



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

| | |
|--|---|
| DYDDIAD Y CYFARFOD: DATE OF MEETING: | 30 November 2023 |
| TEITL YR ADRODDIAD: TITLE OF REPORT: | Committee Update Reports |
| CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR: | Joanne Wilson, Director of Corporate Governance/ Board Secretary |
| SWYDDOG ADRODD: REPORTING OFFICER: | Clare Moorcroft, Committee Services Officer |

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

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

- Charitable Funds Committee held on 26 September and 28 November 2023 (see note below regarding latter)
- Remuneration & Terms of Service Committee held on 31 October and 9 November 2023
- Ethics Panel held on 5 September 2023

Additionally, in respect of the In-Committee Board meetings held on 14 and 28 September and 19 October 2023.

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

- Healthcare Professionals Forum held on 6 October 2023
- Staff Partnership Forum held during October 2023

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 (ARAC)
- Charitable Funds Committee (CFC)
- Mental Health Legislation Committee (MHLC)
- Quality, Safety and Experience Committee (QSEC)
- Remuneration and Terms of Service Committee (RTSC)

The Board has established the following additional Committees:

- Sustainable Resources Committee (SRC)
- Health and Safety Committee (HSC)
- People, Organisational Development and Culture Committee (PODCC)
- Strategic Development and Operational Delivery Committee (SDODC)
- Ethics Panel

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 (SRG)
- Staff Partnership Forum (SPF)
- Healthcare Professionals Forum (HPF)

Asesiad / Assessment

Matters Requiring Board Level Consideration or Approval:

The Charitable Funds Committee (CFC) on 28 November 2023 requested that the following items be raised at Board level:

- Board ratification, in its role as Corporate Trustee, of the Committee's approval for Charitable Funds Expenditure on i) Bronglais Hospital Chemotherapy Day Unit Refurbishment and ii) Neonatal Ventilators (*to be considered during Corporate Trustee session*)

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 and a written report will be submitted to the January 2024 Public Board meeting.

The In-Committee Board requested that the following items be raised at Board level:

- The implications of the commercially-sensitive information as part of the Public Board deliberations to reduce the number of shortlisted sites
- To ratify the change to the Health Board's financial position

The Healthcare Professionals Forum requested that the following items be raised at Board level:

- Approval of new members to the Forum (see report for details)

There were no matters raised by the Charitable Funds Committee (26 September 2023), Remuneration and Terms of Service Committee, Ethics Panel 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:

- Risk of losing sites associated with the timescales and processes involved
- Concerns in relation to progress with the AHMWW Strategy
- Concerns in relation to the financial position and ability to achieve the required levels of savings
- Concerns around security personnel provision
- Concerns in relation to the potential impact of choices required for savings

The Staff Partnership Forum raised the following key risks and issues/matters of concern:

- Potential for industrial action in relation to SAS, Junior Doctors and Consultants

There were no key risks and issues or matters of concern raised by the Charitable Funds Committee (26 September 2023), Remuneration and Terms of Service Committee, Ethics Panel or Healthcare Professionals 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 items outlined above
- **RECEIVE** the update report in respect of the In-Committee Board meeting
 - **RATIFY** the change to the Health Board’s financial position
- **RECEIVE** the update reports in respect of recent Advisory Group meetings
 - **APPROVE** new members to the Healthcare Professionals Forum

| Amcanion: (rhaid cwblhau) | |
|--|----------------|
| Objectives: (must be completed) | |
| Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score: | Not applicable |
| Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com) | 7. All apply |
| Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com) | 6. All Apply |

| | |
|---|---|
| Amcanion Strategol y BIP: UHB Strategic Objectives: | All Strategic Objectives are applicable |
| Amcanion Cynllunio Planning Objectives | All Planning Objectives Apply |
| Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022 | 9. All HDdUHB Well-being Objectives apply |

