



**BRIDGEND BOUNDARY CHANGE
JOINT TRANSITION BOARD**

'Confirmed'

**MINUTES OF THE MEETING
HELD ON**

**23 APRIL 2019 IN THE BOARDROOM,
MPEC, PRINCESS OF WALES HOSPITAL, BRIDGEND**

PRESENT

Members:

Marcus Longley	Chair CTMUHB/Joint Chair Transition Board (in the Chair)
Andrew Davies	Chair SBUHB/Joint Chair Transition Board
Allison Williams	Chief Executive, CTMUHB
Tracy Myhill	Chief Executive, SBUHB
Huw David	Leader, BCBC
Jackie Davies	SB UHB Trade Union Board member
Hannah Evans	Director of Transformation SBUHB
Paul Griffiths	Independent Member, CTMUHB
Gwenan Roberts	Interim Board Secretary/Director of Corporate Services, CTMUHB
Martin Sollis	Independent Member, SBUHB
Pam Wenger	Director of Corporate Governance, SBUHB
Alison Phillips	Transition Programme Director

In Attendance:

Jo Jordan	Welsh Government
Paul Edmonds	Communications & Engagement Manager, CTMUHB

PRELIMINARY MATTERS		ACTION
JTB 41/19	WELCOME & INTRODUCTIONS Marcus Longley welcomed everyone to the final meeting.	
JTB 42/19	APOLOGIES Apologies for absence were NOTED from Robert Williams, Nicola Milligan, Mark Shephard, Dave Thomas, Ruth Treharne and Susan Cooper.	
JTB 43/19	DECLARATIONS OF INTEREST There were no declarations of interests made in addition to those declared previously.	

JTB 44/19	MINUTES OF THE MEETING HELD ON 27 MARCH 2019 The minutes from the meeting held on 27 March 2019 were accepted as a true and accurate record.	
JTB 45/19	ACTION LOG Members NOTED the update provided and ENDORSED the Action Log.	
JTB 46/19	MATTERS ARISING NOT ON THE AGENDA There were no matters arising.	

ITEMS FOR APPROVAL		
JTB 47/19	<p>LEGACY STATEMENT – QUALITY & PATIENT SAFETY MATTERS</p> <p>Alison Phillips presented the finalised report on behalf of the Directors of Nursing.</p> <p>Members were advised that following the report being received at the March meeting it had been agreed that a final version would be required in order to outline the exact position as at 31 March 2019. There had been a number of items contained within the statement that required more specific detail, i.e. training on ESR, Audits, Datix, Angleton Clinic and the Fire Safety Notice. These had now been updated.</p> <p>Paul Griffiths queried the number of actions that were required to be undertaken and whether there was a priority list of what needed to be completed. Alison Phillips confirmed that the CTMUHB Quality, Safety & Risk Committee would be overseeing the work with a programme of action. Members NOTED that the Health & Safety fire Notices would be prioritised as urgent.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> • APPROVE the final report; and • AGREED that the CTMUHB Quality, Safety and Risk Committee would oversee the work undertaken on the programme of actions. 	
JTB 48/19	HANDOVER STATEMENT – GOVERNANCE MATTERS	

	<p>Pam Wenger and Gwenan Roberts presented the report which provided the Joint Transition Board with the Final version of the Joint Handover Statement.</p> <p>Members were advised that the draft handover statement was presented to the Joint Transition Board on the 22 March 2019 and the respective Boards at their meetings on 28 March 2019. The Boards were advised that there was additional residual information which would be added to the document post 1 April 2019. The additional residual information had now been added to the document to include updates on Service Level Agreement's (SLAs), Long Term Agreements (LTAs), Communications and Engagement and Finance.</p> <p>Members NOTED that each work stream had provided information and supporting appendices for inclusion in the document which were presented at Appendix 2.2.2 for information. The documents were available to view with a link to the SharePoint site.</p> <p>Members extended their thanks to Jacqui Maunder and Kathrine Davies for the significant amount of work completed in developing the Handover Statement.</p> <p>Members resolved to:</p> <ul style="list-style-type: none"> • APPROVE the report. 	
<p>JTB 49/19</p>	<p>TO RECEIVE AN UPDATE FROM THE PROGRAMME DIRECTOR</p> <p>Alison Phillips presented the report which provided the Joint Transition Board with an update from the Joint Transition Programme Board which met for the final scheduled time on 11 April 2019.</p> <p>Members were advised that a number of the work streams intend to continue to meet over the next few months to keep under review new working arrangements and to aid with the familiarisation of operating the new Bridgend sites.</p> <p>Members NOTED updates on the following key items:</p> <p>Members were advised on the payroll issue which had arisen in relation to bank staff which resulted in emergency payments having to be made.</p> <p>Members NOTED the huge amount of work undertaken by</p>	

NHS Wales Shared Services Partnership in resolving this issue and **AGREED** that both Chairs would write a letter of thanks to Margaret Foster, Chair of NWSSP.

