficulty accessing and completing on line learning on ESR were recorded; this will be Investigated by the Learning & Development team. • Operational Pressures – current system pressures were discussed, with an overview being provided by each county in addition to secondary care pressures. Changes in self isolation rules were also discussed. • Workforce Matters – an update was provided on the pay deal for 2021/22. Oversight of two Health Board wide organisational changes was provided, and it was confirmed that five Relationship Managers had been appointed and would be commencing in employment in September and October 2021. It was further noted that an additional post for Ceredigion was to be re-advertised, along with two Assistant roles. • Financial Performance – an update was provided on the Health Board's financial position, with concerns being expressed by some representatives that they had begun to notice Nursing Agencies recruiting locally promoting very high rates of pay. • County Partnership Forum Updates – updates included how difficult it had been for staff working in the extreme warm weather, particularly with fans having been removed from ward areas due to COVID-19 risks. It was agreed that, for next year, the Health Board would look to develop a Summer Plan in the same way it does a Winter Plan, as the weather also impacts on staff working in the community and the health of our population. Availability of lighter weight uniforms would be explored, to establish if this was a possibility for next year. • Strategic Equality Plan and Workforce Equality Report – the Plan was presented, as a review against the Health Board objectives. It was noted that two of the four objectives were very relevant to the Partnership Forum, these being leadership by all and being an employer of choice. Representatives were asked to provide any feedback to Anna Bird or Annmarie Thomas. • Health & Safety Executive (HSE) Actions – Tim Harrison reported on progress with regards to the notices served by the HSE. 	

**Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u
cyfer /**

Matters Requiring Board Level Consideration or Approval:

None

Risgiau Allweddol a Materion Pryder /

Key Risks and Issues/ Matters of Concern:

None

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /

Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

Agenda to be agreed end of September in readiness for October meeting.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

5th October 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 19 th July 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 19th July 2021.</p> <p>Lisa Davies, Head of Effective Clinical Practice and Quality Improvement, provided a presentation on Effective Clinical Practice.</p> <p>The members understood that Clinical Effectiveness feeds into each of the Strategic Objectives, in-particular:</p> <ul style="list-style-type: none"> - (PEOPLE); Striving to deliver and develop excellent services; - (SERVICES); Safe, sustainable, accessible and kind care; - (SERVICES); Sustainable use of resources. <p>And that the framework will follow the design principles from Welsh Government:</p> <ul style="list-style-type: none"> - Evidence driven; - Safety; - Improving value. <p>The Strategic Framework would be established to set out how Clinical Effectiveness is implemented within the Health Board, in such a way as to work in line with the organisation's aims, while clearly signposting what is required from colleagues.</p> <p>Other forums and contacts were suggested, who may help the Clinical Effective team interface with colleagues who may not have had an opportunity to get involved in the discussions.</p> <p>The Forum welcomed the presentation.</p> <p>Phil Kloer concluded the meeting with a general update on Health Board Matters, which Forum members requested form 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:	
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"> • Presentation – Single Point of Contact 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
20 th September 2021	

Enw'r Pwyllgor / Name of Committee	Black, Asian and Minority Ethnic (BAME) Advisory Group
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle, UHB Chair
Cyfnod Adrodd/ Reporting Period:	August - September 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> Following the positive feedback from the Active Bystander training commissioned by the Strategic Partnerships, Diversity and Inclusion Team, six further sessions will be arranged, to be delivered between October 2021 – March 2022. Advice was given to Dr Philip Kloer, Deputy Chief Executive & Medical Director, and members of the Advisory Group on strengthening the pastoral and professional support offered to all overseas staff, including consideration to expanding the current 'buddy' scheme offered to new medical staff. The celebration of the 20th anniversary of Filipino staff coming to Hywel Dda was discussed, and was highlighted as an exemplar of the support offered to overseas staff to help them adjust to unfamiliar surroundings, culture and language and to combat loneliness and isolation. The official launch of the Black, Asian and Minority Ethnic Staff Network has been rescheduled to maximise attendance and opportunities for the event to be promoted widely. The launch will now take place via MS Teams on 9th September 2021 1pm – 3pm. 	
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"> Feedback following the launch event for the Black, Asian and Minority Ethnic Staff Network. 	
Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:	
30 th September 2021	