



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>26<sup>th</sup> January 2023</b>	<b>Agenda Item</b>	<b>4.2</b>
<b>Report Title</b>	<b>Corporate Governance Report</b>		
<b>Report Author</b>	Georgia Pennells, Corporate Governance Officer		
<b>Report Sponsor</b>	Hazel Lloyd, Director of Corporate Governance		
<b>Presented by</b>	Hazel Lloyd, Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	To report on corporate governance matters arising since the previous meeting.		
<b>Key Issues</b>	<p>There are a number of corporate governance matters which have to be reported to the board as a regular item in-line with standing orders. This report encompasses all such issues as one agenda item.</p> <p>The Board is asked to receive the updates in relation to :</p> <ul style="list-style-type: none"> <li>• Matters considered In-Committee;</li> <li>• Welsh Health Circulars;</li> <li>• Business Cycle;</li> <li>• Common Seal Register.</li> </ul>		
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the Matters considered In-Committee including Chair's Actions; Welsh Health Circulars, Business Cycle, and the Common Seal Register.</li> </ul>		

## CORPORATE GOVERNANCE REPORT

### 1. INTRODUCTION

To report on corporate governance matters arising since the previous meeting.

### 2. BACKGROUND

There are a number of corporate governance matters, which have to be reported to the board as a regular item in-line with standing orders. This report encompasses all such issues as one agenda item.

### 3. GOVERNANCE AND RISK ISSUES

#### (i) Matters Considered In-Committee

In accordance with standing orders, the health board is required to report any decisions made in private session, to the next available public meeting of the board.

The following items were discussed during the in-committee board session in November 2022:

- **Key Issues Report from In-Committee Board Committee meetings** - a report on key issues discussed at recent committee meetings was received for assurance.
- **Operational Matters** – a verbal update was provided by Mark Hackett, Chief Executive.
- **Complex Complaints** – a verbal update was provided by Hazel Lloyd, Director of Corporate Governance and Gareth Howells, Director of Nursing and Patient Experience.
- **Covid-19 Inquiry** – a verbal update was provided by Hazel Lloyd, Director of Corporate Governance.
- **Industrial Action** – a verbal update was provided by Debbie Eytayo, Director of Workforce and OD.
- **Chair's Actions** – the following four separate actions were received for ratification:
  - Clinical Negligence claim CN1742
  - Clinical Negligence claim 449
  - Replacement Storage Area Network (SAN)
  - Clinical Negligence claim CN424

#### (ii) Welsh Health Circulars (WHCs)

Welsh Government issues WHCs around specific topics. The WHCs set out in **appendix 1** have been received since the last meeting and are available via the [Welsh Government website](#), where further details as to the risks and governance issues are available.

#### (iii) Board Business Cycle

At each meeting, the board receives copy of its business cycle, which outlines the business planned for each meeting. This is set out in **appendix 2**.

#### (iv) Common Seal Register

In-line with standing orders, a routine report on documents to which the common

seal has been affixed is required. Attached at **appendix 3** are details taken from the seal register.

#### 4. FINANCIAL IMPLICATIONS

There are no financial implications arising within this report.

#### 5. RECOMMENDATIONS

Members are asked to:

- **NOTE** the Matters considered In-Committee including Chair’s Actions; Welsh Health Circulars, Business Cycle, and the Common Seal Register.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives (please choose)</b>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
<b>Health and Care Standards</b>		
<b>(please choose)</b>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
Welsh health circulars provide advice, guidance and information relating to changes in process or services which work to enhance services.		
<b>Financial Implications</b>		
There are no financial implications associated with this report.		
<b>Legal Implications (including equality and diversity assessment)</b>		
Any legal implications relating to Welsh health circulars would be identified in the individual documents.		
<b>Staffing Implications</b>		
There are no staffing implications contained within this report.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		

Welsh health circulars provide advice, guidance and information relating to changes in process or services which work to enhance the way in which NHS Wales organisations function and would therefore potentially have individual long-term impacts.

<b>Report History</b>	This report is a standard item on the board's business cycle.
<b>Appendices</b>	Appendix 1 - Welsh Health Circulars; Appendix 2 - Board business cycle; Appendix 3 – Common seal register

## Appendix 1

### WELSH HEALTH CIRCULARS LOG

WHC number and title	Date received	Recipients
WHC/2022/028 More than just words Welsh language awareness course	10/11/2022	Board Secretaries ABMU Aneurin Bevan Betsi Cadwaladr Cardiff & Vale Cwm Taf Hywel Dda Powys Public Health Wales Velindre Trust WAST Secretary to Board Secretary Group Chief Execs ABMU Aneurin Bevan Betsi Cadwaladr Cardiff & Vale (& Business Manager) Cwm Taf Hywel Dda Powys Public Health Wales Velindre Trust WAST Chairs ABMU Aneurin Bevan Betsi Cadwaladr Cardiff & Vale Cwm Taf Hywel Dda Powys Public Health Wales Velindre Trust WAST Welsh Government DG/Chief Exec NHS Wales Deputy Chief Exec NHS Wales DHSS Operations Team DHSS Comms Team Relevant Directors WELSH HEALTH CIRCULARS DISTRIBUTION LIST Annex 2 Wales Audit Office Technical Manager Central Govt & NHS sector South Wales Cancer Network Director Wales Cancer Network Director Medical Director WHSSC Mrs Karen Howell, Managing Director Miss Pam Wenger, Committee Secretary EASC Mr Stephen Harry, Interim Ambulance Services Commissioner Professor McClelland, Chair Miss Pam Wenger, Committee Secretary Velindre NHS Trust Cally Hamblyn, Legal Services & Governance Manager All Wales Health Collaborative NHS Wales Shared

