

1.5 PPPAC Update Report to Board from 7th May 2020 Extra-ordinary Meeting

*Presenter: Chair*

PPPAC Update Report 07 05 20

PPPAC ToA May 2020

<b>Enw'r Pwyllgor / Name of Committee</b>	People, Planning & Performance Assurance Committee (PPPAC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Professor John Gammon
<b>Cyfnod Adrodd/ Reporting Period:</b>	Extra-ordinary Meeting Held on 7 <sup>th</sup> May 2020
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<p>Given the approvals made at Board on 26<sup>th</sup> March 2020 to temporarily stand down PPPAC and hold meetings with the Chair of the Committee and the Lead Executives, the first of these Extra-ordinary PPPAC meetings took place on 7<sup>th</sup> May 2020, with an invitation issued to the wider membership to submit any questions relating to the work of the Committee (workforce, planning and performance) for raising in discussion.</p> <ul style="list-style-type: none"> <li> <b>Questions from Members for Raising at Extra-ordinary PPPAC on 7<sup>th</sup> May 2020</b>            See Appendix 1 for the questions raised by Members at the Extra-ordinary PPPAC meeting on 7<sup>th</sup> May 2020, together with the responses.         </li> <li> <b>Table of Actions from BPPAC Meeting Held on 20<sup>th</sup> February 2020</b>            The Table of Actions from the BPPAC meeting held on 20<sup>th</sup> February 2020 were reviewed to provide assurance that any outstanding actions had been followed up:           <ul style="list-style-type: none"> <li>Assurance was provided that any outstanding actions relating to the HSE including violence and aggression training and relating to the fire enforcement notice had now transferred to the Health and Safety Assurance Committee (H&amp;SAC).</li> <li>NIAAS – confirmation received that actions in respect of NIAAS had been taken forward.</li> <li>Coding – confirmation received that coding had been reviewed by ARAC, with the presentation, which had been due to be discussed at Board Seminar, circulated to all Board Members.</li> <li>Process for needle stick injuries – agreement was reached that this matter would be followed up with the Executive Director of Nursing, Quality &amp; Patient Experience to ensure this action had been taken forward.</li> </ul> <p>Confirmation was provided that all other outstanding actions would be progressed.</p> </li> <li> <b>Performance</b>            The Chair of the Committee received an overview in relation to performance and was updated on the 5 key areas, which are still being overseen by Welsh Government. Details of the process in place for monitoring performance during the COVID-19 pandemic were discussed. It was agreed that the risk in relation to the areas which were not currently being managed would be included in the overarching Performance Report to Board. Members received         </li> </ul>	

an update in relation to NWSSP performance, and an assurance was provided that there were no areas of concern at the present time. The Committee also received a detailed update on HDdUHB's capital programme and capital projects, including Women's and Children's Phase 2.

WG have been kept fully updated on the capital schemes, and it was noted the rolling risk assessment in place. It was further noted that the Assistant Director of Planning is preparing a report in relation to the capital allocation to include a risk assessment, for example on the backlog maintenance programme and the inability to undertake essential works due to COVID-19.

A request was made to establish whether the action relating to GMS access and baseline assessment had been completed, noting this had formed part of the Out of Hours report which should have been followed up.

It was agreed that the operating framework document would be shared with Professor Gammon.

Assurance was requested on whether HDdUHB has sufficient resource in place to support staff during the current pandemic. Assurance was provided that the Executive Director of Workforce and OD is meeting with Trade Union leads and the Trade Union Independent Member every two weeks to provide an update on all workforce matters and to consider and respond to any concerns raised. Members were provided with the detail of the resource currently in place, and whilst content that this is sufficient, queried whether staff are being provided with the appropriate 'head space' to access the support required, referencing the 'wobble room' as an example. Members were informed that counsellors are being mobilised on each acute site, with every staff member (acute and community) issued with a rainbow card providing 24/7 access to a counsellor. It was noted that the key areas of concern raised relate to PPE, conflicting messages, staff with underlying health conditions, caring for COVID-19 positive patients and further support for staff in green areas.

- **Information Provided Prior to the Extra-ordinary PPPAC Meeting**

The Committee reviewed the following information which had been provided prior to the meeting:

- Month 12 Performance Summary (in lieu of IPAR)
- Hywel Dda UHB Staff Psychological Wellbeing Plan: COVID-19
- Staff Psychological Well-Being Update as at 17<sup>th</sup> April 2020 (as presented to the Local Negotiating Committee)
- Rainbow Poster Providing Access to Mental Health & Well-being Services and Contact Details
- Learning and Development: Overview of COVID-19 Training for Registered Nurses
- Mandatory Training Performance Compliance for Month 1 2020/21

- **Governance**

Given concerns regarding the governance of the Extra-ordinary PPPAC meeting, it was agreed that:

- Discussions would be held with the HDdUHB Chair in regard to re-establishing PPPAC with limited Executive Officer membership from the 30<sup>th</sup> June 2020 meeting;
- Sub-Committees of PPPAC not to be re-established as yet;
- A PPPAC Update Report from the Extra-ordinary meeting on 7<sup>th</sup> May 2020 to be presented to the Public Board on 28<sup>th</sup> May 2020;
- Outputs from the Extra-ordinary PPPAC meeting on 7<sup>th</sup> May 2020 (together with the information provided) to be circulated to all Independent Members;
- A review of all outstanding actions from the final meeting of BPPAC to be undertaken, and an update provided for the first PPPAC meeting to ensure all actions have been captured and either taken forward into PPPAC or H&SAC.
- Amended PPPAC TORS, to include reference to the Transformation Group which forms part of A Regional Collaboration for Health (ARCH) as agreed by the Board on 26<sup>th</sup> March 2020, to be shared with Professor Gammon and to feature as an agenda item at the first PPPAC meeting on 30<sup>th</sup> June 2020.

**Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:**

- None

**Risgiau Allweddol a Materion Pryder / Key Risks and Issues/ Matters of Concern:**

- Concerns regarding the governance of the Extra-ordinary PPPAC meeting arrangements to be mitigated by re-establishing PPPAC with limited Executive Officer membership from the 30<sup>th</sup> June 2020 meeting.

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:**

**Adrodd yn y Dyfodol / Future Reporting:**

In addition to the items scheduled to be reviewed as part of the Committee's work programme, following up progress of the various actions identified above will be undertaken.

**Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:**

30<sup>th</sup> June 2020

## TABLE OF ACTIONS

### People Planning & Performance Assurance Committee (PPPAC) extra-ordinary meeting held on 7<sup>th</sup> May 2020

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PPPAC (20)01	<b>Table of Actions from BPPAC Meeting Held on 20<sup>th</sup> February 2020</b> <ul style="list-style-type: none"> <li>• <b>Process for needle stick injuries</b> - to follow up with the Executive Director of Nursing &amp; Patient Experience to ensure this action had been taken forward through H&amp;S Assurance Committee for an assurance that the Health Board will be able to comply with the H&amp;S Improvement Notice and to QSEAC to be assured that the detail and impact of needle stick injuries is discussed within infection prevention.</li> </ul>	MR	29/05/2020	Complete - Passed to H&S Assurance Committee for inclusion on their work programme, and to QSEAC to receive an assurance through the Infection Prevention Operational Group Update Report.
PPPAC (20)02	<b>Table of Actions from BPPAC Meeting Held on 20<sup>th</sup> February 2020</b> <ul style="list-style-type: none"> <li>• To progress all outstanding actions.</li> </ul>	CW	29/05/2020	Complete
PPPAC (20)03	<b>Performance</b> <ul style="list-style-type: none"> <li>• To establish whether the action relating to GMS access and baseline assessment has been completed.</li> </ul>	JP/RB	29/05/2020	Complete – A paper was provided to BPPAC updating the baseline assessment. Updated information on both the Access Forum and the outcome of the Access questionnaire data from QAIF will be presented to PPPAC in June/August 2020.
PPPAC (20)04	<b>Performance</b> <ul style="list-style-type: none"> <li>• To share the operating framework document with Prof. John Gammon.</li> </ul>	JW	29/05/2020	Complete
PPPAC (20)05	<b>Governance</b> <ul style="list-style-type: none"> <li>• To discuss with the HDdUHB Chair in regard to re-establishing PPPAC with limited Executive Officer membership from the 30<sup>th</sup> June 2020 meeting.</li> </ul>	JW	21/05/2020	Complete

<b>PPPAC (20)06</b>	<b>Governance</b> <ul style="list-style-type: none"> <li>To present a PPPAC Update Report from the Extra-ordinary meeting on 7<sup>th</sup> May 2020 to the Public Board on 28<sup>th</sup> May 2020.</li> </ul>	<b>JW</b>	<b>21/05/2020</b>	Complete
<b>PPPAC (20)07</b>	<b>Governance</b> <ul style="list-style-type: none"> <li>Outputs from the Extra-ordinary PPPAC meeting on 7<sup>th</sup> May 2020 (together with the information provided) to be circulated to all Independent Members.</li> </ul>	<b>JW</b>	<b>29/05/2020</b>	Complete
<b>PPPAC (20)08</b>	<b>Governance</b> <ul style="list-style-type: none"> <li>A review of all outstanding actions from the final meeting of BPPAC to be undertaken, and an update provided for the first PPPAC meeting to ensure all actions have been captured and either taken forward into PPPAC or H&amp;SAC.</li> </ul>	<b>JW/AG</b>	<b>29/05/2020</b>	Complete
<b>PPPAC (20)09</b>	<b>Governance</b> <ul style="list-style-type: none"> <li>Amended PPPAC TORS, to include reference to the Transformation Group which forms part of A Regional Collaboration for Health (ARCH) as agreed by the Board on 26<sup>th</sup> March 2020, to be shared with Professor Gammon.</li> <li>For the amended PPPAC ToRs to feature as an agenda item at the first PPPAC meeting on 30<sup>th</sup> June 2020.</li> </ul>	<b>JW</b>	<b>21/05/2020</b>	Complete
		<b>CW</b>	<b>21/05/2020</b>	Complete

AC – Andrew Carruthers  
AG – Alison Gittins  
CW – Claire Williams  
JW – Joanne Wilson  
MR – Mandy Rayani  
RB – Rhian Bond