

Healthcare Professionals Forum Annual Report 2020/21

1. Title of Forum:

Healthcare Professionals Forum (HPF)

2. Name and role of person submitting this report:

Mr Gareth Evans, Chair of the Forum

Mr Adrian Thomas, Executive Director Therapies and Health Sciences

3. Dates covered by this report:

1st April 2020 to 31st March 2021

4. Number of times the Healthcare Professionals Forum met during this period:

The Forum was scheduled to meet four times or otherwise as the Chair of the Forum deemed necessary. During the reporting period, it met on 4 occasions. The Chair wished for it to be noted that all HPF meeting during 2020/21 were held via a virtual platform.

Attendance at meetings is detailed within the table below:

| Members of the Forum | 19 th June 2020 | 16 th October 2020 | 4 th December 2020 | 5 th March 2021 |
|---|----------------------------|-------------------------------|-------------------------------|----------------------------|
| Mr Gareth Evans – Chair Therapies Representative | P | P | P | P |
| Prof Michael Rees – Vice-chair Secondary and Tertiary Care Medical Representative | P | P* | P | P |

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| Mr Alton Murphy Optometry Representative, Deputy – Bryn Jones | P | A | P | ◆ |
| Dr Jay Nankani Primary and Community Care Medical Representative | P | P | P | P |
| Mrs Susan Murphy Pharmacy and Medicines Management | P | P | P | P |
| Mrs Mandy Jones Nursing Representative | P | A | P* | A |
| Mrs Fiona Giraud Midwifery Representative | P | A | A | P |
| Mrs Jane Wild Scientific Representative | P | P | P | P |
| Mr John Speed Community Pharmacy Representative | P | P | A | P |
| Mr Ian Douglas Dental Representative | P | P | P* | A |
| Mr Adrian Thomas Lead Executive Director Therapies and Health Sciences | P | P | P | P |
| Mr Jay Studer Mental Health and Learning Disabilities Representative *Joined HPF October 2020* | ◆ | A | P | P |
| Manon Haf Optometry Representative *Joined HPF March 2021* | ◆ | ◆ | ◆ | P |

Key:

P - Present

P* - Present for part meeting

A - Apologies submitted

X - Not present

◆ Not a member of the Healthcare Professionals Forum at this time.

In addition to the above core membership, other Directors and Officers from the Health Board regularly attend meetings of the Committee/Group/Forum. For a full list of attendance, please see the approved minutes which can be accessed on the Health Board's website via the following pages:- <https://bcuhb.nhs.wales/about-us/committees-and-advisory-groups/>

5. Assurances the Healthcare Professionals Forum is designed to provide:

The Healthcare Professionals Forum is designed to provide advice to the Board on the following key areas as set out in its Terms of Reference as follows:-

- Facilitate engagement and debate amongst the wide range of clinical interests within the LHB's area of activity, with the aim of reaching and presenting a cohesive and balanced professional perspective to inform the LHB's decision making.

During the period that this Annual Report covers, the Healthcare Professionals Forum operated in accordance with its terms of reference which were operative for the whole of the term this Annual Report covers. The terms of reference are appended at Appendix 1.

The work programmes, cycles of business and overall performance of each Committee/Group/Forum are reviewed by the Committee Business Management Group (CBMG) which meets quarterly. The CBMG oversees effective communication between Committees, avoiding duplication and ensuring all appropriate business is managed effectively and efficiently through the Health Board's Governance framework.

Furthermore a fundamental review of the Governance Structures has been undertaken by the Interim Director and Governance. This work is being finalised at the point of producing this Annual Report.

The Healthcare Professionals Forum is required to publish its agenda and papers 7 days ahead of the meeting, and a breach log is maintained by the Office of the Board Secretary where there are exceptions to this requirement. During the reporting period there were 0 breaches of this nature in terms of either individual papers / whole agenda not being available 7 days before the meeting.

