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Bwrdd Iechyd Prifysgol  
Abertawe Bro Morgannwg  
University Health Board



<b>Meeting Date</b>	<b>4<sup>th</sup> March 2019</b>	<b>Agenda Item</b>	<b>1.7</b>
<b>Report Title</b>	<b>Health and Safety Committee Work Programme</b>		
<b>Report Author</b>	Liz Stauber, Committee Services Manager		
<b>Report Sponsor</b>	Pam Wenger, Director of Corporate Governance		
<b>Presented by</b>	Pam Wenger, Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of the report is to outline the proposed 2019-20 work programme for the Health and Safety Committee.		
<b>Key Issues</b>	Health and safety is viewed by the board as one of the most significant risks the organisation holds. With the current challenges on finance, performance and quality and safety, these issues need to be addressed to enable the organisation to progress and improve.		
<b>Specific Action Required</b> <i>(please ✓ one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>- <b>NOTE</b> the report;</li> <li>- <b>APPROVE</b> the work programme.</li> </ul>		

# Health and Safety Committee Work Programme

## 1. INTRODUCTION

The purpose of the report is to outline the proposed work programme for the Health and Safety Committee.

## 2. BACKGROUND

Health and safety is viewed by the board as one of the most significant risks the organisation holds. With the current challenges on finance, performance and quality and safety, these issues need to be addressed to enable the organisation to progress and improve.

## 3. GOVERNANCE AND RISK ISSUES

While the work programme is broadly similar to that of 2018-19, specific procedure and thematic reviews are yet to be identified in order for the committee to choose its own areas of interest in-line with the highest risks on the risk register and those outlined within the handover report from the previous executive lead to be received earlier on the agenda.

This work programme will need to be reviewed in light of the significant work required in terms addressing compliance with Health and Safety across the organisation.

## 4. FINANCIAL IMPLICATIONS

There are no financial implications to note.

## 5. RECOMMENDATIONS

Members are asked to:

- **NOTE** the report;
- **APPROVE** the work programme.

<b>Governance and Assurance</b>							
<b>Link to corporate objectives</b> <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships	
						✓	
<b>Link to Health and Care Standards</b> <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources
			✓				
<b>Quality, Safety and Patient Experience</b>							
Health and safety is an integral part of the governance structure.							
<b>Financial Implications</b>							
There are no financial implications.							
<b>Legal Implications (including equality and diversity assessment)</b>							
There are no legal implications.							
<b>Staffing Implications</b>							
There are no staffing implications.							
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015 - <a href="https://futuregenerations.wales/about-us/future-generations-act/">https://futuregenerations.wales/about-us/future-generations-act/</a>)</b>							
The development of a work programme for the Health and Safety Committee will help shape the long-term governance arrangements for the health board.							
<b>Report History</b>	Standalone report						
<b>Appendices</b>	Appendix 1 – draft work programme.						



## Health and Safety Committee Work Programme 2019-20



	Lead	June	September	December	March
<b>1. Preliminary Matters</b>					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
<b>2. Reviews of Service Delivery and Non-Service Delivery Units</b>					
Primary and Community Services	Service Director				
Neath Port Talbot Hospital	Service Director				
Mental Health and Learning Disabilities	Service Director				
Corporate/HQ	Director of Nursing and Patient Experience				
Singleton Hospital	Service Director				
Facilities and Hotel Services	Chief Operating Officer				

Morrison Hospital	Service Director				
Estates	Chief Operating Officer				
<b>3. Risk, Governance and Assurance</b>					
Committee Terms of Reference	Director of Corporate Governance				
Health and Safety Plan Updates	Director of Nursing and Patient Experience				
Health and Safety Committee Risk Register	Director of Nursing and Patient Experience				
Health and Safety Annual Report	Director of Nursing and Patient Experience				
<b>4. Policy and Procedures</b>					
Current Policy Review	Director of Nursing and Patient Experience				
Procedural reviews (as determined by the committee)	Director of Nursing and Patient Experience				
Thematic reviews (as determined by the committee)	Director of Nursing and Patient Experience				
<b>5. Internal and External Audit Reports</b>					
Internal Audit Reports (as they arise)	Director of Corporate Governance				
External Audit Reports (as they arise)	Director of Corporate Governance				
<b>6. For Noting</b>					
Operational Group Minutes	Director of Nursing and Patient Experience				
Items to Refer to Other Committees	Director of Nursing and Patient Experience				



## Health and Safety Committee In-Committee Work Programme 2019-20

	Lead	June	September	December	March
<b>1. Preliminary Matters</b>					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
<b>2. Exception Reports</b>					
Health and Safety Executive Reports	Director of Nursing and Patient Experience				
Cladding	Director of Nursing and Patient Experience				