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

| Effaith: (rhaid cwblhau) Impact: (must be completed) | |
|---|--|
| Ariannol / Gwerth am Arian: Financial / Service: | Explicit within the individual Update Reports where appropriate. |
| Ansawdd / Gofal Claf: Quality / Patient Care: | Explicit within the individual Update Reports where appropriate. |
| Gweithlu: Workforce: | Not Applicable |
| Risg: Risk: | Not Applicable |
| Cyfreithiol: Legal: | The Board has approved Standing Orders in relation to the establishment of Board level Committees. In line with its model Standing Orders, the Health Board has established Board level Committees, the activities of which require reporting to the Board. In line with its model Standing Orders, the Health Board has established a Stakeholder Reference Group, a Healthcare Professionals Forum and a Partnership Forum, the activities of which require reporting to the Board. |
| Enw Da: Reputational: | Not Applicable |
| Gyfrinachedd: Privacy: | Not Applicable |
| Cydraddoldeb: Equality: | Not Applicable |

| | |
|--|--------------------------------------|
| Enw'r Pwyllgor / Name of Committee | Charitable Funds Committee |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Delyth Raynsford, Independent Member |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 26 September 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |

- **Ratification of Chair's Actions:**
 - **The disestablishment of the Investor Advisor Sub-Committee** – following a discussion at the 23 May 2023 Charitable Funds Committee and a further discussion with the Director of Corporate Governance/Board Secretary, the Committee ratified the decision taken under Chair's Action to formally disestablish the Investor Advisor Sub-Committee. This was reported to Board on 27 July 2023.
 - **Charitable Funding for a New Cardiac Ultrasound Machine, Cardiology, Bronglais Hospital** – the Committee ratified the decision taken under Chair's Actions to fund a new Cardiac Ultrasound Machine to replace the existing machine, which was damaged. It was recognised that there were a number of departments with ageing clinical equipment and it was observed that the option to loan equipment from other sites should be explored in similar situations such as this in the future.
- **Integrated Hywel Dda Health Charities Performance Report** – the Committee received the report on the Charity's performance and position as of 31 July 2023. The value of the investments held by the Charity on 31 July 2023 was £8,160,806 with the total value of funds on the same date being £12,079,445. The balances of the Charity bank accounts as of 31 July 2023 were: current account £5,070 and deposit account £5,750,533. It was stated that holding deposits is a challenge at this point in time, given the current high inflation and any investment portfolio will struggle to earn over and above inflation.

It was noted that public awareness of the charity was high due to the development of a strong brand identity; although, following a record-high level of income in 2021, the average value of donations had decreased. Members noted that the fundraising team is focussing on the staff lottery, with the intention to increase the marketing of the lottery both internally and externally. In relation to similar lotteries in Wales, it was challenging to compare due to different demographics and how schemes are administered, for instance, our scheme is not run in-house and consequently the profits are smaller.

Members received three options for investment of funds in the charity's deposit account not immediately required for consideration. Currently, the charity's deposit account with Barclays Bank offers a 2% interest rate with immediate access, whereas the COIF Charities Deposit Fund offered an interest rate circa 5% AER. CCLA advised a split in investment between the Ethical Investment

Fund, in which funds are usually invested for over 5 years with a target return of inflation plus 5%, and the COIF Charitable Deposit Fund. It was expressed that, due to the unpredictable nature of the charity's expenditure over the next 5 years, funds should not be locked in and have short-notice withdrawal periods, which CCLA advised that the proposed investment funds satisfied both those requirements.

Members agreed to transfer the current balance held on the Barclays Deposit Account to the COIF Charities Deposit Fund, with a decision on how much to transfer into the Ethical Investment Fund to be made following an assessment of significant future commitments, with the proposed amounts being approved via Chair's Action.

- **Investment Advisor Performance Update** – the Committee received an update on the long-term investment portfolio. As of 7 September 2023, the value of holdings was £8,240,681. Whilst the majority of funds are invested in equities, as a consequence of interest rates increasing, the fund now invests in bonds. Performance in 2022 was low due to rising interest rates. Members were reminded of the long-term investment objective, which was to achieve growth over the long term of inflation plus 5% per annum before costs.
- **Apportionments of Governance & Support Costs and Investment Income and Gains Report** – Members were reminded of the agreement to periodically review how to manage surplus funds in the central fund and the 2018 decision that the charity's governance and support costs would be covered by the dividends and interest from the investments and cash balances held by the charity. It had been agreed that where this was insufficient, costs would be apportioned across funds on an equitable basis.

Due to an increase in support costs and market fluctuations, the value of investments had decreased, resulting in a deficit in the central fund. It was agreed that the support costs and apportionment methodology be reviewed, including the manner in which other NHS Charities across Wales and the UK cover their support and governance costs, before a decision can be reached as to whether a central fund should be maintained for the unrestricted funds and whether a set amount of investments should be retained to cover any future losses. It was noted that a decision is not needed until 1 April 2024, so the findings of the review would be presented to the 12 March 2024 CFC meeting.

- **Expenditure Request: Arts in Health for Staff Wellbeing Activities** – following the success of the two previous years, a request to extend the funding of the Arts in Health for Staff Wellbeing Activities, of which 1,500 members of staff had been reached by the project. It was noted that an Arts & Research Group had been established to connect the evidence being collated that this project has had a positive impact on staff and patient care, including staff retention. The Committee noted the Creative Activities for Staff Wellbeing Plans and approved an application for £35,000 to support the costs of the provision.

- **Expenditure Request: Cancer Services Hair Loss Support** – a proposal for Hywel Dda University Health Board to be the first Health Board in Wales to improve the patient experience of cancer treatment related hair loss. Following a pilot scheme in Pembrokeshire from May to September 2023, it was noted that the cost per patient referred to the charity which carried out the service, Caring Hair, was £32 per patient and yielded positive results. It was also further noted that the cost would reduce to £24 if the service was extended, with the request to extend the funding to provide the service for 2 years. The Committee approved an award of £165,000 of cancer services charitable funds to extend the provision of the service for 2 years.
- **Expenditure Request: Bronglais General Hospital FibroScan Ultrasound** – a request was received for charitable funding to support the purchase of a FibroScan® Mini+ 430 – Echosens machine, which measures the stiffness of the liver and calculates the severity of liver disease; for patients in the Ceredigion catchment area. Members noted that the machine can be used in a community setting. Members acknowledged that a purchase of this nature would normally be funded by capital expenditure. Given that the Health Board currently has a number of items of medical equipment which require replacement, with a lack of capital funding to provide this, from a legal perspective there is a clear patient benefit. The Committee approved the application for £81,690 of charitable funding to support the purchase of a FibroScan® Mini+ 430 – Echosens machine for patients in the Ceredigion catchment area.
- **Evaluation Report: Cardiology Equipment, Paediatrics, Withybush Hospital (WGH)** – the Committee heard that since procuring the equipment, 161 children and young people from new-born up to the age of 16 years old have been reviewed at WGH, with the potential to increase collaboration with tertiary care colleagues and increase capacity, given that the number of child cardiac patients is not expected to increase.
- **Evaluation Report: Echocardiography Machines, Cardio-Respiratory Department, WGH** – the Committee received a report outlining the positive impact following the purchase of the equipment. The purchases allow sonographers in the department to undertake advanced echocardiographic echocardiograms with uncompromised image quality, state-of-the-art measurements in 2D for a wide range of patients.

Further benefits are that the new equipment complies with British Society of Echocardiography (BSE) guidelines and, as it is portable, the team has been able to increase inpatient echo capacity within WGH and the measuring tools support research studies, which would not have been possible without the new machines.

- **Charitable Funds Sub-Committee Update Report** – Members received the Charitable Funds Sub-Committee (CFSC) Update Report, providing a summary of the Sub-Committee's activity between 3 May and 5 September 2023.

It was advised that the Sub-Committee received 7 requests for approval including 2 expenditure requests over £10,000 and under £50,000, 2 higher award

requests for the 2023/24 academic year, 2 requests for unusual or novel expenditure and 1 request was approved via Chair's Action.

In relation to the request for higher awards, the Committee was informed that discussions have been held with the Learning and Development Team in terms of the appropriateness of funding and eligibility for requests that demonstrated significant patient benefit. Members proposed that once the process relating to approval of higher award funding is finalised, it should be presented to the People, Organisational Development and Culture Committee (PODCC).

- **Charitable Funds Committee Risk Register** – no report for presentation, as there are currently no risks in the domain of Charitable Funds.
- **Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund Update** – Members received a verbal update on the Hydrotherapy Pool: JC Williams (Elizabeth Williams Endowment) Trust Fund, hearing confirmation that the funding has been received and that the team is now working with legal colleagues in terms of the governance arrangements for a Memorandum of Understanding.
- **Charitable Funds Committee Annual Work Programme 2023/24** – the Committee noted the Charitable Funds Committee Annual Work Programme for 2023/24.
- **Draft Annual Accounts (2022/23)** – Members were advised that Audit Wales will not be in a position to audit the Charitable Funds Annual Accounts until December 2023. Once received by the Health Board, an extraordinary CFC meeting will be required to approve the accounts.

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

There are no matters requiring Board level consideration or approval.

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

There are no key risks or issues or matters of concern.

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

Adrodd yn y Dyfodol / Future Reporting:

- In addition to the items scheduled to be reviewed as part of the Committee's work programme, following up progress of the various actions identified at the previous Committee meeting will be undertaken.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

28 November 2023

| | |
|---|--|
| Enw'r Pwyllgor / Name of Committee | Remuneration & Terms of Service Committee (RTSC) |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Miss Maria Battle, UHB Chair Mrs Judith Hardisty, Interim UHB Chair |
| Cyfnod Adrodd/ Reporting Period: | Meetings held on 31 October and 9 November 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Executive Team – the Committee discussed various Executive Team roles and interim arrangements, following the announcement of the Chief Executive's imminent departure. • Executive Director Update – the Committee noted the update with regard to Executive Director recruitment. • Strategic Advisors Update – the Committee received an update on Strategic Advisors. • Executive Director Performance – the Committee noted the update on Executive Director Performance. • Ratification of Honours Nominations – the Committee ratified the Honours Nominations previously considered and submitted to Welsh Government. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval: | |
| None. | |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: | |
| None. | |
| Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period: | |
| Adrodd yn y Dyfodol / Future Reporting: | |
| To be confirmed. | |
| Dyddiad y Cyfarfod Nesaf / Date of Next Meeting: | |
| To be confirmed. | |

| | |
|--|---------------------------------------|
| Enw'r Pwyllgor / Name of Committee | Ethics Panel |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Mrs Chantal Patel, Independent Member |
| Cyfnod Adrodd/ Reporting Period: | April – September 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <p>The purpose of this report is to provide an update to the Board in respect of the recent work of the Hywel Dda Ethics Panel.</p> <p>Healthcare organisations and professionals frequently find themselves facing moral questions and ethical dilemmas in their work. Healthcare ethics provides a framework to help them make judgement calls which are morally sound and right for patients and communities. It combines moral beliefs — a sense of right and wrong — with a sense of the provider's duty toward others. It is essential for healthcare providers to have a good moral compass and a solid grasp of healthcare ethics so that they can consistently do what is best for their patients. When healthcare providers take ethical concerns into consideration, they are better prepared to make decisions which are respectful, equitable, and effective.</p> <p>The Hywel Dda Ethics Panel was established in April 2020, in response to the challenges posed by the Coronavirus pandemic and the difficult ethical and triage decisions faced by the organisation and staff working within it.</p> <p>The Panel has recently been formally established within the Health Board's governance structure, so that in future, it can be called upon to provide advice and support difficult decision-making more widely across the organisation.</p> <p>The Ethics Panel has met a number of times since its initial relaunch in April 2023. The work of the Panel since this time has focussed predominantly on the four main areas which will be covered in more detail below:</p> <ul style="list-style-type: none"> • Terms of Reference - following the reconstitution of the Ethics Panel, amendments to the terms of reference were made and were approved at the Public Board meeting in September 2023. It is likely that as the Panel grows and develops, becoming further embedded within the organisation, continuing enhancements and amendments will need to be considered. Panel membership particularly, will be an important consideration moving forward, to ensure that the Panel can suitably represent the voices of our organisation and our local population. • Decisions that the Panel could and should help with - one of the first things that the Panel sought to establish was what decisions the Panel should and could provide help with. The Panel has been joined on occasion by the Director of Operations and Director of Strategy and Planning, who have both provided additional context around the challenges being faced by the Health Board, touching upon the ways in which the Ethics Panel might be able to support the thinking | |

around the difficult decisions that will need to be made, as well as the possibility of Panel involvement in the development of Annual Plans for the future. In addition to those decisions which have the potential to impact on a greater number of people, the Panel will also be on hand to provide advice and support for difficult decision-making which might affect individuals.

- **The Ethics Panel framework of thinking** - whilst the ethical approach and framework of thinking which the Panel will adopt to support difficult decision-making will develop and evolve over time, this has been the focus of much deliberation since the re-launch of the group. It was felt that the specificity associated with a framework could restrict free thinking and that the Panel should be free to consider all different approaches to ethical and moral philosophy, when considering the decisions they are being asked to help with. It is recognised that the Panel needs to have a broad enough range of ethical foundation viewpoints for this approach to be effective; however, current membership will likely cultivate differing ideas, beliefs and perspectives. The Panel agreed that a simulated scenario would be a useful way of exploring the Panel's thinking and this will be tested in the near future.
- **Ethics education; the Panel, the Board and the wider organisation** - education to raise awareness of the Ethics Panel and its role within the organisation to support decision-making is a top priority. The Chair of the Ethics Panel recently introduced the work of the Hywel Dda Ethics Panel at one of the Health Board's Grand Round meetings which was attended by in excess of 100 staff members. The feedback was excellent, with numerous comments relating to how interesting the topic is and how valuable attendees found the session to be. A Board Seminar '*Ethics in Action*', which will be led by the academic philosophers, is in the process of being planned and the Panel will continue to identify further opportunities to spread the word even more widely across the organisation.

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

None

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

None

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

Adrodd yn y Dyfodol / Future Reporting:

To be confirmed

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

10 November 2023

| | |
|--|---|
| Enw'r Pwyllgor / Name of Committee | In-Committee Board |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Miss Maria Battle, UHB Chair |
| Cyfnod Adrodd/ Reporting Period: | Extraordinary Meeting held on 14 September 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Urgent and Planned Care Hospital Site Selection – Commercial Report – the In-Committee Board received a report on this topic, noting that, whilst the majority of the report is available as part of the Public Board papers, certain commercially-sensitive information had been redacted. The In-Committee Board considered the commercial report and risk assessment and the financial site comparator report; considered this information as part of the Public Board deliberations to reduce the number of shortlisted sites for the urgent and planned care hospital from three sites to two sites; and noted the information that will be presented at the Public Board on 14 September 2023. It was agreed that further discussion around specific topics would take place at the October 2023 Board Seminar. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval: | |
| <ul style="list-style-type: none"> • The implications of the commercially-sensitive information as part of the Public Board deliberations to reduce the number of shortlisted sites | |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: | |
| <ul style="list-style-type: none"> • Risk of losing sites associated with the timescales and processes involved | |
| 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: | |
| 28 September 2023. | |

| | |
|--|-----------------------------------|
| Enw'r Pwyllgor / Name of Committee | In-Committee Board |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Miss Maria Battle, UHB Chair |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 28 September 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Update on A Healthier Mid and West Wales (AHMWW) Strategy – the In-Committee Board received an update following the recent meeting of the Welsh Government Infrastructure Investment Board (IIB). • Choices Framework/Financial Recovery – the In-Committee Board received an update around the financial position and requirement for financial savings, and discussed this topic in detail. • Corporate Risks – the In-Committee Board noted Corporate Risks in relation to Radiology services, security and cyber security. • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 31 August 2023. • In-Committee Audit and Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 15 August 2023. • In-Committee Sustainable Resources Committee (SRC) – the In-Committee Board received an update report from the In-Committee SRC meeting held on 29 August 2023. • In-Committee Health and Safety Committee (HSC) – the In-Committee Board received an update report from the In-Committee HSC meeting held on 11 September 2023. • In-Committee Welsh Health Specialised Services Committee (WHSSC) – the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 18 July 2023. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer/Matters Requiring In Committee Board Level Consideration or Approval: | |
| <ul style="list-style-type: none"> • None | |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: | |
| <ul style="list-style-type: none"> • Concerns in relation to progress with the AHMWW Strategy • Concerns in relation to the financial position and ability to achieve the required levels of savings • Concerns around security personnel provision | |

| |
|--|
| 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: |
|---|

| |
|--|
| 19 October 2023 (Extraordinary meeting). |
|--|

| | |
|--|---|
| Enw'r Pwyllgor / Name of Committee | In-Committee Board |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Miss Maria Battle, UHB Chair |
| Cyfnod Adrodd/ Reporting Period: | Extraordinary Meeting held on 19 October 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Financial Position and Core Delivery Group Update – the In-Committee Board received a report recommending a change to the Health Board's financial position and providing an update on the activities of the Core Delivery Group. The In-Committee Board discussed and ratified the decision to change the financial position and approved the associated Accountable Officer letter to Welsh Government, subject to minor changes. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval: | |
| <ul style="list-style-type: none"> • To ratify the change to the Health Board's financial position. | |
| Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern: | |
| <ul style="list-style-type: none"> • Concerns in relation to the potential impact of choices required for savings | |
| Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period: | |
| Adrodd yn y Dyfodol / Future Reporting: | |
| To be confirmed. | |
| Dyddiad y Cyfarfod Nesaf / Date of Next Meeting: | |
| 30 November 2023. | |

| | |
|---|---|
| Enw'r Pwyllgor / Name of Committee | Healthcare Professionals Forum |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Professor Philip Kloer, Medical Director and Deputy Chief Executive - Acting Chair |
| Cyfnod Adrodd/ Reporting Period: | Meeting held on 6 October 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <p>The Healthcare Professionals Forum (HPF) met on 6 October 2023.</p> <ul style="list-style-type: none"> • Health Board Update – The Chief Executive updated the Forum on the Health Board's current position in regard to the land consultation and finance. The Forum welcomed this update, as it better allowed the Forum to understand the current position and some of the recent communications. Following the Chief Executive's update, there was an opportunity for questions. • Health Board Annual Plan – The Executive Director of Strategy and Planning provided an update on the Annual Plan to the Forum, which allowed the membership to better understand the process of setting a plan, the financial requests from the Welsh Government and some of the challenges to come. Many of the questions that followed were around staff recruitment and retention which the Forum were grateful to receive an update on, and the Forum would welcome updates on next year's Annual Plan. • Paediatric Service – Nick Williams-Davies (Service Delivery Manager) presented an update on the Paediatric consultation report. The Forum then had an opportunity to ask questions regarding quality and safety impacts associated with the various options. • Forum Terms of Reference/Membership – The Forum has been through a period of renewal, with several original members ending their membership and new members having been sought. The Forum has also had administrative support in identifying a deputy for each member. During the meeting, any member that would like to nominate themselves for Chair or Vice Chair was asked to write an expression of interest for the position prior to the next meeting, due to be held on 2 February 2024. | |
| Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval: | |
| <ul style="list-style-type: none"> • Approval of new members to the Forum <p>Dr Sue Fish - Primary and Community Care Medical representative Lesley Jones - Hospital Nursing and Midwifery representative Zoe Paul-Gough - Therapies representative Andrew Williams - Optometry representative Ahmed Abouserwel - Dental representative Mari Treharne - Hospital Pharmacists representative Gareth Harlow - Community Pharmacists representative</p> | |

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

- None

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

Adrodd yn y Dyfodol / Future Reporting:

- Update on Annual Plan
- Primary Care Strategy

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

2 February 2024

| | |
|---|---|
| Enw'r Pwyllgor / Name of Committee | Staff Partnership Forum |
| Cadeirydd y Pwyllgor/ Chair of Committee: | Lisa Gostling, Director of Workforce & OD and Anthony Dean, Joint Chair of Staff side Partnership Forum |
| Cyfnod Adrodd/ Reporting Period: | October 2023 |
| Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee: | |
| <ul style="list-style-type: none"> • Financial Position – the financial position was outlined as challenging. An update on Month 5 performance was shared. Agency costs were also discussed, together with the concerns around social care challenges which impacted on our ability to discharge patients. • Service Issues – operational demands continue to be challenging and planning for the winter period is underway. Reinforced Autoclaved Aerated Concrete (RAAC) works continue in Withybush Hospital (WGH) with three wards planned to be operational by Christmas. • Staff Survey – the Forum was advised that the National Staff Survey would be launched on 16 October 2023 and colleagues were asked to actively encourage staff to participate. • Management Training Programme – an update on the development of the programme was provided, including how it would complement other leadership programmes already available. • Organisation Change – an update was provided on current proposals. • Pathology Staff Engagement – a presentation was shared with the Forum covering the engagement events planned for staff during October 2023. Trade union colleagues were asked to nominate a representative to sit on their Board. • Paediatric Consultation/Clinical Services Plan Update – a presentation was shared with the Forum which included confirmation that consultation on the proposals could now commence in November 2023. The Forum was advised that a paper on the Clinical Services Plan would be presented to Board in January 2024. • Occupational Health – the Head of Occupational Health (OH) attended to provide an update on the new OH Management System which was being implemented in collaboration with Shared Services. Hywel Dda UHB was scheduled to go live at the end of October 2023; however, there had been some 'teething problems' with the earlier roll outs across NHS Wales. | |

- **Industrial Action** – the Forum was advised that the pay dispute/industrial action in relation to Agenda for Change staff was now concluded. However, the Health Board was aware from Welsh Government that the BMA have informally notified them of a pay dispute and expect formal notification at some point which may impact on Specialty and Associate Staff (SAS) Doctors, Consultants and Junior Doctors depending on the ballot notifications and results.
- **Local Partnership forum issues** – not discussed, due to only one County Partnership having met in the period.
- **Health & Safety Update** – an update was provided on RAAC and staff were given praise for their support in accommodating the temporary changes to working arrangements the works had necessitated. A discussion took place on nitrous oxide exposure and the equipment that had been purchased to monitor levels. Working at height was also noted as an area of concern in the HSE annual reporting of accident statistics. Discussions were ongoing with the Compliance Team and Estates to monitor our compliance with the regulations. It was also noted that work was ongoing in collaboration with Occupational Health around vibrating tools and the health implications for staff.
- **Policy approval** – an update was given in relation to those policies approved at the last People, Organisational Development and Culture Committee meeting and the status of those discussed at the last meeting of the Forum’s Subgroup on policies on 28 September 2023, together with an update regarding those intended for consideration at its next meeting.

It was agreed to set up a Subgroup MS Teams site to store all draft policies by meeting date, to assist the ongoing dissemination and consideration of policy reviews.

- **Any other business** – trade unions raised concerns around the vaccination programme in Ceredigion. The Head of Workforce undertook to respond to these concerns outside the meeting.

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

Matters Requiring Board Level Consideration or Approval:

None were noted.

Risgiau Allweddol a Materion Pryder /

Key Risks and Issues/ Matters of Concern:

- Potential for industrial action in relation to SAS, Junior Doctors and Consultants.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /

Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

- Agenda to be agreed in November 2023 in readiness for the December meeting.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

5 December 2023