

CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	30 May 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:

- Mental Health Legislation Committee held on 26 March 2024

Additionally, in respect of the In-Committee Board meeting held on 28 March 2024.

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

- Healthcare Professionals Forum held on 19 April 2024
- Staff Partnership Forum held on 2 April 2024
- Stakeholder Reference Group held on 2 May 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 Requiring Board Level Consideration or Approval / Matters of which to Alert the Board:

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

Key Risks and Issues/Matters of Concern / Matters of which to Advise the Board:

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

- Concerns around the choices required in relation to the Annual Plan and improving the Health Board's financial position, and potential impact on services.

The Healthcare Professionals Forum raised the following matters of which to advise the Board:

- Programme Leads for the Clinical Service Plan (CSP) presented an update on the CSP. There is a potential risk that separating community and primary care strategy from the CSP could result in the perception that community and primary care are not considered as important as 'in hospital' care. The Executive Lead for HPF and Programme Lead for CSP committed to working with the Executive Team to manage this perception.

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

- Ensuring staff representatives are engaged within service changes with sufficient information and notice to ensure they are able to support.

The Stakeholder Reference Group raised the following matters of which to advise the Board:

- Request the Health Board conducts more general engagement exercises with communities, as opposed to specific consultation or engagement around a particular area of service delivery or a specific proposed service change.

- Annual Plan 2024/25 – a request for a presentation from the Interim Chief Executive and the new Chair of the Health Board to share with the Group their vision for the social model of health within the Hywel Dda Health Board’s area.

There were no key risks and issues or matters of concern raised by the Mental Health Legislation Committee.

Argymhelliad / Recommendation

The Board is asked to:

- **ENDORSE** the updates, recognising any matters requiring Board level consideration or approval / Matters of which to Alert the Board and the key risks and issues/matters of concern / Matters of which to Advise the Board identified, in respect of work undertaken on behalf of the Board at recent Committee meetings
- **RECEIVE** the update report in respect of the In-Committee Board meeting
- **RECEIVE** the update reports in respect of recent Advisory Group meetings

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
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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	Mental Health Legislation Committee (MHLC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Iwan Thomas, Independent Board Member (Vice Chair of MHLC)
Cyfnod Adrodd/ Reporting Period:	Meeting held on 26 March 2024
Y Penderfyniadau a'r Materion a Ystyriodd y Prif Bwyllgor / Key Decisions and Matters Considered by the Main Committee:	
<p>This report summarises the work of the Mental Health Legislation Committee (MHLC) at its meeting held on 26 March 2024, with the following highlighted:</p> <ul style="list-style-type: none"> • Governance: Mr Iwan Thomas welcomed the new Vice Chair of the Health Board, Ms Eleanor Marks, to the meeting. Ms Eleanor Marks is the new Chair of the Mental Health Legislation Committee. • Mental Health Act Report: Members received the Mental Health Act Report, detailing Quarter 3 of the Mental Health Act Activity within the Health Board. The Committee was notified of an increased use of the Mental Health Act across the General Hospital Settings. The Mental Health Act has increased through each quarter within the General Hospital sites, as opposed to within the 136 suites within Mental Health. Detailed discussions on the usage of Section 136 occurred during the Mental Health Legislations Scrutiny meeting. • Scrutiny Group Update and Mental Health (Wales) Measure 2010 Report: The Committee noted that the focus of the Mental Health Legislation Scrutiny Group was around Section 136 Place of Safety and the new Section 136 Multi-Agency Task and Finish group. • Operational Risk Register: Members received the update on the review of Section 136 facilities, undertaken by the Health and Safety Committee. The lead participant in this work, where guidance was used from the College of Psychiatry Standards, was Mrs Rebecca Temple-Purcell. As a consequence of this review, the Community Place of Safety in Aberystwyth was identified as low in terms of activity, and has been temporarily stood down while the Directorate work through all options with partner agencies. Following the establishment of a multi-agency group, it has been agreed with Llais and Engagement colleagues that a formal Public Engagement is required. • An initial paper will be taken to the Public Board in September 2024 seeking approval to engage on an options appraisal for the future delivery of S136 services, with the engagement plan and all engagement documents included. Following this, an 8 week Public Engagement will be undertaken from mid-October to mid-December 2024. In January 2025, a further Public Board paper will be submitted, to include a summary of the engagement, responses, themes and the recommendations on the options based on this. 	