6. Overall *RAG status against Healthcare Professionals Forum annual objectives / plan: **Green**

The summary below reflects the Healthcare Professionals Forum assessment of the degree to which it has met these objectives. The supporting narrative included alongside the assessment below describes this in more detail.

| Objective as set out in Terms of Reference | Assurance Status (RAG)* | Supporting narrative <i>(Please provide narrative against all red and amber including the rationale for the assurance status)</i> |
|--|--------------------------------|---|
| Facilitate engagement and debate amongst the wide range of clinical interests within the LHB's area of activity, with the aim of reaching and presenting a cohesive and balanced professional perspective to inform the LHB's decision | Green | Meetings have functioned effectively throughout the year via a virtual platform and the group has fulfilled |

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| making. | | its advisory role to the Health Board. |
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***Key:**

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| Red | = the Committee did not receive assurance against the objective |
| Amber | = the Committee received assurance but it was not positive or the Committee were partly assured but further action is needed |
| Green | = the Committee received adequate assurance against the objective |

7. Main tasks completed / evidence considered by the Healthcare Professionals Forum during this reporting period:

Regular Items and updates

- Corporate Planning – including updates on AOP/IMTP/3 year plan
- Performance
- Annual Quality Statement
- Public Health
- Quality and Improvement (QI) Hub
- Workforce & Organisational Development update
- Annual discussion with CEO
- Membership

Governance and Standing Items

- Chairs written updates
- Members written updates
- Review of minutes and actions
- Committee Annual Report
- Review and refresh of Forums terms of reference
- Minutes Quality, Safety & Experience Committee meetings
- Minutes of Professional Advisory Group meetings – *Currently stood down due to Covid-19*
- Team Briefing Updates – *Currently stood down due to Covid-19*

Full details of the issues considered and discussed by the Healthcare Professionals Forum are documented within the agenda and minutes which are available on the Health Board's website and can be accessed from the following pages <https://bcuhb.nhs.wales/about-us/committees-and-advisory-groups/>

8. Key risks and concerns identified by this Healthcare Professionals Forum in-year which have been highlighted and addressed as part of the Chair's reports to the Board:

| | |
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| Meeting Date | Key risks including mitigating actions and milestones |
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19th June
2020

H20/17 Clinical Services during COVID-19 & Future of the Clinical Pathways Group

The Deputy Medical Director and Secondary Care Medical Director presented to the members by way of an update on the progress of the Clinical Pathways Group. A presentation was circulated prior to the meeting.

The presentation included the following slides:

- Clinical Pathways Group plan on a page
- What we are trying to achieve
- Examples of Pathways
- Next steps

H20/18 Chair's and members' written updates

The forum noted the written updates received from the following representatives:

H20/18.01 a) HPF Written Summary – Optometry

H20/18.02 b) HPF Written Summary – Midwifery

H20/18.03 c) HPF Written Summary – Dental

H20/18.04 d) HPF Written Summary – Therapy Services / HPF as Associate Board Member

H20/18.05 e) HPF Written Summary – Healthcare Science

H20/18.06 f) HPF Written Summary – Vice Chair/Secondary and Tertiary Care

H20/18.07 g) HPF Written Summary – Primary Care and Community Medical

H20/18.08 h) HPF Written Summary – Pharmacy & Medicine Management

Verbal updates were received from the following representatives:

H20/18.08 Nursing

H20/18.09 Community Pharmacy

H20/19 Summary of key advice to be included in Chairs report to the Board

H20/17.01 Clinical services during COVID-19 and clinical pathways. HPF members support the clinical pathways approach as a vehicle to improve services, noting the considerable work undertaken during the Covid 19 period.

The HPF advice is that pathways are best developed end to end, with multi professional engagement using the best science and information available. The use of tools such a workstations can increase support and engagement of staff.

