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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	30th July 2020		Agenda Item	4.4
Report Title	Corporate Governance Report			
Report Author	Leah Joseph, Corporate Governance Officer			
Report Sponsor	Pam Wenger, Director of Corporate Governance			
Presented by	Pam Wenger, Director of Corporate Governance			
Freedom of Information	Open			
Purpose of the Report	To report on corporate governance matters arising since the previous meeting.			
Key Issues	<p>There are a number of corporate governance matters which have to be reported to the board as a regular item in-line with standing orders. This report encompasses all such issues as one agenda item.</p> <p>The Board is asked to receive the updates in relation to :</p> <ul style="list-style-type: none"> • Matters considered In-Committee • Affixing the Common Seal; • Welsh Health Circulars; • Business Cycle 			
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance	Approval
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE the report 			

CORPORATE GOVERNANCE REPORT

1. INTRODUCTION

To report on corporate governance matters arising since the previous meeting.

2. BACKGROUND

There are a number of corporate governance matters which have to be reported to the board as a regular item in-line with standing orders. This report encompasses all such issues as one agenda item.

3. GOVERNANCE AND RISK ISSUES

i. **Matters Considered In-Committee**

In accordance with standing orders, the health board is required to report any decisions made in private session, to the next available public meeting of the board.

The following items during the in-committee board session in May and June 2020:

May 2020

- **Key Issues Report from In-Committee Board Committee meetings** - a report on key issues discussed at recent meetings was received for assurance.
- **WHSSC Joint Committee** - The minutes of the in-committee of the Welsh Health Specialised Services Committee (WHSSC) joint committee were received.
- **Finance Report** – As part of the COVID-19 response, a finance report was received.
- **Performance Report** – A performance report was received, along with Welsh Government guidance on interim performance reporting.

June 2020

- **Finance Report** – As part of the COVID-19 response, a finance report was received.
- **Key Issues Report from In-Committee Board Committee meetings** - a report on key issues discussed at recent meetings was received for assurance.
- **Chief Executive's Report** – a verbal update was received in respect of staffside and the Accountable Officer Letter was also received.

ii. **Affixing the Common Seal**

In-line with standing orders, a routine report on documents to which the common seal has been affixed is required. Attached at **appendix 1** are details taken from the seal register. All documents have been signed by

the Chairman or Vice-Chairman and an executive director or the Director of Corporate Governance, in line with the requirements.

iii. Welsh Health Circulars (WHCs)

Welsh Government issues WHCs around specific topics. The WHCs set out in **appendix 2** have been received since the last meeting and are available via the [Welsh Government website](#), where further details as to the risks and governance issues are available.

iv. Board Business Cycle

At each meeting, the board receives copy of its business cycle which outlines the business planned for each meeting. This is at **appendix 3**.

v. FINANCIAL IMPLICATIONS

There are no financial implications arising within this report.

vi. RECOMMENDATIONS

Members are asked to:

- **NOTE** the report

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
The common seal is applied to legal and official documents which develop services, buildings, processes and systems to enhance the way in which the health board functions and support and patients. In addition, Welsh health circulars provide advice, guidance and information relating to changes in process or services which work to enhance services.		
Financial Implications		
There are no financial implications associated with this report.		
Legal Implications (including equality and diversity assessment)		
The common seal is primarily used to seal legal documents such as transfers of land, lease agreements and other important/key contracts. The seal may only be fixed to a document if the board or committee of the board has determined it shall be completed under seal, or if a transaction to which the document relates has been approved by the board or committee of the board. Any legal implications relating to Welsh health circulars would be identified in the individual documents.		
Staffing Implications		
There are no staffing implications contained within this report.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
Welsh health circulars provide advice, guidance and information relating to changes in process or services which work to enhance the way in which NHS Wales organisations function and would therefore potentially have individual long-term impacts.		
Report History	This report is a standard item on the board's business cycle.	
Appendices	Appendix 1 - Affixing of the common seal Appendix 2 – Welsh Health Circulars Appendix 3 – Board business cycle	

REGISTER OF SEALINGS

Document Number	Date Signed	Document Details
29/20	26.05.20	Guarantee relating to Singleton Hospital Front Façade replacement Project
30/20	26.05.20	Call off Contract for regional cost adviser For Singleton Hospital Front Façade Replacement Project
31/20	26.05.20	Call off Contract for appointment of Contractor For Oxygen Provision for Llandarcy Field Hospital
32/20	26.05.20	Call off Contract for the appointment of Contractor for Nurse Call Installation at Llandarcy Field Hospital
33/20	10.06.20	Transfer deed and plan for part of land on side of Brynteg Seven Sisters
34/20	10.06.20	Automated Stock Management at Morriston Hospital
35/20	14.07.20	Ward G (Design tender and contract)