		<p>Services Partnership Jacqui Maunder,  Head of Corporate Services/Pennaeth  Gwasanaethau Corfforaethol Neil Frow,  Managing Director Jennifer Roe, NWSSP  - SES - Business Management Generic  Mailbox :  whssc.generalenquires@wales.nhs.uk  Workforce and OD directors health  boards / trusts Welsh Language Officers  health boards / trusts</p>
<p>WHC/2022/028  Urgent polio catch-up  programme for children under 5  years old</p>	23/11/2022	<p>Immunisation Leads, Health  Boards/Trusts  School nurses, Health Boards/Trusts  Chief Executives, Health Boards/Trusts  Medical Directors, Health Boards/Trusts  Nurse Executive Directors, Health  Boards/Trusts  Directors of Public Health, Health  Boards  Chief Executive, Public Health Wales  Executive Director of Public Health  Services, Public Health Wales  Nurse Director, Public Health Wales  Head Vaccine Preventable Disease  Programme, Public Health Wales  NHS Wales Informatics Service</p>
<p>WHC/2022/029  Urgent polio catch-up  programme for children under 5  years old</p>	23/11/2022	<p>Immunisation Leads, Health  Boards/Trusts  School nurses, Health Boards/Trusts  Chief Executives, Health Boards/Trusts  Medical Directors, Health Boards/Trusts  Nurse Executive Directors, Health  Boards/Trusts  Chief Executive, Public Health Wales  Executive Director of Public Health  Services, Public Health Wales  Nurse Director, Public Health Wales  Head Vaccine Preventable Disease  Programme, Public Health Wales  NHS Wales Informatics Service</p>
<p>WHC/2022/035  Influenza (flu) Vaccination  Programme deployment 'mop  up' 2022- 2023</p>	22/12/2022	<p>Chief Executives, Health Boards/Trusts  Immunisation Leads, Health  Boards/Trusts  Immunisation Coordinators, Health  Boards  Flu Leads, Trusts</p>

		<p>Medical Directors, Health Boards/Trusts</p> <p>Directors of Primary Care, Health Boards/Trusts</p> <p>Nurse Executive Directors, Health Boards/Trusts</p> <p>Chief Pharmacists, Health Boards/Trusts</p> <p>Directors of Public Health, Health Boards/Trusts</p> <p>Executive Director of Public Health, Public Health Wales</p> <p>Head Vaccine Preventable Disease Programme, Public Health Wales</p> <p>Director of Planning, NHS Wales Delivery Unit</p> <p>Community Pharmacy Wales</p> <p>General Practitioner Council, Wales</p> <p>General practitioners</p> <p>Community pharmacists</p>
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### Appendix 3

#### COMMON SEAL REGISTER

Document Number	Date Signed	Document Details
93/22	09.11.22	Mammography room, Singleton Hospital
94/22	09.11.22	Mammography 2 <sup>nd</sup> room, Singleton Hospital
95/22	09.11.22	Morrison Hospital Environmental Modernisation Phase 2
96/22	09.11.22	Burns ITU North work-stage 2-7
97/22	09.11.22	Burns Theatre work-stage 2-7
98/22	09.11.22	Contract in relation to Cycle Shelters - various sites
99/22	09.11.22	CT Scanner at Singleton Hospital
100/22	09.11.22	Contract in relation to refurbishment of digital technology room at Singleton Hospital
101/22	09.11.22	CT Suite Singleton Hospital Workstage 2-7
102/22	09.11.22	Deed of Easement to lay underground water pipes to connect the mains supply
103/22	14.12.22	Lease for Unit 18 Dafen Industrial Park, Dafen, Llanelli



**Health Board Work Programme**

Topic	Lead	May	June	July	September	November	January	March
<b>Preliminary Matters</b>								
Patient Story	Director of Nursing and Patient Experience							
Minutes of the Previous Meeting	Director of Corporate Governance							
Action Log	Director of Corporate Governance							
Chair's Report	Chair (verbal)							
Chief Executive's Report	Director of Corporate Governance							
<b>Quality, Safety and Performance</b>								
Committee Key Issue Reports	Director of Corporate Governance							
HIW Annual Report	Director of Nursing and Patient Experience							
Covid nosocomial plan	Director of Nursing and Patient Experience/Medical Director							
Risk Register	Director of Corporate Governance							
Board Assurance Framework	Director of Corporate Governance							
Quality Management Framework	Director of Corporate Governance							
Annual Report and Governance Statement	Director of Corporate Governance							
Annual Accounts and ISA260	Director of Finance							
<b>Strategic Items</b>								
Progress Against the IMTP	Director of Strategy							
Discretionary Capital Plan	Director of Strategy							
Budget and Financial Allocations	Director of Finance							
Major Incident Plan	Director of Strategy							
Winter Plan	Chief Operating Officer							
<b>Governance</b>								
Corporate Governance Issues	Director of Corporate Governance							
Welsh Language Standards	Director of Corporate Governance							
Review of Standing Orders	Director of Corporate Governance							
Organisational Annual Report	Director of Corporate Governance							
Accountability Report	Director of Corporate Governance							
Advisory Group Key Issues	Director of Corporate Governance							
Structured Assessment and Audit Letter	Director of Corporate Governance							
<b>Items Already Considered by Committees</b>								
Financial Position	Director of Finance							
Performance Report	Director of Finance							
Nurse Staffing Levels (Wales) Act 2016	Director of Nursing and Patient Experience							
<b>Items for Noting</b>								
NHS Wales Partnerships	Director of Strategy							
External Partnerships	Director of Strategy							