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| | <p>H20/18 Members reports. The HPF noted the use of technology to support new ways of working during the Covid 19 pandemic and advise that this should continue to be an enabler to change within the organisation.</p> <p>H20/18.03 Member report Dental. The HPF advise the Board to support new and innovative ways of workforce planning as result of the Covid 19 pandemic, to ensure a continued recruitment pipeline for a well-trained workforce in North Wales.</p> <p>H20/18.03 Member report Hospital and Primary care Pharmacy. The Board should note reports that returning staff wishing to work for BCUHB during the Covid 19 period have not found the process easier to navigate.</p> <p>H20/18.06 Member report Secondary and Tertiary care Hospital. The HPF members reported on a range of experiences about staff wellbeing, noting how resilient and adaptable the workforce have been during the pandemic. The Board is advised to continue to support the wellbeing of staff well into any recovery period and a return to business as usual.</p> |
| <p>16th October 2020</p> | <p>H20/25.01 Mental Health representation. Adrian Thomas, Exec Lead noted that the representative for Mental Health will be Dr Jay Studer, Consultant Psychiatrist, Adult Mental Health & Social Care, BCUHB.</p> <ul style="list-style-type: none"> • H20/26 Chair's and members' written updates <p>The forum noted the written updates received from the following representatives:</p> <p>H20/26.1 HPF Written Summary – Optometry H20/26.2 HPF Written Summary – Midwifery H20/26.3 HPF Written Summary – Dental H20/26.4 HPF Written Summary – Therapy Services / HPF as Associate Board Member H20/26.5 HPF Written Summary – Healthcare Science H20/26.6 HPF Written Summary – Primary Care and Community Medical H20/26.7 HPF Written Summary - Nursing H20/26.8 HPF Written Summary – Pharmacy & Medicine Management H20/26.9 HPF Written Summary – Vice Chair/Secondary and Tertiary Care</p> <p>Verbal updates were received from the following representatives:</p> <p>H20/26.10 Community Pharmacy</p> |

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| | <p>H20/27 Chief Executive Officer – Annual Discussion The Chair welcomed Gill Harris, Acting CEO BCUHB and a discussion ensued regarding the priorities of the next 6 months of 2020/21.</p> <p>H20/28 Corporate Planning Update The Chair welcomed Mr Mark Wilkinson, Executive Director Planning and Performance to brief the Forum Members on the Q3/4 plan and the Winter Resilience Plan 2020/21</p> <p>H20/30 Summary of key advice to be included in Chairs report to the Board</p> <p>The HPF welcomed the plan for Q3 and Q4 noting a more accessible format for the reader. The Forum supports the core priorities in the plan and advises that work is undertaken to ensure all staff are informed of these priorities.</p> <p>The Forum strongly support the current focus on immunisation and advises the Board to maximise the use of the available workforce including primary care contractors in Dentistry and Pharmacy to provide capacity.</p> <p>The HPF noted concerns to the provision of diagnostic services. Whilst remote working is often appropriate for clinical consultation, they still generate the need for diagnostic face-to-face assessment appointments. The Forum welcomed the thinking surrounding the Diagnostic and Treatment centres.</p> <p>The HPF considered the focus on the health, safety and wellbeing of staff in the Q3 and Q4 plan and would advocate for the adoption of the principles within the BMA Fatigue and Facilities Charter.</p> <p>The HPF heard about inconsistencies in governance across the organisation and advise the need for a single organisational standard.</p> |
| 4 th December 2020 | <p>H20/37 Digital Strategy – Andrea Williams and Jessica Thomas; Informatics</p> <p>The Chair welcomed Andrea Williams (AW), Head of Informatics Programmes Assurance and Improvement and Jessica Thomas (JT), Informatics Senior Assurance And Improvement Officer to discuss the Digital Strategy implemented at BCUHB.</p> <p>A set of presentation slides were shared with the group named: “Our Digital Future – Improving care through digital ways of working” covering the following points:</p> <ul style="list-style-type: none"> • Our Vision • Experiences |

- Our 6 Principles of Digital Working
- Our 4 Key Challenges

An interactive and informative discussion ensued around engagement of the digital strategy and integration of the programme throughout the local health care professions.

- **H20/38 Andrew Kent; Head of Planned Care (Interim)**

The Chair welcomed Andrew Kent (AK), Interim Head of Planned Care to discuss the development of diagnostic treatment centres in strategic support of planned care. AK gave a background summary using statistics and used a number of presentation slides to highlight the challenges, and the Planned Care 6-point plan, which includes a 3 to 5 year strategy. A question and answer session ensued.

- **H20/39 Chair's and members' written updates**

The forum noted the written updates received from the following representatives:

- H20/39.1 HPF Written Summary – Midwifery
- H20/39.2 HPF Written Summary – Therapy Services / HPF as Associate Board Member
- H20/39.3 HPF Written Summary – Healthcare Science
- H20/39.4 HPF Written Summary – Primary Care and Community Medical
- H20/39.5 HPF Written Summary – Nursing
- H20/39.6 HPF Written Summary – Vice Chair/Secondary and Tertiary Care
- H20/39.7 HPF Written Summary – Community Pharmacy

Verbal updates were received from the following representatives:

- H20/39.8 HPF Verbal Summary – Pharmacy and Medicines Management
- H20/39.9 HPF Verbal Summary - Optometry
- H20/39.10 HPF Verbal Summary – Mental Health and Learning Disabilities

H20/40 Summary of information to be included in Chairs report to the Board:

The Forum was supportive of the strategy noting that it is in a formative stage but had a noble ambition. The strategy must ensure efficient engagement with all stakeholders noting primary care contractors as an example of where the conversation needs to reach out to. Members reflected on current challenges to the digital agenda such as gaps in hardware and consistency and connectivity across the organisation which the strategy must

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| | <p>address. The need to overcome digital exclusion within the population was considered fundamental in order that health inequality did not grow wider.</p> <p>Diagnostic and Treatment Centres – The Forum supports the emerging conceptual model with an emphasis on transformation and a cohesive approach to services across North Wales. Members considered this to be an innovative approach and advise that clinical staff be given the time to design the model and to be active participants in making the case for change.</p> <p>Members did note however that the concept was developing without an overarching organisational clinical strategy which may weaken the strategic positioning of the case. The three enabling strategies of workforce, estate and digital are key success factors and should be updated if the business case progresses.</p> <p>The Forum noted and supported the report from the Vice Chair of the Forum regarding the need to enhance and reinforce Covid security advice and activity to ensure safety at our sites</p> |
| <p>5th March 2021</p> | <p>H21/05 Targeted Intervention Improvement Strategy – Simon Evans-Evans</p> <p>The Chair welcomed Simon Evans-Evans (SEE) to discuss the Targeted Intervention Improvement Strategy at BCUHB. A set of draft presentation slides were shared with the group prior to the meeting covering the following points:</p> <ul style="list-style-type: none"> • Targeted Intervention Improvement Framework • Maturity Matrices • Outcomes Framework • Self-assessment and assurance process @ BCU • Implementation timeline <p>An interactive and informative discussion ensued around engagement of the strategy and integration of the programme throughout the local health care professions across North Wales. A question and answer session followed.</p> <p>SEE noted that HPF as an advisory group and input from the group, as well as individuals within the group would be welcomed. SEE will look at how the input and the role of the HPF can be formally integrated into the processes, which are currently at design stage.</p> <p>The Chair thanked SEE for his time and his informative presentation at the meeting. The Chair also acknowledged the</p> |

strong level of support to improve the governance across the network and that people are keen to engage.

H21/06 Chair's and members' written updates

The forum noted the written updates received from the following representatives:

H21/06.1 HPF Written Summary – Chair and Therapy Services / HPF as Associate Board Member

H21/06.2 HPF Written Summary – Healthcare Science

H21/06.3 HPF Written Summary – Mental Health and Learning Disabilities

H21/06.4 HPF Written Summary – Nursing

H21/06.5 HPF Written Summary – Primary Care and Community Group

H21/06.6 HPF Written Summary – Midwifery Profession

H21/06.7 HPF Written Summary – Pharmacy and Medicines Management

Verbal updates were received from the following representatives:

H21/06.8 HPF Verbal Summary – Optometry

H21/06.9 HPF Verbal Summary - Vice Chair/Secondary and Tertiary Care

H21/06.10 HPF Verbal Summary – Community Pharmacy

H21/07 Quality Assurance Update – Matthew Joyes, Acting Associate Director of Quality Assurance and Assistant Director of Patient Safety and Experience.

The Chair welcomed Matthew Joyes (MJ), Acting Associate Director of Quality Assurance and Assistant Director of Patient Safety and Experience to the meeting to present the annual Quality Assurance update. MJ introduced himself and his role at BCUHB and shared slides highlighting points of review of the year 2020/21 and a look ahead to 2021/22 highlighting some of the key priority programmes.

MJ outlined the Health and Social Care (Quality and Engagement) (Wales) Act and the changes that the Act will introduce, also the implementation of a new Quality Strategy for BCUHB for 2021-2024 which will focus on the following:

- Patient Safety Strategic Plan
- Patient and Carer Experience Strategic Plan
- Clinical Effectiveness Strategic Plan

A question and answer session ensued. MJ welcomed any feedback from the Forum members regarding ideas for areas of

improvement and focus for the wider clinical professionals around quality for the next few years.

The Chair thanked MJ very much his time at the meeting for the presentation; in particular covering the importance of the potential implications of the Quality Act, and highlighting all the good developments which are planned for the next 12 months.

H21.10 Planning for 2021 – 24 Update – Mark Wilkinson, Executive Director of Planning and Performance

The Chair welcomed Mark Wilkinson (MW) for a further planning update focussed on the next three years from 2021 to 2024. MW noted that the timescale is significant and that Welsh Government have, due to the uncertainty of the Covid pandemic, indicated that Health Board plans should focus on one year plans, with some financial tables being revisited on a quarterly basis resulting in shorter timescales and making planning very difficult.

MW shared a number of slides and detailed the following during his presentation:

Outcomes for 2021/22 to 2023/24
Focused Priorities for 2021/22

A question and answer session ensued and members of the Forum engaged in discussion regarding the planning presentation.

On behalf of the Forum members, the Chair thanked MW very much for his valuable time in joining the meeting and for sharing the plans and information with the members.

H21/09 Summary of information to be included in Chairs report to the Board:

- The Forum welcomed the information about progress towards a Targeted Intervention improvement framework. Members were keen that the engagement domain was strengthened by links to staff wellbeing and an ability for staff to speak up safely. In addition the HPF felt in a position to support the ongoing assessment of progress during the period of targeted intervention and members asked for further consideration on how the standing advisory groups of the Health Board could, within their remit, assist in this process.
- The group supported the quality assurance report from the Assistant Director of Patient Safety and Experience and noted several promising developments to be introduced in the next 12 months. The members advise that appropriate organisational resources are directed to fully meet the

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| | <p>implementation of the Health and Social Care (Quality and Engagement) (Wales) Act 2020.</p> <ul style="list-style-type: none"> • A presentation on the Health Board’s operational plan for 2021-22 highlighted a focus on transformation alongside a new systematic approach to quality improvement. The Forum repeat its previous advice that a workforce strategy is essential to underpin the successful delivery of any plan and that service transformation requires identified clinical capacity to provide the clinical leadership to inform and implement any case for change. • Member’s reports identified some difficulties encountered in the use of the Health Board’s model to source all agency staff through a single agency. In addition members noted some concern about the extent to which vaccine inequality is being experienced in North Wales, specifically in relation to BAME groups. |
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9. Review of Effectiveness

The Forum continued to meet as planned throughout the year in spite of the Covid pandemic affecting the governance and business of the organisation. It has quickly adapted to holding its meetings using an on line platform. This has provided useful learning for the Forum and facilitates attendance from Forum members, the majority of which are practising clinicians who have been actively working to meet the challenges of covid pandemic.

In the opinion of the Chair and Executive lead the Forum quickly adapted its cycle of business to add value though support and advice to the Board in relation to the pandemic. This included advice on clinical pathway development, the strategic post-pandemic clinical service recovery landscape and the importance of digital solutions. In addition, members report have drawn out contemporary experiences around staff safety and welfare during the covid pandemic to provide advice and steer to the Board on improving staff welfare.

10. Focus for the year ahead:

The primary focus of the Healthcare Professionals Forum over the next twelve months will be as stated within the Cycle of Business for the year 2021/22.

The Healthcare Professionals Forum has established a Cycle of Business for the year ahead covering the breadth of its work, and primarily focussing on its key areas of risk, as defined in the Board’s Corporate Risk and Assurance Framework. This is attached as Appendix 2.

Betsi Cadwaladr University Health Board

Terms of Reference and Operating Arrangements

The Healthcare Professionals Forum

INTRODUCTION

The Healthcare Professionals Forum's role is to provide a balanced, multi-disciplinary view of professional issues to advise the Board on local strategy and delivery. Its role does not include consideration of professional terms and conditions of service.

PURPOSE

The purpose of the Healthcare Professionals Forum, hereafter referred to as "the Forum", is to:

- facilitate engagement and debate amongst the wide range of clinical interests within the LHB's area of activity, with the aim of reaching and presenting a cohesive and balanced professional perspective to inform the LHB's decision making.

