



AGENDA ITEM

9.1

CTM BOARD

VARIATION TO STANDING ORDERS DURING COVID-19

Date of meeting	28/01/2021
FOI Status	Open/Public
If closed please indicate reason	Not Applicable - Public Report
Prepared by	G Galletly, Director of Corporate Governance (Interim)
Presented by	G Galletly, Director of Corporate Governance (Interim)
Approving Sponsor	Chief Executive Officer
Report purpose	FOR APPROVAL

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

Committee/Group/Individuals	Date	Outcome
Chair, Vice Chair, CEO	15.12.20	SUPPORTED
Gold Command – COVID-19	16.12.20	SUPPORTED
Chair's Urgent Action	17.12.20	APPROVED

ACRONYMS

CTM	Cwm Taf Morgannwg
UHB	University Health Board

1. SITUATION/BACKGROUND

- 1.1 Colleagues will recall in March 2020, the Board agreed to make amendments to the UHB's Standing Orders to enable officers to focus on the operational pressures resulting from the UHB's response to Covid-19.
- 1.2 Given the exponential growth of infection rates in CTM during December 2020, it was timely to once again consider reducing non-essential business in the Health Board, including non-essential business meetings for a temporary period.
- 1.3 It became essential to allow Officers once again to focus on the response to the COVID demand on operational services and this proposal ensured that unnecessary pressure is not placed on the Executive or officers of the organisation whilst they are responding to the pandemic.
- 1.4 To temporarily stand down Board Committees, a variation is required to the UHBs current Standing Orders and therefore required approval by the Board. It is important to note that the Board is able to vary or suspend its own Standing Orders, providing that it is able to satisfy that it complies with the relevant regulations.

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

- 2.1 Chair's Urgent Action was sought on 17th December 2020 to approve this proposal. For completeness, this is being formally noted at its next full Board meeting in January 2021.
- 2.2 This proposal mirrors the actions taken in March 2020 and on 17th December 2020, the Board, via Chair's Urgent Action, approved to enact the following;
- 2.3 **BOARD**
 - 2.3.1 Continue to hold all Board meetings via Teams, with live broadcasts for Board meetings held in public.
 - 2.3.2 We will reserve the ability to take Chair's Urgent Action only in exceptional circumstances.



2.3.3 We will plan agendas to ensure only essential business is dealt with to reduce the burden on Executives and Operational staff who author papers.

2.3.4 We will continue to use a 'Consent Agenda' to all Board meetings (please see definition below). Where possible, the use of the consent agenda should be maximized.

[Consent agenda

At least a few items come to the Board and Committee Agenda, which do not require any discussion or debate either because they are routine procedures or are already unanimously agreed. A Consent Agenda allows the Board or Committee to approve all these items together, without discussion or individual motions. The use of the Consent Agenda can free up the meeting for more substantial discussion.

The Consent Agenda will be taken before the main agenda, immediately following Apologies for Absence and Declarations of Interest.

When taking the Consent Agenda at meetings, the Chair will invite members to request a discussion on any item on the Consent Agenda. If this request is made, the Chair will move the item from the Consent Agenda onto the Main Agenda in the relevant section and discuss it at the relevant point of the meeting.]

2.3.5 Board Development Programme will be suspended, during which time, a robust review of the 2021 programme will be undertaken to build learning from the Deloitte Programme and enable Board strategic thinking & development time is planned for the year.

2.3.6 Weekly informal briefing meetings will continue between the CEO and IMs, bringing other Executive Directors into the briefings as necessary to ensure IMs are sighted on current and emerging issues.

2.4 COMMITTEES

2.4.1 The same principle as above will apply to Committees.

2.4.2 Stand down all Committee meetings with the exception of Audit & Risk Committee and Quality & Safety Committee. The exception to this will be committees due to meet week commencing 21st December where papers are already submitted. This will be at least until the end of January, at which point a review will be undertaken by the Chair, Chief Executive and Director of Corporate Governance to assess the

requirement to continue these arrangements based on operational pressures with advice to the Board.

2.5 MANAGEMENT/BUSINESS MEETINGS

2.5.1 In addition to the proposal to alter the Board and Committee arrangements, it is proposed that all non-essential business meetings are suspended to focus efforts on responding to COVID pressures.

2.5.2 The Chief Executive has determined the Management Board will meet monthly (instead of fortnightly), with a focused agenda on essential business matters only.

2.5.3 Management Board Development will be suspended until determined by the Chief Executive.

2.5.4 ILG Business Meetings will continue at the discretion of the ILG Director.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

3.1 The approach being taken in CTMUHB is consistent with the guidance issued by Welsh Government earlier in 2020.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	There are no specific quality and safety implications related to the activity outlined in this report.
	Maintaining the Q&S Committee will ensure that this remains monitored as a key objective during COVID-19
Related Health and Care standard(s)	Governance, Leadership and Accountability
Equality impact assessment completed	No (Include further detail below)
	All decisions taken during COVID-19 are subject to a QIA.



Legal implications / impact	Yes (Include further detail below)
	Regulatory and compliance issues will arise but the UHB is seeking support and guidance from WG and lawyers at every opportunity to safeguard the organisation and our patients.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Strategic Well-being Objectives	Provide high quality, evidence based, and accessible care

5. RECOMMENDATION

5.1 The Board is asked to;

5.1.1 **NOTE** that Board approval was granted to the proposal to vary the CTMUHB Standing Orders as outlined in section 2 above, to be reviewed in January 2021; and

5.1.2 **NOTE** the Board supported the approach for the Chief Executive to use his discretion to reduce non-essential management/business meetings with immediate effect.