# CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	26 May 2022
TEITL YR ADRODDIAD: TITLE OF REPORT:	Committee Update Reports
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Clare Moorcroft, Committee Services Officer

Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)
Er Sicrwydd/For Assurance

### ADRODDIAD SCAA SBAR REPORT

#### Sefyllfa / Situation

The purpose of this report is to provide the Board with a level of assurance in respect of recent Board level Committee meetings that have been held since the previous Board report and are not reported separately on the Board agenda, as follows:

 Remuneration and Terms of Service Committee (RTSC) held on 26<sup>th</sup> April 2022 and 13<sup>th</sup> May 2022.

Additionally, in respect of the In-Committee Board meeting held on 31st March 2022.

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

- Healthcare Professionals Forum held on 22<sup>nd</sup> March 2022;
- Staff Partnership Forum held during April 2022;
- Stakeholder Reference Group held on 6<sup>th</sup> May 2022.

#### Cefndir / Background

The Hywel Dda University Health Board (UHB) Standing Orders, approved in line with Welsh Government guidance, require that a number of Board Committees are established. In line with this guidance, the following Committees have been established:

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

The Board has established the following additional Committees:

Sustainable Resources Committee

Page 1 of 4

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

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

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

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

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

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

#### Asesiad / Assessment

### **Matters Requiring Board Level Consideration or Approval:**

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

 To approve (at the July 2022 Board meeting, as part of the review of all Terms of Reference) the revised SRG Terms of Reference.

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

#### Key Risks and Issues/Matters of Concern:

There were no key risks and issues or matters of concern raised by the Remuneration and Terms of Service Committee, In-Committee Board, Healthcare Professionals Forum, Staff Partnership Forum or Stakeholder Reference 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;
- RECEIVE the update reports in respect of recent Advisory Group meetings.

Page 2 of 4

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 lechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
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:	Standing Orders
Evidence Base:	External Governance Review
Rhestr Termau:	Included within the body of the report
Glossary of Terms:	
Partïon / Pwyllgorau â ymgynhorwyd	Committee and Advisory Group Chairs
ymlaen llaw y Cyfarfod Bwrdd lechyd	
Prifysgol:	
Parties / Committees consulted prior	
to University Health Board:	

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:	Meetings held on 26 <sup>th</sup> April and 13 <sup>th</sup> May 2022

- Pension Tax Guidance & Model Alternative Payment Policy the Committee supported implementation of the model Pension Flexibilities policy within the Health Board.
- **Honours** the Committee ratified the Honours nominations.
- Strategic Advisor Applications the Committee approved, under the current protocol, two applications for Strategic Advisor appointments until 31<sup>st</sup> March 2023 and discussed future arrangements for such appointments.

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

None

Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:

None.

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

Adrodd yn y Dyfodol / Future Reporting:

To be confirmed.

**Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:** 

To be confirmed.



Enw'r Pwyllgor / Name of Committee	In-Committee Board
Cadeirydd y Pwyllgor/ Chair of Committee:	Miss Maria Battle, UHB Chair
Cyfnod Adrodd/ Reporting Period:	Meeting held on 31st March 2022

- **Shortlisting of Land** the In-Committee Board endorsed the process described for shortlisting of sites for further technical evaluation.
- Suspensions Report the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 28th February 2022.
- In-Committee Audit & Risk Assurance Committee (ARAC) the In-Committee Board received an update report from the In-Committee ARAC meeting held on 22<sup>nd</sup> February 2022.
- In-Committee Quality, Safety & Experience Committee (QSEC) the In-Committee Board received an update report from the In-Committee QSEC meeting held on 8<sup>th</sup> February 2022.
- In-Committee Welsh Health Specialised Services Committee (WHSSC) the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 15<sup>th</sup> March 2022.

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

None:

Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:

None.

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

Adrodd yn y Dyfodol / Future Reporting:

To be confirmed.

**Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:** 

26th May 2022.



Enw'r Pwyllgor / Name of Committee	Healthcare Professionals Forum
Cadeirydd y Pwyllgor/ Chair of Committee:	Dr Mo Nazemi
Cyfnod Adrodd/ Reporting Period:	Meeting held on 22 <sup>nd</sup> March 2022

The Healthcare Professionals Forum (HPF) met on the 22nd March.

