MINUTES OF A MEETING OF THE CARDIFF AND VALE UNIVERSITY HEALTH BOARD HEALTHCARE PROFESSIONALS’ FORUM, HELD ON 17 OCTOBER 2013, AT 1:00pm IN THE CORPORATE MEETING ROOM, HEADQUARTERS, UHW

Present:
Rosemarie Whittle (Chair)  Head of Paediatric Therapies
Darrell Baker (Vice Chair)  Director of Pharmacy
Mary Coakley  UHB Midwifery Services
James Davies  Representative of South East Wales Regional Optometry Committee

In Attendance:
Dr Tom Porter  Consultant in Public Health

Apologies:
Andrew Crowder  Healthcare Scientist
Akram Baig  GP, St Brides Way Surgery
Fiona Jenkins  Exec Director of Therapies & Health Science
Sharon Hopkins  Director of Public Health
Alun Morgan  Assistant Director of Therapies and Health Science
Ruth Walker  Nurse Director
Graham Shortland  Medical Director
Mandy Rayani  Assistant Director of Nursing
Lynda McGurk  Principal Physiologist/Diagnostic Services Manager
Alex Scott  Senior Nurse, Primary Care and OPAIC
Sarah Morley  Assistant Director of Organisational Development

Secretariat:
Debbie Roelvink  Executive Assistant to Fiona Jenkins

HPF 13/023  WELCOME AND INTRODUCTION

The Chair opened the meeting and welcomed Dr Tom Porter, Consultant in Public Health, who was presenting agenda item 3.1. Rose Whittle informed the Forum that Alex Scott had resigned from HPF and that Kay Jeynes would be taking her place.

HPF 13/024  APOLOGIES FOR ABSENCE

Apologies for absence were NOTED.
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HPF 13/025 DECLARATIONS OF INTEREST

The Chair invited Committee Members to declare any interest in the proceedings included on the agenda. None were declared.

HPF 13/026 MINUTES OF THE PREVIOUS MEETING HELD ON 11 JULY 2013

The minutes of the previous meeting held on the 11 July 2013, were AGREED as an accurate record.

HPF 13/027 MATTERS ARISING

The Committee NOTED the Action Log from the previous meeting.

HPF 13/028 ELECTION OF THE COMMITTEE CHAIR/VICE CHAIR

The Chair advised the Forum that her term of office and that of the Vice Chair, Darrell Baker had come to an end in September. The Board Secretary, Alison Gerrard had written to members to invite nominations for both roles but no one had put themselves forward and the Chair wanted to use the meeting to debate this. It was proposed that the Chair and Vice Chair would carry on in their roles as the Constitution allows them to stand for an additional year, however due to the poor attendance at the meeting it was felt that the membership should be asked to confirm that they were happy with this approach. Darrell Baker suggested that as Vice Chair he could deputise as the HPF Associate Member at Board meetings, enabling responsibility to be shared with the Chair. This would need to be agreed with the Board Secretary.

Action: Rose Whittle

The Healthcare Professionals Forum:

- NOTED that the Chair and Vice Chair would stand for another year.
- AGREED that the Chair would write to the members of the group with this proposal.

HPF 13/029 FUTURE DIRECTION OF THE HPF AND THE DEVELOPMENT OF A FORWARD WORK PROGRAMME

The Forum discussed the future direction of the HPF and how best to engage members to attend HPF as attendance continued to be poor. It was suggested that dates should be agreed for 2014 and that all members would be encouraged to attend. Members would also be reminded that as an Advisory Committee the HPF had the real opportunity to take important issues to the Board for discussion. Darrell Baker advised that all Health Boards across Wales had similar problems with engagement and communication. It was suggested that a paper should be developed to take to the Board on an item of particular interest to HPF members, for example, improving communication on care pathways between primary and secondary care.
The Chair informed the group that she and the Vice Chair had met with the Director of Workforce and Organisational Development/Deputy Chief Executive to discuss how best to support the Clinical Boards aligned with the work of the HPF. The Chair had invited Tracy Myhill to attend the January HPF meeting to discuss the shape of the future workforce required by the UHB. It was also agreed that Sian Harrop-Griffiths, Assistant Director of Planning be invited to the January meeting regarding an update on the South Wales Programme.

