



**AGENDA ITEM**

3.2.4

**CTM BOARD**

**ASSURANCE PROPOSALS**

<b>Date of meeting</b>	30 September 2020
<b>FOI Status</b>	Open/Public
<b>If closed please indicate reason</b>	Not Applicable - Public Report
<b>Prepared by</b>	Georgina Galletly, Director of Governance / Board Secretary
<b>Presented by</b>	Georgina Galletly, Director of Governance/Board Secretary
<b>Approving Executive Sponsor</b>	Director of Corporate Governance
<b>Report purpose</b>	FOR APPROVAL

**Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)**

<b>Committee/Group/Individuals</b>	<b>Date</b>	<b>Outcome</b>
Chair	24/09/2020	SUPPORTED

**ACRONYMS**

UHB	University Health Board
PPF	Planning, Performance and Finance
PaC	People and Culture

## 1. SITUATION/BACKGROUND

At its meeting on 30 January 2020, the Board agreed the implementation of proposals to strengthen the governance and assurance of the Board and Committee structure (Appendix A).

With the onset of COVID only a matter of weeks following the January Board meeting, urgent amendments were agreed in relation to Board and Committee meetings and the proposals agreed in January have never been fully implemented, not least of all the frequency of Committee meetings.

The Board agreed to a review of the proposals following 6 months, but given the adaptations made during COVID, it is timely to review the current arrangements with a view to full implementation of the proposal, including stepping up the frequency of committee meetings.

The exception to this would be, for now at least, to retain the monthly Board meetings agreed at the July 2020 Board meeting, with the next full meeting of the Board being scheduled for 29<sup>th</sup> October 2020. This meeting will primarily focus on gaining Board approval for the Q3/Q4 Operational Plan and any associated 'Resetting or COVID specific issues. It is proposed to keep under review, the frequency of future Board meetings, reverting to meetings every other month if and only when appropriate to do so.

## 2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

2.1 The following actions have been implemented following agreement in January 2020, despite COVID;

- Chairs and Vice Chairs of Committees have been reviewed and in some cases, re-assigned;
- The establishment of Digital & Data Committee (that has since met twice);
- Re-purposing of the Finance, Performance & Workforce Committee into a Planning, Performance & Finance Committee (since met twice in 2020) and the creation of a separate People and Culture Committee (since met once in 2020);
- Board Development Programme by Deloitte has been delivered in part, with remaining sessions scheduled for completion by March 2021;
- Introduction of Committee Highlight Reports to strengthen reporting of assurance gained by Committees of the Board;
- Board agendas reformatted to include Committee reporting by Committee Chairs;



- Distinction between Board Development sessions and Board Briefings to ensure a continued focus on development is maintained, to complement sessions where in depth briefings are held to raise awareness of topical issues;
  - Where a private Board meeting has taken place, notes of the meeting are received at the subsequent Board meeting held in public to aid transparency.
- 2.2 The following actions remain outstanding/in progress and have been delayed or affected by COVID;
- Varying locations across CTMUHB premises of Board Development & Board Briefings to raise Board profile and support more informal walkabouts;
  - Guidance on 'Deep Dives' has been written but not promoted given the pressures on operational staff in response to COVID;
  - It has not been possible for all Board meetings to be held in public due to COVID restrictions, but since the Board's meeting in June 2020, all Board meetings have been live broadcast/webcast, with only two, single agenda item private 'in committee' meetings held since the proposal was agreed in January 2020 which were justified as sensitive under the UHB's Freedom of Information Publication Scheme;
  - Meeting frequency has been affected by COVID, with all Committees not meeting in line with the original committee meeting schedule (with the exception of Quality & Safety and Audit and Risk Committees who have continued to meet every other month).
- 2.3 Whilst noting COVID, and the subsequent implications of COVID, continue to dominate operational activity in the UHB, the Board governance and assurance could be strengthened further by the re-introduction of the original committee meeting schedule. **This would primarily introduce bi-monthly meetings of the PPF and PaC Committees.** An annual meeting of the Charitable Funds Committee remains as a firm proposal until the UHB has more operational capacity to support increasing the frequency of that Committee.
- 2.4 By increasing the frequency of the PPF and PaC Committees, the Board will gain stronger, more timely and more comprehensive assurance across all key areas of UHB business.
- 2.5 Due to the rapidly changing environment due to COVID, it will be necessary to continue to keep the governance and assurance arrangements of the Board under routine review.



### 3 IMPACT ASSESSMENT

<b>Quality/Safety/Patient Experience implications</b>	Yes (Please see detail below)
	The number one focus of the Board and its business is to ensure good quality and safe patient care across all areas of its activity.
<b>Related Health and Care standard(s)</b>	Governance, Leadership and Accountability
	The 22 Health & Care Standards for NHS Wales are mapped into the 7 Quality Themes but within a Governance Framework.
<b>Equality impact assessment completed</b>	Not required
	No specific impact identified.
<b>Legal implications / impact</b>	Yes (Include further detail below)
	Board endorsement of the Affixing of the Common Seal, is a requirement of the Board's Standing Orders.
<b>Resource (Capital/Revenue £/Workforce) implications / Impact</b>	There is no direct impact on resources as a result of the activity outlined in this report.
<b>Link to Main Strategic Objective</b>	To Improve Quality, Safety & Patient Experience
<b>Link to Main WBFG Act Objective</b>	Work with communities to prevent ill-health, protect good health and promote better health and well-being

### 4 RECOMMENDATION

Members of the Board are asked to **NOTE** the progress made to date and **APPROVE** the introduction of bi-monthly Committee meetings for PPF and PaC Committees.