

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 November 2024
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:

- Ethics Panel held on 1 October 2024
- Remuneration and Terms of Service Committee held on 22 October 2024 and 15 November 2024

Additionally, in respect of the In-Committee Board meeting held on 26 September 2024.

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

- Healthcare Professionals Forum held on 25 October 2024
- Staff Partnership Forum held on 1 October 2024
- Stakeholder Reference Group held on 5 November 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:

- Healthcare Professionals Forum (HPF)
- Staff Partnership Forum (SPF)
- Stakeholder Reference Group (SRG)

Asesiad / Assessment

Matters of which to Alert the Board:

There were no matters raised by the Ethics Panel, Remuneration and Terms of Service Committee, In-Committee Board, Healthcare Professionals Forum, Staff Partnership Forum or Stakeholder Reference Group of which to alert the Board.

Argymhelliad / Recommendation

The Board is asked to:

- **RECEIVE** the update reports in respect of work undertaken on behalf of the Board at recent Committee meetings
- **RECEIVE** the update report in respect of the In-Committee Board meeting
- **RECEIVE** the update reports in respect of recent Advisory Group meetings
- **NOTE** the items that it is being advised of and **TAKE ASSURANCE** on the items that it is being assured on

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
Partion / 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

COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR/ ETHICS PANEL

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 1 October 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Chantal Patel, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There were no items to alert members of the Board on this occasion.

Advise² (to monitor)/ **Cynghori** (i fonitro)

The Ethics Panel wish to **advise** members of the Board that:

- A programme of education and communication will be developed over coming months to raise awareness of the Health Board's Ethics Panel and its purpose, so that it can be used more widely by staff for organisational and service change, as well as for individual cases.
- A simple referral form will be added to the Ethics Panel Sharepoint page, mirroring the referral method for the UK Clinical Ethics Committee, to make it easier for individuals to ask the Panel for advice.

Assure³ (to note)/ **Sicrhau** (i nodi)

The Ethics Panel wish to assure members of the Board that:

- The Ethics Panel Terms of Reference are in the process of being reviewed. Panel members have been asked to suggest appropriate amendments which will be discussed at the next meeting, to be held on 19 December 2024. These revised Terms of Reference will then be presented to members of the Board for ratification.

Review of Risks/ Adolygiad o Risgiau

N/A

Sharing of learning/ Rhannu dysgu

As mentioned above, a programme of education and communication is in the process of being developed consisting of, for example, Grand Round meetings and Board Seminars to support an increase in ethical questions being asked. A real life

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example scenario will be used as part of the presentations, for individuals to gain a greater understanding of the types of decisions which can be brought to the panel for advice, in addition to raising awareness of how the panel operates in developing the advice offered.

Recommendation/ Argymhelliad

The Board is asked to **note** the items the Committee is advising them of and **take assurance** from the items that the Committee is providing assurance on.

Agenda, papers and minutes are available on our website/ Mae agenda, papurau a chofnodion ar gael ar ein gwefan: [Ethics panel \(EP\) - Hywel Dda University Health Board \(nhs.wales\)](#)

COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR/ REMUNERATION AND TERMS OF SERVICE COMMITTEE

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 22 October and 15 November 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Dr Neil Wooding, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There were no items to **alert** members of the Board on this occasion.

Advise² (to monitor)/ **Cynghori** (i fonitro)

There were no items to **advise** members of the Board on this occasion.

Assure³ (to note)/ **Sicrhau** (i nodi)

The Remuneration and Terms of Service Committee wish to **assure** members of the Board that:

- The Committee **RATIFIED** the appointment of Professor Philip Kloer to the **Chief Executive Officer** vacancy.
- The Committee **SUPPORTED** the process for appointment to the substantive **Deputy Chief Executive Officer** post.

Review of Risks/ Adolygiad o Risgiau

Not applicable

Sharing of learning/ Rhannu dysgu

The Remuneration and Terms of Service Committee shared a point of learning, whereby it was decided that any future CEO appointments will include a long listing process, prior to narrowing down candidates to a short list.

Recommendation/ Argymhelliad

For Board to note the assure items from the RTSC meeting.

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COMMITTEE UPDATE REPORT/ADRODDIAD DIWEDDARU'R PWYLLGOR IN-COMMITTEE BOARD

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 26 September 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Neil Wooding, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

The In-Committee Board had no matters of which to **alert** the Board.

Advise² (to monitor)/ **Cynghori** (i fonitro)

The In-Committee Board had no matters of which to **advise** the Board.

Assure³ (to note)/ Sicrhau (i nodi)

The In-Committee Board wishes to **assure** members of the Board that:

- The In-Committee Board noted the **Suspensions Report** and considered the implications of the matters reported.
- Assurance was provided by update reports from the **In-Committee Audit and Risk Assurance Committee (ARAC)** meeting held on 13 August 2024; the **In-Committee Health and Safety Committee (HSC)** meeting held on 10 September 2024; the **In-Committee Quality, Safety and Experience Committee (QSEC)** meeting held on 15 August 2024; the **In-Committee Strategic Development and Operational Delivery Committee (SDODC)** meeting held on 29 August 2024; the **In-Committee Sustainable Resources Committee (SRC)** meeting held on 27 August 2024 and the **In-Committee Joint Commissioning Committee (JCC)** meeting held on 16 July 2024.

