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Bwrdd Iechyd Prifysgol  
Abertawe Bro Morgannwg  
University Health Board



<b>Meeting Date</b>	19 April 2018	<b>Agenda Item</b>	<b>8a</b>
<b>Report Title</b>	Hosted Agencies Governance Sub-Committee Minutes		
<b>Report Author</b>	Liz Stauber, Committee Services Manager		
<b>Report Sponsor</b>	Pam Wenger, Director of Corporate Governance		
<b>Presented by</b>	Pam Wenger, Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of the report is to set out the recent minutes for the Delivery Unit and Emergency Medical Retrieval and Transfer Service (EMRTS) governance sub-committees.		
<b>Key Issues</b>	There are no significant issues to bring to the committee's attention.		
<b>Specific Action Required</b> <i>(please ✓ one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	✓		
<b>Recommendations</b>	Members are asked to : <ul style="list-style-type: none"> <li>• <b>Note</b> the report and the appended minutes.</li> </ul>		

## **MINUTES OF THE HOSTED AGENCIES GOVERNANCE SUB-COMMITTEE**

### **1. INTRODUCTION**

This report sets out the recent minutes for the Delivery Unit and Emergency Medical Retrieval and Transfer Service (EMRTS) governance sub-committees.

### **2. BACKGROUND**

To observe good governance, sub-committees were established to provide assurance to the board, through the Audit Committee, of any services hosted by ABMU. There are currently two hosted agency governance sub-committees; the Delivery Unit and EMRTS.

### **3. GOVERNANCE AND RISK ISSUES**

As sub-committees to the Audit Committee, minutes are presented to the committee for assurance on a regular basis and those for the recent meetings are at **appendix one** (Delivery Unit – 13<sup>th</sup> November 2017) and **appendix two** (EMRTS – 27<sup>th</sup> November 2017).

### **4. FINANCIAL IMPLICATIONS**

There are no financial implications for the committee to consider.

### **5. RECOMMENDATION**

Members are asked to:

- **Note** the report and the appended minutes.

Governance and Assurance					
<b>Link to corporate objectives</b> (please ✓)	Promoting and enabling healthier communities	Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships
					✓
<b>Quality, Safety and Patient Experience</b>					
Ensuring the sub-committees carry out their business appropriately and aligned with standing orders is a key factor in the quality, safety and experience of patients receiving care.					
<b>Financial Implications</b>					
No financial implications for the committee to be aware of.					
<b>Legal Implications (including equality and diversity assessment)</b>					
It is essential that the sub-committees comply with its standing orders, for which its responsibilities are outlined in their terms of reference.					
<b>Staffing Implications</b>					
No staffing implications for the committee to be aware of.					
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>					
No implications for the committee to be aware of.					
<b>Report History</b>	The hosted agencies governance sub-committee minutes are received by the committee following each meeting for information.				
<b>Appendices</b>	<b>Appendix one</b> – minutes of the meeting of the Delivery Unit Governance Sub-Committee on 13 <sup>th</sup> November 2017. <b>Appendix two</b> - minutes of the meeting of the EMRTS Governance Sub-Committee on 27 <sup>th</sup> November 2017.				

**UNCONFIRMED**

**MINUTES OF THE DELIVERY UNIT GOVERNANCE SUB-COMMITTEE  
HELD ON 13<sup>TH</sup> NOVEMBER 2017 AT 11AM  
IN THE COMMITTEE ROOM, HEALTH BOARD HQ, BAGLAN**

**Present**

Maggie Berry, Independent Member, ABMU Health Board (in the chair)  
Philip Barry, Assistant Director – Scheduled Care, Delivery Unit  
Jacqui Collins, Assistant Director – Unscheduled Care, Delivery Unit  
Sam Moss, Business and Finance Partner, ABMU Health Board  
Julian Quirk, Head of Workforce (localities and systems) ABMU Health Board

**In Attendance**

Liz Stauber, Committee Services Manager, ABMU Health Board

**Actions****26/17 Welcome and Apologies**

Maggie Berry welcomed everyone to the meeting.

Apologies for absence were received from Andrew Sallows, Interim Director, Delivery Unit; Kate Lorenti, Acting Director of Human Resources, ABMU Health Board and Lynne Hamilton, Director of Finance, ABMU Health Board.

**27/17 Terms of Reference**

A report setting out minor changes to the committee's terms of reference as part of the annual review was **received**.

In introducing the report, Liz Stauber explained that minor changes had been proposed to the terms of reference in relation to the membership and quorum for the committee.

