UNCONFIRMED MINUTES OF A MEETING OF THE CARDIFF AND VALE UNIVERSITY HEALTH BOARD
HEALTHCARE PROFESSIONALS’ FORUM
HELD ON 20 SEPTEMBER 2011 IN THE CORPORATE MEETING ROOM, HEADQUARTERS, WHITCHURCH

Present:

Rosemarie Whittle (Chair) Head of Paediatric Therapies
Sion Roberts Consultant Psychiatrist
Alex Scott Community Nursing
Mary Coakley UHB Midwifery Services
Lynda McGurk Principal Physiologist/Diagnostic Services Manager
Andrew Crowder Healthcare Scientist
Marc Drake Optometry

In Attendance

Estelle Hitchon Assistant Director, Communications, for Agenda Item 3.1, representing Fiona Jenkins
Julie Cassley Assistant Director, Workforce Modernisation, for Agenda Item 4.2
Rachel Armitage Secretariat, on behalf of Kathryn Parramore

Apologies:

Darrell Baker Director of Pharmacy
Akram Baig GP, St Brides Way Surgery
Eleri Cross CD Therapies
Raj Aggarwal Community Pharmacist – Independent
Fiona Jenkins Director of Therapies & Health Sciences
Graham Shortland Medical Director
Ruth Walker Director of Nursing
Tracy Myhill Director of Workforce and OD
Sharon Hopkins Director of Public Health
Rhys Martin Community Pharmacist – Multiple (Lloyds Pharmacy)
HPF 11/013 WELCOME AND INTRODUCTION

Rosemarie Whittle welcomed members to the meeting of the Healthcare Professionals’ Forum (HPF).

HPF 11/014 APOLOGIES FOR ABSENCE

Apologies for absence were noted as above. The meeting was deemed to be quorate pending further discussion on the Terms of Reference below.

The Chair welcomed Estelle Hitchon to the meeting and recommended reordering the agenda, to take item 3.1 first.

HPF 11/015 MAKING A DIFFERENCE 2 ENGAGEMENT PROCESS

The HPF RECEIVED the presentation of the Assistant Director, Communications, on Making a Difference 2. The presentation highlighted the rapidly changing healthcare environment with increasingly stringent delivery and clinical standards.

Estelle Hitchon explained that the UHB had reviewed the local demographic profile to enable effective planning of services, to comply with the revenue and capital financial budgets, and had agreed core principles for service change. She outlined plans for 2011/12, emphasising the need to provide equal access to safe services, to reduce health inequalities, create centres of excellence, extend primary and community based services, provide care in the most appropriate settings and to improve Mental Health services. Processes for engagement with staff and the community were described.

The Chair thanked Miss Hitchon for her presentation and invited questions from colleagues.

There was an enquiry whether the new respiratory unit would be a ward, and whether diagnostics would remain at University Hospital Llandough (UHL). Estelle Hitchon undertook to ascertain the detail of this development and feedback to the Chair.

There was discussion of the lack of interface between sectors, which could hamper progress or lead to duplication. It was confirmed that there had been significant feedback that the secondary/primary care interface, and clinical engagement, required improvement.
It was recognised that shared records were necessary and the Chair gave feedback that the matter had been discussed at the National Healthcare Professional’s forum, where the NHS Wales Informatics Service (NWIS) had given an update on the development of an individual patient record. Assurance had been given that health systems would be integrated quickly, although integration of social care records with health records remained under discussion. NWIS would provide an update which would be circulated to the UHB HPF.

**ACTION: R Whittle**

Regarding Mental Health reablement, it was highlighted that working increasingly with additional partners would require funding. It was noted that decision support tools were under development, but that these would be appropriate only in a community setting, and the closure of a facility such as Pen-yr-Ynys in Barry may result in longer stays in the acute sector. It was recommended that other units in Cardiff, similar to Pen-yr-Ynys, undergo similar review.

Ms Hitchon thanked the HPF for the feedback provided and encouraged further responses to be forwarded to herself or Paul Hollard, Director of Planning/Chief Operating Officer, by the end of September.

The Chair thanked Estelle Hitchon for her stimulating presentation.

(Estelle Hitchon left the meeting at this point.)

**HPF 11/016 DECLARATIONS OF INTEREST**

The Chair invited Board Members to declare any interest in proceedings included in the HPF agenda, and clarified that it would not be necessary to reiterate or record previous declarations on future standing agenda items. There were no declarations of interest.

**HPF 11/017 MINUTES FROM THE MEETING OF THE UHB HEALTHCARE PROFESSIONALS’ FORUM HELD ON 14 JUNE 2011**

The minutes were accepted as a true and accurate record, subject to the following amendments.

Page 1: the venue of the meeting should read Corporate Meeting Room, HQ, Whitchurch.
HPF 11/018 ANY OTHER URGENT BUSINESS

Rose Whittle agreed to give feedback from the National Healthcare Professionals' Forum meeting.

Lynda McGurk raised the matter of Neurophysiology Services for South East Wales.

HPF 11/019 TERMS OF REFERENCE AND ROLE AND FUNCTIONING OF THE GROUP

The HPF CONSIDERED the Terms of Reference and AGREED that the meetings would require 6 members to be present to form a quorum.

