



## CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	28 March 2024
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Committee Update Reports
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Joanne Wilson, Director of Corporate Governance/ Board Secretary
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Clare Moorcroft, Committee Services Officer

**Pwrpas yr Adroddiad** (dewiswch fel yn addas)

**Purpose of the Report** (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

### ADRODDIAD SCAA

#### SBAR REPORT

##### Sefyllfa / Situation

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

- Charitable Funds Committee held on 12 March 2024
- Remuneration & Terms of Service Committee held on 17 January 2024

Additionally, in respect of the In-Committee Board meeting held on 25 January 2024.

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

- Healthcare Professionals Forum held on 2 February 2024
- Staff Partnership Forum held during February 2024
- Stakeholder Reference Group held on 16 January 2024

##### 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 requested that the following items be raised at Board level:

- In its role as Corporate Trustee, to consider and approve £198,065 of charitable funds to support the costs of a Project Support Officer as part of the overall capacity building of the Arts in Health programme for four years.
- In its role as Corporate Trustee, to consider and approve £389,468.91 of additional charitable funds to bridge the preferred options shortfall from the Support for Life Response Fund (T600).
- In its role as Corporate Trustee, to approve the preferred basis for the apportionment of governance and support costs of charitable funds of Option 2 as contained within the Review of Apportionment of Governance and Support Costs and Investment Income and Gains report, to retain a central unrestricted fund with a maximum level of 10% of the year-end investment fund balance and to approve of the proposed governance and support costs budget for 2024/25.

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

- Approval of HPF Terms of Reference

There were no matters raised by the Remuneration and Terms of Service Committee, In-Committee Board, Staff Partnership Forum or Stakeholder Reference Group 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:

- Concerns around progress in regard to AHMWW
- Concerns in relation to matters raised under Any Other Business

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

## Argymhelliad / Recommendation

The Board is asked to:

- **ENDORSE** the updates, recognising any matters requiring Board level consideration or approval and the key risks and issues/matters of concern identified, in respect of work undertaken on behalf of the Board at recent Committee meetings, 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
- **RECEIVE** the update reports in respect of recent Advisory Group meetings
  - **RATIFY** the HPF Terms of Reference

## Amcanion: (rhaid cwblhau)

### Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	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: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	9. All HDdUHB Well-being Objectives apply

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

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

<b>Enw'r Pwyllgor / Name of Committee</b>	Charitable Funds Committee (CFC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mrs Delyth Raynsford, Independent Member
<b>Cyfnod Adrodd/ Reporting Period:</b>	12 March 2024
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Prif Bwyllgor / Key Decisions and Matters Considered by the Main Committee:</b>	
<ul style="list-style-type: none"> <li> <b>Expenditure Request: Hywel Dda Arts and Health Provision Capacity Building</b> – the Committee received a request for £198,065 of charitable funding to fund the cost of a Project Support Officer post as part of the overall capacity building of the Arts in Health programme for four years.   The Committee were informed that the Health Board was recently the first in Wales to develop and sign an Arts in Health Charter and that the Health Board was recognised nationally as being innovative in the area of arts in health.   The Committee were informed that £365,000 had already been secured from external funding sources by the Arts in Health Team and it was felt with funding to increase the capacity of the Team then the Health Board would be able to attract significant external funding resources through the appointment of a Project Support Officer.   The Committee were advised that there was confidence that following evaluation and through the securing of external funding sources, that the project would be sustainable beyond the initial 4-year period that charitable funding was being sought for. The Committee requested that the review of the programme be subject to an independent evaluation by the Value Based Healthcare Team and subject to an annual review by the CFC.   The Committee were informed that partnership work had already been carried out with the local arts sector within the Health Board's area to work in collaboration with the sector and to open up opportunities for local artists to provide projects through the Health Board that they otherwise would not have had the opportunity to access. </li> <li> <b>Presentation on Recent Charitable Funds Expenditure: Cardiac Ultrasound Machine to Improve Access to Echocardiography in Ceredigion</b> – the Committee received a presentation on the impact of charitable expenditure on a Cardiac Ultrasound Machine to improve access to echocardiography in Ceredigion.   The committee were informed that the previous cardiac ultrasound machine had been irretrievably damaged by a burst water pipe and a new model of echocardiography machine had been purchased through the receipt of charitable funds.   The benefits of the new machine were outlined as being of a much higher quality, providing improved imaging for more confident and faster diagnosis, was portable and able to be used throughout Bronglais Hospital (BGH) such as on wards and within theatre, and that the design was such that it was suitable </li> </ul>	

for use with out-patients and that the portability made it suitable for use with in-patients.

