

**PWYLLGOR ARCHWILIO A SICRWYDD RISG  
AUDIT AND RISK ASSURANCE COMMITTEE**

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| <b>DYDDIAD Y CYFARFOD:<br/>DATE OF MEETING:</b>  | 24 August 2021  |
| <b>TEITL YR ADRODDIAD:<br/>TITLE OF REPORT:</b>  | Health & Safety Assurance Committee Assurance Report around the Discharge of their Terms of Reference |
| <b>CYFARWYDDWR ARWEINIOL:<br/>LEAD DIRECTOR:</b> | Mandy Rayani, Director of Nursing, Quality and Patient Experience                                     |
| <b>SWYDDOG ADRODD:<br/>REPORTING OFFICER:</b>    | Mandy Rayani, Director of Nursing, Quality and Patient Experience                                     |

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

The purpose of this report is to provide assurance to the Audit & Risk Assurance Committee that during 2020/2021, the Health and Safety Assurance Committee's (HSAC) terms of reference, as agreed by the Board, were appropriately discharged, and that risks within its remit to monitor and review were effectively managed.

The Committee is asked to note the content of this report and comment on any issues in respect of the operation of HSAC going forward.

**Cefndir / Background**

The External Governance Review undertaken during 2015 recommended that the Executive Lead of each Board level Committee attend the Audit & Risk Assurance Committee (ARAC) on an annual basis to allow the Committee the opportunity to scrutinise the controls and assurances on which it relies, agreeing actions where appropriate.

The establishment and effective operation of Board committees within individual NHS bodies form a key component of their governance and assurance framework. They enable the Board to fulfil its responsibilities by:

- Providing advice on strategic developments and specific aspects of business;
- Gaining assurance on key aspects of activity and organisational performance supporting achievement of the organisations strategic goals; and
- Carrying out specific responsibilities on the Board's behalf.

The HSAC has been established as a committee of the Hywel Dda University Health Board (HDdUHB) and constituted from 14<sup>th</sup> May 2020.

## Asesiad / Assessment

### 1. Governance

#### 1.1 Reporting Arrangements

HSAC is directly accountable to the Board for its performance. A formal written report is prepared for the Board following each HSAC meeting to provide assurance and to advise on the business undertaken on its behalf. The report includes actions taken by the HSAC on behalf of the Board.

A full set of the papers for each Committee meeting is routinely made publicly available from the Health Board's website, whilst also providing an annual report to the Board:

<S:\HDUHB\Corporate Services Directorate\LHB Board & Stat Committee\Health & Safety Assurance Committee\Update Reports to Board\Annual Reports\HSAC Annual Report 2020-21 Final.docx>

#### 1.2 HSAC Meetings

The HSAC routinely meets on a bi-monthly basis. During 2020/2021, the Committee met on six occasions, as follows:

- 14<sup>th</sup> May 2020
- 22<sup>nd</sup> June 2020
- 7<sup>th</sup> September 2020
- 2<sup>nd</sup> November 2020
- 17<sup>th</sup> February 2021

There was quorum at each Committee meeting. The agenda, papers and approved minutes are available on the Health Board's website and can be accessed via this weblink:

[Health and Safety Assurance Committee - Hywel Dda University Health Board \(nhs.wales\)](Health and Safety Assurance Committee - Hywel Dda University Health Board (nhs.wales))

#### 1.3 Support for Committee Members

Committee members are supported in the effective performance of their function through a Committee handbook. The aim of the handbook is provide information and guidance regarding the Committee's business, management and supporting structure.

#### 1.4 Terms of Reference

A review of the corporate governance structure/arrangements was undertaken in order to align committees' Terms of reference with the Health Board's Planning Objectives. The terms of reference were presented to the Board on 29<sup>th</sup> July 2021.

