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Abertawe Bro Morgannwg
University Health Board



Meeting Date	31 st January 2019		Agenda Item: 5.1	
Report Title	Report from Sub Committee Chairs'			
Report Author	Liz Stauber, Committee Services Manager			
Report Sponsor	Pam Wenger, Director of Corporate Governance			
Freedom of Information	Open			
Purpose of the Report	The purpose of the report is to outline discussions undertaken at meetings reporting to the board.			
Key Issues	This report focuses on all the board's corporate objectives but specifically relates to embedding effective governance and partnerships.			
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance	Approval
			✓	
Recommendations	Members are asked to: <ul style="list-style-type: none">• NOTE the content of the reports;			

REPORTS FROM SUB COMMITTEES

1. INTRODUCTION

The purpose of the report is to provide an update on matters considered by the board's committees. The board is asked to note a number of summary reports from the chairs of the sub-committees and where appropriate, ratify any approvals made.

2. BACKGROUND

The board will be aware that a number of committees have been established under the health board's standing orders and each committee will present reports to the board during the course of the year outlining key discussions, issues and risks discussed during meetings.

3. REPORTS FROM MEETING CHAIRS

(i) Health and Safety Committee (appendix 1)

The board is asked to **receive** and **note** the chair's summary of the meeting held on 3rd December 2018

(ii) Charitable Funds Committee (appendix 2)

The board is asked to receive and note the chair's summary of the meeting held on the 11th December 2018

(iii) Workforce and Organisation Development Committee (appendix 3)

The board is asked to **receive** and **note** the chair's summary of the meeting held on the 17th January 2019

4. GOVERNANCE AND RISK ISSUES

Any governance risks and issues are managed via the committee meetings and exception reports will be provided to the board by the respective chairs.

5. FINANCIAL IMPLICATIONS

There are no financial implications for the board to consider/approve.

6. RECOMMENDATIONS

Members are asked to:

- **NOTE** the content of the reports;

Governance and Assurance					
Link to corporate objectives (please ✓)	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
					✓
Quality, Safety and Patient Experience					
Ensuring the board carries out its business appropriately through its sub-committees and aligned with its standing orders is a key factor in the quality, safety and experience of patients receiving care.					
Financial Implications					
No financial implications for the board to be aware of.					
Legal Implications (including equality and diversity assessment)					
It is essential that the board complies with its standing orders, which includes receiving updates from its sub-committees.					
Staffing Implications					
No staffing implications for the board to be aware of.					
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)					
The report outlines work undertaken by committees and joint committees to review the short term performance and finance position of the health board as well as focussing on the longer term sustainability. The governance structure aims to identify issues early to prevent escalations and the committees integrate into the overall board arrangements. In addition, the health board works collaboratively with partners as part the joint committees.					
Report History	This report is a standing item on the board's agenda.				
Appendices	As outlined in the main report.				



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		Agenda Item	5.1 Appendix 1
Freedom of Information Status		Open	
Reporting Committee	Health and Safety Committee		
Author	Liz Stauber, Committee Services Manager		
Chaired by	Martyn Waygood, Non-Officer Member		
Lead Executive Director (s)	Siân Harrop-Griffiths, Director of Strategy		
Date of last meeting	03 December 2018		
Summary of key matters considered by the committee and any related decisions made.			
Review of Service Delivery Units: Morriston and Princess of Wales Hospitals Members received an update with regard to health and safety issues at the above sites. A common theme of security resources was identified, particularly in relation to violence and aggression incidents. Members sought assurance that this was to be escalated from the units' risk registers to the overarching corporate document.			
Review of Non-Service Delivery Unit: Estates The committee also received a report providing an update in relation to health and safety matters within the estates function. It was noted that the majority of the health board's estate was in excess of its lifecycle but this was difficult to address due to the constraints of the discretionary capital budget and the lack of decant facilities.			
Internal Audit: Health and Safety Review and Fire Audit The findings of several internal audits were received, of which the most concerning was the follow-up review of fire safety, as this was the third consecutive limited assurance rating. However assurance was given that plans were in place to improve the position and members noted that progress had been made.			
Key risks and issues/matters of concern of which the board needs to be made aware:			
Backlog Maintenance Thematic Review It was noted that the health board was required to undertake a formal 'five facet review of backlog maintenance' every five years however it had not been undertaken since its inception due to cost. However, it was in the process of tendering under the Green Growth Initiative, which would see investment of more than £10m from the next financial year within Morriston and Singleton hospitals, and it was the first in Wales to do so.			
Health and Safety Executive: Violence and Aggression Notification had been received from the Health and Safety Executive in relation to a UK-wide inspection of violence and aggression and musculo-skeletal visits and the health board had been selected as part of the sample. A programme of visits had been undertaken across a number of ABMU sites and the inspectors were to brief the Chief Executive of the findings.			
Delegated action by the committee:			