In addition to meeting the needs of the local population, it was also able to support the needs of trainee medical students who were able to independently scan and interpret diagnostics through high quality imaging provided by the new machine.

The provision of the new machine, coupled with the increase in staff able to utilise the machine had seen a doubling of echocardiography capacity at BGH, improved patient care and quality of outcomes.

- **Bronglais General Hospital Chemotherapy Day Unit Refurbishment Project Update** – the Committee received an update on the BGH Chemotherapy Day Unit (CDU) refurbishment project and heard that the commencement of works had been delayed due to the receipt of a tender return showing an increase of £1.1m costs above budget.

The CDU moved into a temporary mobile unit provided by Tenovus in December 2023 so that survey works could be carried out on the proposed site for the refurbished CDU and that following the receipt of the increased tender costs, the Project Team had re-evaluated the scheme to examine if the project could be continued to be delivered in the manner in which it was commissioned at a lower cost.

The project team have reduced the funding gap to £389,000 through re-visiting the specification of the non-patient facing areas of the proposed refurbished CDU and that these amendments to the scheme have been agreed with staff at the Unit and deemed an acceptable reasonable adjustment to the project.

It was emphasised that the original project specification was still being achieved in accordance with the original plan that was the basis for the public fundraising appeal.

The Committee were keen to ensure that the communication with the public, staff and donors was proactive to reassure that what was originally planned for and fundraised for was unaffected and that only ancillary areas that were not patient facing were considered for compromise.

It was also noted that the request for £389,468.91 from charitable funds was a maximum and would be offset by on-going donations to the charitable appeal.

- **Development of Therapeutic Gardens at Prince Philip Hospital** – the Committee received an update on the project for the development of therapeutic gardens at Prince Philip Hospital (PPH) at an enclosed space accessible through the Mynydd Mawr and Bryngolau Wards at PPH.

The Committee heard that a fundraising appeal had been launched in November 2023 and that a significant legacy income had recently been received by the Mynydd Mawr ward.

The Committee were informed that the relatively high cost of the provision of a garden, of £150,000, was due to the need to carry out extensive ground work



to remove tree root growth in addition to the substantive garden elements as part of the project.

The Committee expressed a desire to seek involvement from local contractors and their corporate social responsibility budget and partnership and volunteer avenues to reduce the costs of the project. The Committee resolved to defer consideration of this item until the 21 May 2024 CFC meeting so that alternative options for the delivery of this project could be considered.

- **Review of Apportionments of Governance and Support Costs and Investment Income and Gains** – the Committee received a report into the apportionment of governance, support and fundraising costs and investment income and gains of the Hywel Dda Health Charities (HDdHC).

The Committee were presented with three options for the management of the apportionment of governance and support costs with a preference for Option 2, which maintained a central unrestricted fund with a buffer set at a maximum of 10% of the year-end investment fund balance to protect the unrestricted funds from the risk of a year of investment losses.

The Committee resolved to review the cost benefit of the Fundraising Team and the use of charitable resources during the 2024/25 financial year with a report presented to the September 2024 Committee meeting.

- **Rationalising of Charitable Funds Update** – the Committee received an update on the proposals to streamline and rationalise the number of charitable funds within the HDdHC and to review the manner in which legacy gifts are processed and managed.

The Committee were informed that the full external legal advice sought by the Charity has not yet been received with a report with the full and final recommendations expected to be presented to the September CFC meeting.