DELEGATED POWERS AND AUTHORITY

The Forum will, in respect of its provision of advice to the Board:

- offer advice to the LHB when specifically requested on any aspect of its business
- offer advice and feedback even if not specifically requested by the LHB.

Authority

The LHB 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 LHB. The Forum may provide advice to the Board:

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

Sub Committees

The Board may determine that the Forum should be supported by a range of sub fora to assist it in the conduct of its work, e.g., special interest groups, or the Forum may itself determine such arrangements, provided that the Board approves such action.

MEMBERSHIP

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

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
 - Primary and Community Care Medical representative
 - Mental Health Medical representative
 - Specialist and Tertiary Care medical representative

- Welsh Nursing and Midwifery Committee
 - Community Nursing and Midwifery representative
 - Hospital Nursing and Midwifery representative

- Welsh Therapies Advisory Committee
 - Therapies representative

- Welsh Scientific Advisory Committee
 - Scientific representative

- Welsh Optometric Committee
 - Optometry representative

- Welsh Dental Committee
 - Dental representative

- Welsh Pharmaceutical Committee
 - Hospital and Primary Care representative
 - Community Pharmacists representative

Lead Health Board Officer Executive Director of Therapies and Health Sciences

Secretary As determined by the Board Secretary

In attendance

The Board may determine that designated Board members or LHB staff should be in attendance at Advisory Group meetings. The Forums Chair may also request the attendance of Board members or LHB staff, subject to the agreement of the LHB Chair.

Member Appointments

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. Members shall be appointed for a period of no longer than 4 years in any one term. Those members can be reappointed but may not serve a total period of more than 8 years consecutively.

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 Board, 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.

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.

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.

The Vice Chair's term of office will be as described for the Chair.

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 LHB will require Forum members to confirm in writing their continued eligibility on an annual basis. Where a member is unable to attend for 3 consecutive meetings, except in exceptional circumstances, the Chair would request that the member consider their continued membership on the Forum.

Support to Committee Members

The Board Secretary, on behalf of the Chair, will ensure that the Forum is properly equipped to carry out its role by:

- ensuring the provision of governance advice and support to the Forum Chair on the conduct of its business and its relationship with the LHB and others;
- ensuring that the Forum receives the information it needs on a timely basis;
- facilitating effective reporting to the Board; and
- enabling the Board to gain assurance that the conduct of business within the Forum accords with the governance and operating framework it has set.

COMMITTEE MEETINGS

Quorum

Quorum agreed as 6 members or more and to include Chair or Vice Chair

Frequency of Meetings

- Meetings to take place each quarter consistent with Betsi Cadwaladr University Health Board annual plan of Board Business.
- Additional meetings can be called at the Chair and 2 other members discretion. The Lead Executive may also request additional meetings via the Chair.
- Meetings to be arranged prior to the Full Board meetings so that effective reporting can take place.

Openness and transparency

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. The Board therefore requires, wherever possible, the Forum to hold meetings in public unless there are specific, valid reasons for not doing so.

REPORTING AND ASSURANCE ARRANGEMENTS

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

- chairing meetings;
- 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
- developing positive and professional relationships amongst the Forum's membership and between the Forum and Betsi Cadwaladr University Health Board, and in particular its Chair, Chief Executive and Directors.

The Chair shall work in close harmony with the Chairs of Betsi Cadwaladr University Health Board other advisory groups, and, supported by the Lead Executive, 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. Where appropriate and within their area

of responsibility, the Forum may be requested by the Health Board to review and comment on draft documents prior to formal approval by the Board.

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

RELATIONSHIP WITH THE BOARD AND ITS COMMITTEES/GROUPS

The Forum's main link with the Board is through the Forum Chair's membership of the Board as an Associate Member.

The Board should determine the arrangements for any joint meetings between the Betsi Cadwaladr University Health Board and the Forum.

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.

The forum shall embed the corporate goals and priorities through the conduct of its business and in so doing and transacting its business shall ensure that adequate consideration has been given to the sustainable development principle and in meeting the requirements of the Well-being of Future Generations Act.

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:

- 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
- 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

The Board may itself determine that it wishes to seek the views of a particular professional grouping on a specific matter.

Members of the Forum may be invited to attend other Board Committees / Groups at the discretion of the Health Board Chair.