Daniel Warm, Strategic Planning Manager gave a presentation on the Hywel Dda 2022/25 Three Year Plan / Integrated Medium Term Plan.

The presentation highlighted:

- Background on the statutory obligations the Health Board must meet in relation to the 3 year IMTP
- The development of the Three Year Plan and what needed to be done to develop it into an IMTP
- The review process and changes to the Planning Objectives
- The importance of Board Members being able to see the progress being made on each Planning Objective through a Board Assurance Framework.

The Forum welcomed the presentation.

It was agreed that the membership will continue to plan the HPF workplan based on the Planning Objectives and add value where possible.

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:** 

6<sup>th</sup> June 2022



Enw'r Pwyllgor / Name of Committee	Staff Partnership Forum
Cadeirydd y Pwyllgor/	Lisa Gostling, Director of Workforce & OD and
Chair of Advisory	Anthony Dean, Joint Chair of Staff side Partnership
Group:	Forum
Cyfnod Adrodd/	April 2022
Reporting Period:	

The following items were discussed:

- New Partnership Forum Chair following the Trade Union Pre meet, Anthony
  Dean was appointed as Chair of the Partnership Forum, Nadia Probert continues
  as Vice-Chair and Ann Murphy was voted as Secretary. Lisa Gostling thanked
  Ann Griffiths for all of her contributions as Chair of the Partnership Forum over
  the recent years.
- Rostering rostering continues to be raised, due to the seeming rigidity of how
  the system operates. It was agreed that Nadia Probert would become the new
  Trade Union Representative on the Implementation Group and that further
  discussions would take place outside the meeting to identify all issues concerning
  staff.
- Health Visiting due to a shortage of health visitors in Ceredigion, discussions have been taking place with staff from different counties to provide support; however, communications with staff have not proceeded as intended. It was agreed that this would be addressed with the management team and further dialogue would occur.
- Cost of Living Increases and Support to Staff concern was raised around the cost for undertaking work in the community linked to the increasing fuel costs. It was confirmed that this issue was being explored on an all Wales basis and any updates will be provided as they become available. It was also confirmed that the Living Wage had been increased from 1st April 2022 ahead of the outcome of the pay review body recommendation around the 2022 pay deal. It was confirmed that a Task & Finish Group is being established to support staff, with progress to be reported at future meetings.
- Operational Pressures thanks were given to all staff for their continued support as the Health Board continues to experience pressures within the system. Discussions took place around the pressures which are also present in social services. Staff absence was noted, with staff or their families testing positive for COVID-19, and this was compounding existing service pressures.
- Workforce Updates an update was provided around a new Speaking Up Safely system, which will help staff to raise concerns in the workplace, and representatives were invited to a demonstration. It was confirmed that the second 'You Matter' survey would be launched shortly and outcomes would be reported to a future meeting. Concern was raised about the lack of an Objective Structured Clinical Examination (OSCE) training centre in Ceredigion to support overseas nurses who will work in Ceredigion; however, it was accepted that this is linked to lack of an available venue and also specialist trained staff being based in Carmarthen. Should this change, steps would be taken to change the delivery

Page 1 of 2

- model of OSCE training. Six Organisational Change programmes are underway, and the Making a Difference training programme has been launched, with feedback to date having been positive. An update was also provided regarding the Three Year Plan and new hospital land selection process.
- Catering Provision in Ceredigion it was observed that the procurement process does not seem to support local produce, with various products having been sourced from England. This had been raised with the Director of Finance, who was liaising with appropriate officers within the Health Board.
- **Sustainability Agenda** discussion took place around the siting of solar panels to support the green health agenda and charging points for electric cars. Both are being explored within the Health Board and further updates will be provided to the Partnership Forum.
- All Wales Pension Flexibilities Policy this was approved by the Partnership Forum
- Director of Public Health appreciation was given in the meeting to the hard work and dedication of the Director of Public Health, who will be sadly missed within the Health Board. The Forum wished the Director the very best for the future.

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 May in readiness for June meeting.

**Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:** 

7<sup>th</sup> June 2022



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 6 <sup>th</sup> May 2022

Stakeholder Reference Group (SRG) **Revised Terms of Reference (ToRs)** – the Committee received the revised SRG ToRs for review. Members supported the extension of membership of the SRG to include those from an ethnic community/those with protected characteristics and approved the SRG ToRs, for onward submission to Board.