- **Hywel Dda Health Charities Integrated Performance Report** – the Committee received the Integrated Performance Report and the HDdHC work plan for 2023/24 and the proposed work plan for 2024/25 and reviewed the financial position of the HDdHC compared to the same period of the previous year for comparative purposes.
- **Charitable Funds Sub-Committee Update Report** – the Committee received the update report from the Charitable Funds Sub-Committee and were informed that since the last update, the Sub-Committee had met once and had considered 8 requests for charitable funding and had approved 7 and requested additional information on patient benefit on the other request.

#### **Materion Allweddol a Ystyriwyd gan y Pwyllgor Mewnol: Key Matters Considered by the In-Committee:**

- **Charitable Donations to the Breast Care Unit at Prince Philip Hospital Update** – the Committee received a report on the process of receiving charitable donations at the PPH Breast Care Unit.

**Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer /**

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

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- In its role as Corporate Trustee, to consider and approve £389,468.91 of additional charitable funds to bridge the preferred options shortfall from the Support for Life Response Fund (T600).
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**Risgiau Allweddol a Materion Pryder /  
Key Risks and Issues/ Matters of Concern:**

- None

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

**Adrodd yn y Dyfodol / Future Reporting:**

- In addition to the items scheduled to be reviewed as part of the 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:**

21 May 2024

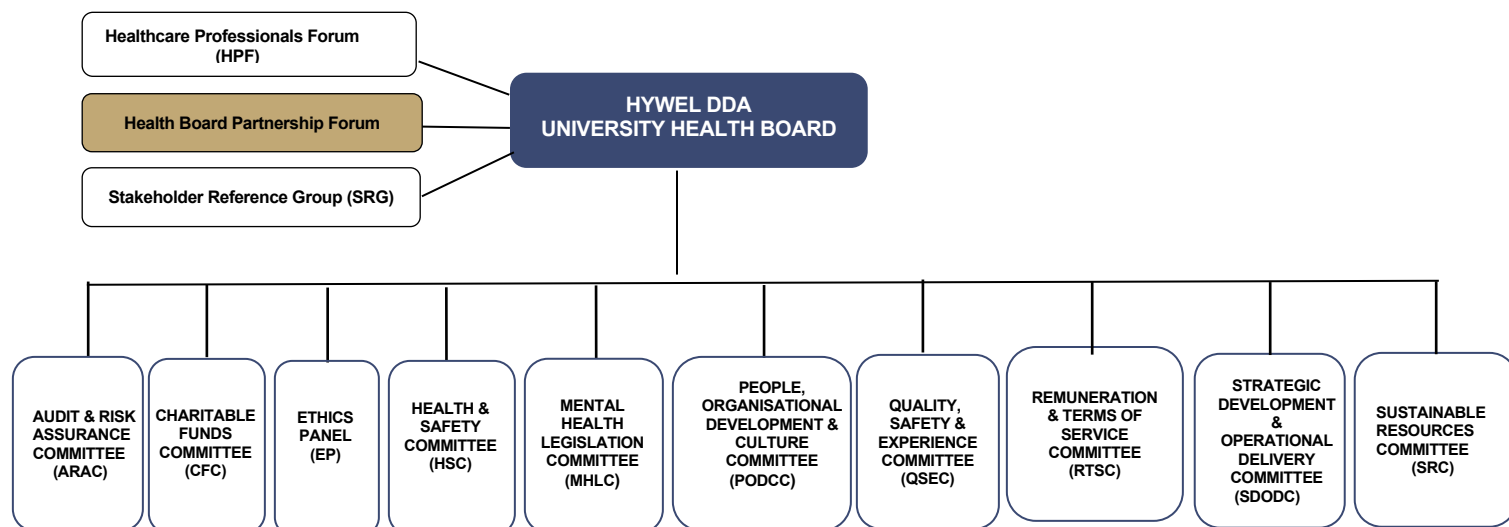


<b>Enw'r Pwyllgor / Name of Committee</b>	Remuneration & Terms of Service Committee (RTSC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mrs Judith Hardisty, Interim UHB Chair
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 17 January 2024
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<ul style="list-style-type: none"> <li>• <b>Executive Team</b> – the Committee discussed various Executive Team roles and agreed relevant changes.</li> <li>• <b>British Medical Association (BMA) Industrial Action</b> – the Committee revisited and retrospectively ratified pay rates to support service continuity during BMA Junior Doctor Industrial Action from 15 – 19 January 2024.</li> </ul>	
<b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:</b>	
None.	
<b>Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:</b>	
None.	
<b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / 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>	
16 May 2024	