RELATIONSHIP WITH THE NATIONAL PROFESSIONAL ADVISORY GROUP

The Forum Chair will be a member of the National Professional Advisory Group. The Forum may be asked to provide NJPAC with comments on national documents and the NJPAC meeting minutes will be shared with Forum Members.

APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

The requirements for the conduct of business as set out in the Health Boards Standing Orders are equally applicable to the operation of the Forum, except in the following areas:

- Quorum

REVIEW

These terms of reference and operating arrangements shall be reviewed annually by the Forum with reference to the Board.

DATE OF ACCEPTING THE TERMS OF REFERENCE AND APPROVAL

Audit Committee 14.9.17

Health Board 21.9.17

Reported to HPF 10.11.17

V5.0 approved - (Version 5 – updated solely to reflect the move to quarterly meetings from bi monthly-agreed by the Board Meeting in September 2018).

Health Professionals Forum - Cycle of Business 2021/22

| Item | | Jun | Sept | Dec | Mar |
|--|---|-----|------|-----|-----|
| Welcome, apologies | Secretariat, HPF | ✓ | ✓ | ✓ | ✓ |
| Declarations of Interest | Members declaration - <i>if applicable</i> | ✓ | ✓ | ✓ | ✓ |
| Corporate Planning – including updates on AOP/IMTP/3 year outlook LHSW Strategy | Assistant Director Planning Assistant Director Health Strategy | ✓ | ✓ | ✓ | ✓ |
| Mental Health Strategy - Implementation | Appropriate Executive Director and/or representative | | | | |
| Primary Care | | | | | |
| Innovation Strategy | | | | | |
| QI Hub | | | | | |
| Others as evolve in year – TBC | | | | | |
| Chief Executive | Annual discussion with CEO | | ✓ | | |
| Executive Director | Workforce & Organisational Development | ✓ | | | |
| Executive Director of Planning & Performance | Planning & Performance | | | ✓ | |
| Executive Director of Primary & Community Care | Primary Care | ✓ | | | |
| Executive Director Public Health | HMP Berwyn (NW Prison) – Update | | | | |
| Executive Director Public Health | Public Health | | ✓ | | |
| Executive Director Nursing, Midwifery & Patient Services | Seasonal Plan | | | | |
| Director Estates and Facilities | Estates developments | | | | |
| Director Quality Assurance | Draft Annual Quality Statement (for information) | | | | ✓ |
| Performance Director | Performance focus | | | ✓ | |

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| Assistant Nurse Director Infection Control | Infection Prevention and Control | | | | |
| Assistant Director Communications | Engagement | | | | |
| Head of Quality for CHC & Complex Care | A Place to Call Home – Impact & Analysis | | | | |
| Head of Equality | Strategic Equality – the year ahead Including annual report and recommendations | | | | |
| Chairs written update | Chair, HPF | ✓ | ✓ | ✓ | ✓ |
| Members written updates | All members HPF | ✓ | ✓ | ✓ | ✓ |
| Summary of information to be included in Chair's report to Board | | ✓ | ✓ | ✓ | ✓ |
| Draft Advisory Group Annual report inc <ul style="list-style-type: none"> • COB approval • Terms of Reference review | | | | ✓ | ✓ |
| Adhoc items | Executive Director Therapies & Health Sciences | ✓ | ✓ | ✓ | ✓ |
| Workforce Transformation Group | Office of the Director of Workforce and Organisational Development | | | | |
| Minutes Quality, Safety & Experience Committee meetings | Office of the Board Secretary | ✓ | ✓ | ✓ | ✓ |
| Minutes of Professional Advisory Group meetings (Meetings currently stood down due to COVID-19) | Office of the Director of Nursing & Midwifery | | | | |
| NJPAC approved minutes (meet 3x per year dates to be sought) | Nigel Champ Directorate for Health Policy Business Unit, Health and Social Services Group, WG | ✓ | ✓ | ✓ | ✓ |
| Team Briefing Updates (Meetings currently stood down due to COVID-19) | Communications | | | | |
| Any Other Business | Members to raise with the Chair before meeting | ✓ | ✓ | ✓ | ✓ |
| Forward Plan – <i>next meeting items</i> | Cycle of Business | ✓ | ✓ | ✓ | ✓ |
| Dates of next meetings | Corporate calendar | ✓ | ✓ | ✓ | ✓ |

