

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

**Notes of the meeting held on 05 March 2019**  
**In the Conwy Business Centre, Llandudno Junction**

<b>Present:</b>	Representative of:
Mr Ffrancon Williams	Housing Associations (Chair)
Mr Gwilym Ellis Evans	Mantell Gwynedd (Vice Chair)
Sally Baxter	Acting Director of Strategy BCUHB & Lead Director, SRG
Cllr Christine Marston	Denbighshire County Council
Cllr Joan Lowe	Wrexham CBC
Cllr Penny Andow	Conwy CBC
Mr Mike Harriman	One Voice Wales / Unllais
Dr Garth Higginbotham	Vice Chair, NW CHC
Hayley Hill	Ty Avow & FLVSC
Julie Pierce	DVSC representing Helen Wilkinson
Sue Wright	Denbighshire VSC (Part – Left @ 12:15)
Mrs Mary Wimbury	Care Forum Wales
Prof Robert Moore	North Wales Regional Equality Network
Llinos M Roberts	Carer's Out reach Service
<b>In Attendance:</b>	
Katie Sargent	Asst Director, Comms & Lead Officer, SRG
Denise Hughes	PA to Exec Director of Public Health BCUHB (Minutes)
Rob Nolan	BCUHB Finance Director, Commissioning & Strategy

Agenda Item		Action
S19/1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed Julie Pierce, DVSC representing Helen Wilkinson</p> <p>The Chair also welcomed Debbie Thompson who attended the meeting (accompanied by Hayley Hill, FLVSC) to observe in her role as a Third Sector Co-ordinator (specifically for GPs) as a social prescriber.</p> <p>The following apologies were received:</p> <ul style="list-style-type: none"> <li>• Mark Wilkinson, BUCHB</li> <li>• Cllr Llinos Medi Huws, Ynys Mon CC</li> <li>• Cllr Gladys Healey, Flintshire CC</li> <li>• Mrs Ann Wood, FLVSC</li> <li>• Mrs Sian Purcell, Medrwn Mon VSC</li> <li>• Liz Hughes, WAST</li> <li>• Wayne Davies, WAST</li> <li>• Mrs G Winter, Carers Trust</li> <li>• Ms Claire Sullivan, NEWCIS</li> </ul> <p>The following did not attend the meeting:</p> <ul style="list-style-type: none"> <li>• Cllr Gareth Roberts, Gwynedd CC</li> </ul> <p>The Chair provided an update on Membership:</p>	
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Cont'd	<ul style="list-style-type: none"> <li>• Mrs Ann Woods has kindly agreed to a second tenure as the FVSC representative</li> <li>• Ty Avow, Wrexham – Hayley Hill has kindly agreed to advertise for a representative.</li> <li>• Cllr Joan Lowe has kindly agreed to a second tenure as the Wrexham CBC representative</li> </ul> <p>The Chair notified the Group that there are a number of membership tenures due to expire as follows:</p> <ul style="list-style-type: none"> <li>• Gwilym Ellis Evans – March 2019</li> <li>• Prof Robert Moore – March 2019</li> <li>• Mike Harriman – April 2019</li> <li>• Cllr Gareth Roberts – March 2019</li> </ul> <ul style="list-style-type: none"> <li>- Gwilym Ellis Evans and Prof Robert Moore kindly agreed to a second tenure, if BCU's governance arrangements allowed for this. BCU to check this</li> <li>- Mike Harriman is awaiting further instruction from his organisation and will update the Group</li> <li>- A request is to be sent to Gwynedd County Council requesting a nomination</li> </ul>	<p>DH/MW</p> <p>MH</p> <p>DH</p>
S19/2	<p><b>Declarations of Interest</b></p> <p>There were no Declarations of Interest</p>	
S19/3	<p><b>Finance – Annual Update</b></p> <p>A presentation was delivered by Rob Nolan, Finance Director – Commissioning &amp; Strategy</p> <p>The purpose of the presentation was to update the Group on the 2018/2019 Month 10 financial position.</p> <p>Rob outlined the summary position and informed the Group that the Month 10 actual deficit is £33.6m. The key elements were then discussed, namely Total Pay, Agency Costs and Care Packages.</p> <p>The Group were informed that the key reasons for overspend included:</p> <ul style="list-style-type: none"> <li>- Under delivery against savings plans across most divisions (£0.5m)</li> <li>- Care packages over spent in month (£0.8m), primarily in Mental Health</li> <li>- Offsetting underspends seen in Primary Care, WHSCC contract and other budgets</li> </ul>	

