GIG CYMRU NHS WALES | Bwrdd Iechyd Prifysgol Caerdydd a'r Fro | Cardiff and Vale University Health Board

UNCONFIRMED MINUTES OF A MEETING OF THE CARDIFF AND VALE UNIVERSITY HEALTH BOARD HEALTHCARE PROFESSIONALS' FORUM HELD ON 26 JANUARY 2012 IN THE CORPORATE MEETING ROOM, HEADQUARTERS, WHITCHURCH

Present:

Rosemarie Whittle (Chair)	Head of Paediatric Therapies
Darrell Baker (Vice Chair)	Director of Pharmacy
Akram Baig	GP, St Brides Way Surgery
Mary Coakley	UHB Midwifery Services
Andrew Crowder	Healthcare Scientist
Marc Drake	Optometry
Sharon Hopkins	Director of Public Health
Fiona Jenkins	Director of Therapies and Health Sciences
Lynda McGurk	Principal Physiologist/Diagnostic Services Manager
Sion Roberts	Consultant Psychiatrist
Graham Shortland	Medical Director

In Attendance:

Sarah Morley	Assistant Director, Workforce Modernisation, representing Tracy Myhill
Graham Shortland	Medical Director (part of the meeting)
Vicky Warner	Divisional Nurse, Primary, Community and Intermediate Care (for Agenda Item 3.5)

Apologies:

Raj Aggarwal	Community Pharmacist – Independent
Eleri Cross	Clinical Director, Therapies
Rhys Martin	Community Pharmacist
Richard Penketh	Consultant Gynaecologist
Mandy Rayani	Assistant Director of Nursing
Alex Scott	Community Nursing
Paul Stockford	Community Dentist
Ruth Walker	Director of Nursing
Tracy Myhill	Director of Workforce and OD

Secretariat:

Kathryn Parramore	Corporate Business Manager

HPF 12/001 WELCOME AND INTRODUCTION

Rosemarie Whittle welcomed members to the meeting of the Healthcare Professionals' Forum (HPF) and introduced Vicky Warner, who was attending the meeting to present agenda item 5.3.

HPF 12/002 APOLOGIES FOR ABSENCE

Apologies for absence were noted as above.

HPF 12/003 DECLARATIONS OF INTEREST

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

HPF 12/004 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on the 20 September 2011, were **AGREED** as an accurate record

HPF 12/005 MATTERS ARISING

Members **NOTED** the following:

- HPF 11/05 – Rose Whittle confirmed that the NWIS update had been circulated to members.

HPF 12/006 EXPENSES PAYMENTS TO MEMBERS

The Chair presented the draft paper that outlined proposals for the basis of payments to health care practitioners, not employed by the UHB. Rose Whittle explained that the draft procedure was based upon on an agreed All Wales template that would be finalised by Kathryn Parramore and taken through due process for formal approval. Further consultation would be undertaken with the Operational Director of Primary Care to develop appropriate sessional allowance payments. It was suggested that the LMC were also included in this.
ACTION: K Parramore

Members were invited to submit any further comments directly to Kathryn.
ACTION: All

HPF 12/0007 CREATING CAPACITY ACROSS THE UHB

The HPF **RECEIVED** the presentation from the Divisional Nurse Primary, Community and Intermediate Care that outlined service configuration across the three localities of the Vale of Glamorgan, Cardiff North West and Cardiff East and key developments to date.

Mrs Warner advised that the UHB were working closely with local authority partners to develop service models and targetted interventions that would enable patients to remain in community settings.

Rose Whittle thanked Mrs Warner for her informative presentation that had helped to clearly set the context for the reports that were to follow.

Dr Baig welcomed the positive steps that had been taken to promote cultural change and suggested that wider engagement could be achieved through the LMC neighbourhood forums. Mrs Warner agreed to liaise directly with locality mangers to ensure that meeting dates were included in future engagement activity.
ACTION: V Warner

Vick Warner left the meeting

HPF 12/0008 IMPLEMENTATION OF THE UHB CAPACITY PLAN 2011/12

The HPF **RECEIVED** the report that had been considered by the Board on 17 January 2012, and noted the five key project streams under development.

The Chair advised that every division within the UHB was currently working on plans to support delivery of the 2011/12 Financial Plan.

HPF 12/009 DEVELOPING THE 2012/13 OPERATIONAL PLAN

The Chair presented the report that had been considered by the Board on 17 January 2012, advising members that a further draft of the Plan would be taken to the Board on 6 March 2012.

Rose Whittle advised that a detailed report had been considered at the Board of Director's meeting the previous day; all divisions needed to ensure that they were contributing to plans that would consider how

best to change service delivery. Members were reminded of the importance of ensuring their ongoing input at an operational level to enable a fully worked up Operational Plan to be in place by 1 April 2012.

HPF 12/010 'TOGETHER FOR HEALTH' A FIVE YEAR VISION FOR THE NHS IN WALES

The Chair presented the report that had been considered by the Board on 17 January 2012 and advised that she had submitted general comments back to WG from the HPF as part of the initial consultation. The HPF had welcomed the national approach and asked how it could best link with the National Clinical Forum (NCF).

Dr Baig advised that as he was a member of the National Joint Professional Advisory Committee (NJPAC) which was chaired by the Chief Medical Officer, he could provide an active link between both fora; it was agreed to include feedback from the NCF as a standing agenda item at future meetings.
ACTION: K Parramore

Rose Whittle reminded members of the need for the HPF to share its professional views and reiterated the importance of appropriate engagement through herself as Chair. There may be occasions where colleagues were contacted individually to give feedback through their professional routes; it was important that these views were also captured when formal comments from the HPF were requested.

There had been no comment from members with regard to the recent request from the NJPAC and she would re-circulate the information with a deadline for response.
ACTION: R Whittle

HPF 12/011 'SETTING THE DIRECTION' UPDATE REPORT

The Director of Public Health presented the report that had been considered by the Board on 17 January 2012, and highlighted the work that would be taken forward through the Setting the Direction Board to enable whole systems engagement.

Members noted that the communications hub had been developed on an All Wales basis; local hubs linked to a national model to facilitate shared learning. It was suggested that a separate report on the work of

the UHB communications hub in supporting the integration of health and social care services should be included at a future meeting.
ACTION: K Parramore/S Hopkins

Dr Baig advised members that GPs across Cardiff and the Vale of Glamorgan had been extremely supportive of the progress to date and thanked Sharon Hopkins for leading this very important piece of work.

HPF 12/012 IMPROVED ENGAGEMENT OF MEDICAL AND DENTAL STAFF

The Medical Director presented the report that had been considered by the Board on 17 January 2012, and thanked Sarah Morley for her work in developing the plan; evidence had shown that improved medical engagement resulted in better outcomes for patients.

Graham Shortland highlighted the specific engagement routes that were to be implemented for medical and dental staff and requested that members encouraged involvement from both staff and colleagues. Open engagement across staff groups had proved beneficial to date and would be key in ensuring the appropriate development of strategic plans.

Members noted the improved communication across the UHB and recognised the work that was being progressed to further enhance the engagement and decision making processes.

HPF 12/013 DATE AND TIME OF NEXT MEETING

Members **RECEIVED** the schedule of meetings for 2012/13 and **NOTED** that where members were unable to attend, a nominated deputy should be provided wherever possible.

Signed **……....**

Date **……..**