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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



		Agenda Item	3.6
Health Board Meeting –30 th July 2020			
Freedom of Information Status		Open	
Reporting Committee	Local Partnership Forum		
Author	Kim Clee, HR Manager		
Lead Executive Director (s)	Hazel Robinson, Director of Workforce and OD		
Date of meeting			
Summary of key matters considered by the Health Board Partnership Forum at its meetings on 21 st May ,4 th ,11 th and 25 th June and 9 th July 2020.			
Meetings of the Health Board Partnership Forum have been held on a weekly basis from 17 th March – 7 th May and from then on a fortnightly basis. The agenda still relates predominately to the Covid outbreak.			
<u>1.General Covid 19 update</u>			
To ensure LPF members are fully briefed each meeting received an update on the status of the outbreak within the Health Board and across Wales, and details of the number of Covid patients currently in Swansea Bay hospitals.			
Other matters reported were as follows:			
<ul style="list-style-type: none">• The introduction of Test Track and Protect to break the onward transmission of infections once there was a relaxation of the lock down.• Antibody testing for Education staff introduced on instruction from Welsh Government• The introduction of a planned programme of antibody testing within the HB, prioritised by area rather than professional group.• The availability and uptake of antigen testing to health care staff, key workers , staff and residents of residential care homes and to the public.			
<u>2. Personal Protective Equipment</u>			
Regular updates were received on the on availability and distribution of PPE and the robustness of the supply chain. A regular PPE cell meeting had been established to ensure any matters relating to PPE were addressed.			
<u>3.Test Track and Protect</u>			
Updates were received on the development and staffing of the test, track and protect programme. There had been an incremental approach to staffing the teams to full capacity and			

by 1st July 2020 there were 8 teams in Swansea and 6 in Neath. Staffing is made up of a blend of Health Board and Local Authority staff who are shielding.

External recruitment had started, led by the Local Authorities, to recruit contact tracers and advisors and all teams were expected to be externally recruited by 1st September, as staff from the three organisations return to their substantive roles.

4. Risk Assessments

Updates were received on the development and implementation of the risk assessments for staff including those in the BAME community.

5. Social Distancing and Home Working

Updates were received on the development of Social Distancing guidance, including a checklist for managers to assess what was required within their areas to ensure the safety of staff and patients. Operational guidance had been developed in line with Welsh Government advice for the safe return to work, including communications, signage, adapting behaviour and infection control measures. Site visits had been arranged for some areas to review risk assessments and work was underway to prioritise requests for additional IT equipment.

There was also an update on home working. It was recognised that whilst home working had been introduced as an immediate response to the Covid outbreak, the need to have fewer individuals on site would remain for some time to come and this was the opportunity to look at a longer-term plan to support home working.

To support work in this area a staff survey was being developed and feedback from this survey would inform the development of the longer term strategy.

6. Essential Services

Updates were received on the establishment of a number of multi-disciplinary workstreams reporting in to the Reset and Recovery Board. Each workstream would be looking at how to ensure increased availability and capacity of essential services in line with the list set out by Welsh Government.

7. Operational Plan

The Operational plan for Quarter 1 was shared. This set out the plans to manage the fluctuating demand on services brought about by Covid and included a framework by which services other than unscheduled care, primary care and emergency surgery (which had continued throughout) can be brought back on line in a timely way.

The Welsh Government requirements for the content of Quarters 2 and 3 was also shared

8. Workforce issues

A Workforce update report was submitted to each meeting. Matters addressed were as follows:

- The process to reintroduce routine employee relations matters put on hold during the early weeks of the Covid outbreak.
- Staff deployment in relation to supporting staff who have been moved out of their usual teams and the deployment of shielding staff to test track and protect.
- Annual Leave guidance, including the relaxation of the rules around carry over.
- Update on provision of schooling for key workers' children
- Guidance for staff retiring from abroad
- Guidance for staff as self-isolation pre surgery.

9.Swansea Bay NHS Charity

A presentation was received on the work of the Swansea Bay Health Board Charity.

10.Honours list

The meeting was informed of the UK wide honours list to recognise staff who had worked above and beyond during the Covid pandemic and nominations were sought from among our own staff.

Key risks and issues/matters of concern of which the board needs to be made aware:

None

Delegated action by the committee:

None.

Main sources of information received:

Verbal updates received from:

Keith Reid- Director of Public Health
 Hazel Robinson-Director of Workforce
 Mark Parsons- Assistant Director- Health and Safety
 Dorothy Edwards- Deputy Director Transformation
 Julian Quirk-Assistant Director of WF
 Hannah Evans-Director of Transformation
 Sharon Vickery-Assistant Director of Workforce
 Kathryn Jones- Assistant Director of Workforce
 Chris White- Chief Operating Officer
 Marie Andree- LaChapelle- Lead Facilitator- OD
 Hannah Evans – Director of Transformation

Presentation received from
 Deborah Longman – Head of Fundraising

Highlights from sub-groups reporting into this committee:

None received.	
Matters referred to other committees	
None identified.	
Date of next meeting	23 July 2020