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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	29th July 2021		Agenda Item	5.2
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; and • Nurse Staffing Level Wales Regulations 2021 			
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance	Approval
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 2021:

- **Key Issues Report from In-Committee Board Committee meetings** - a report on key issues discussed at recent meetings was received for assurance;
- **Chair's Actions** – seven separate actions were received for ratification;
- **Covid-19 verbal update** was provided by Keith Reid, Director of Public Health which was supported by the **Covid-19 vaccination forward plan**;
- **Financial Plan** – a verbal update was received.
- **A presentation on the annual 2021-22 implementation priorities for the quarter** was received for assurance.

(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. The Corporate Governance Team are currently reviewing the process regarding affixing the common seal.

(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) Nurse Staffing Level Wales Regulations 2021

In a letter dated the 23rd February the Chief Nursing Officer confirmed that the Senedd had passed the Nursing Staffing Levels (extension of situation) (Wales) regulations 2021 and that the second duty of the Act will be extended to Paediatrics inpatients wards on the 1st October 2021. The Health Board has a duty in line with a 'Once for Wales approach' to undertake the following;

- The first triangulated calculations of nurse staffing levels for Paediatrics inpatient wards by August 2021
- Present calculated nurse staffing levels to the Board or delegated sub-group In September 2021.
- From 1st October 21 regulations come into force- newly calculated nurse staffing levels and accompanying patient information-boards to be in place on wards.

Given that the Board does not meet in public in September, the Board is asked to delegate this responsibility to the Quality and Safety Committee to consider the nurse staffing levels in line with the Regulations and to ratify the report at the next meeting of the Health Board.

4. FINANCIAL IMPLICATIONS

There are no financial implications arising within this report.

5. RECOMMENDATIONS

Members are asked to:

- **NOTE** the report

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	

Appendix 1

REGISTER OF SEALINGS

Document Number	Date Signed	Document Details
43/21	07.05.21	Agreement by Deed confirmation notice no 1B Singleton Front Façade replacement Swansea
44/21	07.05.21	Proposed Elective Orthopaedics Theatres Neath Port Talbot Hospital
45/21	07.05.21	Morrison Hospital Replacement MRI Chiller
46/21	07.05.21	Neath Port Talbot Alarm Replacement
47/21	07.05.21	Learning Disability Units, Bryn Afon, Swn Yr Afon, Dan Y Bont – Backlog Maintenance
48/21	7.06.21	Management Centre Server Room Morrison Hospital
49/21	07.05.21	Proposed refurbishment of existing childrens ward at Neath Port Talbot Hospital
50/21	07.05.21	Morrison Hospital counter Terrorism
51/21	12.05.21	Spect CT Gamma Cameras at Singleton Hospital (Work stage 2 – 7)
52/21	12.05.21	Front façade replacement at Singleton hospital
53/21	12.05.21	Call off contract for enviromental modernisation phase 2 stage 2 HSDU Morrison Hospital
54/21	12.05.21	Call off contract for enviromental modernisation phase 2 stage 2 HSDU Morrison Hospital
55/21	12.05.21	Singleton Hospital Front façade replacement NO 1B
56/21	14.05.21	SPECT-CT Replacement Singleton Hospital
57/21	14.05.21	Older Adults Mental Health – Tonna Hospital
58/21	14.05.21	Orthopaedics Theatres Temporary Bridging Solution – Neayh Port Talbot Hospital
59/21	14.05.21	Virtual Meeting room – Morrison Hospital
60/21	14.06.21	Tenancy at will relating to Longland Lane Margam Port Talbot
61/21	22.06.21	Deed of Easement relating Access way between Panlasau Road and Brynwhilach Solar Farm

Appendix 2

WHC number and title	Date received	Recipients
2021/22 LHB, SHA & Trust Monthly Financial Monitoring Return Guidance (Welsh Health Circular 2021) 011	05/05/2021	LHBs/Trust & Digital Health and Care Wales
List of Welsh Health Circulars – 1 February 2020 - 30 April 2021	18/05/2021	N/A
Revised National Steroid Treatment Card WHC 2021/008	27/05/2021	For action by: All organisation providing NHS funded healthcare
NHS Pay Bonus for Primary Care WHC/2021/015	28/05/2021	For action by: All health boards to cascade to all Primary Care providers