**Resolved:**

- The report be **noted**.
- The terms of reference be **approved**.

**LS****28/17 Minutes of the Previous Meeting**

The minutes of the meeting held on 14<sup>th</sup> August 2017 were **received** and **confirmed** as a true and accurate record.

**29/17 Matters Arising****(i) 23/17 Director's Report**

Jacqui Collins advised that the pilot to provide intensive support to a health board to implement a 'once-a-day' safety huddle in place of bed management meetings three times a day was coming to an end. She added that the Delivery Unit

was now at the point of evaluating whether it would be beneficial to roll the work out across other health boards. With regard to providing intense mentoring for an unscheduled care programme manager in another health board, significant progress had been evident. This pilot was also at the point of evaluation and a proposal had been submitted to Welsh Government to mirror the work elsewhere.

Philip Barry noted the clarification requested at the previous meeting in relation to the term 'scope creep' and explained that the Delivery Unit's work plan was adapting to receiving proactive requests from health board's rather than receiving its workload solely from Welsh Government, as well as aspects of work developing from strict performance management to improvement and capability development. Jacqui Collins added that the Delivery Unit's core business was to support health boards achieve tier one performance targets but given the move to provide more healthcare in the community, the unit's work needed to align with this aim.

In relation to the review of the additional £5k allocated to the service level agreement, Philip Barry undertook to provide an update once a replacement for the Director of the Delivery Unit had been recruited.

**PB**

**30/17      Action Log**

The action log was **received** and **noted**.

**31/17      Committee's Work Programme**

The committee's work programme was **received** and **noted**.

**32/17      Director's Report**

The director's report was **received**.

In introducing the report, Philip Barry and Jacqui Collins highlighted the following points:

- The Delivery Unit had completed its move to new accommodation, which was shared with the 111 service;
- The new facilities provided videoconference capabilities as well as a large board room in which meetings and teaching sessions could be held;
- Andrew Sallows had been seconded to Welsh Government in the role of Director of Delivery and shortlisting for his replacement was now taking place with the interviews to be held in December 2017;
- Two assistant directors were due to retire in the new

year. A replacement for one had been recruited via an internal candidate while consideration was being given to the nature of the workforce required to meet the needs of the work programme, Welsh Government and health boards.

- Recruitment for a business manager was on hold while a review of administration functions was undertaken;
- Sickness absence rates had reduced following the return to work of a colleague after a period of long-term sick leave;
- The financial position currently stood at an underspend of £54k, which was the lowest underspend of recent years as a result of the costs of the office relocation.

In discussing the report, the following points were raised:

Sam Moss informed the committee that the Delivery Unit's financial position did not impact on that of the health board and any money not spent was returned to Welsh Government.

Sam Moss noted that the health board currently had a vacancy panel process to consider whether administration and clerical vacancies were appropriate for recruitment prior to advertisement. She queried whether the Delivery Unit was required to adhere to this process. Julian Quirk confirmed that it was not, as its recruitment governance was via Welsh Government however posts were advertised through the 'Trac' system in-line with the all-Wales process. Jacqui Collins added that all vacancies were discussed at an internal governance meeting prior to being advertised.

Maggie Berry queried whether the risk score allocated to the financial position had been reviewed following the discussion at the previous meeting. Philip Barry confirmed that it had been reduced to 'eight' but due to the consistent turnover of staff, it remained an issue, as the biggest contributor to the underspend was vacancies and the posts were at risk of being removed if not filled. Julian Quirk added that the Delivery Unit did not have a vacancy factor within its budget and would always have vacancies due to the high turnover of senior staff, therefore there would always be a risk in relation to the financial position.

**Resolved:** The report be **noted**.

### **33/17 Any Other Business**

There was no other business and the meeting was closed.

**34/17**

**Date of Next Meeting**

The next meeting would be held on 12<sup>th</sup> February 2018 at 11am in the Committee Room, ABMU Headquarters

**UNCONFIRMED**

**MINUTES OF THE EMERGENCY MEDICAL RETRIEVAL AND TRANSFER SERVICE  
(EMRTS)  
GOVERNANCE SUB-COMMITTEE  
HELD ON 27<sup>TH</sup> NOVEMBER 2017 AT 9AM  
IN THE COMMITTEE ROOM, HEALTH BOARD HQ, BAGLAN**