<S:\HDUHB\Corporate Services Directorate\LHB Board & Stat Committee\Health & Safety Assurance Committee\Terms of Reference\2021\H&SC Terms of Reference for Board approval Final.docx>

#### 1.5 Purpose of HSAC

The purpose of HSAC is to:

- Provide assurance around the UHB arrangements for ensuring the health, safety, welfare and security of all employees and of those who may be affected by work-related activities, such as patients, members of the public, volunteers contractors etc.
- Advise and assure the Board on whether effective arrangements are in place to ensure organisation-wide compliance with the Health Board's Health and Safety Policy, approve and monitor delivery against the Health and Safety Committee's work programme and ensure compliance with the relevant Standards for Health Services in Wales.
- Where appropriate, the Committee will advise the Board on where and how its health and safety management may be strengthened and developed further.

- Provide advice on compliance with all aspects of health and safety legislation.
- To receive an assurance on delivery against relevant Planning Objectives aligned to the Committee, in accordance with Board approved timescales, as set out in HDdUHB's Annual Plan.
- Provide assurance to the Board that the UHB's Emergency Management Plan is underpinned by policy and protocols, planning and performance targets and strategies to address risks to business continuity.

During 2020/21 the HSAC has, through the discharge of its responsibilities, overseen and scrutinised the improvement activity associated with both the Fire and Health and Safety Executive notices/material breaches and in doing so has been able to escalate matters and assurance to the Board as appropriate.

## 2.0 Maintaining Good Governance During the Pandemic

The Health and Safety Committee has continued to meet bi-monthly during the pandemic.

### Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to note the content of this report and take assurance that the Health and Safety Committee has been operating effectively during 2020/2021.

| <b>Amcanion: (rhaid cwblhau)</b>   |   |
|--|---|
| <b>Objectives: (must be completed)</b>   |   |
| Committee ToR Reference<br>Cyfeirnod Cylch Gorchwyl y Pwyllgor   | 3.9 Invite Lead Directors of Board level Committees to attend the Audit and Risk Assurance Committee at least annually to receive assurance that they are effectively discharging their Terms of Reference and ensuring that principal risks are being managed effectively. |
| Cyfeirnod Cofrestr Risg Datix a Sgôr<br>Cyfredol:<br>Datix Risk Register Reference and Score:                    | Not Applicable  |
| Safon(au) Gofal ac Iechyd:<br>Health and Care Standard(s):   | Governance, Leadership and Accountability   |
| Amcanion Strategol y BIP:<br>UHB Strategic Objectives:   | All Strategic Objectives are applicable   |
| Amcanion Llesiant BIP:<br>UHB Well-being Objectives:<br><a href="#">Hyperlink to HDdUHB Well-being Statement</a> | Not Applicable  |

| <b>Gwybodaeth Ychwanegol:<br/>Further Information:</b>  |   |
|---|---|
| Ar sail tystiolaeth:<br>Evidence Base:  | Terms of Reference: <ul style="list-style-type: none"> <li>Health and Safety Assurance Committee</li> </ul> |
| Rhestr Termau:<br>Glossary of Terms:  | Included within the body of the report  |
| Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg:<br>Parties / Committees consulted prior to Audit and Risk Assurance Committee: | Not Applicable  |

| <b>Effaith: (rhaid cwblhau)<br/>Impact: (must be completed)</b> |                            |
|---|----------------------------|
| Ariannol / Gwerth am Arian:<br>Financial / Service:             | Not Applicable             |
| Ansawdd / Gofal Claf:<br>Quality / Patient Care:                | Implicit within the report |
| Gweithlu:<br>Workforce:   | Implicit within the report |
| Risg:<br>Risk:  | Not Applicable             |
| Cyfreithiol:<br>Legal:  | Not Applicable             |
| Enw Da:<br>Reputational:  | Not Applicable             |
| Gyfrinachedd:<br>Privacy:                                       | Not Applicable             |
| Cydraddoldeb:<br>Equality:                                      | Not Applicable             |