- **Policies for Approval:** The Committee approved the following policy, noting that it is a part of the three-year review process from the Written Control Document Group and had been extensively consulted upon and updated following presentation to various groups:

- Hospital Manager Scheme of Delegation

- **Any Other Business:** The Committee was asked to approve the Mental Health Measure revised Part 1 Partnership Scheme. It was agreed that the Mental Health Measure revised Part 1 Partnership Scheme would be circulated to Members following the meeting, for approval by 12 April 2024. Following circulation of the information, the Committee approved the Mental Health Measure revised Part 1 Partnership Scheme.

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

- No In-Committee took place.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd ar eu 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:

- 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:

7 June 2024

Enw'r Pwyllgor / Name of Committee	In-Committee Board
Cadeirydd y Pwyllgor/ Chair of Committee:	Mrs Judith Hardisty, Interim Chair, HDdUHB
Cyfnod Adrodd/ Reporting Period:	Meeting held on 28 March 2024
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Annual Plan – the In-Committee Board received an update on the Annual Plan for 2024/25, noting the significant delivery challenges and potentially difficult choices required. The decision making process needs to be explicitly clear as to the choices that are being made and the impact on services as a result of these decisions. • Update from Incident Control Team (Physiotherapist) – the In-Committee Board received an update from the Incident Control Team, together with information on governance processes. The In-Committee Board took assurance regarding the processes described and that appropriate governance and oversight are in place to monitoring process and escalation of risks/ issues identified during the investigation. • Temporary Workforce Utilisation – a report in relation to this topic was received, with a similar report being presented to Public Board. The In-Committee Board examined the information contained within the report and noted the actions which will be progressed via the Core Delivery Group. • Suspensions Report – the In-Committee Board received the most recent Suspensions Report, providing an update on all employment suspensions as at 29 February 2024. • In-Committee Audit and Risk Assurance Committee (ARAC) – the In-Committee Board received an update report from the In-Committee ARAC meeting held on 20 February 2024. • In-Committee Charitable Funds Committee (CFC) – the In-Committee Board received an update report from the In-Committee CFC meeting held on 12 March 2024. • In-Committee Health and Safety Committee (HSC) – the In-Committee Board received an update report from the In-Committee HSC meeting held on 4 March 2024. • In-Committee Sustainable Resources Committee (SRC) – the In-Committee Board received an update report from the In-Committee SRC meeting held on 27 February 2024. • In-Committee Welsh Health Specialised Services Committee (WHSSC) – the In-Committee Board received an update report from the In-Committee WHSSC meeting held on 30 January 2024. • Any Other Business – the In-Committee Board was provided with an update regarding a local care home 	

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

None

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

- Concerns around the choices required in relation to the Annual Plan and improving the Health Board's financial position, and potential impact on services

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 May 2024.

HEALTHCARE PROFESSIONALS FORUM (HPF) UPDATE REPORT

Date of last meeting: 19 April 2024

Quoracy: Currently no Substantive Chair/Vice-Chair

Report by: James Severs, Executive Lead and Acting Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING:

Alert¹ (may require discussion)

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

- None

Advise² (to monitor)

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

- Programme Leads for the Clinical Service Plan (CSP) presented an update on the CSP. There is a potential risk that separating community and primary care strategy from the CSP could result in the perception that community and primary care are not considered as important as 'in hospital' care. The Executive Lead for HPF and Programme Lead for CSP committed to working with the Executive Team to manage this perception.

Assure³ (to note)

Healthcare Professionals Forum (HPF) wish to assure the Board that:

- The Executive Lead for HPF is currently acting Chair for the HPF. Expressions of interest for HPF Chair and Vice-Chair positions were invited from HPF members; however, these positions are yet to be confirmed. It is felt that the Forum, due to several new members, needs time to mature to find the right people to fulfil these roles. The Executive Lead and Secretarial support will continue to work towards filling these roles.
- HFP stakeholder mapping exercise was being undertaken to improve communication between Welsh Advisory Committees and the Board.

¹ There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

² There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

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

Review of Risks

N/A

Sharing of learning

N/A

Recommendation

The Board is asked to note the report.

