

**COFNODION Y CYFARFOD BWRDD IECHYD PRIFYSGOL
HEB EU CYMERADWYO **DDRAFT/DRAFT** UNAPPROVED
MINUTES OF THE UNIVERSITY HEALTH BOARD MEETING**

Date of Meeting:	2.00PM, TUESDAY 23RD JUNE 2020
Venue:	BOARDROOM, YSTWYTH BUILDING, ST DAVID'S PARK, CARMARTHEN SA31 3BB

Present:	<p>Miss Maria Battle, Chair, Hywel Dda University Health Board Mrs Judith Hardisty, Vice-Chair, Hywel Dda University Health Board (VC) Mr Owen Burt, Independent Member (VC) Mr Maynard Davies, Independent Member (VC) Professor John Gammon, Independent Member (VC) Mr Mike Lewis, Independent Member (VC) Mr Paul Newman, Independent Member (VC) Ms Delyth Raynsford, Independent Member (VC) Cllr. Simon Hancock, Independent Member (VC – observing only) Mr Steve Moore, Chief Executive Mr Andrew Carruthers, Executive Director of Operations Mrs Lisa Gostling, Executive Director of Workforce & Organisational Development Mrs Ros Jervis, Executive Director of Public Health (VC) Dr Philip Kloer, Executive Medical Director and Deputy Chief Executive Mrs Mandy Rayani, Executive Director of Nursing, Quality & Patient Experience Mr Huw Thomas, Executive Director of Finance</p>
In Attendance:	<p>Ms Jill Paterson, Director of Primary Care, Community & Long Term Care Mrs Joanne Wilson, Board Secretary Ms Sarah Jennings, Director of Partnerships and Corporate Services Mr Michael Hearty, Associate Member (VC) Mr Jeremy Saunders, Audit Wales (VC) Dr Mo Nazemi, Chair of Health Care Professionals Forum (VC – observing only) Ms Karen Richardson, Committee Services Officer (Minutes)</p>

PM(20)97	INTRODUCTIONS & APOLOGIES FOR ABSENCE	
	<p>The Chair, Miss Maria Battle, welcomed all to the meeting, in particular Dr Mo Nazemi, the newly appointed Chair of the HDdUHB Health Care Professionals Forum attending his first Public Board. Miss Battle expressed her gratitude for the support of the public since the start of the pandemic. Further thanks were extended to the Board Secretary, the Committee Chairs, and the Governance, Informatics and Finance teams for their continuing efforts. It was noted that with the support of the Governance and Informatics teams, today's Board meeting is being live streamed to the public.</p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> • Ms Anna Lewis, Independent Member • Ms Ann Murphy, Independent Member • Mrs Karen Miles, Executive Director of Planning, Performance & Commissioning 	

	<ul style="list-style-type: none"> Ms Alison Shakeshaft, Executive Director of Therapies & Health Science Ms Hazel Lloyd-Lubran, Chair, Stakeholder Reference Group Mrs Donna Coleman, Hywel Dda Community Health Council 	
PM(20)98	DECLARATION OF INTERESTS	
	No declarations of interest were made.	
PM(20)99	MINUTES OF THE PUBLIC MEETING HELD ON 28TH MAY 2020	
	RESOLVED – that the minutes of the meeting held on 28 th May 2020 be approved as a correct record.	
PM(20)100	MATTERS ARISING & TABLE OF ACTIONS FROM THE MEETING HELD ON 28TH MAY 2020	
	<p>An update was provided on the table of actions from the Public Board meeting held on 28th May 2020, and confirmation received that all outstanding actions had been progressed.</p> <p>In terms of any matters arising:</p> <ul style="list-style-type: none"> PM(20)78 Responding to the COVID-19 Pandemic: Update, Review and Ratification of Decisions Made Since 16th April 2020: <ul style="list-style-type: none"> ➤ Mr Andrew Carruthers advised that following a meeting held on 15th June 2020 to discuss an appropriate timeline to prepare a report to Board on Paediatric Services, it has been agreed that an overarching report will be presented with discussions to be held with the Board Secretary to agree a timeline. ➤ In relation to the action to share a list/database of UHB services and how to access them with the CHC, Mr Carruthers confirmed that this action would be completed before the next Board meeting in July 2020. PM(20)90 Committee Update Reports: Board Level Committees: Miss Battle advised that presentation of the Hywel Dda Health Charities report to the meeting of the Corporate Trustee following Board today closes the action in relation to providing more extensive reports to Board. 	<p>AC/JW</p> <p>AC</p>
PM(20)101	COMMITTEE ANNUAL REPORTS: AUDIT & RISK ASSURANCE COMMITTEE	
	<p>Mr Paul Newman presented the Audit & Risk Assurance Committee (ARAC) Annual Report 2019/20, advising that this represents a summary of the Committee's work during the year. As a point of accuracy the date in paragraph 15.8 should read 2020 not 2019.</p> <p>It was noted that the report had been discussed in detail by ARAC at its May 2020 meeting with Members agreeing that it presents a fair reflection of the work undertaken by the Committee.</p> <p>Subject to the noted amendment, Members approved the Audit & Risk Assurance Committee (ARAC) Annual Report 2019/20.</p>	KR

	The Board ENDORSED the Audit & Risk Assurance Committee Annual Report 2019/20 subject to the noted amendment.	
PM(20)102	COMMITTEE ANNUAL REPORTS: BUSINESS PLANNING & PERFORMANCE ASSURANCE COMMITTEE	
	<p>Mrs Judith Hardisty introduced the Business Planning & Performance Assurance Committee (BPPAC) Annual Report for 2019/20, advising that following recent changes made to HDdUHB's governance structure, this represents the final BPPAC Annual Report to Board. Mrs Hardisty expressed her gratitude to Mr David Powell who had chaired BPPAC during the reporting period, and those who had supported the Committee.</p> <p>It was noted that similar to the ARAC Annual Report, all Committee Annual Reports have been scrutinised by their parent Committees, prior to being presented to the Board.</p>	
	The Board ENDORSED the Business Planning & Performance Assurance Committee Annual Report 2019/20.	
PM(20)103	COMMITTEE ANNUAL REPORTS: QUALITY, SAFETY & EXPERIENCE ASSURANCE COMMITTEE	
	<p>Professor John Gammon presented the Quality, Safety & Experience Assurance Committee (QSEAC) Annual Report for 2019/20, advising that this provides a summary of the Committee's activities during the year and includes the Annual Reports of the Sub-Committees under the remit of QSEAC.</p> <p>No questions or comments were raised by Members. It was noted that the Committee Annual Report had been scrutinised by the Committee, prior to being presented to the Board for endorsement.</p>	
	The Board ENDORSED the Quality, Safety and Experience Committee Annual Report 2019/20.	
PM(20)104	COMMITTEE ANNUAL REPORTS: CHARITABLE FUNDS COMMITTEE	
	<p>Ms Sarah Jennings presented the Charitable Funds Committee (CFC) Annual Report for 2019/20, advising that this provides a summary of the Committee's activities during the year.</p> <p>No questions or comments were raised by Members. It was noted that the Committee Annual Report had been scrutinised by the Committee, prior to being presented to the Board for endorsement.</p>	
	The Board ENDORSED the Charitable Funds Committee Annual Report 2019/20.	
PM(20)105	COMMITTEE ANNUAL REPORTS: FINANCE COMMITTEE	
	Mr Michael Hearty, introduced the Finance Committee Annual Report 2019/20 outlining the work of the Committee during the reporting period.	

	No questions or comments were raised by Members. It was noted that the Committee Annual Report had been scrutinised by the Committee, prior to being presented to the Board for endorsement.	
	The Board ENDORSED the Finance Committee Annual Report 2019/20.	

PM(20)106	COMMITTEE ANNUAL REPORTS: MENTAL HEALTH LEGISLATION ASSURANCE COMMITTEE	
	Mrs Hardisty presented the Mental Health Legislation Assurance Committee Annual Report 2019/20, expressing thanks to the Mental Health & Learning Disability (MHL) teams for their continued commitment during the year. No questions or comments were raised by Members. It was noted that the Committee Annual Report had been scrutinised by the Committee, prior to being presented to the Board for endorsement.	
	The Board ENDORSED the Mental Health Legislation Assurance Committee Annual Report 2019/20.	

PM(20)107	COMMITTEE ANNUAL REPORTS: PRIMARY CARE APPLICATIONS COMMITTEE	
	Mrs Hardisty presented the Primary Care Applications Committee (PCAC) Annual Report 2019/20, advising that following recent changes made to HDdUHB's governance structure, this represents the final PCAC Annual Report to Board. Mrs Hardisty expressed her gratitude to the Primary Care team for their support to the Committee during the reporting period. No questions or comments were raised by Members. It was noted that the Committee Annual Report had been scrutinised by the Committee, prior to being presented to the Board for endorsement.	
	The Board ENDORSED the Primary Care Applications Committee Annual Report 2019/20.	

PM(20)108	COMMITTEE ANNUAL REPORTS: UNIVERSITY PARTNERSHIP BOARD	
	Professor Gammon introduced the University Partnership Board (UPB) Annual Report for 2019/20, advising that this is self-explanatory in terms of actions and areas discussed. Mrs Lisa Gostling noted an error within the report, and for clarity advised that the Workforce and Organisational Development team have focused on the following during the reporting period: <ul style="list-style-type: none"> • The development and introduction of Healthcare apprentices within the Health Board which has been supported by all local colleges; • Development and issuing of the first Workplace Climate and Wellbeing survey for nursing; this work being undertaken in conjunction with Swansea University in collaboration with a university in Australia; • Destination NHS with Pembrokeshire college; 	

	<ul style="list-style-type: none"> • Collaboration with local universities and colleges regarding health related courses and wider apprenticeships e.g. IT. <p>Prof. Gammon supported the suggested amendments, and Mrs Wilson confirmed that once incorporated, a revised version would be uploaded onto the Health Board website.</p>	LG/KR
	The Board ENDORSED the University Partnership Board Annual Report 2019/20, subject to the suggested amendments.	
PM(20)109	ADVISORY GROUP ANNUAL REPORTS: HEALTH CARE PROFESSIONALS FORUM	
	<p>Dr Philip Kloer presented the Healthcare Professionals Forum Annual Report 2019/20, expressing thanks to Dr Kerry Donovan, Chair of the Forum for the majority of the reporting period.</p> <p>No questions or comments were raised by Members. It was noted that the Forum's Annual Report had been scrutinised by the Forum, prior to being presented to the Board for endorsement.</p>	
	The Board ENDORSED the Healthcare Professionals Forum Annual Report 2019/20.	
PM(20)110	ADVISORY GROUP ANNUAL REPORTS: STAFF PARTNERSHIP FORUM	
	<p>Mrs Gostling presented the Staff Partnership Forum Annual Report 2019/20, advising that this represents a summary of the Forum's work during the year.</p> <p>No questions or comments were raised by Members. It was noted that the Forum's Annual Report had been scrutinised by the Forum, prior to being presented to the Board for endorsement.</p>	
	The Board ENDORSED the Staff Partnership Forum Annual Report 2019/20.	
PM(20)111	ADVISORY GROUP ANNUAL REPORTS: STAKEHOLDER REFERENCE GROUP	
	<p>Ms Jennings presented the Stakeholder Reference Group Annual Report 2019/20, expressing thanks to Mrs Hilary Jones, Chair of the Group for the majority of the reporting period.</p> <p>No questions or comments were raised by Members. It was noted that the Group's Annual Report had been scrutinised by the Group, prior to being presented to the Board for endorsement.</p>	
	The Board ENDORSED the Stakeholder Reference Group Annual Report 2019/20.	
PM(20)112	BOARD EFFECTIVENESS REPORT	
	Mr Steve Moore presented the Board Effectiveness Report, advising that for 2019/20, HDdUHB is only one of two NHS Wales organisations to pilot a new approach to the annual assessment of Board effectiveness.	

	<p>Mrs Wilson confirmed that the report had been scrutinised by ARAC on 5th May 2020, and following robust discussions, Members were supportive of the new approach and assigned assessment level. Routinely, all Board Members would be engaged in this process however, due to COVID-19, a pragmatic approach has been taken, with ARAC, the Chair and CEO approving the content on behalf of the Board.</p> <p>Miss Battle emphasised that the routine process would be re-established, once it is appropriate to do so.</p>	
	<p>Whilst noting that the process has not been as inclusive as planned due to COVID-19, the Board TOOK ASSURANCE from the process that has been undertaken for 2019/20 to review its effectiveness.</p>	