<b>Enw'r Pwyllgor / Name of Committee</b>	In-Committee Board
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mrs Judith Hardisty, Interim Chair, HDdUHB
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 25 January 2024
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<ul style="list-style-type: none"> <li>• <b>A Healthier Mid and West Wales (AHMWW)</b> – the In-Committee Board received an update on AHMWW, noting correspondence between Welsh Government and the Health Board.</li> <li>• <b>Corporate Risk Register</b> – the In-Committee Board noted the update on Corporate Risks in relation to Radiology services, security and cyber security.</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 31 December 2023.</li> <li>• <b>In-Committee Audit and Risk Assurance Committee (ARAC)</b> – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 12 December 2023.</li> <li>• <b>In-Committee Charitable Funds Committee (CFC)</b> – the In-Committee Board received an update report from the In-Committee CFC meeting held on 28 November 2023.</li> <li>• <b>In-Committee Health and Safety Committee (HSC)</b> – the In-Committee Board received an update report from the In-Committee HSC meeting held on 8 January 2024.</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 19 December 2023.</li> <li>• <b>In-Committee Welsh Health Specialised Services Committee (WHSSC)</b> – the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 21 November 2023.</li> <li>• <b>Any Other Business</b> – the In-Committee Board was provided with updates around the Bronglais General Hospital (BGH) Chemotherapy Unit Appeal, a Physiotherapy incident and the Chair's Appointment Process.</li> </ul>	
<b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer / Matters Requiring Board Level Consideration or Approval:</b>	
None	
<b>Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:</b>	
<ul style="list-style-type: none"> <li>• Concerns around progress in regard to AHMWW</li> <li>• Concerns in relation to matters raised under Any Other Business</li> </ul>	

<b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / 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>
28 March 2024.

<b>Enw'r Pwyllgor / Name of Committee</b>	Healthcare Professionals Forum
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	James Severs, Executive Director of Therapies and Health Science (Acting Chair of Health Professions F)
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 2 <sup>nd</sup> February 2024
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<p>The Healthcare Professionals Forum (HPF) met on 2 February 2024.</p> <ul style="list-style-type: none"> <li> <b>Executive Lead Update</b>  The Executive Lead for HPF transferred from Professor Phil Kloer, Interim Chief Executive Officer (CEO) to Mr James Severs, Executive Director of Therapies and Health Science from 2 February 2024. </li> <li> <b>HPF Meeting Format</b>  In an effort to improve attendance by HPF members, HPF was held via MS Teams. This significantly increased in the number of HPF members able to attend and contribute towards the HPF, as such, this was a preferred format by HPF members. </li> <li> <b>HPF Terms of Reference</b>  HPF membership was reviewed to ensure compliance with terms of reference. HPF members will provide update from All Wales Profession Advisory Groups to ensure cross pollination from other professions within the HPF.  HPF will increase frequency of HFP meetings from one 3-hour meeting quarterly to one 2-hour meeting bi-monthly and move from face to face to virtual format. This will be trialled for 6 months and reviewed to assess impact.  HPF advised there was an opportunity to maximise the knowledge, skills and experience from HPF members to advise on the Health Board wide strategy. </li> <li> <b>HPF Chair and Vice-Chair</b>  The Executive Lead for HPF is currently acting-chair for HPF.  Expressions of interest for HPF chair and vice chair positions have been invited from HPF members and will close on 15 March 2024. </li> </ul>	
<b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:</b>	
<ul style="list-style-type: none"> <li>Approval of HPF Terms of Reference (Appendix 1)</li> </ul>	
<b>Risgiau Allweddol a Materion Pryder /Key Risks and Issues/ Matters of Concern:</b>	
<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / 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>	
Friday 19 April 2024	



## TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V0.1	Board	25/03/10	Approved
V0.1	Board (SO's)	22/07/10	Approved
V0.2	HPF	23/12/10	Approved
V0.3	HPF	11/03/11	Approved
V0.4	HPF	31/10/11	Approved
V0.5	HPF	24/01/11	Approved
V0.6	HPF	05/03/12	Approved
V0.6	LHB Board	27/09/12	Approved
V0.7	HPF	20/08/13	Approved
V0.8	Board (SO's)	22/05/14	Approved
V0.9	Board (SO's)	26/11/15	Approved
V0.10	HPF	19/06/17	Approved
V0.10	HPF	08/03/18	Approved
V0.10	Hywel Dda University Health Board	29/03/18	Approved

V0.11	HPF	09/04/2019	Approved
V0.11	Hywel Dda University Health Board	30/05/2019	Approved
V0.12	Hywel Dda University Health Board	29/07/2021	Approved
V0.13	HPF	30/06/2022	Approved
V0.13	Hywel Dda University Health Board	28/07/2022	Approved
V0.14	HPF	02/02/2024	Approved
V0.14	Hywel Dda University Health Board	28/03/2024	For Approval

## HEALTHCARE PROFESSIONALS FORUM

### 1. Constitution

- 1.1 The Healthcare Professionals Forum (HPF) has been established as an Advisory Group of the Hywel Dda University Local Health Board (the Health Board) and was constituted from December 2010.

### 2. Principal Duties

- 2.1 As an Advisory Group to Hywel Dda University Health Board, the purpose of the Healthcare Professionals Forum (hereafter referred to as “the Forum”), is to provide advice to the Board on all professional and clinical issues it considers appropriate. Its role does not include consideration of professional terms and conditions of service.

### 3. Operational Responsibilities

- 3.1 As an Advisory Group to the Board, the Forum’s role is to:
- 3.1.1 provide a balanced, multi-disciplinary view of professional issues to advise the Board on local strategy and delivery;
  - 3.1.2 facilitate engagement and debate amongst the wide range of clinical interests within the Health Board’s area of activity, with the aim of reaching and presenting a cohesive and balanced professional perspective to inform the Health Board’s decision making; and
  - 3.1.3 link in with existing internal clinical engagement structures.

### 4. Membership

- 4.1 The membership of the Forum shall comprise:
- Chair** nominated from within the membership of the Forum by its members and approved by the Minister.

**Vice Chair** nominated from within the membership of the Forum by its members and approved by the Board.

**Members** the membership of the Forum reflects the structure of the seven health Statutory Professional Advisory Committees set up in accordance with Section 190 of the NHS (Wales) Act 2006. Membership of the forum shall therefore comprise the following eleven (11) members:

Welsh Medical Committee

1. Primary and Community Care Medical representative
2. Mental Health Medical representative
3. Specialist and Tertiary Care Medical representative

Welsh Nursing and Midwifery Committee

4. Community Nursing and Midwifery representative
5. Hospital Nursing and Midwifery representative

Welsh Allied Health Professionals Advisory Committee

6. Allied Health Professional representative

Welsh Scientific Advisory Committee

7. Scientific representative

Welsh Optometric Committee

8. Optometry representative

Welsh Dental Committee

9. Dental representative

Welsh Pharmaceutical Committee

10. Hospital Pharmacists representative
11. Community Pharmacists representative

## **4.2 In attendance**

4.2.1 The Executive Director of Therapies and Health Science will be the Executive Lead and sponsor for the HPF. A minimum of one Director will attend all formal meetings.

4.2.2 The University Health Board (UHB) may nominate designated Board members or UHB staff be in attendance at Forum meetings. The Forum's Chair may also request the attendance of Board members or UHB staff, subject to the agreement of the UHB Chair.