Jackie Davies advised that there were some ongoing issues still outstanding with staff subject to disciplinary processes that could not be concluded prior to the transfer, and was concerned about the potential for delay in processes. Assurance was provided that this should not happen. Tracy Myhill and Allison Williams asked to be kept informed of any concerns regarding any delays in these processes. Members **NOTED** that the two Health Boards have written to a long list of UK national bodies to inform them of the legislative changes; and this had been shared with Welsh Government

Finance - Members **NOTED** the update on forecast spend against the indicative allocation of £2.9M. Members were advised that subject to the annual accounts completion and audit, the expenditure was expected to be £2.069M. As reported to the March meeting the Finance Delivery Unit had reviewed the expenditure and applied two explicit conditions to the use of the allocation, therefore the anticipated adjustment would be an allocation of £1.486M with the shortfall of £583K to be met by both Health Boards.

Memorandum of Agreement (MoU) – Members **NOTED** that the MoU had been completed incorporating the principles that the Joint Transition Board had used to work together to manage the transition and boundary change so far. Members were advised that the Joint Transition Programme Team would complete the writing up of a lessons learnt report for both Chief Executives which all work streams have also been asked to contribute to. Members **NOTED** that the Joint Transition Programme documentation would be archived

Andrew Davies stated that as there was no previous practice to follow, the lessons learnt exercise would be helpful to others. Members agreed that all opportunities to share the learnt experience would be explored.

Members **NOTED** the outstanding residual tasks and issues that were contained within Appendix 3.1.1.

Members **RESOLVED** to:

- **NOTE** the report including the:
- Reporting of post 1 April issues by exception;

	<ul style="list-style-type: none"> • Residual work to complete; • Transition Budget update; and • Memorandum of Understanding 	
<p>JTB 50/19</p>	<p>TO CONSIDER PROPOSED ARRANGEMENTS POST APRIL 2019</p> <p>Alison Phillips presented the report which provided Members with an update on the proposed arrangements post April 2019.</p> <p>Members were advised that there were two key aspects of work required that will run over the next two years which were:</p> <ul style="list-style-type: none"> • The alignment of the clinical services strategy and; • The future ICT Strategy. <p>Members NOTED that there were a number of clinical services where the decision to transfer and disaggregate the service had already been taken, but there was a legitimate and jointly agreed issue that there was insufficient time to carry out the transfer by 1 April 2019 without detriment to quality and patient safety, that has resulted in the clinical advice to postpone the transfer and a transitional Service Agreement (SLA) has been put in place.</p> <p>Members NOTED the draft proposed arrangements for a Joint Director Group to oversee the programme of work required to implement both ICT and clinical service changes in practice which contained in Appendix 3.2.1. A further workforce process will be needed to support the implementation of the work; as well as engagement with local communities and other stakeholders. A suitable governance structure and terms of reference would also need further consideration by both Board Secretaries before confirming arrangements for future work.</p> <p>Members NOTED An indicative disaggregation timeline, service by service which has been reviewed by clinical service work stream leads which was contained in Appendix 3.2.2. A starting point has been agreed with a more detailed plan for service disaggregation to be developed.</p> <p>The Joint Transition Programme Manager Claire Williams has been asked to draft a Terms of Reference to support this proposed way forward and to set up joint meetings for the next few months with regular updates to be provided to both Health Boards.</p>	

	<p>Members were in agreement that the terms of reference for the Joint Transition Programme have been met and the Joint Transition Board would now be closed down.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • RECOMMEND to both Health Boards that the current Joint Transition Board terms of reference have been met and the Joint Transition Board in its current establishment should be brought to a close. 	
COMMUNICATIONS AND ENGAGEMENT		
<p>JTB 51/19</p>	<p>TO AGREE ITEMS FOR JOINT TRANSITION BOARD – BULLETIN 10</p> <p>It was agreed to relay a message of thanks to all staff and to make reference to the commitment for further joint working, through the MoU and the proposed joint director group.</p> <p>Members extended their thanks to Paul Edmonds for his work in delivering the communications and engagement plan.</p>	
OTHER MATTERS		
<p>JTB 52/19</p>	<p>ANY OTHER URGENT BUSINESS</p> <ul style="list-style-type: none"> • The Chair thanked everyone involved in the transition, including Huw David and colleagues from Bridgend County Borough Council and Welsh Government. Members extended their best wishes to Andrew Davies who was standing down as Chair of Swansea Bay UHB. Andrew reminded members of the initial first meeting to develop the work using core principles which had been invaluable in driving the work forward. 	
<p>JTB 53/19</p>	<p>DATE AND TIME OF NEXT MEETING</p> <p>There will be no further meetings.</p>	

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 Professor Andrew Davies
 Joint Chairs
 Joint Transition Board

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 Professor Marcus Longley

Date: