



**CONFIRMED MINUTES**  
**Betsi Cadwaladr University Health Board (BCUHB)**  
**Stakeholder Reference Group (SRG)**

**Notes of the meeting held on 03.06.24**

<b>Present:</b>	<b>Representative of:</b>
Cllr. Mike Parry	One Voice Wales (Chair)
Sherry Weedall	Denbighshire Voluntary Services Council
Cllr Penny Andow	Conwy County Borough Council
Cllr Dilwyn Morgan	Gwynedd County Council
Linda Kinani	Carers Outreach Service
Allen Bewley	Flintshire Local Voluntary Council
Steve Williams	Locality Manager, WAST
<b>In Attendance:</b>	
Dyfed Edwards	Chair, BCUHB
Helen Stevens Jones	Director of Partnerships, Engagement and Communications, BCUHB
Llinos Roberts	Executive Business Manager (Chair's Office), BCUHB
Paolo Tardivel	Director Of Transformation & Improvement, BCUHB
Geoff Ryall-Harvey	Llais
Pam Wenger	Director of Corporate Governance, BCUHB
Dylan Roberts	Chief Digital & Information Officer
Fiona Lewis	Corporate Governance Officer, BCUHB. Minute taker.

<b>Agenda item</b>	<b>Action</b>
<p><b>S24/12 Welcome and apologies</b></p> <p><b>S24/12.1</b> The Chair welcomed all to the meeting. Apologies were received from Trystan Pritchard, Peter Lewis, Samuel Mfikela, Jenny Murphy, Lyndsey Campbell-Williams and Bethan Russell Williams.</p>	
<p><b>S24/13 Declarations of Interest</b></p> <p><b>S24.13.1</b> None were raised.</p>	

<p><b>S24/14 Draft minutes from previous meeting held on 04.03.24 and Summary Action Log</b></p> <p><b>S24/14.1</b> The minutes were agreed as a true and accurate record.</p> <p><b>S24/14.2</b> The table of actions was updated, and the agreed actions were closed. All updates were noted on the Action Log.</p>	
<p><b>S24/15 Organisational Design Principles.</b></p> <p><b>S24/15.1</b> Dylan Roberts presented his draft report to the meeting, and wished to note that this was an organisational white paper which had come out of the work of the Organisational Development Group (ODG), which included Digital, Transformation and Workforce &amp; Organisational Development personnel. Members were consulted for their thoughts and input.</p> <p><b>S24/15.2</b> It was noted that the function of strategic organisational design principles was to guide, inform and challenge when strategic decisions needed to be reached across the organisation and to ensure that when these decisions are made, they are aligned to the organisation's ultimate direction. The ten best-practice principles, as stated within the report, were discussed.</p> <p><b>S24/15.3</b> Dylan Roberts agreed to return to Members once the final report becomes available, to provide Members with an insight into how the organisation will ensure that these practices are being adopted. Helen Stevens-Jones agreed to formally meet with Dylan and other members of the ODG, to support the work and to provide evidence that the organisation has listened</p> <p><b>S24/15.4</b> The report was <b>noted</b>.</p>	<p><b>DR</b></p> <p><b>HS-J</b></p>
<p><b>S24/16 Organisation Update from an SRG Member</b></p> <p><b>S24/16.1</b> Cllr. Haydn Jones thanked Members for inviting him to join the Stakeholder Reference Group as representative of the North Wales Cancer Patients' Forum (NWCPF).</p> <p><b>S24/16.2</b> The NWCPF offers a wide range of opportunities for the voices of people with personal experiences of cancer to be heard and used to help improve local cancer services; it also provides an information hub to take back to local support groups. Formed in 1999, by cancer patients wishing to have their voices heard, it is now funded by BCUHB, who provide a facilitator to coordinate meetings between Members and professionals representing the various cancer services.</p> <p><b>S24/16.3</b> Cllr. Haydn Jones described the damage caused to the identification of the Forum, when firstly Covid hit and face-to-face meetings ceased and secondly the long-standing and effective facilitator retired. Only recently have meetings restarted, now that a new facilitator has been provided to them.</p>	