No delegated action was taken.	
Main sources of information received:	
Health and Safety Plan 2018-19: Status Updates Members received and noted progress against the 2018-19 health and safety plan.	
Health and Safety Risk Register Following discussions at previous committee meetings, timescales had been added to the register and the full document had been discussed with the Director of Corporate Governance.	
Radon Gas Monitoring Review Members heard that monies had been agreed for the estates facility to complete the process over a three-year programme.	
Planning for Health and Safety Improvement Plan 2019-20 Work had commenced on the health and safety improvement programme for the next year and a review of policies needed to be included. However there are potential resource issues in light of the Bridgend transition change. Lines of accountability due to changes to executive portfolios needed to be taken into account.	
Control of Substances Hazardous To Health (COSHH) Position A report setting out the COSHH position was received and noted.	
Review of Fire Safety at Singleton Hospital A verbal update with regard to fire safety at Singleton Hospital was received and noted.	
Highlights from sub-groups reporting into this committee:	
Health and Safety Operational Group The minutes and work plan of the health and safety operational group were noted without any significant concerns raised.	
Matters referred to other committees	
No matters were referred to other committees.	
Date of next meeting	04 March 2019



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Freedom of Information Status		Agenda Item	5.1 Appendix 2
		Open	
Reporting Committee	Charitable Funds Committee		
Author	Claire Mulcahy, Committee Services Officer		
Chaired by	Martyn Waygood, Independent Member		
Lead Executive Director (s)	Lynne Hamilton, Director of Finance		
Date of last meeting	11 December 2018		
Summary of key matters considered by the committee and any related decisions made.			
Impact of Bridgend Boundary Change on Charitable Funds – members noted that there were 16 funds which fell into the category of requiring a split between the ABMU Health Board charity and Cwm Taf charitable fund. The work was anticipated to be completed by the end of December.			
Key risks and issues/matters of concern of which the board needs to be made aware:			
Investment Managers Update – The discussion focussed on the release of the £1.1m of funds from the ABMU health board charity investment portfolio to CwmTaf’s charitable funds. The Chair requested an urgent formal recommendation from the Investment Manager, which sets out the most beneficial way to release the funds which also has the least detrimental impact on the remainder of portfolio.			
Staff employed from charitable funds - Members were made aware of the number of staff employed by the charitable fund and also funded by external charities. They were also made aware of the risk to the health board if the funding of these posts ceased. During the discussion, it was highlighted that a number of the posts could be impacted by the Bridgend Boundary Change and would need to be brought to the urgent attention of workforce colleagues for them to be considered as part of the transition.			
Delegated action by the committee:			
Members approved the establishment of a new charitable fund for Cefn Yr Afon.			
Main sources of information received:			
<ul style="list-style-type: none">- Total income received for the period amounted to £949,299k with expenditure of £1,064,530m, resulting in a fund balance of £6,519,158;- Income was received into 44% of the delegated funds during the period with expenditure being incurred from 54%;			

- The portfolio was performing well with £300k of unrealised gains which was ahead of the benchmark;
- The balance on the Charitable Funds Committee fund as at 31st October was £304,195. Commitments against the fund for 2018/19 currently totalled £270,783;
- An update on the work to reduce dormant funds and future legacies;
- The work to establish and recruit to a fundraising manager post for the health board charity;
- An update on the Golau Cancer Foundation;
- Details of funds closed since the previous meeting; and
- The committee's work plan for 2018-19.

Highlights from sub-groups reporting into this committee:

A report was received from the bids panel providing an update on recent bids received and the corresponding decisions.

Matters referred to other committees

None identified.

