



## CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

|                                                  |                                                       |
|--------------------------------------------------|-------------------------------------------------------|
| <b>DYDDIAD Y CYFARFOD:<br/>DATE OF MEETING:</b>  | 29 September 2022                                     |
| <b>TEITL YR ADRODDIAD:<br/>TITLE OF REPORT:</b>  | Committee Update Reports                              |
| <b>CYFARWYDDWR ARWEINIOL:<br/>LEAD DIRECTOR:</b> | Joanne Wilson, Board Secretary                        |
| <b>SWYDDOG ADRODD:<br/>REPORTING OFFICER:</b>    | Clare Moorcroft, Interim Head of Corporate Governance |

**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 & Terms of Service Committee held on 10<sup>th</sup> August 2022.

Additionally, in respect of the In-Committee Board meeting held on 28<sup>th</sup> July 2022.

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

- Stakeholder Reference Group held on 19<sup>th</sup> July 2022;
- Healthcare Professionals Forum held on 25<sup>th</sup> July 2022;
- Staff Partnership Forum held during August 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
- 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 Remuneration & Terms of Service Committee requested that the following items be raised at Board level:

- To approve the revised Remuneration & Terms of Service Committee Terms of Reference, appended.

The Charitable Funds Committee (CFC) requested that the following items be raised at Board level (due to the proximity of the CFC meeting to the Public Board meeting, it has not been possible to produce a written Update Report; verbal confirmation of the CFC decision will be provided):

- Board ratification, in its role as Corporate Trustee, of the Committee's approval for Charitable Funds Expenditure on Cardiology Equipment for Withybush General Hospital Cardio-Respiratory Department (*to be considered during Corporate Trustee session*).

There were no matters raised by the In-Committee Board, Stakeholder Reference Group, Healthcare Professionals Forum or Staff Partnership Forum which require Board level consideration or approval.

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

The In-Committee Board raised the following key risks and issues/matters of concern:

- Staffing and recruitment issues affecting Critical Care provision in Carmarthenshire.

There were no key risks and issues or matters of concern raised by the Remuneration & Terms of Service Committee, Stakeholder Reference Group, Healthcare Professionals Forum or Staff Partnership Forum.

## 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, noting that a Corporate Trustee session will be held directly after the Public Board meeting to consider the charitable funds expenditure outlined above;
- **RECEIVE** the update report in respect of the In-Committee Board meeting;
- **RECEIVE** the update reports in respect of recent Advisory Group meetings;
- **APPROVE** the revised Terms of Reference for:
  - Remuneration & Terms of Service Committee

### Amcanion: (rhaid cwblhau)

#### Objectives: (must be completed)

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

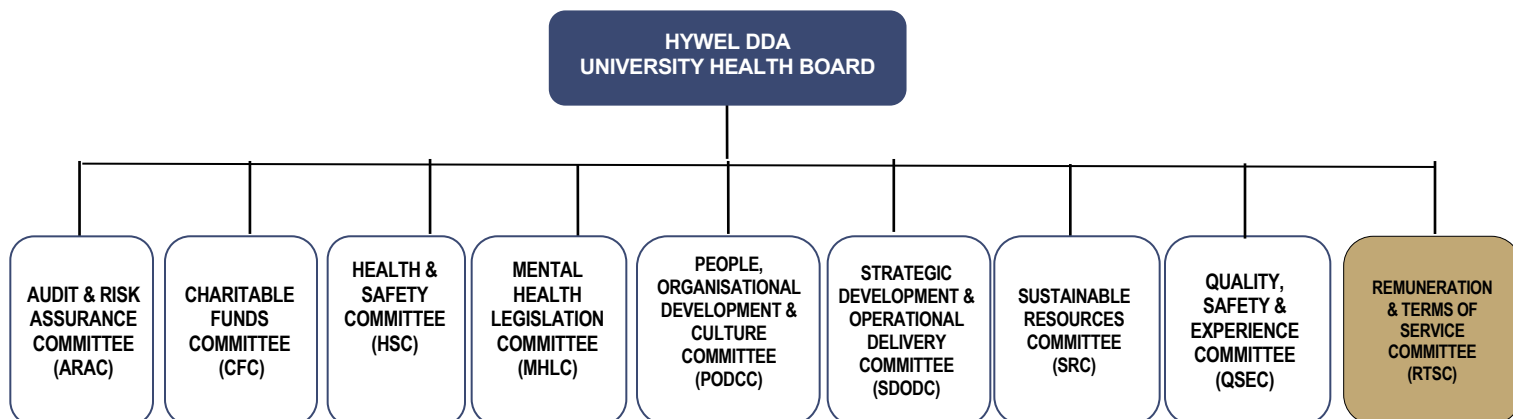
### Gwybodaeth Ychwanegol:

#### Further Information:

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

| <b>Effaith: (rhaid cwblhau)<br/>Impact: (must be completed)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ariannol / Gwerth am Arian:<br/>Financial / Service:</b>     | Explicit within the individual Update Reports where appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ansawdd / Gofal Claf:<br/>Quality / Patient Care:</b>        | Explicit within the individual Update Reports where appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Gweithlu:<br/>Workforce:</b>                                 | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Risg:<br/>Risk:</b>                                          | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Cyfreithiol:<br/>Legal:</b>                                  | <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> |
| <b>Enw Da:<br/>Reputational:</b>                                | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Gyfrinachedd:<br/>Privacy:</b>                               | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Cydraddoldeb:<br/>Equality:</b>                              | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>Enw'r Pwyllgor /<br/>Name of Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Remuneration & Terms of Service Committee (RTSC)                     |
| <b>Cadeirydd y Pwyllgor/<br/>Chair of Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Miss Maria Battle<br>(meeting Chaired by Mr Paul Newman, Vice-Chair) |
| <b>Cyfnod Adrodd/<br/>Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Meeting held on 10 <sup>th</sup> August 2022                         |
| <b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor /<br/>Key Decisions and Matters Considered by the Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                      |
| <ul style="list-style-type: none"> <li>• <b>Annual Review of the Committee's Terms of Reference &amp; Membership</b> – subject to minor amendments, the Committee approved the Remuneration &amp; Terms of Service Committee's Terms of Reference for onward ratification by the Board on 29<sup>th</sup> September 2022.</li> <li>• <b>Executive Director of Public Health Portfolio Changes and Recruitment Process</b> – the Committee considered and approved proposed changes to Executive Director portfolios and recruitment timeline.</li> <li>• <b>Outcome of Job Evaluation</b> – the Committee noted and discussed the outcome of a recent Director Job Evaluation.</li> <li>• <b>Honorary Professorship</b> – the Committee noted the offer of an Honorary Professorship to Mr Huw Thomas, Director of Finance, by Aberystwyth University.</li> <li>• <b>Strategic Advisor Applications</b> – the Committee approved one application for a Strategic Advisor appointment until 30<sup>th</sup> September 2023, subject to review in February 2023.</li> <li>• <b>Governance in Recruitment, including Voluntary Early Release Scheme (VERS)</b> – the Committee received and noted documents in relation to this topic, and took assurance that the UHB complies with all the requirements outlined. Welsh Government is considering the approval process for special payments and whether a change to the process is required; in the meantime it expects Health Boards to have robust mechanisms in place. The Director of Workforce &amp; OD is involved in discussions and Welsh Government may adopt certain HDdUHB documents.</li> </ul> |                                                                      |
| <b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd a'u cyfer / Matters Requiring Board Level Consideration or Approval:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      |
| <ul style="list-style-type: none"> <li>• The revised RTSC Terms of Reference, appended.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                      |
| <b>Risgiau Allweddol a Materion Pryder /<br/>Key Risks and Issues/ Matters of Concern:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                      |
| None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |
| <b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /<br/>Planned Committee Business for the Next Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                      |
| <b>Adrodd yn y Dyfodol / Future Reporting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |
| To be confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |
| <b>Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                      |
| To be confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                      |