The HPF CONSIDERED the intervals for the meetings and AGREED that meetings should interface with UHB Board meetings. It was AGREED that responding to issues by email between meetings should also be encouraged. Timetabling of meetings would be decided outside the meeting.

HPF 11/020 LINKING WITH PROFESSIONAL GROUPS

The Chair informed colleagues that, at the Board meeting on 6 September 2011, clinical engagement had been raised as a key priority. The Board had invited clinical input into decision making and Divisional colleagues would encourage an enhanced level of clinical engagement. Rose Whittle confirmed that it was the responsibility of the HPF to communicate with the professional bodies represented, to provide input to meetings and feedback from meetings.

Boundaries to effective communication were discussed, highlighting that financial limitations for projects hampered engagement. Improved communication from the UHB was encouraged, particularly using electronic systems. Mrs Whittle agreed to discuss these points with Fiona Jenkins, Executive Lead for the HPF.

**ACTION:** R Whittle

Sion Roberts highlighted the limited time allocated to Clinical Directors as a factor limiting effective engagement, particularly in comparison with other professional groups. Rose Whittle agreed to feed this information back to the Workforce and Organisational Development team.

**ACTION:** R Whittle
Dr Roberts commented that non-medical initiatives in Mental Health were often built on to existing medical resources, which limited positive clinical response. He recommended that the medical staff should be involved in new developments, to encourage enhanced engagement. Rose Whittle suggested that information passed on electronically should be targeted specifically at medical staff to ensure involvement in new projects.

**HPF 11/021 CREATION OF CAPACITY ACROSS THE UHB**

As the Divisional Manager for Primary, Community and Intermediate Care was not at the meeting, the Chair recommended that this item be deferred to the next meeting. Rose Whittle invited colleagues’ comments on the report before the next meeting.

**ACTION:** K Parramore

**HPF 11/022 IMPLEMENTATION OF THE UHB CAPACITY PLAN 2011/12**

The Chair invited colleagues to provide her with feedback on the Plan, to report to the Director of Therapies and Health Sciences. Marc Drake referenced a previous GP/Nurse team that had reduced admissions to hospital and recommended that such a project team should be built into the Plan. Rose Whittle would consider building this item into the agenda for the next meeting.

**ACTION:** R Whittle

**HPF 11/023 IMPLEMENTATION OF THE INTEGRATED WORKFORCE (IWP) PLAN 2011-17**

The HPF RECEIVED the presentation of the Assistant Director for Workforce Modernisation on the implementation of the Integrated Workforce Plan 2011-17.

Julie Cassley explained that the presentation summarised one previously presented to the Workforce and Organisational Development Committee, and would include what had so far been attained as well as planned achievements. She highlighted links with the Operational Plan and the Five Year Plan, focusing on trends, and emphasising that development of the IWP was an iterative process that would be made more live. Mrs Cassley commented that developing the IWP had utilised an All Wales process, with mutual consistency and guidance across Wales, supported by the National Leadership and Innovation Agency for Healthcare (NLIAH), and using a six step process, which
was outlined. She summarised the planning assumptions, highlighting that all guidelines and clinical pathways had been observed, and that collaborative working had also been undertaken with the Universities.

The presentation gave insight into the UHB staff profile, including demographic, turnover, gender and the ratios of full time:part time staff. Key modernisations since the last Plan were described, as were extended and developed roles and the expected workforce reductions during the life of the Plan, with the associated savings.

Mrs Cassley welcomed feedback, which would be shared and would inform targeted modernisation.

Lynda McGurk highlighted that input had been included from clinicians, which had aided Cardiff being recognised as “best in class”, providing valuable service planning information.

The organisational staffing profile was discussed, including the long term effect of Agenda for Change on the UHB banding profile; it was expected that the profile would realign within four to five years.

The Chair recognised that many changes would occur in the professional groups, and invited colleagues to recommend what the HPF could contribute. It was noted that information sharing would enable a strategic approach, as well as greater engagement on advanced, extended and newly designed roles, with different skill sets, and with generic skills working across different professions. Julie Cassley referenced the Workforce Modernisation Group, which would be discussing delegation and role extension.

It was noted that improvement of IT resources to Mental Health services would result in savings in time.

The Chair thanked Julie Cassley for her thought provoking presentation.

HPF 11/024 ANY OTHER BUSINESS: FEEDBACK FROM THE NATIONAL HEALTHCARE PROFESSIONALS’ FORUM

The Chair gave feedback from the recent meeting of the National Healthcare Professionals’ Forum. The keynote speaker had been the Chief Executive of NHS in Wales and Director General Health, Social Services and Children, David Sissling, who had highlighted for action
increased openness in the NHS, a rural health plan, and Mental Health. He had shared the manifesto commitments, and had confirmed that a National Task and Finish Group would be established to include representatives from all professional groups, to oversee any future configuration of NHS Wales. Rose Whittle agreed to circulate to members relevant documents from the meeting.

**ACTION: R Whittle**

**HPF 11/025 DATE AND TIME OF NEXT MEETING**

The schedule for future meetings would be discussed with Kathryn Parramore and circulated in due course.

**ACTION: R Whittle**

Signed ........................................

Date ........................................