**Action:** Rose Whittle

The Healthcare Professionals Forum:

- NOTED that meeting dates for 2014 would be arranged.
- AGREED that Sian Harrop-Griffiths be invited to attend the January meeting to provide an update on the South Wales Programme.

**HPF13/030 DRAFT LETTER TO EXECUTIVES AND CLINICAL BOARDS ON THE ROLE OF THE FORUM**

The Director of Workforce and Organisational Development/Deputy Chief Executive suggested that the HPF write formally to the Clinical Boards and Executive Directors to remind them of the purpose of the HPF. Darrell Baker had drafted a letter to be sent out to all Clinical Board Directors, Heads of Operations and Delivery and Executive Directors which the members approved.

**Action:** Debbie Roelvink

The Healthcare Professionals Forum:

- APPROVED the draft letter.
- AGREED that the letter would be sent to Executive Directors, Clinical Board Directors and Heads of Operations and Delivery.

**HPF 13/031 ANNUAL REPORT OF THE DIRECTOR OF PUBLIC HEALTH**

Dr Tom Porter delivered a presentation that outlined the role of the Annual Report of the Director of Public Health. The two questions that were posed in this report were:

- Are we currently allocating and targeting our resources effectively and efficiently, according to need?
- Have we got the balance between prevent and treatment right?

Two case studies were looked at – diabetes and dementia.

Members were advised that current projections within the adult population with diabetes in Cardiff and Vale, suggested that there would be an increase from 29,000 cases to 40,000 by 2025, an increase of nearly 40%. The number of people
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aged 65 and over with dementia in Cardiff and Vale was estimated to rise from 5,144 in 2012 to 6,640 in 2025 an increase of 33%.

Dr Porter highlighted the key messages from the report as follows:

- The population size, risk factors and diseases in Cardiff & the Vale of Glamorgan have changed and will continue to change.
- NHS resources are and will continue to be finite.
- NHS provision should aim to meet the needs of the population.
- The NHS needs to understand and plan with ‘predicted’ future changes and developments.

Dr Porter suggested that the balance between prevention and treatment were not quite right – caring for people, money spent 95% - keeping people well, money spent 5%. He advised that the UHB needed to improve how it allocated and targeted resources to improve the balance between prevention and treatment and requested Members to support this.

The HPF were in agreement that fundamental changes need to be made but that engaging all staff and changing existing pathways would prove to be a tremendous challenge. The Chair suggested that Members ought to be able to advocate this and go back to their professional groups to get them engaged in this agenda.

The Healthcare Professionals Forum:

- **NOTED** the presentation.

HPF 13/032 HPF INFORMATION ON THE UBH INTERNET SITE

The Chair advised the Forum that she was going to undertake web training to be able to increase the information available on the HPF webpage on the internet, so that outside contractors as well as UHB staff could access all HPF information and links.

**Action:** Rose Whittle

The Healthcare Professionals Forum:

- **NOTED** the information.

- **AGREED** that additional information on the internet would improve access to information.

HPF 13/033 FEEDBACK FROM THE NATIONAL CLINICAL FORUM

Members were advised that the National Clinical Forum had not been held.

HPF 13/034 HEALTHIER CONNECTIONS: A STRATEGIC APPROACH TO ‘E’ HEALTH USING TELEHEALTH AS A PATHFINDER

Members received for information a copy of the report that had been considered by the Board at its meeting on 2 July 2013.
The Chair advised that the report set out the work the UHB has undertaken on mapping e-health and advised the Board of the real benefit in developing this approach. Following discussion Members suggested that more work needed to be done on promoting telehealth to the public as well as making it more user friendly/acceptable.

The Healthcare Professionals Forum:

- NOTED the report.

HPF 13/035 DATE AND TIME OF NEXT MEETING

Members NOTED the date of the next meeting scheduled to take place on Thursday 16 January 2014 at 1pm.

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

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