**Hywel Dda University Health Board (HDdUHB) Three Year Plan (TYP)** – the SRG reviewed the HDdUHB TYP, noting the intention of HDdUHB to submit an IMTP to Welsh Government (WG) by July 2022.

Whilst noting that work is ongoing to refine and redraft the IMTP, Members welcomed the opportunity for engagement with the Strategic Planning department through presentations to the SRG and attendance at workshops to ensure the IMTP is as comprehensive and inclusive as possible. In order that development and delivery of Strategic Objectives outlined within the IMTP could be monitored, a continuous cycle of involvement and engagement was outlined, whereby reports on individual Strategic Objectives will be presented to the SRG, aligned to the timescales already in place with the Strategic Planning department's reporting schedule.

Members noted the draft report will be completed by Summer 2022.

Continuous Engagement – the SRG received a presentation outlining the Continuous Engagement Plan (CEP) that has been developed with the aim of shifting the emphasis from reactive engagement around proposed service changes, to a proactive approach in a continuous engagement process. Members noted the three strategic goals of the plan; starting and developing well, living and working well and growing older well. The aim of the CEP is to improve services, increase public confidence, provide a greater ability for service users to influence services, provide open and progressive policy making, improve decision making, enhanced visibility of Health Board values and the upskilling of staff. The development of a Public, Patient and Staff Engagement (PPSE) group to triangulate feedback from all sources of engagement with stakeholders and to inform the CEP was discussed by Members, who acknowledged the value of representation from a Member of SRG on the PPSE group.

Members discussed the continuous engagement process at length, emphasising the importance of a coordinated approach which limits engagement fatigue and low participation and is not seen as tokenistic. Excellent engagement work has been demonstrated regionally and Members acknowledged that collaborative working with all partners and stakeholders will identify 'gaps' and reduce duplication of work being undertaken.

**Arts in Health** - the SRG received an overview of the Arts in Health (AIH) programme, outlining the beneficial role Art plays in improving physical and mental health and wellbeing, reducing loneliness and isolation, connecting communities, facilitating commemoration and reflection and overall in supporting people to live better lives. Members noted two funding bids have been submitted to facilitate future work programmes.

Members were informed that the role of the AIH coordinator is a temporary post, however the Health Board has a long term vision for the provision of a new and sustainable AIH service. Enthusiasm for the AIH project has been demonstrated across the Health Board and a steering group has been established. The AIH service is funded predominantly by the Arts Council of Wales supported by HDdUHB, with a memorandum of understanding between the Arts Council of Wales and the NHS Confederation.

Members commended the work being undertaken which included Arts Boost, Arts in Mental Health project for children and young people with eating disorders, low mood and anxiety, in partnership with the Specialist Child and Adolescent Mental Health Service (sCAMHS). Arts Seeds is a patient focus pilot, working with the Neuro rehabilitation team. A Staff Wellbeing Programme has also been developed providing Hywel Dda Creative Collective, Arts Gifts and singing. A creative Prescribing Development Programme is also being established, connecting social prescribers across the Health Board and working with Public Health Wales (PHW) and the Community of Practice Social Prescribers in relation to training, induction and experiencing arts on prescription. The AIH project seeks to create a bridge between the Arts and Health sectors.

**Programme Business Case/New Hospital** - an update was received on the Programme Business Case (PBC) including the Health and Care Strategy, purpose of the PBC, case for change and land selection.

Members were reminded that a Healthy Mid and West Wales (AHMWW) strategy was approved by the Board in 2018, with a longer term commitment to move towards a social model for health and wellbeing with the focus of community based care and prevention as opposed to the use of acute settings for all treatments. The key infrastructure was the development of community hospitals and hubs and the development of a new, urgent and planned care hospital for the south of the Health Board. Welsh Government (WG) endorsement of the PBC is required to secure the capital to progress with the infrastructure development. Following Board approval in January 2022, the PBC was submitted to WG for to secure support in order to proceed to a more detailed planning, analysis, and receive recommendations on the detail of how to proceed. Comments and questions from WG have since been received and responses submitted.