**Present**

Martyn Waygood, Independent Member, ABMU Health Board (in the chair)  
Chantal Patel, Independent Member, ABMU Health Board  
Hamish Laing, Medical Director, ABMU Health Board  
Ami Jones, Interim National Director, EMRTS  
Pete Hopgood, Unit Finance and Business Partner  
Guy Holt, Associate Head of Human Resources (HR)

**In Attendance**

Mark Winter, Service Manager, EMRTS  
Liz Stauber, Committee Services Manager, ABMU Health Board

**Actions**

<b>48/17</b>	<b>Apologies</b>	
	Martyn Waygood welcomed everyone to the meeting.	
	Apologies were received from Kate Lorenti, Acting Director of Human Resources (HR), ABMU Health Board and Lynne Hamilton, Director of Finance, ABMU Health Board.	
<b>49/17</b>	<b>Minutes of the Previous Meeting</b>	
	The minutes of the meeting held on 5 <sup>th</sup> September 2017 were <b>received</b> and <b>confirmed</b> as a true and accurate record.	
<b>50/17</b>	<b>Matters Arising</b>	
	There were no matters arising.	
<b>51/17</b>	<b>Action Log</b>	
	The action log was <b>received</b> and <b>noted</b> .	
<b>52/17</b>	<b>Work Plan</b>	
	The committee's work plan was <b>received</b> and <b>noted</b> .	
<b>53/17</b>	<b>Director's Report</b>	
	The director's report for quarter two which covered July to September 2017 was <b>received</b> .	
	In introducing the report, Ami Jones advised that the recently appointed critical care practitioners were now working as part	



of the 'hybrid' model in north and mid Wales, a peer review to audit the service model was to be undertaken in January 2018.

In discussing the report, Martyn Waygood sought clarity as to why activity levels were highest in north Wales. Ami Jones advised that this related to the geography of the area as well as the size of Betsi Cadwaladr University Health Board.

**Resolved:** The report be **noted**.

#### **54/17 Clinical Governance Report**

The quarter two clinical governance report, which included the quarterly pre-hospital anaesthesia and blood product updates, was **received**.

In introducing the report, Mark Winter stated that work had been undertaken to make the Datix reporting system accessible to staff through mobile devices and as such, the number of reports had increased; all of which were followed-up.

In discussing the report, the following points were raised:

Chantal Patel queried where the statistics in relation to 'stood down' calls were reported. Mark Winter advised that the figures were between 25% and 30% and were reported to the Wales Air Ambulance charity. He added that work was being undertaken to implement CAREMORE, a system designed to record activity to enable organisations to plan operationally and financially and this would also record 'stand down' data.

Martyn Waygood queried the outcome of the discussions with blood banks with regard to blood samples taken prior to hospital arrival. Ami Jones responded that work was being undertaken to enhance the process to provide blood banks with more assurance. Hamish Laing suggested that he meet with Ami Jones to discuss the issue further. This was agreed.

Martyn Waygood sought further details with regard to the low numbers of units of particular blood groups. Mark Winter advised that there was an escalation process in place and proposed alternative arrangements, but there was yet to be a time that the EMRTS service did not receive required blood types.

Hamish Laing commented that this was a comprehensive clinical governance report for a service which had more than 100 standard operating procedures. He added that as part of the hosting arrangements, he provided updates to the all-

**HL**

Wales medical directors' group as well as the Delivery Assurance Group, an all-Wales programme under the remit of the Chief Ambulance Services Commissioner.

**Resolved:**

- The report be **noted**.
- Ami Jones and Hamish Laing to discuss the receipt of blood samples by blood banks.

**HL**

**55/17 Appointment to National Director**

A report providing an update regarding the appointment to national director was **received**.

In introducing the report, Hamish Laing highlighted the following points:

- Professor David Lockey had been appointed as the new national director for EMRTS;
- He was currently the clinical director for major trauma at the Severn Major Trauma Network as well as a consultant in intensive care medicine and anaesthesia in Bristol;
- Professor Lockey was to take up post in April 2018 after which his commitments to the NHS Wales Collaborative to support the major trauma network in South Wales would be completed;
- Ami Jones was to continue as the interim director in the meantime.

**Resolved:** The report be **noted**.

**56/17 Correspondence with the Deputy Chief Medical Officer**

Correspondence between the health board and the Deputy Chief Medical Officer was **received**.

In introducing the report, Hamish Laing highlighted the following points:

- The correspondence had sought assurance as to how clinical governance relating to the EMRTS service was reported to the health board;
- As the health board hosted the service as opposed to managing it, it felt that quality and safety issues relating to ABMU should be reported to its Quality and Safety Committee and other health boards follow suit with issues relevant to them;
- The most recent letter to Welsh Government had agreed that regular clinical governance reports would be provided to the Quality and Safety Committee;

- Welsh Government had not identified any issues in relation to clinical governance.