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	<p>A general discussion took place regarding the various issues in each element including the care home system; scrutiny of the types of drugs and variance in prices and more support/training for staff to return to work.</p> <p>The Chair thanked Rob for his presentation and summarised the discussions:</p> <ul style="list-style-type: none"> <li>• The Group expressed concern regarding the continued high agency costs. It was agreed that the Health Board should encourage agency nurses to return to work in BCU by providing support/training etc and to make it as attractive as possible to encourage nurses to come back into the system. This links into the importance of the Workforce Strategy.</li> </ul>	
S19/4	<p><b>Third Sector Strategy - Update</b></p> <p>Discussion was led by Sally Baxter, Assistant Director – Health &amp; Strategy</p> <p>Sally informed the Group that in 2016, the Board approved a strategic approach to partnership working with the sector and commissioning arrangements for third sector services. The Group have been provided with briefings previously; however it has been identified that the strategy required a review and refresh, and this discussion was to provide a brief update on the development of the strategy to date.</p> <p>Several priorities have been identified including:</p> <ul style="list-style-type: none"> <li>- the principle of partnership working with the sector to be embedded within the three year plan, and further work to develop the strategy to be completed to support this</li> <li>- development of a set of principles which can be used as a guideline for relationships with the sector</li> <li>- explore the potential for working with the local county based Compact arrangements, to ensure close collaboration and reduce duplication</li> <li>- review partnership working with the sector at all levels, aiming to clarify relationships and governance of the new partnership landscape and effective involvement of the sector within this</li> <li>- Finance colleagues are reviewing third sector contracts to devolve responsibility to Area teams, the Mental Health and Secondary Care divisions.</li> </ul> <p>Also a series of dates have been arranged for meetings with third sector networks to develop a strategic plan to address these areas.</p>	

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	<p>The Chair informed the Group that the Third Sector Strategy was discussed at the last Board meeting 24/01/19 where tardiness around production of the strategy was discussed and a commitment around timescales for producing the Strategy requested.</p> <p>A general discussion took place and it was agreed that the Group would like to be updated on:</p> <ul style="list-style-type: none"> <li>• the next milestone/phase</li> <li>• the set of principles</li> <li>• how partners and partnership governance structures are to interact and how to take this forward</li> </ul> <p>Sally agreed to update the Group at the next meeting in June.</p> <p>The Chair thanked Sally for the update.</p>	SB
S19/5	<p><b>Three Year Plan – Update</b></p> <p>Sally Baxter, Assistant Director – Health &amp; Strategy presented an update on the progress made towards developing the three year plan for the period 2019/22 and presented the updated current working Draft Plan document in a “plan on a page” format for discussion.</p> <p>Sally explained that the current draft plan is a working document and continues to be developed prior to submission to the public Board in March 2019.</p> <p>A general discussion took place on the various elements within the presentation, including the development of GP clusters; local divisional plans (West, East and Central) and how they demonstrate local commitment in each area. Two actions resulted from these discussions:</p> <ul style="list-style-type: none"> <li>• Sally agreed to share the divisional plans in a format that shows local commitment</li> <li>• Members were not aware of the full meaning of the abbreviations quoted in “The Plan on a Page” slide. Sally agreed to circulate a glossary of terms.</li> </ul>	SB  SB
S19/6	<p><b>A Healthier Wales – Transformation Proposals</b></p> <p>Presentation by Sally Baxter, Assistant Director - Health &amp; Strategy to provide a further update on the proposals developed through the Regional Partnership Board under the national transformation fund.</p>	

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	<p>Sally also provided a summary paper setting out the details of the proposals submitted to Welsh Government, and informed the Group that approval has now been received for all the proposals and the setting up of the implementation project infrastructure and governance has commenced, together with recruitment to key posts.</p> <p>Sally informed the meeting that discussions have taken place at partnership forums including the RPB and further scrutiny is being provided through the Health Board's Executive Management Group.</p> <p>A general discussion took place regarding the various elements of the Programme including the funding allocation of £13m which is an enabling sum to carry out these schemes.</p> <p>The Chair thanked Sally for the presentation and briefing and summarised the discussions as follows:</p> <ul style="list-style-type: none"> <li>• There was a broad welcoming of the transformation funds that had been secured and a recognition of the work put in to achieve them. However, it was noted that this was achieved in a backdrop of huge shortfalls in community services in light of austerity, and in particular for those services funded by Local Authorities.</li> <li>• There is a need to involve Town &amp; Community Councils in the Health Board's engagement activities going forward as well as Local Authorities</li> </ul>	
S19/7	<p><b>Draft Notes of Previous Meeting held 11 December 2018</b></p> <p>The minutes were approved as an accurate record.</p>	
S19/8	<p><b>Chair's Advisory Report to Board</b></p> <p>The Chair attended the Board meeting held on 24 January 2019 and reported the key points that had been raised at the previous meeting and no actions were received from the Board.</p> <p>The key points from this meeting to be relayed to Board were as follows:</p> <p>1) On the update on the 2018/19 Month 10 financial position:  The Group were concerned about the high agency costs - nursing agency costs in particular - and were keen for BCU to consider, as part of their workforce strategy, the encouragement of agency nurses to return to work in BCU by providing support/training etc. and also, to make it as attractive as possible to encourage previously registered nurses, in particular, to come back into the system.</p>	