Agenda, papers and minutes are available on our website: [Healthcare Professionals Forum](#)

Enw'r Pwyllgor / Name of Committee	Staff Partnership Forum
Cadeirydd y Pwyllgor/ Chair of Advisory Group:	Lisa Gostling Director of Workforce and OD Anthony Dean Joint Chair of Staff side Partnership Forum
Cyfnod Adrodd/ Reporting Period:	2 April 2024
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Advisory Group:	
<ul style="list-style-type: none"> • Financial Position – an update was provided on the Month 11 position, with discussion taking place to ensure understanding of the information provided. It was noted that the Health Board was still predicting a £66m deficit for the year. • Local Partnership Forum Issues – staff morale was raised from all forums and focus was given to this in the workshop held after the Partnership Forum. Car parking was raised and it was noted that additional parking spaces would become available shortly near Glangwili General Hospital, Carmarthen. • Clinical Services Plan Update – an update was provided on the current position relating to the Clinical Services Plan. It was confirmed that 2 representatives will be attending the deliberative session and further discussions will be held with the Director of Communications and Engagement to ensure representatives will be fully involved in the process. Staff representatives expressed disappointment with staff representative involvement and the Director of Workforce and OD gave a commitment to develop a different mechanism to engage with staff representatives. • Organisational Changes in the Mental Health and Learning Disabilities Team – two Organisational Change Processes (OCPs) were discussed, with areas being raised for clarity. Further discussions will continue locally with teams, staff representatives and managers. • Organisational Service Development Plans and/or Current Pressures – a general update was provided on the current system pressures. Performance in Urgent and Emergency Care was discussed, and the return of some capacity in Withybush General Hospital following completion of the Reinforced Autoclaved Aerated Concrete (RAAC) works. An update on progress around implementation of the OCP linked to the operational structure was also given. • Health and Safety – an update was provided on key issues. Mainly electrical safety training, safety culture training and recent Health and Safety Executive inspections in Withybush and Bronglais Hospitals, both of which were positive. • Policy approval – two policies were supported to proceed to the People, Organisational Development and Culture Committee for approval – Carers and Leave and Pay for New and Existing parents. 	

WORKSHOP:

A successful Workshop was held around implementing 4 key areas included in the non pay elements of the pay deal, where the staff side and workforce lead updated on progress within their groups.

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:

Ensuring staff representatives are engaged within service changes with sufficient information and notice to ensure they are able to support.

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

Adrodd yn y Dyfodol / Future Reporting:

Standard agenda items.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

28 May 2024

STAKEHOLDER REFERENCE GROUP COMMITTEE UPDATE REPORT

Date of last meeting: 2 May 2024

Quoracy: Met

Report by: Chesca Ross, Vice Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING:

Alert¹ (may require discussion)

Stakeholder Reference Group wish to **alert** members of the Board that:

- None

Advise² (to monitor)

Stakeholder Reference Group wish to **advise** members of the Board that:

- Request the Health Board conducts more general engagement exercises with communities, as opposed to specific consultation or engagement around a particular area of service delivery or a specific proposed service change.
- Annual Plan 2024/25 – a request for a presentation from the Interim Chief Executive and the new Chair of the Health Board to share with the Group their vision for the social model of health within the Hywel Dda Health Board's area.

Assure³ (to note)

Stakeholder Reference Group wish to assure members of the Board that:

- Self-Assessment Feedback and Action Plan –the Stakeholder Reference Group is satisfied with its governance arrangements and is clear on its purpose and role in relation to the Health Board in response to the Group's self-assessment.
- Current and Future Planned Consultations and Engagement Updates – past, current, and future consultation and engagement campaigns are effective at interacting with the Health Board's population, especially harder-to-reach groups within the Health Board's communities.
- Digital Contact from HDdUHB Hybrid Print and Post – the move to a hybrid print and post system of communication was supported by the Group given the proviso that patients who wished to continue to receive paper copies of communications from the Health Board through the post would continue to be

¹ There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

² There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

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

available and that the balance between ease of use and cyber-security was satisfactorily considered.

Review of Risks

None

Sharing of learning

None

Recommendation

The Board is asked to note the report.

Agenda, papers and minutes are available on our website: [Stakeholder Reference Group](#)