Appendix 2

WHC number and title	Date received	Recipients
WHC (2020)008 Guidance for Local Health Boards and NHS Trusts on the reuse of end of life medicines in hospices and care homes	30/04/2020	Chief Pharmacists and Controlled Drugs Accountable Officers
WHC (2020) 009 The National Influenza Immunisation Programme 2020-2021	22/05/2020	General Practitioners Community Pharmacists Immunisation Leads, Health Boards/Trusts Chief Executives, Health Boards/Trusts Medical Directors, Health Boards/Trusts Nurse Executive Directors, Health Boards/Trusts Chief Pharmacists, Health Boards/Trusts Directors of Public Health, Health Boards Directors of Maternity Services, Health Boards Directors of Workforce and Organisational Development, Health Boards/Trusts Directors of Primary, Community and Mental Health, Health Boards Chief Executive, Public Health Wales Executive Director of Public Health Services, Public Health Wales Nurse Director, Public Health Wales Head Vaccine Preventable Disease Programme, Public Health Wales

<p>WHC (2020) 011</p> <p>Temporary Amendments to Model Standing Orders, Reservation and Delegation of Powers – Local Health Boards, NHS Trusts, Welsh Health Specialised Services Committee, Emergency Ambulances Services Committee and Health Education and Improvement Wales</p>	<p>9/07/2020</p>	<p>Chairs of Local Health Boards and NHS Trusts</p> <p>Chair of Health Education and Improvement Wales</p> <p>Chairs of the Welsh Health Specialised Services Committee, the Emergency Ambulance Services Committee and the Shared Services Committee</p> <p>Directors of Corporate Governance/Board and Joint Committee Secretaries</p>
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Health Board Work Programme

Topic	Lead	May	June	July	August	September	November	January	March
Preliminary Matters									
Patient Story	Director of Nursing and Patient Experience								
Minutes of the Previous Meeting	Director of Corporate Governance								
Action Log	Director of Corporate Governance								
Chair's Report	Director of Corporate Governance								
Chief Executive's Report	Chief of Staff								
Quality, Safety and Performance									
Covid-19 Update	Director of Public Health								
Quartely Plans	Director of Strategy	Q1		Q2		Q3			
Recovery, Learning and Innovation	Director of Transformation								
Test, Trace and Protect	Director of Strategy								
Committee Key Issue Reports	Director of Corporate Governance								
Financial Position	Director of Finance								
Peformance Report	Director of Finance								
Nurse Staffing Levels (Wales) Act 2016	Director of Nursing and Patient Experience								
Annual Quality Statement	Director of Nursing and Patient Experience								
TAVI	Medical Director								
Annual Accounts	Director of Finance								
Strategic Items									
Winter Plan	Chief Operating Officer								
Annual Plan / IMTP	Director of Strategy								
Transformation Programme	Director of Transformation								
Digital Services	Associate Director of Digital Services								
Discretionary Capital Plan	Director of Strategy								
Budget and Financial Allocations	Director of Finance								
NHS Wales Partnerships	Director of Strategy								
External Partnerships	Director of Strategy								
Local Partnership Forum Report	Director of Workforce and OD								
Health Professionals' Forum Report	Director of Therapies and Health Science								
Stakeholder Reference Group Report	Director of Nursing and Patient Experience								
Partnership Framework	Director of Strategy								
Emergency Planning	Director of Strategy								
Governance									
Risk Register	Director of Corporate Governance								
Committee Key Issue Reports	Director of Corporate Governance								
Corporate Governance Issues	Director of Corporate Governance								
Welsh Language Services	Director of Corporate Governance								
Review of Standing Orders	Director of Corporate Governance								
Organisational Annual Report	Director of Corporate Governance								
Accountability Report	Director of Corporate Governance								
WAO Structured Assessment and Audit Letter	Director of Corporate Governance								
SIRO Annual Report	Director of Corporate Governance								
Primary Care Annual Report	Chief Operating Officer								
Carers Annual Report	Director of Nursing and Patient Experience								
Research and Development Annual Report	Medical Director								
Director of Public Health Annual Report	Director of Public Health								