4.2.3 The University Health Board Chair and Chief Executive reserve the right to attend formal meetings.

## **4.3 Member Appointments**



- 4.3.1 Appointments to the Forum shall be made by the Board, based upon nominations received from the relevant professional group, and in accordance with any specific requirements or directions made by the Welsh Government.
- 4.3.2 Members shall be appointed for a period of between 3 to 4 years in any one term. Those members can be reappointed but may not serve a total period of more than 8 years consecutively.
- 4.3.3 The *Chair* will be nominated from within the membership of the Forum, by its members, in a manner determined by the Board, subject to any specific requirements or directions made by the Welsh Government. The nomination will be subject to consideration by the HB, who must submit a recommendation on the nomination to the Minister for Health and Social Services. Their appointment as Chair will be made by the Minister, but it will not be a formal public appointment. The Constitution Regulations provide that the Welsh Ministers may appoint an Associate Member of the Board, and the appointment of the Chair to this role is on the basis of the conditions of appointment for Associate Members set out in the Regulations.
- 4.3.4 The Chair's term of office will be for a period of up to two (2) years, with the ability to stand as Chair for an additional one (1) year, in line with that individual's term of office as a member of the Forum. That individual may remain in office for the remainder of their term as a member of the Forum after their term of appointment as Chair has ended.
- 4.3.5 The *Vice Chair* shall be nominated from within the membership of the Forum, by its members by the same process as that adopted for the Chair, subject to the condition that they be appointed from a different clinical discipline from that of the Chair.
- 4.3.6 The Vice Chair's term of office will be as described for the Chair.
- 4.3.7 A member's tenure of appointment will cease in the event that they no longer meet any of the eligibility requirements determined for the position. A member must inform the Forum Chair as soon as is reasonably practicable to do so in respect of any issue which may impact on their eligibility to hold office. The Forum Chair will advise the Board in writing of any such cases immediately. The UHB will require Forum members to confirm in writing their continued eligibility on an annual basis.
- 4.3.8 If a member fails to attend any meeting of the HPF for a period of six months or more, the Board may remove that person from office unless they are satisfied that:
  - 4.3.8.1 the absence was due to a reasonable cause; and
  - 4.3.8.2 the member will be able to attend such meetings within such a period as the Board considers reasonable.

## 5. Quorum and Attendance

- 5.1 A quorum shall consist of one third of the membership and must include the Chair or Vice Chair of the Forum.

## 6. Agenda and Papers

- 6.1 The Forum Secretary is to hold an agenda setting meeting with the Chair, Vice Chair and the Lead Executive (the Executive Director of Therapies and Health Science) at least 6 weeks before the meeting date.
- 6.2 The agenda will be based around the Forum's work plan, matters arising and requests from Forum members. Following approval, the agenda and timetable for papers will be circulated to all Forum members.
- 6.3 All papers must be approved by the Lead Director.
- 6.4 The agenda and papers for meetings will be distributed eight days in advance of the meeting.
- 6.5 A draft Table of Actions will be issued within **two** days of the meeting. The minutes and Table of Actions will be circulated to the Lead Director within **seven** days to check the accuracy, prior to sending to Members (including the Forum Chair) to review within the next seven days. The minutes must be an accurate record of the meeting which capture the discussions that take place.
- 6.6 Members must forward amendments to the Forum secretary within the next seven days. The Forum secretary will then forward the final version to the Forum Chair for approval.

## 7. Management of Meetings

- 7.1 The Forum will meet bi-monthly and shall agree a schedule of meetings at least 12 months in advance, consistent with the University Health Board's annual plan of Board Business. Additional meetings will be arranged as determined by the Chair of the Forum in discussion with the Lead Executive.
- 7.2 The Chair of the Forum, in discussion with the Forum Secretary shall determine the time and the place of meetings of the Forum and procedures of such meetings.
- 7.3 The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out by others to advise it in the conduct of its business.

## 8. Authority

- 8.1 The Health Board may specifically request advice and feedback from the Forum on any aspect of its business, and the Forum may also offer advice and feedback even if not specifically requested by the Health Board.

8.2 The Forum may provide advice to the Board:

- 8.2.1 at Board meetings, through the Forum Chair's participation as Associate Member;
- 8.2.2 in written advice; and
- 8.2.3 in any other form specified by the Board.

