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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	21 November 2019	Agenda Item	2.3	
Report Title	Governance Work Programme 2019-2020			
Report Author	Jacqui Maunder, Interim Head of Compliance			
Report Sponsor	Pam Wenger, Director of Corporate Governance			
Presented by	Pam Wenger, Director of Corporate Governance			
Freedom of Information	Open			
Purpose of the Report	The purpose of this report is to update the Audit Committee on progress against the Governance Work Programme introduced in 2018, and to provide a progress update on the improvement actions in place for 2019-2020.			
Key Issues	<ul style="list-style-type: none"> • In January 2019, March 2019 & July 2019 the Audit Committee were given an update on progress against the Governance Work Programme 2019-2020 and noted that the majority of recommendations, had been completed, with the remainder being on track for delivery. • The Governance Work Programme has been reviewed and updated for 2019-2020 and includes: <ul style="list-style-type: none"> ○ feedback from the Structured Assessment undertaken in 2018-2019 ○ Updated actions from each Lead executive ○ Updated actions on recommendations concerning serious incidents ○ SBUHB's governance priorities for 2019-2020 			
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance	Approval
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recommendations	Members are asked to: <ul style="list-style-type: none"> • NOTE the report. 			

GOVERNANCE WORK PROGRAMME 2019-2020

1. INTRODUCTION

The purpose of this report is to update the Audit Committee on progress against the Governance Work Programme introduced in 2018, and to provide a progress update on the improvement actions in place for 2019-2020.

2. BACKGROUND

The first Governance work programme was approved by the Audit Committee in May 2018, and since then it is routinely presented to the Committee for assurance and is updated in-line with members' comments.

The original work programme included the recommendations from the Structured Assessment 2017-2018 and the outstanding recommendations from the Financial Governance Review and the final version was approved at the May 2018 Audit Committee, with quarterly progress updates agreed. The original Governance Work programme included 70 recommendations for implementation, the majority of which have been completed.

At the Audit Committee meeting in January 2019 and March 2019 the Committee were given an update on progress against the Governance Work Programme 2018-2019 and noted that the majority of recommendations, had been completed, with the remainder being on track for delivery.

The Governance Work Programme has been reviewed and updated for 2019-2020 and includes:

- feedback from the Structured Assessment undertaken in 2018-2019
- Updated actions from each Lead executive
- Updated actions on recommendations concerning serious incidents
- SBUHB's governance priorities for 2019-2020

3. PROGRESS UPDATE GOVERNANCE WORK PROGRAMME 2019-2020

Since the last update to the Audit Committee in July 2019 the following recommendations are completed and the Committee is asked to review and confirm that they are satisfied with the actions taken. Whilst progress has been made on some of the actions, the recommendations will remain open until all the actions are completed.

The overarching Governance Work Programme 18 recommendations of which 8 are not fully completed. The Board agreed 6 governance Priorities 2019/20, 6 recommendations of which 1 is considered to be completed. The Serious Incident Report (Delivery Unit) 5 recommendations are not fully completed.

Rec	Ref	Progress Update
R1	SA 2017 R5 GS	<p><i>Develop a Board Assurance Framework and determine whether further simplification of governance structures and reporting lines is required</i></p> <p>If the BAF document is approved by the Audit Committee as work in progress, supported by a Standing Operating Procedure and an easy user guide, then this action could be deemed complete.</p> <p>Monitoring of the BAF will become business as usual and will be subject to an internal audit assessment in December 2019</p>
R9	SA 2018 R2	<p><i>Whilst the Quality & Safety Committee has access to relevant quality metrics and performance information, the Committee should review its information requirements and the way in which it is reported, to avoid duplication or gaps, and ensure reports more clearly identify risks and assurances.</i></p> <p>The Quality and Safety Committee is under new chairmanship and a review has been undertaken to assess information requirements and develop a new suite of reporting. A workshop was held by the Committee and agreed a number of actions including the refinement of the quality metrics.</p>
R10	SA 2018 R3	<p><i>The Information Governance Board is an effective forum for driving the information governance agenda, but its focus is too operational to fully support the Health Board's wider digital ambition. The Health Board should ensure that there is sufficient strategic oversight of its digital ambition.</i></p> <p>The Informatics Programme Board (IPB) chaired by the Chief Digital Officer provides oversight of the HBs digital plans. The IPB currently has membership comprising of senior stakeholders from across the organisation, the Independent Member for Informatics and NWIS.</p> <p>The governance arrangements have been reviewed which include the establishment of a Digital Management Group which reports to the Transformation Board. Therefore, it is proposed that this recommendation is considered to be complete.</p>

Serious Incidents Review (page 22)

Since the last update, the outstanding recommendations from the serious incident review are ongoing and progress is monitored by the Quality and Safety Committee. Whilst progress has been made on some of the actions, the recommendations will remain open until all the actions are completed.

Completed recommendations will be removed from the work programme once the Audit Committee is satisfied they have been completed.

The Health Board agreed the following Governance Priorities for 2019-2020:

- Quality Governance arrangements including role and accountabilities of supporting structures
- Implementation of a Board Assurance Framework
- Further development of Risk Management arrangements
- Governance Framework between Corporate and Delivery Units as part of the operating model including legislative compliance framework
- Further strengthening of the role of committees including reviewing the size, quality of board papers as well as financial consequences of all Board and Committee papers
- Review and refresh the assessment process in terms of compliance and reporting against the Health and Care Standards

The Governance Work Programme for 2019-2020 is presented at **Appendix 1** for information.

4. GOVERNANCE AND RISK ISSUES

The Governance work programme provides assurance to the Audit Committee that governance processes are being strengthened in accordance with good practice.

Any risks identified from the work programme are discussed with the relevant Director leads and are captured on directorate risk registers where appropriate.

5. FINANCIAL IMPLICATIONS

There are no financial implications directly arising from the work programme.

The work programme includes a section on Financial Governance with specific actions to strengthen financial governance procedures within SBUHB.

6. RECOMMENDATION

Members are asked to:

- **NOTE** the report.

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	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"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring the Board and its Sub-Committee(s) makes fully informed decisions is dependent on the quality and accuracy of the information presented and considered by those making decisions. Informed decisions are more likely to impact favourably on the quality, safety and experience of patients and staff.		
Financial Implications		
There are no direct financial implications arising from this report.		
Legal Implications (including equality and diversity assessment)		
There are no direct legal implications.		
Staffing Implications		
The delivery of the proposed work programme is set within the context of the existing resources.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
No impact identified.		
Report History	Audit Committee: 15 March 2018, 19 April 2018, 17 May 2018; 31 July 2018, 15 November 2018, 24 January 2019, 21 March 2019 & 15 July 2019.	
Appendices	Appendix 1 : Governance Work Programme 2019-2020	