

**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	04 March 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Committee (HSC) Self-Assessment Outcome Report 2024/25
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	James Severs, Director of Allied Health Professions and Health Science
SWYDDOG ADRODD: REPORTING OFFICER:	Joanne Wilson, Director of Corporate Governance/Board Secretary Charlotte Wilmshurst, Assistant Director of Assurance and Risk

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 present the outcome of the Health and Safety Committee (HSC) Self-Assessment 2024/25 process to the Committee.

Cefndir / Background

In line with Section 10.2.1 of Standing Orders, the Board is required to introduce a process of regular and rigorous self-assessment and evaluation of its own operations and performance and that of its Committees and Advisory Groups. Section 10.2.2 also states that each Committee must also submit an annual report to the Board through the Chair within 6 weeks of the end of the reporting year setting out its activities during the year and including the review of its performance and that of any sub-Committees it has established.

A refreshed approach to the Committee self-assessment process was developed in 2023 which was intended to be proportionate, achievable and add value to the organisation's governance capability. For HSC, this involved:

- Short digital form which requested feedback on the following areas:
 - Governance and administration
 - Committee's inputs
 - Conduct of Committee meetings
 - Interface with other Committees, including the Board
 - Committee's impact
 - Individual role on Committee

The feedback from this form was considered alongside other information, such as:

- Matters escalated to the Board
- IM Reflective sessions

- Auditor/Regulator feedback

The HSC Chair and Lead Executive met to consider the Committee's effectiveness to date based on responses from the above digital form and feedback from auditors/regulators and other intelligence on how the Committee currently operates, where it has made an impact and what it has shone a light on, and the areas where it could have done better.

Asesiad / Assessment

The HSC Chair and Lead Executive met to consider the Committee's effectiveness to date based on responses from the above digital form and feedback from auditors/regulators and other intelligence on how the Committee currently operates, where it has made an impact and what it has shone a light on, and the areas where it could have done better.

Look back at Committee's effectiveness over previous 12 months...

The below analysis was based on responses from the digital form and feedback from auditors/regulators and other intelligence on how the Committee currently operates:

What we want to continue to do next year

- Receive good governance and administration of Committee
- Receive good support from EDs/Deputies re attendance, timeliness of papers
- Chair effectively and have open, transparent and productive debate with constructive challenge from IMs
- Continue to improve the quality of reports
- Receive succinct and knowledgeable presentation of papers and responses to queries
- Trade union representation at meetings to bring staff value to the committee
- Provide the Board with clear, concise information and gaps in assurance
- Generate a positive committee culture
- Appropriately using private meetings for discussing items not for the public domain

What we want to change going forward

- Strengthen the strategic focus of the Committee
- Ensure that Executive leads (and authors) understand the purpose of each paper that needs to be prepared for each meeting and that the paper is reviewed and scrutinised by the Lead ED prior to meetings (slide 5)
- Enabling presenters to provide more effective responses to questions by providing clarity and context when scrutinising papers at Committee, eg clearly outlining the nature/ context of a concern/ issue, the reason for the concern and then the actual question. (slide 7) To be addressed through the Board Development Programme
- Continue to improve papers by reducing the operational and technical detail within reports and strengthen clarity of purpose of papers to HSC to provide assurance supported by the inclusion of risks, impacts and outcomes for patients, staff and visitors (people-centred).
- Continue to improve the scrutiny and challenge by Board on areas raised for their attention through the 3As report

Suggested areas of focus for 2025/26

- Focus on areas where unable to provide assurance on such as violence and aggression, and site and security (both on corporate risk register) and other high risks identified
- IM walkabouts to understand how the risks are being mitigated (feedback to AD of Quality for consideration to include as part of the Patient Safety Walkabout cycle)
- The effectiveness of Health and Safety policies and procedures (to be addressed by changes to the directorate governance structures/ Health and Safety Sub-Committee)
- Effectiveness of training and education to ensure workforce has sufficient knowledge, skills and experience to undertake their roles
- Improve ownership of issues relating to Health and Safety within operational structures which report to the Sub-Committee
- Health Board Estate, in particular the safety of staff delivering services in fragile areas
- Training for new IM's attending HSC (to be addressed as part of IM's ongoing development)
- Seek assurance that risk assessments that align to the six essential points of the health and safety at work act are in place
- Increased focus on security staff training and education
- Strengthening links with PODCC and QSEC

Actions to be taken forward:

The following actions will be taken forward by the Director of Corporate Governance/Board Secretary:

Action	By whom	By when
Ensure the Committee Workplan for 2025/26 includes areas for strategic focus	DOAHPHS	Apr25
Clarify the purpose of each paper at agenda setting meetings and ensure this is communicated to the Lead Director /Author	DOAHPHS / CSO	Mar25
Ensure that all papers submitted for meetings have Director sign-off and to return papers that do not meet the purpose as agreed at agenda setting	CSO	Mar25
To provide report writing and presenting guidance to operational teams as part of the implementation of the Operational Governance Structure (This will include reducing the level of operational detail in reports, the importance of including outcome data in reports and how to present papers to Committees)	DOCG	Apr25
To focus on matters of alert and advise when reporting to the Board	Chair	Apr25
Consider including suggested areas of focus for 2025/26 on Committee Workplan	DOCG/CSO	Apr25

Argymhelliad / Recommendation

The Committee is asked to consider the outputs from the Committee Self-Assessment process, and to agree the actions to be taken to improve its effectiveness.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self assessment and evaluation of the Committee's performance and operation, including that of any sub-committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	HSC Terms of Reference HSC Self-Assessment digital form results Auditor and Regulator feedback through Structured Assessment and Internal Audit reports
Rhestr Termau: Glossary of Terms:	Included within report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	HSC Chair Director of Allied Health Professions and Health Science Director of Corporate Governance/Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impacts.

Ansawdd / Gofal Claf: Quality / Patient Care:	No direct impacts.
Gweithlu: Workforce:	No direct impacts.
Risg: Risk:	No direct impacts.
Cyfreithiol: Legal:	No direct impacts.
Enw Da: Reputational:	No direct impacts.
Gyfrinachedd: Privacy:	No direct impacts.
Cydraddoldeb: Equality:	No direct impacts.