<p><b>S24/16.4</b> Dyfed Edwards was very keen to restore the organisation to being the best Health Board in Wales, with regards to patients’ cancer waiting times and asked what the interaction was between the Health Board and the NWCPF, hoping that the experience of service users could help shape services going forward. Cllr. Haydn Jones hoped that the new facilitator would provide that link, along with his new role with the SRG.</p> <p><b>S24/16.4</b> Cllr. Haydn Jones was thanked for attending the meeting and providing an insight into the work of the NWCPF.</p>	
<p><b>S24/17 Director’s Report</b></p> <p><b>S24/17.1</b> Helen Stevens-Jones presented her report to the meeting. Members were advised that the Chief Executive continued apace with her programme of engagement events across north Wales.</p> <p><b>S24/17.2</b> Following on from recent Board approval of three new options for the development of The Royal Alexandra Hospital in Rhyl, it was noted that these were being shared with Welsh Government to seek approval of developing of a new Full Business Case to access funding. Helen Stevens-Jones agreed to provide a progress update at the September meeting.</p> <p><b>S24/17.3</b> It was noted that following January’s SRG Workshop, Members’ comments regarding the Integrated Three Year Plan (ITYP) had been incorporated into the Plan, which had since been signed off by the Health Board. The organisation was mid-way through providing a simplified summary version of the ITYP, which will set out the Health Board’s delivery programme over the next three years; when complete, this summary to be shared with Members and made available to the general public.</p> <p><b>S24/17.4</b> On reviewing the Prevention of Future Deaths (PFD) section of her report, Helen Stevens-Jones wished to reiterate the Health Board’s intention to learn from the past, noting that the Chief Executive had personally written to patients, and/or families of patients, who were subject of PFD notices.</p> <p><b>S24/17.5</b> The report was <b>noted</b>.</p>	<p><b>HS-J</b></p> <p><b>HS-J</b></p>
<p><b>S24/18 Special Measures and how this works as part of the Annual Planning Process.</b></p> <p><b>S24/18.1</b> Paolo Tardivel presented his report, confirming that a great deal of progress had been made but that there was still a lot of work left to do. Following receipt of formal notification from Welsh Government as to their expectations of the Health Board over the coming months and years, it was noted that this was being incorporated into the Annual Delivery Plan (ADP).</p>	

<p><b>S24/18.2</b> Previously the Special Measures Plan (SMP) and the ADP were two separate entities that were aligned but separate. This financial year the SMP was more integrated into the ADP, as evidenced within the report.</p> <p><b>S24/18.3</b> Paolo Tardivel summarised the progress made - Special Measures had been integrated into the organisation's three year plan and had become part of the ADP; that the Health Board was continuing to learn from its new approach to monitoring, reporting and assurance and that regular updates were being provided to Board, showing how each of the five elements of Special Measures were being addressed.</p> <p><b>S24/18.4</b> Assurance was received that ensured that no information, learning and new practices brought about by Special Measures intervention would be lost if and when the organisation comes out of Special Measures.</p> <p><b>S24/18.5</b> Pam Wenger confirmed that the Executive Team remained committed to reducing the number of interims appointments within the organisation and that Welsh Government continued to regularly monitor the Health Board to ensure the organisation continues to work to the agreed plan and that using one single stream of reporting provided clarity of direction, which had not always been the case, as noted by Audit Wales previously.</p> <p><b>S24/18.6</b> Paolo Tardivel was thanked for attending the meeting and providing updates. The report was <b>noted</b>.</p>	
<p><b>S24/19 Stakeholder Reference Group Annual Report to the Board.</b></p> <p><b>S24/19.1</b> Helen Stevens-Jones presented the report, which formally stated the Group's activities over the previous year (1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024).</p> <p><b>S24/19.2</b> The report noted that the former SRG Chair, Clare Budden, stepped down as Chair to become an Independent Member of the Health Board early in the year. Mike Parry stepped into that role, first as Chair Elect and then formally through due process.</p> <p><b>S24/19.3</b> In summarizing the report, the key areas that had been discussed through the year included:</p> <ul style="list-style-type: none"> <li>• a presentation by the Air Ambulance Service regarding alteration proposals to their service</li> <li>• regular updates regarding Special Measures</li> <li>• an exploration of volunteering within the Health Board.</li> </ul> <p>Helen Stevens-Jones agreed to provide an update regarding this to the next meeting</p> <ul style="list-style-type: none"> <li>• presentations and discussions took place around the Phase 1 of the Planned Care Business case for the Llandudno Hub, for the onsite development of additional capacity for orthopaedic planned care procedures and to constructively help reduce the extensive waiting lists. Following on from the successful early engagement surrounding Phase 1, it was agreed that propositions regarding the anticipated</li> </ul>	<b>HS-J</b>