**Resolved:** The report be **noted**.

#### **57/17 Change of Hosting for the EMRTS IT System**

A report detailing the change in hosting for the EMRTS IT system was **received**.

In introducing the report, Mark Winter highlighted the following points:

- As part of the initial set-up of the EMRTS service, its IT system had been hosted by an external provider;
- This contract had come to its natural end and discussions were being undertaken with ABMU's IT team to host the system via the NHS Wales framework;
- The hosting change would provide financial savings.

**Resolved:** The report be **noted**.

#### **58/17 Financial Position**

A report setting out the financial position was **received**.

In introducing the report, Pete Hopgood highlighted the following points:

- Month seven had a £21k underspend;
- The service was expected to 'break even' by the end of the financial year;
- One potential risk area was in relation to the funding for the north Wales base and this would inform the budget plan going forward.

In discussing the report, the following points were raised:

Chantal Patel noted that at previous meetings, discussions had been undertaken in regard to the calculation of the hosting costs. Pete Hopgood advised that a review had been undertaken by the executive team which had led to a revised figure of £139k. Hamish Laing added that now that the service was up and running, it required less input from the health board which aligned with the reduced hosting costs and there was confidence that an appropriate sum had been agreed.

Hamish Laing sought clarification with regard to the intention for the north Wales costs for the following year to be included within the budget. Pete Hopgood responded that discussions were ongoing with the commissioning organisation (Emergency Ambulance Services Commissioner [EASC]) with

regard to funding being provided on a recurring basis as well as receiving contributions from other health boards. He undertook to provide an update at the next meeting.

Chantal Patel queried whether the monies were kept by the service should an underspend be achieved. Pete Hopgood advised that traditionally they were to be returned to the commissioner but in previous years had been used to support developments in the next financial year.

PH

**Resolved:**

- The report be **noted**.
- An update be received at the next meeting regarding the costs for the north Wales base.

PH

**59/17 Risk Register**

The risk register was **received** and **noted**.

In introducing the report, Mark Winter highlighted the following points:

- Three new risks had been added; blue light driving, controlled drugs and infection prevention and control;
- There were 24 in total on the register and all were discussed regularly by the EMRTS board.

In discussing the report, Martyn Waygood queried the mitigating actions in place to address potentially aggressive patients. Mark Winter advised that there was always a risk of such a situation but often when the service arrived on scene, partners from other emergency services were already there. He added that staff also undertook NHS training modules and were aware of techniques should an issue arise.

**60/17 Hospitality Register**

A report highlighting that no new entries had been made to the hospitality register was **received** and **noted**.

**61/17 Single Tender Actions**

A report detailing an approved single tender action in relation to a bespoke clinical database was **received**.

In introducing the report, Mark Winter advised that a single tender action had been undertaken to renew the contract with the existing supplier, providing a saving and continuity of data.

**62/17 Terms of Reference**

A report setting out proposed changes to the committee's terms of reference as part of the annual review was **received**.

In discussing the report, Ami Jones suggested that the EMRTS service manager be added to the membership and the director's attendance to include '(or deputy)'. This was agreed.

**Resolved:**

- The report be **noted**.
- The terms of reference be approved, subject to the suggested changes.

**LS**

**63/17 Items to Report to the Quality and Safety Committee.**

An oral report with regard to items to report to the Quality and Safety Committee was **received**.

In introducing the report, Hamish Laing stated that this related to the correspondence between the health board and Deputy Chief Medical Officer and suggested that the clinical governance report received earlier on the agenda be presented on a regular basis to the Quality and Safety Committee, with an explanatory report for the first iteration. This was agreed.

**HL/LS**

**Resolved:**

- The report be **noted**.
- The clinical governance report be presented to the Quality and Safety Committee.

**HL/LS**

**64/17 Any Other Business**

(i) Training Package

Chantal Patel referenced a discussion at a previous meeting in relation to the critical care practitioner qualification. Ami Jones advised that it had been agreed for those in the role to gain experience while work to identify or develop an appropriate further education programme was undertaken.

(ii) Association of Air Ambulance Awards

Mark Winter informed the committee that the service had been recognised with the special incident award by the Association of Air Ambulances for the second consecutive year.

**65/17 Date of Next Meeting**

The date of the next meeting was to be confirmed.