## **9. Reporting and Assurance Arrangements**

9.1 The Chair is responsible for the effective operation of the Forum:

- 9.1.1 chairing meetings;
- 9.1.2 establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all business is conducted in accordance with its agreed operating arrangements; and
- 9.1.3 developing positive and professional relationships amongst the Forum's membership and between the Forum and Hywel Dda University Health Board, and in particular it's Chair, Chief Executive and Directors.

9.2 The Chair shall work in close harmony with the Chairs of Hywel Dda Health Board's other Advisory Groups, and supported by the Board Secretary, shall ensure that key and appropriate issues are discussed by the Forum in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.

9.3 The Chair of the HPF will be appointed as an Associate Member of the Health Board on an ex officio basis. The Chair is accountable for the conduct of their role as Associate Member on the Hywel Dda University Health Board to the Minister, through the Health Board Chair. They are also accountable to Hywel Dda University Health Board for the conduct of business in accordance with the governance and operating framework set by the Health Board.

9.4 The Forum Chair shall:

- 9.4.1 report formally, regularly and on a timely basis to the Board on the Forum's activities. This includes written updates on activity after each meeting.
- 9.4.2 bring to the Board's specific attention any significant matters under consideration by the Forum.

9.5 All Forum members must:

- 9.5.1 be prepared to engage with and contribute fully to the HPF's activities and in a manner that upholds the standards of good governance – including the values and standards of behaviour – set for the NHS in Wales;
- 9.5.2 comply with their terms and conditions of appointment;
- 9.5.3 equip themselves to fulfil the breadth of their responsibilities by participating in appropriate personal and organisational development programmes; and
- 9.5.4 promote the work of the HPF within the healthcare professional discipline they represent.

9.6 Forum members are accountable through the HPF Chair to the UHB Board for their

performance as Forum members, and to their nominating body or grouping for the way in which they represent the views of their body or grouping at the HPF.

- 9.7 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Forum.

#### **10. Relationship Accountabilities with the Board and Other Committees of the Board**

- 10.1 The Forum's main link with the Board is through the Forum Chair's membership of the Board as an Associate Member.
- 10.2 The Board should determine the arrangements for any joint meetings between the UHB Board and the Forum.
- 10.3 The Health Board's Chair should put in place arrangements to meet with the Forum Chair on a regular basis to discuss the Forum's activities and operation.
- 10.4 The Health Board Chair, on the advice of the Chief Executive and/or Board Secretary, may recommend that the Board afford direct right of access to any professional group, in the following, exceptional circumstances:
- 10.4.1 where the Forum recommends that a matter should be presented to the Board by a particular professional grouping, e.g. due to the specialist nature of the issues concerned; or
  - 10.4.2 where a professional group has demonstrated that the Forum has not afforded it due consideration in the determination of its advice to the Board on a particular issue, or
  - 10.4.3 the Board may itself determine that it wishes to seek the views of a particular professional grouping on a specific matter.
- 10.5 The Executive Director of Therapies and Health Science, on behalf of the Chair, will ensure that the Forum is properly equipped to carry out its role by:
- 10.5.1 ensuring the provision of governance advice and support to the HPF Chair on the conduct of its business and its relationship with the UHB and others;
  - 10.5.2 ensuring that the HPF receives the information it needs on a timely basis;
  - 10.5.3 ensuring strong links to communities / groups;
  - 10.5.4 facilitating effective reporting to the Board; and
  - 10.5.5 enabling the Board to gain assurance that the conduct of business within the HPF accords with the governance and operating framework it has set.

#### **11. Relationship with the National Joint Professional Advisory Committee**

- 11.1 The Forum Chair will be a member of the National Joint Professional Advisory Committee.

#### **12. Secretarial Support**

- 12.1 The Forum Secretary shall be determined by the Executive Director of Therapies and Health Science.

### **13. Review Date**

- 13.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Forum for approval by the Board.