## REMUNERATION AND TERMS OF SERVICE COMMITTEE

### TERMS OF REFERENCE

| Version | Issued To                                   | Date       | Comments      |
|---------|---------------------------------------------|------------|---------------|
| V.01    | Hywel Dda Health Board                      | 29.09.2011 | Approved      |
| V.02    | 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      |
| V.03    | 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 | Approved      |
| V.10    | Remuneration & Terms of Service Committee   | 10.08.2022 | Approved      |
| V.10    | Hywel Dda University Health Board           | 29.09.2022 | 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 1<sup>st</sup> October 2009.

### 2. Purpose

- 2.1 The purpose of the Remuneration & Terms of Service Committee is to ~~provide act on behalf of the Board to:~~
- 2.1.1 ~~Advice to the Board on~~ **Approve**, on behalf of the Board, the 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 **Provide 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~~ **P**erform 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 acting on behalf of the Board, and~~ 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 <del>Strategic Development and Operational Delivery Committee</del><br><del>People, Culture and Organisational Development Committee</del> ) |
| Independent Member (Chair of Quality, Safety and 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.

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| <b>Enw'r Pwyllgor /<br/>Name of Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | In-Committee Board                         |
| <b>Cadeirydd y Pwyllgor/<br/>Chair of Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Miss Maria Battle, UHB Chair               |
| <b>Cyfnod Adrodd/<br/>Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Meeting held on 28 <sup>th</sup> July 2022 |
| <b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor /<br/>Key Decisions and Matters Considered by the Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |
| <ul style="list-style-type: none"> <li>• <b>Critical Care Provision within Carmarthenshire</b> – the In-Committee Board heard that there are significant challenges in this regard due to staffing and recruitment issues, and were informed of actions and mitigations taken in response to this situation. Members requested that this matter be discussed at both the next Quality, Safety &amp; Experience Committee (QSEC) meeting and the September 2022 Public Board meeting and with colleagues from the Community Health Council.</li> <li>• <b>Shortlisting of Land</b> – the In-Committee Board noted that this matter would be discussed in detail at the Public Board meeting on 4<sup>th</sup> August 2022.</li> <li>• <b>Medical Staff Meeting</b> – the In-Committee Board received a report outlining feedback from a medical staff meeting on 6<sup>th</sup> July 2022, supported the Executive Team's planned actions and requested a further update at the next In-Committee Board meeting.</li> <li>• <b>Neyland and Johnston Practice – Vacant Practice Panel (VPP) Process Recommendations</b> – the In-Committee Board supported the recommendation of the Vacant Practice Panel.</li> <li>• <b>Suspensions Report</b> – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 30<sup>th</sup> June 2022.</li> <li>• <b>In-Committee Audit &amp; Risk Assurance Committee (ARAC)</b> – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 21<sup>st</sup> June 2022.</li> <li>• <b>In-Committee Quality, Safety &amp; Experience Committee (QSEC)</b> – the In-Committee Board received an update report from the In-Committee QSEC meeting held on 22<sup>nd</sup> June 2022.</li> <li>• <b>In-Committee Sustainable Resources Committee (SRC)</b> – the In-Committee Board received an update report from the In-Committee SRC meeting held on 28<sup>th</sup> June 2022.</li> <li>• <b>In-Committee Health &amp; Safety Committee (HSC)</b> – the In-Committee Board received an update report from the In-Committee HSC meeting held on 11<sup>th</sup> July 2022.</li> </ul> |                                            |

- **In-Committee Welsh Health Specialised Services Committee (WHSSC)** – the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 12<sup>th</sup> July 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:**

- Staffing and recruitment issues affecting Critical Care provision in Carmarthenshire.