Health Board In-Committee Work Programme									
Topic	Lead	May	June	July	August	October	November	January	March
Preliminary Matters									
Minutes of the Previous Meeting	Director of Corporate Governance								
Action Log	Director of Corporate Governance								
Quality, Safety and Performance									
Committee Key Issues Reports	Committee Chairs								
Strategic Items									
Annual Plan	Director of Strategy								
Acute Medical Services Redesign	Interim Chief Operating Officer								
Proposals for Urgent and Emergency Care	Interim Chief Operating Officer								
Sustainability Plan	Director of Strategy								
Campus Business Case									
Governance									
Ratification of Chair's Action	Director of Corporate Governance								

To be determined	
South West Wales Cancer Centre (SWWCC)	Chief Operating Officer
Acute Medicine Model	Chief Operating Officer
Digital First	Director of Digital

Health Board Public Work Programme

		May	June	July	October	November	January	March
Topic	Lead							
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	Chair							
Chief Executive's Report (to include Covid-19)	Director of Corporate Governance							
Quality, Safety and Performance								
Progress Against the Annual Plan	Director of Strategy							
Discretionary Capital Plan	Director of Finance							
Budget and Financial Allocations	Director of Finance							
Board Assurance Framework	Director of Corporate Governance							
Risk Register	Director of Nursing and Patient Experience							
Committee Key Issues	Committee Chairs							
Strategic Items								
Recovery Plan	Director of Strategy							
Annual Plan Engagement	Director of Strategy							
Older Persons Mental Health Engagement	Director of Strategy							
Major Incident Plan	Director of Strategy							
Winter Plan	Chief Operating Officer							
Items Already Considered By Comittees								
Financial Position	Director of Finance							
Peformance Report	Director of Finance							
Nurse Staffing Levels (Wales) Act 2016	Director of Nursing and Patient Experience							
Governance								
Corporate Governance Report (including Chairs Action)	Director of Corporate Governance							
Review of Standing Orders	Director of Corporate Governance							
Annual Accounts	Director of Finance							
Organisational Annual Report	Director of Corporate Governance							
Structured Assessment and Audit Letter	Director of Corporate Governance							
Business Cases (for approval)								
BJC Ward Refurbishment	Chief Operating Officer							
LIMS	Digital Director							
Radiology Information System	Digital Director							
Older Persons Mental Health (Tonna)	Chief Operating Officer							
Additional Theates NPT	Chief Operating Officer							
Annual Reports								
Research and Development Annual Report	Medical Director							
Director of Public Health Annual Report	Medical Director							
SIRO Annual Report	Director of Public Health							
Health Inspectorate Wales Annual Report	Director of Nursing and Patient Experience							
Ombudsman Annual Letter	Director of Nursing and Patient Experience							
Welsh Language Standards	Director of Corporate Governance							

Health Board Public Work Programme (continued)

Items for Information (circulated outside of the meeting)								
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							
NHS Wales Partnerships	Director of Strategy							
External Partnerships	Director of Strategy							

To be determined	
Recruitment and Retention Strategy	Director of Workforce and OD
Health and Wellbeing Strategy	Director of Workforce and OD
Hyper Acute Stroke Unit	Chief Operating Officer
Physical activity, including the promotion of active travel	Director of Public Health
Tobacco Control Programme	Director of Public Health
Decarbonisation Programme	Director of Strategy

Board Development Work Programme

Topic	Lead	April	June	August	October	December	February
Training							
Board effectiveness survey (incl. governance and accountability module)	Director of Corporate Governance						
Role of hospital managers	Director of Corporate Governance						
Role of charitable trustee	Director of Corporate Governance						
Reputation Management	Director of Communications						
Development							
Scrutiny and Challenge	Director of Corporate Governance (NHS Providers)						
Vision Strategy into reality	Chief Executive						
Role of Voluntary Sector	Director of Strategy						
Cyber Security	Director of Digital						
Oriel Science	Medical Director						
Medicines Management	Chief Operating Officer						

Board Briefings Programme

Topic	Lead	April	May	June	July	August	September	October	November	December	January	February	March
Digital Health and Care Authority	Director of Digital												
Clinical Ethics	Medical Director												
Population Health	Director of Public Health												
Execution of the Annual Plan	Chief Operating Officer												
Recovery Plan	Director of Strategy												
EASC	EASC												
Cluster Development	Chief Operating Officer												
Commissioning Plan	Director of Strategy												
WHSSC	WHSSC												

As required:	
Unscheduled Care	Chief Operating Officer
Planned Care	Chief Operating Officer
Cancer	Chief Operating Officer