

# Agenda Healthcare Professionals Forum

**Date** 03/12/2021  
**Time** 9:30 – 12:30  
**Location** Via Microsoft Teams  
**Chair** Gareth Evans

- 1 H21/36 Welcome, Introductory remarks and apologies**  
Apologies – None received
  
- 2 H21/37 Annual CEO Update**  
9:30 Verbal update to be received from Jo Whitehead, CEO BCUHB
  
- 3 H21/38 Declarations of Interest**  
10:00
- 4 H21/39 Draft minutes of previous meeting held on Friday, 3rd September 2021 – for approval**  
10:01
  
- 5 H21/40 Matters arising and summary action plan**  
10:03
- 6 H21/41 Transformation & Improvement**  
10:05 Presentation by Neil Windsor, Deputy Director of Transformation & Head of Clinical Pathways
  
- 7 Comfort Break**  
10:50
- 8 H21/42 Targeted Improvement (TI) Evidence and Outcomes Groups – Update**  
11:00 Presentation by Simon Evans–Evans, Interim Director of Governance
  
- 9 H21/43 Chair's and members' written updates**  
11:30
- 9.1 H21/43.1 HPF Member Summary Report\_Chair and Therapy Services**  
Gareth Evans, HPF Chair and Therapy Services Representative
- 9.2 H21/43.2 HPF Member Summary Report\_Dentistry**  
Ian Douglas, Dental Advisory
- 9.3 H21/43.3 HPF Member Summary Report\_Healthcare Science**  
Jane Wild, Healthcare Science (HCS) Representative

- 9.4        **H21/43.4 HPF Member Summary Report\_Nursing**  
Mandy Jones, HPF Vice Chair and Nursing Representative
- 9.5        **H21/43.5 HPF Member Summary Report\_Optomety**  
Manon Haf, Optometry Advisory
- 9.6        **H21/43.6 HPF Member Summary Report\_Pharmacy and Medicines Management**  
Susan Murphy, Pharmacy and Medicines Management Representative
- 9.7        **H21/43.7 HPF Member Summary Report\_Womens and Midwifery**  
Fiona Giraud, Womens and Midwifery Representative
- 10  
12:10        **H21/44 To be received for information:**
- 10.1        **H21/44.1 Minutes of the Quality, Safety and Experience Committee held on 6th July 2021**
- 10.2        **H21/44.2 Minutes of the Quality, Safety and Experience Committee held on 7th September 2021**
- 10.3        **H21/44.3 Membership Tenure**
- 10.4        **H21/44.4 We Statements**  
Verbal presentation by Chair, Gareth Evans and Exec Lead, Adrian Thomas
- 11  
12:16        **H21/45 Annual Review of Terms of Reference and Cycle of Business for HPF**
- 12  
12:21        **H21/46 Process for the Election of new Chair**  
Summary of procedure:  
– Letter to members inviting Expressions of Interest  
– Members to send written Expressions of Interest, short biography (one page/2 sides A4) highlighting relevant skills and experience  
– Simple voting process circulated via email  
– Nominee with highest number of votes will become Chair  
– Election of Chair is subject to Minister's approval
- 13  
12:25        **H21/47 Summary of information to be included in Chair's report to the Board**

14 H21/48 Date of next meeting : to be held 9.30–12.30 Friday 4th March 2022  
via Microsoft Teams