Review of Risks/ Adolygiad o Risgiau

- In considering the three risks within the **Corporate Risk Register** which (due to their sensitive nature) are discussed at the In-Committee Board, assurance was taken that these are being assessed, managed and reviewed appropriately/ effectively through the risk management arrangements in place, noting that these have been reviewed by Board level Committees. The Committee noted that Risk 1328 had been split into two (Risk 1860 and 1861).

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Sharing of learning/ Rhannu dysgu

Not applicable.

Recommendation/ Argymhelliad

The Board is asked to **NOTE** the report and **TAKE ASSURANCE** from the items that the In-Committee Board is providing assurance on.

COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR HEALTHCARE PROFESSIONALS FORUM

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 25 October 2024

Quoracy/ Cworwm: Currently no Chair/Vice-Chair

Report by/ Adroddiad gan: James Severs, Executive Lead and Acting Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There were no areas of Alert

Advise² (to monitor)/ **Cynghori** (i fonitro)

Healthcare Professionals Forum (HPF) wish to advise members of the Board that:

- A presentation was given to the HPF regarding the Clinical Services Plan. HPF requested further information on the options as they stand and the financial implications of the options for their consideration before making further comment, this information has since been shared with the HPF.
- A presentation was given to the HPF regarding the Primary Care and Community Strategic Plan to date.
- HPF members advised of the need to ensure digital systems in primary care and community interface effectively with other social care systems. HPF advised that before moving forward with Artificial Intelligence (AI), there was a need to ensure increased awareness amongst all age groups in the 'art of the possible' relating to AI. HPF highlighted the need to understand the needs of different generations in relation to primary care and community services. In terms of the organisational digital strategy, the Health Board needs to improve the use of digital to allow more effective and positive experience for both clinicians and people using its services. HPF agreed that people should have sufficient information to promote independence for people to manage their own health and care.

HPF questioned the method of engaging with our population, specifically in regard to this strategy. There was concern that there was less representation from the younger generation and whether the engagement to date was as effective as the Health Board would wish.

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Assure³ (to note)/ Sicrhau (i nodi)

The HPF wish to assure members of the Board that:

- Membership - it was agreed to increase the membership to include the deputies to each of the clinical executives for 6 months, to allow for wider two-way flow of information sharing amongst the HPF. A more structured agenda was positively received by HPF, with the view to improving this over the coming months.
- HPF Chair and Vice-Chair - the Executive Lead for HPF is currently acting chair for the HPF. The Executive Lead and Secretariat have continued to work towards filling these roles. Now that a decision has been made to widen the membership, it is hoped to have these positions filled in time for the next HPF meeting, which is scheduled for 20 December 2024.

Review of Risks/ Adolygiad o Risgiau

Not applicable

Sharing of learning/ Rhannu dysgu

Not applicable

Recommendation/ Argymhelliad

The Board is asked to **note** the items the HPF is advising them of and **take assurance** from the items that the HPF is providing assurance on.

³ There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR/ PARTNERSHIP FORUM

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 1 October 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Anthony Dean, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There were no issues which the Partnership Forum wished to alert the Board.

Advise² (to monitor)/ **Cynghori** (i fonitro)

- Members asked to be involved in the 6 Goals Working Group and it was agreed that Staff Side members would be invited to future meetings.

Assure³ (to note)/ Sicrhau (i nodi)

The Partnership Forum wished to assure the Board that:

- Members are engaged in the implementation of the non-pay element of the 2023/2024 pay deal.
- A discussion took place regarding the evening closure of MIU in Prince Philip Hospital and the protests taking place on site.
- Clarification was sought and given in regard to the variable pay restrictions.

Review of Risks/ Adolygiad o Risgiau

Not applicable.

Sharing of learning/ Rhannu dysgu

Not applicable.

Recommendation/ Argymhelliad

The Board is asked to **note** the items the Committee is advising them of and **take assurance** from the items that the Committee is providing assurance on.

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COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR STAKEHOLDER REFERENCE GROUP

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 5 November 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Mr Jeremy Hockridge, Chair

KEY DISCUSSION POINTS AND MATTERS FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There are no matters to **alert** members of Board to.

Advise² (to monitor)/ **Cynghori** (i fonitro)

The Stakeholder Reference Group (SRG) wish to **advise** members of Board that:

- The extension of the current **Chair and Vice Chair Arrangements** for another 12 months was supported, and the Chair will be asked to consider this proposal and make a recommendation to the Cabinet Secretary for Health and Social Services.

Assure³ (to note)/ **Sicrhau** (i nodi)

The SRG wish to **assure** Members of Board that:

- There is a programme of current and future planned consultations and engagement updates for several service changes such as the Primary Care and Strategic Plan and the temporary closure of the Minor Injuries Unit in Prince Phillip Hospital.
- There is a Communications and Engagement plan setting out the stakeholder involvement that has taken place to date, as well as future events, to support the development of the Health Board's **Clinical Services Plan (CSP)** in response to service fragilities.

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Review of Risks/ Adolygiad o Risgiau

Not applicable.

Sharing of learning/ Rhannu dysgu

Not applicable.

Recommendation/ Argymhelliad

The Board is asked to **note** the items the SRG is advising them of and **take assurance** from the items that the SRG is providing assurance on.

Agenda, papers and minutes are available on our website/ Mae agenda, papurau a chofnodion ar gael ar ein gwefan: [Stakeholder Reference Group - Hywel Dda University Health Board](#)