Date of next meeting

25 March 2019



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		Agenda Item	5.1 Appendix 3
Freedom of Information Status		Open	
Reporting Committee	Workforce and Organisational Development (OD) Committee		
Author	Liz Stauber, Committee Services Manager		
Chaired by	Ceri Phillips, Independent Member		
Lead Executive Director (s)	Hazel Robinson, Director of Workforce and OD		
Date of last meeting	17 January 2019		
Summary of key matters considered by the committee and any related decisions made.			
<p>Staff Survey – members received an update as to the actions being undertaken to address the findings of the national staff survey. Workshops were held with staff to seek their views, which highlighted three clear themes; healthy workplaces, great leaders/managers and innovation/learning and development. 303 ideas were generated, from which the top 10 were identified for progression, the majority of which centred around wellbeing, and these were classified as ‘now’, ‘wow’ or ‘how’ in terms of prioritisation. As a part of the discussion, it was agreed that the work would be presented to professional groups such as the therapies senior team meeting and the nursing and midwifery board. An update against progress will be received in the summer.</p> <p>Bullying Action Log – discussions had been undertaken by the executive board as to how to address the bullying concerns raised as part of the staff survey, as well as the comments left on intranet bulletins. An external company had been commissioned to help develop the relationship between the health board and trade unions. Workshops had also been undertaken with managers which had been well received, with 180 taking part. The executive board had agreed for an independent ‘freedom to speak up’ model and the tender process was in progress, with the aim to start the work in April 2019 with the Director of Corporate Governance as the executive lead. The progress of the scheme would be monitored through the workforce metrics received at future meetings.</p> <p>Workforce and OD Framework – the committee considered a draft of the workforce and OD framework, which was to be aligned with the clinical services plan and organisational strategy. Members felt that it was a positive start to the work but could be improved through the inclusion of timescales and consideration of public health schemes which would encourage a healthier workforce.</p> <p>Key risks and issues/matters of concern of which the board needs to be made aware:</p> <p>Medical Recruitment Strategy – the work to develop a medical recruitment strategy was outlined, which noted the need for a central understanding of the current establishment in order to fully appreciate the extent of challenges and opportunities, as this was currently held by each individual unit. A model which enabled clinicians and workforce to work together for medical staff to ‘design their own’ role was to be considered. Concern was raised that while the Deanery informed the organisation of the number of training posts it was allocating, there was often a delay in the health board being advised as to the number which had been filled. It</p>			

was agreed that the strategy would be a regular item on the committee's agenda in order to monitor progress.

Medical Agency Cap – as part of the revised remit of the committee, the monthly report outlining compliance against the national cap was transferred from the Performance and Finance Committee. The committee expressed concern at the volume of hours booked and the number of bookings which breached the cap, particularly as the majority only did so by between £5 and £20. Letters had been sent to the unit medical directors from the Chief Operating Officer and Medical Director seeking assurance that they were following the correct process of booking locums, should the recruitment process via Trac be unsuccessful. A response was expected by the end of January 2019. It was noted that reliance on locums would significantly reduce should the number of vacancies be addressed, and therefore the development of a robust medical recruitment strategy was essential.

Delegated action by the committee:

Members approved:

- The committee's forward work plan;
- Terms of reference for the responsible officer advisory group.

Main sources of information received:

Workforce Risks – members received and considered a high-level summary of the current workforce risks which were supported by a full risk register. The capacity of the workforce function remained the top risk.

Nurse Staffing Levels (Wales) Act 2016 – progress to compliance with the act was reported and it was agreed that this would be a standing item.

Integrated Performance Report – the committee noted the integrated performance report which included key workforce information, but going forward a dedicated metrics report would be received at each meeting, supported by a deep dive into a particular area of concern.

Vacancy Control Panel – a report setting out the decisions made by the weekly vacancy control panel as part of the recovery and sustainability programme was noted with no significant concerns raised.

Highlights from sub-groups reporting into this committee:

Reports outlining the discussion at the following sub-groups were received:

- Medical workforce board;
- Nursing and midwifery board.

In addition, members received a verbal update as to the progress to establish the workforce and OD forum, for which the inaugural meeting had been arranged.

Matters referred to other committees

No matters were referred to other committees.

Date of next meeting

27th February 2019