<p>had decided to reduce the frequency of her meetings with the Health Board from bi-monthly to quarterly.</p> <p><b>S24/21.3</b> The Chair referred to the May Board meeting, where a member of the Tawel Fan Families group addressed the Board. Once again the Chief Executive apologised for the time taken for the organisation to deal with these long-standing issues, and this apology was accepted with good grace.</p>	
<p><b>S24/22 Any Other Business</b></p> <p><b>S24/22.1</b> There was none.</p>	
<p><b>S24/23 Date of the next meeting</b></p> <p>2<sup>nd</sup> September 2024 in person. Venue to be confirmed.</p> <p>Dates for forthcoming SRG Meetings:</p> <p>02.12.24 03.03.25 - Workshop</p>	

## Attendance Register

Name	Organisation Represented	4.9.23	4.12.23	4.3.24	3.6.24
Mike Parry (Cllr)	One Voice Wales (Vice Chair)	✓	✓	✓	✓
Alan Morris	Assistant Director of Partnerships & Public Affairs	x	x	x	x
Allen Bewley	Flintshire Local Voluntary Council	x	x	✓	✓
Alun Roberts (Cllr)	Anglesey County Council	x	x	x	x
Christine Marston (Cllr)	Denbighshire County Council	x	x	x	x
Clive Nadin	Care Forum Wales	✓	x	x	x
Dilwyn Morgan (Cllr)	Gwynedd County Council	x	x	✓	✓
Dylan Williams	Assistant Director Health Strategy, BCUHB		✓	x	x
Fiona Evans	Conwy Voluntary Services Council	x	✓	✓	x
Frank Bradfield (Cllr)	Conwy County Council	Attempted to join – tech. issues	✓	✓ Cllr Penny Andow	✓ Cllr Penny Andow
Gwilym Ellis Evans	Mantell Gwynedd	Tenure Ended			
Helen Stevens-Jones	Director of Partnerships, Communications & Engagement – BCU Lead Executive	✓	Andrew Rogers deputised	✓	✓
Hilary McGuill (Cllr) Arnold Woolley (Cllr) – from Jan 2024	Flintshire County Council	HMG Tenure ended		✓	x
Jackie Allen	AVOW Wrexham Third Sector	✓	x	x	x
Jackie Allen / Adrian Drake-Lee	NWCHC Chair / NWCHC Vice Chair	✓	x	x	x
John Pritchard (Cllr)	Wrexham County Council	x	x	✓	x
Linda Kinani	Carers Outreach Service		✓	✓	✓

Peter Lewis	Housing Associations	✓	✓	✓	x
Robert Moore (Prof)	North Wales Regional Equality Network	Tenure Ended			
Sally Baxter / Dylan Williams	Assistant Director Health Strategy, BCUHB	DW	DW		
Sherry Weedall	Denbighshire Voluntary Services Council	x	✓	✓	✓
Sian Purcell / Lyndsey Campbell-Williams	Medrwn Mon Voluntary Services Council	x	✓ LC-W	✓ LCW	x
Steve Sheldon / Steve Williams	Welsh Ambulance Services Trust	✓ SW	x	✓ SW	✓
Trystan Pritchard	North Wales Hospices	✓	✓	Apols	x
Samuel Mfikela					x
Haydn Jones	North Wales Cancer Patients Forum				