**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:**

29<sup>th</sup> September 2022.

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| <b>Enw'r Pwyllgor /<br/>Name of Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Stakeholder Reference Group (SRG)          |
| <b>Cadeirydd y Pwyllgor/<br/>Chair of Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Hazel Lloyd-Lubran                         |
| <b>Cyfnod Adrodd/<br/>Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Meeting held on 19 <sup>th</sup> July 2022 |
| <b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor /<br/>Key Decisions and Matters Considered by the Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |
| <ul style="list-style-type: none"> <li>• <b>Integrated Medium-Term Plan (IMTP) – Strategic Objective 1: Putting People at the Heart of Everything We Do</b> - the Group received a slide presentation, noting in particular the detailed information on the front sheet of the Planning Objectives which provides a thorough overview and clarity on progress and detail on key deliverables and milestones together with an up-to-date Board Assurance Framework (BAF), including risks. Attention was drawn to Planning Objectives: <ul style="list-style-type: none"> <li>• 1E: Waiting List Initiative for which an update will be presented to the next SRG meeting. It was noted that HDdUHB is working closely with local authorities to meet the target of 127 care equivalent packages in the community to help increase discharges from hospital; collectively NHS Wales has agreed to an extra 1000 places by October 2022.</li> <li>• 1F: HR Offer (induction, policies, employee relations, access to training) an update to which will be submitted to PODCC in August 2022.</li> </ul> <p>With regard to the integrated county and cluster plan, HDdUHB should continue to work closely with the third sector and local authorities. It was suggested that good practice in health and social care should be identified and rolled out over the three counties within HDdUHB, as partnership working needs not only to align vision but also align costs, work programmes and teams. An update on the cluster plan progress, process and development would be presented at the next SRG meeting, incorporating Public Services Boards' wellbeing plans and the Regional Partnership Board strategic plan technical information.</p> </li> <li>• <b>Charter for Young People/Early Adopter</b> – the Group received the Children's Charter update, noting that HDdUHB is embedding the children's rights agenda through two representative groups: the Voices of Children and Young People Steering Group whose main focus is to ensure the rights of the child are embedded within the culture and the Children and Young People Working Group, chaired by Mr Andrew Carruthers, Director of Operations. The Charter encompasses the 0 – 25 age range. Key priorities to progress the children's rights agenda are: <ul style="list-style-type: none"> <li>• To develop an inclusive and accessible Children and Young People's Advisory Forum which needs to be led by children and young people and aligned with HDdUHB's Talking Health model. This will hopefully be launched in the autumn 2022.</li> <li>• To develop a children's rights webinar, working with local schools and groups to raise awareness.</li> </ul> </li> </ul> |                                            |

- To ensure children and young people have opportunities to participate at every level of HDdUHB, for example, young people have been involved in the land appraisal process and will be included in other service pathway reviews.
- To be involved in community engagement events which are planned from September 2022 onwards.

SRG partner organisations are keen to support and promote the work as widely as possible, through schools and colleges and the many third sector organisations that have access to children and young people across the three counties.