<b>Enw'r Pwyllgor / Name of Committee</b>	Staff Partnership Forum
<b>Cadeirydd y Pwyllgor/ Chair of Advisory Group:</b>	Lisa Gostling Director of Workforce & OD & Anthony Dean Joint Chair of Staff side Partnership Forum
<b>Cyfnod Adrodd/ Reporting Period:</b>	February 2024
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Advisory Group:</b>	
<ul style="list-style-type: none"> <li>• <b>Organisational Service Development Plans &amp;/or Current Pressures –</b> An update was provided of current service pressures which recognised the incredible efforts of staff through a challenging January 2024 and the Director of Operations expressed gratitude for the support received during the industrial action period.</li> <li>• <b>Feedback from December Workshop</b> - An update was given by programme leads on the approach for the non pay elements pay deal were noted linked to: <ul style="list-style-type: none"> <li>• Flexible Working</li> <li>• Agency</li> <li>• Retention - focussing on retire &amp; return</li> <li>• Sickness absence</li> </ul> </li> <li>• <b>Financial Position</b> – The current financial position was discussed and the expected position moving into 2024/25 financial year. Any opportunities to improve efficiency were encouraged.</li> <li>• <b>Paediatric Consultation Update</b> had been shared with members prior to the meeting and two representatives have been identified to sit on the Task &amp; Finish groups.</li> <li>• <b>Clinical Services Plan Update</b> was provided by the Transformation Team around where the programme is currently. It was noted a paper would be presented to Board in March and staff representatives asked if they could be included in the next phase.</li> <li>• <b>Policy approval</b> – Amendments to the Leave &amp; Pay for New &amp; Existing Parents policy were supported and it was noted an All Wales Relocation policy was currently out for consultation.</li> <li>• <b>The Staff Discovery Report</b> was shared for information and comments and would be discussed in more detail in the April Workshop.</li> </ul>	

**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:**

Workshop in April to focus on

- Staff Discovery Report
- Non pay elements in pay deal

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

Tuesday 2 April 2024



<b>Enw'r Pwyllgor / Name of Committee</b>	Stakeholder Reference Group (SRG)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mr Jeremy Hockridge
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 16 January 2024
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Prif Bwyllgor / Key Decisions and Matters Considered by the Main Committee:</b>	
<ul style="list-style-type: none"> <li>• <b>SRG Self-Assessment:</b> SRG members participated in a self-assessment of the SRG and took time to consider engagement, learning, and meeting preferences. Group members suggested various ways to improve the SRG meetings, such as having more interactive and conversational sessions, involving the group earlier in projects, leveraging existing Public Service Boards (PSBs) as a model for collaboration, and returning to in-person meetings when possible.</li> <li>• <b>Continuous Engagement Programme Update:</b> SRG noted the Continuous Engagement Programme Update, in particular the Chemotherapy Day Unit and communications regarding Paediatric services in Withybush and Glangwili Hospitals.</li> <li>• <b>Clinical Services Plan:</b> SRG noted the verbal Clinical Services Plan update that outlined the services included in the scope of the CSP. Members also noted the early engagement undertaken and the response rate to the surveys shared with patients who have used the services within the past five years, and staff.</li> <li>• <b>Deep Dive 4C: Mental Health Recovery Plan:</b> SRG noted the Mental Health and Learning Disability Directorate's progress against its planning objective including the associated risks, issues and considerations for each service area; and the achievements service areas such as Child and Adolescent Mental Health Services (CAMHS), Adult Mental Health, Older Adult Mental Health, Co-Occurring Substance Misuse, and Learning Disability.</li> <li>• <b>Arts and Health Charter:</b> SRG noted the draft Arts and Health Charter, which was developed in partnership with various stakeholders to integrate arts into Health Board activities and promote creativity for health and well-being.</li> </ul>	
<b>Materion Allweddol a Ystyriwyd gan y Pwyllgor Mewnol: Key Matters Considered by the In-Committee:</b>	
No SRG In-Committee meeting was held.	
<b>Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu cyfer / Matters Requiring Board Level Consideration or Approval:</b>	
No matters of concern were identified.	
<b>Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:</b>	
No risks were identified.	
<b>Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / 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>	
Thursday 2 May 2024.	