



HEALTH & SAFETY ASSURANCE COMMITTEE PWYLLGOR ANSAWDD IECHYD A DIOGELWCH

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 May 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	H&SAC Self-Assessment Exercise 2020/21
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mrs Judith Hardisty, Chair Mrs Mandy Rayani, Director of Nursing, Quality & Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Sonja Wright, Committee Services Officer

**Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)**

Ar Gyfer Trafodaeth/For Discussion

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to present to Health and Safety Assurance Committee the Self-Assessment template which is intended for use in the Committee's annual self-assessment exercise for 2020/21, and to consider any amendments in order to ensure that the template is fit for purpose in assessing the Committee's effectiveness.

Cefndir / Background

In line with all Board level Committees' Terms of Reference, Members and In Attendance Members of Health and Safety Assurance Committee are required to complete an annual questionnaire in order to consider the Committee's effectiveness in providing assurance to the Board throughout the preceding year, and also to consider their individual understanding of the Committee's key purposes and remit, together with their role and contribution to the Committee.

Asesiad / Assessment

For the 2020/21 self-assessment exercise, it is intended to use the questionnaire template attached at Appendix 1. The questionnaire has been refreshed in conformity with the format utilised by the Quality, Safety and Experience Assurance Committee (QSEAC) in completing its self-assessment in 2019/20, and will be utilised by other assurance Committees moving forward.

The questionnaire has been constructed and focused to elicit narrative rather than tick-box ratings, inviting ideas and examples to generate valuable learning upon which the Committee can proactively build over the coming year.

Argymhelliad / Recommendation

Health and Safety Assurance Committee is requested to consider the proposed self-assessment questionnaire template and support its use for 2020/21.

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
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	HSAC Self-Assessment Questionnaire 2020/21 HSAC Terms of Reference
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partïon/ Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diodelwch: Parties/ Committees consulted prior to H&SAC:	Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Health and Safety Assurance Committee Self-Assessment 2020/21

Draft Format for Consideration

The vision for this self-assessment exercise is to generate valuable learning, upon which the Committee can build and improve proactively over the coming year. In order to achieve this, we want to elicit the *collective wisdom* of the Committee's participants. As such, the questions focus on gathering thoughts and ideas about how the Committee functions and how it might improve. They do not cover areas of enquiry which can be settled by a simple audit (e.g. meeting frequency, membership, attendance, existence of Terms of Reference, etc.).

Intentionally, we have constructed and focused the questions to elicit narrative rather than tick-box rating. Each question begins with a statement which sets out 'what good looks like'. We could describe these domains as the building blocks of effective assurance. You are then asked to provide examples and ideas in relation to the relevant domain. This is a new approach, similar to the one undertaken previously by the Quality, Safety & Experience Assurance Committee, which we hope will improve over time. It is intended to facilitate a more dynamic process of continuous improvement, rather than a traditional annual stock-take.

Questions

1. The Committee seeks assurances in regard to:

- The Health Board's 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.
- The effectiveness of arrangements to ensure organisation-wide compliance with the Health Board's Health and Safety Policy, monitoring delivery against the Health and Safety Assurance Committee's work programme and ensuring compliance with the relevant Standards for Health Services in Wales, advising the Board where appropriate regarding how its health and safety management may be strengthened and developed further.
- Processes for the review of accidents, incidents and notifiable disease statistics in order to keep an organisational focus on trends, to ensure that corrective action and prioritisation of high risk issues are brought to the attention of the appropriate groups, and to share learning across the organisation.
- Processes for the review of Health and Safety compliance across the whole of the Health Board's business undertakings, including a programme of Health and Safety audits and review of findings of safety management system audits, seeking assurance that corrective actions are put in place and ensuring that reports and factual information from external regulatory agencies are acted upon within achievable timescales.
- The effective management of risks relating to health, safety, security, fire and service/business interruption/ disruption across all the Health Board's activities (including for hosted services and through partnerships and Joint Committees as appropriate), providing assurance that effective risk assessments are undertaken and addressed.

The Committee constantly seeks to strengthen the ways in which it achieves this, challenging itself to avoid tokenism, welcoming contributions, engaging with criticism and accounting for and learning from failings.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

2. The Committee works **strategically**. This means it aligns its work with the Health Board's overarching strategic priorities and delivery plans. It commissions work in support of those priorities, providing the Board with the assurance necessary to have confidence in its ability to deliver.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

3. The Committee works **systemically**. This means it works effectively with the Board, other Board Committees, Committee sub-groups and other relevant parts of the organisation's governance and assurance system, in order to ensure that connections and themes which have an impact upon the organisation's health, safety and security objectives are identified. It guards against 'silo' working and gives balanced and meaningful 'air time' to the full range of the Health Board's health and safety portfolio.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

4. The Committee works **intelligently**. This means it draws on a diverse range of reliable data (both quantitative and qualitative) to triangulate information and reveal themes or patterns in regard to health and safety compliance. It uses a range of key indicators to monitor the performance of plans and initiatives to ensure that robust and effective safety management systems are in place to deliver the Health Board's health, safety and security objectives and to fulfil its statutory duties. This relies upon the provision of accurate data, and upon accurate interpretation of the data provided.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

5. The Committee facilitates **learning**. This means it works openly and honestly, encouraging contributions from attendees which represent a fair and reasonable reflection of the realities faced across all services. The Chair sets the leadership tone and is supported by other Independent Members and Executive Members in facilitating and protecting this learning space. The style is based upon robust support/ robust challenge.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

6. The Committee champions **continuous improvement**. This means it adopts a mindset and methodologies which enable it to lead and oversee a clear journey of improvement in respect of the Health Board's health, safety and security objectives, and the fulfilment of its statutory duties.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

7. The Committee works **proactively**. This means it is organised in its work plan, sensitive to the dynamic environment in which the Health Board operates, and searching in its enquiries. It is curious, and willing to pursue demanding issues in the interests of achieving Health and Safety compliance and in promoting the welfare and security of employees, patients and visitors. It uses the organisation's risk management processes effectively to scrutinise risks and ensure that long-standing risks and issues do not become normalised or tolerated beyond the Board's risk appetite.

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

8. Are there any domains of effective assurance which you think are not covered above?
What are they?

For that/ those missing domain/s.....

Please describe at least one example from 2020/21 in which the Committee has been effective in this domain.

Please share at least one idea for improving the Committee's effectiveness in this domain over the coming year.

9. Extraordinary question for 2020/21 relating to COVID-19

The Committee has sought to play a proactive role in the COVID-19 response, specifically in terms of assurance around health and safety risks and other implications arising from the pandemic. It has made a range of adjustments to reflect the rapidly changing circumstances that the Health Board has faced. In your view:

1. What went well?
2. Even better if...?
3. What learning points should we take with us post-COVID?

**Thank you for taking the time to respond. If you would like to have a conversation to share your views in more depth, please contact Mrs Judith Hardisty, Health and Safety Assurance Committee Chair, via the following e-mail address:
Judith.Hardisty@wales.nhs.uk**

Sources used to inform the content and format of this questionnaire:

- **Health and Safety Assurance Committee Terms of Reference**
- **Published guidance from the Good Governance Institute**