- **Continuous Engagement** – the Group received the Continuous Engagement slide presentation, noting that Planning Objective 4T outlines the target to implement and embed the approach to continuous engagement by March 2023 by upskilling staff, providing bespoke training and raising awareness of how continuous engagement can improve service delivery. It was also noted that a key overarching priority is to take a proactive approach to sell the value of continuous engagement, prove its worth and measure the activity to embed these values. A Patient, Public and Staff Engagement (PPSE) Group will be established, comprising as diverse a membership as possible, which will align all engagement collaborators across HDdUHB and ensure there is no duplication; with a virtual engagement group also to be established, encompassing groups with protected characteristics, as recommended by the Consultation Institute. The Group emphasised the need to build on good practice to ensure the continuous engagement approach is adopted by all partners, possibly through Regional Partnership Boards and regional engagement plans. It is timely to embed this work in preparation for the next cycle of area plans, population assessments and wellbeing plans, which will inform the process regarding what people across West Wales need and want from their public services and service providers.
- **Clinical Land Appraisal – Feedback/Discussion from Workshop** – the Group discussed the new urgent and planned care hospital project broadly, and acknowledged that the major issues raised at the Workshop held on 17<sup>th</sup> June 2022 were transport and accessibility and staff accommodation. SRG members commented that the continuous engagement plan and good communication are extremely important in managing the change process for residents local to the new hospital site in a positive way. Up-to-date resources will be shared regularly with SRG members, who will in turn share these more widely through their own networks in order that they can fully engage as advocates to support the development. It was noted that the full report including technical appraisals of each of the five sites will be considered at the Public Board meeting on 4<sup>th</sup> August 2022. An update will be provided to the next SRG meeting, with the option of an interim meeting should this be deemed necessary.
- Throughout the meeting, the recurring theme was the sharing of information with SRG members in order that they can share information through their own networks to support the work of HDdUHB.

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

There were no matters requiring Board level consideration or approval.

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| <b>Risgiau Allweddol a Materion Pryder /Key Risks and Issues/ Matters of Concern:</b>                                                                                                                                                                                                                                |
| No risks or matters of concern were identified.                                                                                                                                                                                                                                                                      |
| <b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /<br/>Planned Committee Business for the Next Reporting Period:</b>                                                                                                                                                                                 |
| <b>Adrodd yn y Dyfodol / Future Reporting:</b>                                                                                                                                                                                                                                                                       |
| <p>The following matters will be updated at the November 2022 meeting:</p> <ul style="list-style-type: none"> <li>• Continuous Engagement: PPSE update</li> <li>• Cluster Plans: Progress, process and development</li> <li>• Waiting well/waiting lists activity in HDdUHB</li> <li>• Discovery Strategy</li> </ul> |
| <b>Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:</b>                                                                                                                                                                                                                                                              |
| 15 <sup>th</sup> November 2022                                                                                                                                                                                                                                                                                       |



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| <b>Enw'r Pwyllgor /<br/>Name of Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Healthcare Professionals Forum             |
| <b>Cadeirydd y Pwyllgor/<br/>Chair of Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Dr Mo Nazemi                               |
| <b>Cyfnod Adrodd/<br/>Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Meeting held on 25 <sup>th</sup> July 2022 |
| <b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor /<br/>Key Decisions and Matters Considered by the Committee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| <p>The Healthcare Professionals Forum (HPF) met on 25<sup>th</sup> July 2022.</p> <p>Lisa Gostling, Director of Workforce &amp; Organisational Development and Tracy Walmsley, Senior Workforce Development Manager, gave a presentation on workforce planning being undertaken by the Health Board. They outlined the workforce planning process. This included short term planning to stabilise certain services, as well as longer term planning to help develop careers and attract future generations of workforce.</p> <p>The workforce planning approach model, which highlighted terms, approach, reality, aspirations and progress, was shared with the group. A clearer picture of the workforce density by geography in the Health Board, along with possible workforce gaps in the next 10 – 15 years, was provided.</p> <p>It was understood that a workforce regeneration framework will help outline opportunities to regenerate the workforce, and a workforce modelling supply toolkit will allow different pathways to be quantified.</p> <p>The Q &amp; A session allowed the members to highlight challenges in their specific professions and the Forum welcomed the presentation.</p> <p>Professor Philip Kloer (Medical Director &amp; Deputy CEO) concluded the meeting with a general Health Board update.</p> |                                            |
| <b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u<br/>cyfer /<br/>Matters Requiring Board Level Consideration or Approval:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |
| <b>Risgiau Allweddol a Materion Pryder /<br/>Key Risks and Issues/ Matters of Concern:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |
| <b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /<br/>Planned Committee Business for the Next Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |
| <b>Adrodd yn y Dyfodol / Future Reporting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| To be confirmed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                            |
| <b>Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |
| 19 <sup>th</sup> September 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                            |

