



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

Bwrdd Iechyd Prifysgol  
Cwm Taf  
University Health Board

# **COMMUNICATION & ENGAGEMENT PLAN 2018-2019**

**CWM TAF UHB INTEGRATED MEDIUM TERM PLAN  
2019-2022**

**JANUARY 2019**

## COMMUNICATION & ENGAGEMENT PLAN 2018-2019

### Purpose

The purpose of this plan is to ensure that stakeholders are engaged in the update of the UHB's Integrated Medium Term Plan (IMTP) for 2019-2022. Robust engagement will ensure that the purpose of the Plan is understood and that its priorities have been influenced by all those who have an interest in them. The resulting plan should therefore be more reflective of the views of our staff, our service users, their carers, public and our partner agencies.

### Stakeholders

An analysis of internal and external stakeholders, i.e. those deemed to have a particular interest in the plan, has been undertaken in order to determine how best their views can be captured (see table below). As the footprint of the Bridgend County Borough Council will fall within the boundary of Cwm Taf from April 2019, key stakeholders serving and residing in that area will also be engaged on the development of the IMTP.

### Method

General updates on progress and key messages will be communicated on a regular basis via the Chief Executive's Blog and other communication mechanisms.

Background documentation will be made available for staff to view on the intranet (SharePoint).

In addition, staff have the ability to raise questions or make comments via their usual departmental/directorate meetings or through the '*Grapevine*' on SharePoint.

More focused discussion will take place in the following groups:

Group	Stakeholders	Lead	Dates	Status
Integrated Planning Group	Internal - Reference Group	Assistant Director of Planning & Partnerships	2-Oct-18 (Local Planning Framework to be discussed & approved)	Completed
			27-Nov-18	Completed
			21-Feb-19	

Group	Stakeholders	Lead	Dates	Status
			21-Mar-19	
Cwm Taf University Health Board	Internal – Board Members	Director of Planning & Performance, Director of Finance & Director of Workforce & Organisational Development	27-Sep-18	Completed
			29-Nov-2018	Completed
			31-Jan-19 (consider and approve Final draft IMTP)	Completed
			28-Mar-19 (consider and approve Final IMTP)	
Executive Board	Internal – Executive Directors & Associate Members	Director of Finance, Director of Planning & Performance & Director of W&OD.	19-Sep-18 (to confirm vision & priorities)	Completed
			24-Oct-18 (progress report)	Completed
			19-Dec-18 (Final draft IMTP presented)	Completed
			23-Jan-19 (Final draft IMTP)	Completed
Operational Board	Internal	Assistant Director of Planning & Partnership	18-Sep-18 Monthly, as required	Completed
Finance, Performance & Workforce Committee	Internal scrutiny – Independent Board Members	Director of Finance/ Director of Planning & Performance	24-Jan-19 (scrutiny of the Final draft IMTP)	Completed
Launch of the UHB's Local Planning Framework 2019/20*	Internal – Exec Directors, Assistant Directors, Directorate Teams & Business Partners	Director of Planning & Performance	19-Oct-18	Completed
Clinical Business Meetings	Internal – Directorate Teams	Director of Finance and Chief	Monthly	Completed

Group	Stakeholders	Lead	Dates	Status
		Operating Officer/ Director of PCMH		
Medical Leadership Forum*	Internal – Senior Medical Staff	Medical Director Director of Therapies	Date TBC	
Local Medical Committee (LMC)*	External – Primary Care	Director of PCMH, Director of W&OD	Date TBC	
Cwm Taf Community Health Council Service Planning Committee*	External – Independent CHC Members	Director of Planning & Performance/ Assistant Director – Planning & Partnerships	24-Jan-19	Completed
Stakeholder Reference Group*	Internal – Lay Reference Group	Director of Planning & Performance/ Assistant Director – Planning & Partnerships	14-Feb-19	Completed
Health Professional Forum*	Internal – Clinical Reference Group	Director of Planning & Performance	Date TBC	
Working in Partnership Forum*	Internal – Staff Side	Director of Planning & Performance, Director of Finance & Director of Workforce & Organisational Development	Date TBC	
Cwm Taf Regional Partnership Board*	External – Partner Agencies	Director of Planning & Performance/ Assistant Director – Partnerships	8-Jan-19	Completed
Cwm Taf Public Service Board	External – Partner Agencies	Director of Planning & Performance/ Assistant Director – Partnerships	Date TBC	
Bridgend Public Service Board	External – Partner Agencies	Director of Planning & Performance/ Assistant Director – Partnerships	Date TBC	

Group	Stakeholders	Lead	Dates	Status
Hospital Medical Staff Committee (HSMC)	Internal – Medical Staff	Medical Director	Date TBC	
Heads of Therapies Meeting	Internal – Therapies Staff	Chief Operating Officer	Date TBC	
Heads of Nursing Meeting	Internal – Nursing Staff	Director of Nursing	Date TBC	
Public Fora*	External – citizen engagement	Director of Planning & Performance, Director of Finance & Director of Workforce & Organisational Development	Date TBC	

*\*Representatives from Bridgend will be part of these discussions.*

These sessions will generally take the form of a standard presentation (covering purpose, process, priorities and challenges), followed by questions and discussion.

### **Feedback**

Any views/comments received via the forums mentioned above, through email to lead Executive Directors or via the Grapevine will be collated, analysed and used to influence and inform the final iteration of the Plan.