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	2) The Group are keen to see the SRG's cycle of business align with that of the Health Board's.	
S19/9	<p><b>Summary Action Log</b></p> <p><b>S18/48 – Ty Avow, Wrexham</b> – Hayley Hill, representing Ty Avow and FLVSC has kindly agreed to advertise for a representative from Ty Avow, Wrexham - this is in progress.</p> <p><b>S18/67 – Next 90 Day Plan</b> – Sally Baxter to share the plan with the Group</p> <p><b>S18/75 – Any Other Business</b></p> <ol style="list-style-type: none"> <li>1) Forward Plan – to be aligned to the Health Board's cycle of business. The Board's cycle of business (cob) will provide the SRG with the 12 month picture and enables the SRG to align discussions with the Board's key items. MW to publish a rolling 12 months forward plan/cob. The Health Board's cycle of business has not yet been published as of today's meeting, and this is to remain on the Action Log.</li> <li>2) HMP Berwyn – update on progress to be circulated. DH to progress.</li> <li>3) Public Health Annual Report – this is published on the Health Board's web site and the link is to be circulated to the Group.</li> <li>4) Update on results of the staff survey: Request to be made to WOD for a summary outlining the key engagement items that staff raised, their relevance and what plans are in place to address the weaker areas. DH to progress.</li> </ol>	<p>HH</p> <p>SB</p> <p>MW</p> <p>DH</p> <p>DH</p> <p>DH</p> <p>WOD</p>
S19/10	<p><b>Items to be considered for next meeting &amp; Forward Plan</b></p> <p>The Chair confirmed the following items will be considered for the June meeting, but priority is to be given to those items that align best with the Health Board's cycle of business:</p> <ul style="list-style-type: none"> <li>• Enabling Strategies Update – Estates, Digital and Workforce and Organisational Development</li> <li>• Medicines Management</li> <li>• Well North Wales</li> <li>• Social Prescribing</li> <li>• Mental Health Strategy – update on spending</li> <li>• Standard item - Blended briefing updates on Corporate Planning, Healthier Wales and the Seasonal Plan</li> </ul>	
S19/11	<b>For information – Items circulated between meetings</b>	

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	- Engagement Update Report January 2019	
S19/12	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Brexit</b> <ul style="list-style-type: none"> <li>– Sally advised the Group that BCUHB have been working for the past few months with the local Resilience Board and Welsh Government to develop plans if no Brexit deal is achieved i.e. preparing for the worst-case scenario.</li> <li>- Prof Moore informed the Group that the North Wales Regional Equality Network has plans in place to help those organisations who employ non-UK EU citizens before the deadline date</li> </ul> </li> <li>• <b>Sub – Group Hearing Loss</b> (Gwilym) Gwilym Ellis Evans updated the Group on the recent meeting of the Sub-Group Hearing Loss. Mr Evans has produced a report outlining the purpose of the sub-group and this is to be circulated to SRG.</li> <li>• <b>Stakeholder Reference Group Annual Report 2017/18</b> – The Chair advised the Group that the SRG’s draft Annual Report will be circulated in the near future for members of the Group’s comment/feedback.</li> <li>• <b>SRG Admin Support</b> – The Chair informed the Group that Denise Hughes will no longer provide the admin support at future meetings, and the role will be undertaken by Suzanne Didcot, PA to Mark Wilkinson, SRG Lead Director &amp; Executive Director of Planning &amp; Performance. The Chair thanked Denise for the support provided to the Group and to himself as Chair</li> </ul>	DH  ALL
S19/13	<p><b>Date of Next Meeting:</b></p> <p><b>PLEASE NOTE CHANGE OF VENUE</b></p> <p><b>Tuesday 04 JUNE</b> 2019 @ 10:00 at <b><u>Porth Eirias</u></b></p>	