



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



		Agenda Item	3.7 (ii)
Freedom of Information Status		Open	
Reporting Committee	Stakeholder Reference Group		
Author	Joanne Abbott-Davies, Asst Director of Strategy & Partnerships Catrin Evans, Engagement Manager		
Chaired by	Dean Baker, Welsh Language Representative and Chair Designate		
Lead Executive Director (s)	Christine Williams, Interim Director of Nursing & Patient Experience		
Date of last meeting	18 <sup>th</sup> August, 2020		
Summary of key matters considered by the committee and any related decisions made.			
<p><b>The Group at its meeting of the 7<sup>th</sup> July, requested that an additional meeting be convened in August. This was subsequently arranged for Tuesday, 18<sup>th</sup> August.</b></p> <p><b>Presentation – Annual Quality Statement</b> Nigel Downs, Head of Quality and Safety provided the Group with a presentation on this year’s Annual Quality Statement. The Group had in previous years provided their views and guidance on ensuring the document is accessible. Due to the tight timescales in producing this year’s document, the Group had not had an opportunity to oversee the accessibility of the document and so while it is attractive / eye catching, it is not accessible and does not meet the Health Board’s requirements under the Equality Act 2010. It was therefore agreed that a summary document, focused on issues identified through engagement with stakeholders on what mattered to them would be produced in an Easy Read format which would be used as the public facing document.</p> <p><b>Test, Trace and Protect</b> Joanne Abbott Davies gave a presentation giving an overview of the background and work currently taking place within the multi-agency Test, Trace and Protect service for residents of the Swansea Bay area.</p> <p><b>Election of Vice Chair</b> As Dean Baker had been appointed as Chair of the SRG, subject to endorsement by the Health Board. Members of the SRG were asked for nominations to take up the role of Vice Chair.</p> <p><b>Appointment of a Human Rights Representative</b> At a recent Equality Impact Assessment internal training session the question was raised as to whether the Health Board had a Human Rights Representative on the Stakeholder Reference Group. It was agreed that prior to considering this change to the membership, the Group would</p>			

receive a presentation to learn more about what having this focus on the SRG would bring to the group's work.

### **Patient Feedback Report**

It was noted that due to the pandemic, the collection of the Friends and Family paper forms had been suspended; however, patient feedback was being monitored online with issues reported directly to Delivery Units.

It was anticipated that the department would be working in this way for the next three months.

### **COVID-19**

A copy of the Review of Visiting arrangements produced by the Welsh Government was shared with the Group with the assurance that it had been implemented within the Health Board.

### **Brexit**

An update on the Health Board's position in respect of preparations for Brexit was provided to the Group.

### **Service Change**

The Group was provided with an update on service changes which were taking place within the Health Board.

### **Stakeholder Panel for Chief Executive Interviews**

Carer and patient representatives of the Group, who were interested in attending the Stakeholder Panel for the Chief Executive Interviews were asked to put forward their names.

### **Stakeholder Reference Group Meeting – 10th September, 2020**

The meeting scheduled for Thursday, 10<sup>th</sup> September was regrettably cancelled as the newly appointed Chair unexpectedly resigned from the SRG with immediate effect. As the Group did not have a Vice Chair either, it meant that there was no one to chair the meeting and it would not be quorate as outlined in the extant MOU between the SRG and the Health Board.

Work is now underway to secure a Chair and Vice Chair for the Group and amendments will be made to the Memorandum of Understanding to safeguard against such an occurrence in future.

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

#### **Accessible Letters**

The lack of provision of letters in accessible formats because of national constraints, means the Health Board is not meeting its statutory requirements under the Equality Act 2010 – for example not providing large print versions to people who require this. This has been raised with NWIS.

#### **Delegated action by the committee:**

None.

#### **Main sources of information received:**

Health Board reports.

#### **Highlights from sub-groups reporting into this committee:**

None.

<b>Matters referred to other committees</b>	
No matters were referred to other committees.	
<b>Date of next meeting</b>	17 <sup>th</sup> November, 2020