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| <b>Enw'r Pwyllgor /<br/>Name of Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Staff Partnership Forum                                                                                   |
| <b>Cadeirydd y Pwyllgor/<br/>Chair of Advisory<br/>Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Lisa Gostling Director of Workforce & OD &<br>Anthony Dean Joint Chair of Staff side Partnership<br>Forum |
| <b>Cyfnod Adrodd/<br/>Reporting Period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | August 2022                                                                                               |
| <b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor /<br/>Key Decisions and Matters Considered by the Advisory Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                           |
| <p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• <b>Covid Related Matters</b> – discussion took place around guidance for pregnant workers and any increased care needs linked with COVID-19, and it was confirmed that risk assessments would continue for all. Staff access to PCR/LFD tests was also discussed.</li> <li>• <b>Rostering</b> – a workshop will be held later in the year to demonstrate the functionality of the rostering system and to respond to staff queries.</li> <li>• <b>Financial Performance</b> – an update was provided on the Health Board's current financial position and the decisions which may need to be made later in the year to reduce expenditure where possible.</li> <li>• <b>Operational Pressures</b> – all staff were thanked for their continued support as the Health Board continues to experience pressures within the system which are also present in social services and which were discussed. An update was provided on planned care recovery, noting the new unit is due to open in September 2022.</li> <li>• <b>Workforce Updates</b> – there was discussion around the recently issued pay award; Trade Unions are considering their position. It was confirmed that the pay award would be received in September salary, backdated to April 2022. Members were reminded that the pay progression policy comes into force from 1<sup>st</sup> October 2022 and the team is working to ensure those impacted are aware their pay is not affected.</li> <li>• <b>Charitable Donations Pennies from Heaven</b> – discussion was held regarding whether to introduce the optional scheme for staff to donate the pennies from their salary to a charity. It was felt that due to the cost of living crisis, it was not the right time for the introduction of this scheme and, whilst Union Representatives did not feel able to endorse the scheme (as it is voluntary), they would not object to it being offered to staff.</li> <li>• <b>Policies</b> – two policies were supported by the Staff Partnership Forum: (1) Leave and Pay for New and Existing Parents; and (2) Shared Parental Leave policy. These will now proceed to the People, Organisational Development and Culture Committee (PODCC) for approval.</li> <li>• <b>People Culture Plans</b> – a video was shared regarding the work of the Organisational Development Relationship Managers and the Staff Partnership Forum was happy to endorse the work which continues in this area.</li> <li>• <b>Planning Workshop</b> – following the formal Staff Partnership Forum, a workshop was held with Forum members, Regional Trade Union Officers and other members of staff, to discuss the recently undertaken land appraisal process and the findings, which would be presented to Public Board later in the week. This was followed by a general Question and Answer session which was welcomed by</li> </ul> |                                                                                                           |

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| all. It was agreed that this would be repeated regularly over coming months, as the Health Board continues with implementing its Health and Care strategy.                                            |
| <b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer /<br/>Matters Requiring Board Level Consideration or Approval:</b>                                                     |
| None                                                                                                                                                                                                  |
| <b>Risgiau Allweddol a Materion Pryder /<br/>Key Risks and Issues/ Matters of Concern:</b>                                                                                                            |
| None                                                                                                                                                                                                  |
| <b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /<br/>Planned Committee Business for the Next Reporting Period:</b>                                                                  |
| <b>Adrodd yn y Dyfodol / Future Reporting:</b>                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Update on cost of fuel and actions to support staff</li> <li>• Rostering workshop</li> <li>• Continued engagement around Health and Care Strategy</li> </ul> |
| <b>Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:</b>                                                                                                                                               |
| 4 <sup>th</sup> October 2022                                                                                                                                                                          |