<p>PM(20)113</p>	<p>HDdUHB ANNUAL REPORT 2019/20</p> <p>Mrs Wilson presented the HDdUHB Annual Report 2019/20 advising that the report is comprised of three components:</p> <ul style="list-style-type: none"> • Performance Report for 2019/20; • Accountability Report for 2019/20; • Audited Annual Accounts for 2019/20. <p>These components have been considered and approved by HDdUHB’s ARAC prior to being considered by the Board, and have been presented together for the Board’s approval. Furthermore, both documents have been prepared in accordance with the Manual for Accounts with the accountability report having been reviewed by Audit Wales, Internal Audit and Welsh Government. Mrs Wilson expressed sincere thanks to Ms Tracy Price, Performance Manager, for her work in preparation of the Performance Report, and Mrs Charlotte Beare, Head of Assurance and Risk, for her work in preparation of the Accountability Report.</p> <p>Mr Moore expressed thanks to Mrs Wilson and her team for the excellent support provided in overseeing the completion of the three components making up HDdUHB’s Annual Report, and also in relation to the support provided to the Command and Committee structures during the current pandemic.</p> <p>For the Board’s assurance, Mr Newman confirmed that the Performance Report and the Accountability Report had been considered by ARAC at its meeting earlier in the day and approved for onward ratification by the Board, and Mr Newman echoed the thanks expressed to Mrs Wilson and team.</p> <p>The Board APPROVED the following, recognising that these have been reviewed and agreed by relevant Board Committees:</p> <ul style="list-style-type: none"> • Performance Report for 2019/20; • Accountability Report for 2019/20 	
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<p>PM(20)114</p>	<p>AUDIT WALES ISA 260 AND LETTER OF REPRESENTATION</p> <p>Mr Jeremy Saunders introduced the Audit Wales ISA 260 and Letter of Representation, which had been presented to ARAC at its meeting held earlier in the day. On behalf of Audit Wales, Mr Saunders expressed thanks to the conduct of HDdUHB’s Finance Team during COVID-19.</p>	
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	<p>No questions or comments were raised by Members. Mr Newman confirmed that ARAC had agreed to the content of the report at its meeting held earlier in the day</p>	
	<p>The Board NOTED the Audit Wales ISA 260 and Letter of Representation.</p>	

<p>PM(20)115</p>	<p>FINAL ACCOUNTS FOR 2019/20</p> <p>Mr Huw Thomas introduced the Final Accounts for 2019/20, expressing thanks to the Finance Committee, Audit Wales and the Governance Team for their support during the reporting period. The accounts represent a significant amount of work undertaken during the year to manage the Health Board's finances, which has been monitored by the Finance Committee and ARAC. For the Board's assurance, the draft Annual Accounts have been presented to Finance Committee and ARAC, with the final version now presented for the Board's approval.</p> <p>Referring to HDdUHB's performance against key targets, Mr Thomas advised that whilst the ambition to deliver a reduction in expenditure has not been achieved, the Health Board has been consistent in its deficit position of £35m year on year. The Capital Resource Limit and non-strategic targets have been achieved and whilst a three year plan had been produced, due to the Health Board's financial situation, Welsh Government (WG) had been unable to approve it. Mr Thomas commented that due to COVID-19, additional costs to the Health Board totalling £2.4m have been funded by WG, with the breakdown as follows:</p> <ul style="list-style-type: none"> • pay for additional staff employed by the Health Board during the pandemic; • an increase in prescribing costs due to GPs increasing the amount of medicines issued for patients who receive repeat prescriptions. <p>For the Board's assurance, Mr Newman confirmed that the Final Accounts had been considered by ARAC at its meeting earlier in the day and approved for onward ratification by the Board.</p> <p>The Board APPROVED the final accounts for 2019/20.</p> <p>The Board APPROVED the combined HDdUHB Annual Report and Accounts 2019/20 (incorporating the annual accounts, the performance report and accountability report) for submission to WG by 30th June 2020, and for presentation at the HDdUHB Annual General Meeting on 30th July 2020.</p>	
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<p>PM(20)116</p>	<p>HEAD OF INTERNAL AUDIT ANNUAL REPORT & OPINION</p> <p>Members received the Head of Internal Audit Report and Opinion for 2019/20 for information, noting that this had been reviewed at ARAC's meeting held earlier in the day.</p> <p>Mr Newman confirmed that the report represented an accurate reflection of the Internal Audit reports received during the year by ARAC.</p>	
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	For the Board's assurance, Mrs Battle advised that both she and the CEO had attended ARAC's meeting held earlier in the day.	
	The Board RECEIVED the Head of Internal Audit Report and Opinion for 2019/20.	

PM(20)117	ANY OTHER BUSINESS	
	There was no other business reported.	

PM(20)118	DATE AND TIME OF NEXT MEETING	
	10.00am, Thursday 30 th July 2020, Boardroom, Ystwyth Building, St David's Park, Carmarthen SA31 3BB	