Members were informed that a Land Team has been established as a work stream of the Programme Group and nominations were sought from the public and public sector organisations for the technical appraisal group. A long list of site locations was developed and a workshop undertaken to review the longlist, which reconvened in February 2022 following further investigation of sites, to confirm the shortlist of sites for technical appraisal. Five sites were confirmed on the shortlist, one in Narberth, two in Whitland and two in St Clears and were endorsed by the Board in March 2022. Appraisals are now being conducted on each of the shortlisted options through technical, clinical, economic and financial and workforce workstreams. The representation for the technical appraisal will be 52% public and 48% Health Board.

Members received detail around the scope of the clinical workstream involving clinicians and operational staff conducting an objective assessment of the clinical implications of land selection. Maternity and Children's Health and the Stroke Service were identified as the two areas requiring more focused work to be undertaken in relation to clinical pathways. Members were informed that an output report will be presented to Board, to ascertain the clinical view in relation to whether each area identified on the shortlist enables services to be provided in a safe, sustainable and accessible way and identify mitigation which could be put into place, with the aim of concluding site appraisals in July 2022.

Members agreed to convene an extraordinary meeting of the SRG in mid-June 2022, to sense check the outcomes from the meetings and workshops which are taking place as part of the selection process.

Regional Integration Fund - the SRG received the Regional Integration Fund (RIF) report that outlines the guidance for the Health & Social Care Regional Integration Fund (RIF), a 5 year fund to deliver a programme of change from April 2022 up to the end of March 2027. This replaces and builds on the previous Integrated Care Fund (ICF) and Transformation Fund (TF) with the aim of delivering on WG's aspirations for health and social care services. Final guidance and the allocation of funding from WG was received at the end of January 2022 and the total WG contribution for West Wales is £18.65m annually, which Hywel Dda University Health Board (HDdUHB) co-ordinate. The Regional Infrastructure Fund can support 75% of costs, up to a maximum of £750,000 per project and funding is taped to enable WG to identify projects developed under RIF. Members noted the requirement for match funding for the New Model Development Fund and the National Embedding Fund. RIF should be used to support the six National Models for Care. The RPB tasked the Integrated Executive Group (IEG) to oversee and finalise the programme for submission to WG and WG will provide feedback following submission to ensure the programme is aligned to the guidance and achieves the proposed objectives.

The guidance states that RPBs will be expected to invest a minimum of 5% to provide direct support to carers and a minimum of 20% into social value in 2022/23, and this was welcomed by Members. Members noted the oversubscription of the programme and the posts held within the TF and ICF that relate to core work and therefore should not proceed, the majority of which would be in the public sector rather than third sector.

Members received confirmation that accounts have been finalised for both the ICF and TH and there is no option to bring slippage forward into the current financial year.

**Update on the Regional Partnership Board Population Assessment and PSBs Wellbeing Assessment –** the SRG received the West Wales Population Assessment (WWPA) overview and were informed that the RPB is required to publish the WWPA on commencement of every electoral cycle. WG stipulated a requirement for autism and dementia to identified as individual population groups in the 2022 WWPA and the Market Stability report has been produced which aligns to the WWPA. Jointly these reports serve to identify the market of services available to the population and can be used to influence the supply of services to the needs of communities across West Wales. The WWPA, once published, can be accessed via the West Wales Care Partnership Data Portal and Members were pleased to note is available in Easy Read and bilingual versions.

Members were informed that consultation had taken place in the form of questionnaires and engagement with existing stakeholder groups and the WWPA has been scrutinised.

However, a process of continuous engagement to ensure a continual flow of information in relation to the population of West Wales would be beneficial in future iteration of the WWPA.

# January 2022 Board Report – Operational Update and Progress report on the Health Boards Annual Plan 2021/22

Members received the Operational Update and Progress report on the Health Boards Annual Plan 2021/22 for information.

#### **SRG Annual Workplan**

Members received the SRG Annual Workplan for information.

# Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:

• To approve (at the July 2022 Board meeting) the revised SRG 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:

In addition to the items scheduled to be reviewed as part of the SRG's Work Programme, the following items will be included:

- Strategic Objectives identified in the IMTP
- Continuous Engagement/update from the PPSE

## **Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:**

19<sup>th</sup> July 2022