

## ABM University LHB

**Unconfirmed**

Minutes of the Meeting of the Health Board  
held on 31<sup>st</sup> May 2018  
in the Waterton Technology Centre, Bridgend

**Present**

Andrew Davies	Chair / Non-Officer Member ABMU
Tracy Myhill	Chief Executive ABMU
Emma Woollett	Vice-Chair / Non Officer Member ABMU
Ceri Phillips	Non-Officer Member ABMU
Martin Sollis	Non-Officer Member ABMU
Jackie Davies	Non-Officer Member ABMU
Martyn Waygood	Non-Officer Member ABMU
Maggie Berry	Non-Officer Member ABMU
Tom Crick	Non-Officer Member ABMU
Mark Child	Non-Officer Member ABMU (until minute 93/18)
Angela Hopkins	Interim Director of Nursing & Patient Experience ABMU
Hamish Laing	Medical Director ABMU
Lynne Hamilton	Director of Finance ABMU
Chris White	Interim Chief Operating Officer ABMU
Sandra Husbands	Director of Public Health ABMU
Siân Harrop-Griffiths	Director of Strategy ABMU
Alison James	Associate Board Member ABMU
Sue Cooper	Associate Board Member ABMU

**In Attendance:**

Pam Wenger	Director of Corporate Governance/ Board Secretary ABMU
Brian Moon	Chair, ABM Community Health Council
Clare Jenkins	Chief Officer, ABM Community Health Council (CHC) (from 83/18)
Alison Clarke	Deputy Director of Therapies & Health Sciences ABMU
Paul Lewis	Communications Team ABMU
Leanne Leyshon	Executive Engagement ABMU
Wendy Penrhyn-Jones	Head of Corporate Administration (minutes) ABMU

76/18	APOLOGIES	Action
	Apologies for absence were received from; Hazel Robinson, Director of Workforce & Organisational Development; Christine Morrell, Director of Therapies and Health Sciences and Emrys Davies, Non-Executive Director, Welsh Ambulance Services Trust (WAST).	
77/18	OPENING REMARKS	
	Andrew Davies welcomed everyone to the meeting.  Andrew Davies stated that Christine Morrell had been unable to attend the meeting due to a family bereavement and he wished to	

	relay condolences on behalf of Board Members.
<b>78/18</b>	<b>DECLARATION OF INTERESTS</b>
	There were none.
<b>79/18</b>	<b>PATIENT STORY</b>
	<p>The video story was introduced by Sandra Husbands and was told by Hannah who spoke of a very difficult birth experience and problems once she and her baby had returned home from hospital. This had culminated in Hannah suffering from post-traumatic stress and a diagnosis of post-delivery psychosis. Hannah said that since this she had received counselling and had had the opportunity to speak to a midwife trained in peri-natal mental health issues and was now feeling much better. She explained she wished to share her story to help make an improvement in services for the benefit of other mothers. Now back in full-time work, Hannah said she was actively campaigning for better mental health services in the workplace and had become a mental health champion.</p> <p>In discussing the patient story the following points were raised:</p> <p>Sandra Husbands stated that it was known that events around the time of the birth could contribute to this post-delivery psychosis and this story was a powerful learning story and paid tribute to Hannah for sharing her experience for the benefit of others.</p> <p>Sandra Husbands stated that whilst the necessary support services were already in place within the Bridgend locality at the time of Hannah's pregnancy it had not been possible to roll these out in Neath Port Talbot or Swansea as additional funding was required. This was subsequently provided as part of an all-Wales initiative designed to bring about equity of such services. This has resulted in new pathways being put into place following screening at ante-natal appointments. Looking ahead, she said that Western Bay were looking at perinatal health with a focus on the 'Best Start in Life' multidisciplinary approach. Training had also been put in place around breastfeeding and ABMU had earned 'Breast Friendly' accreditation as well as other awards.</p> <p>It was noted that ABMU had recently undertaken an evaluation of such services via new mums who expressed that they found services helpful, friendly and welcoming.</p> <p>Andrew Davies stated the story helped to put into context the importance of such services and highlighted the wider impact that</p>

	<p>such issues could have on the family.</p> <p>Jackie Davies stated that the story was powerful and that staff education was key. Sandra Husbands said that work had raised awareness and helped the issue be dealt with sensitively with appropriate signposting or referral to other services.</p> <p>Alison James said that the story had been heard by ABMU's Stakeholder Reference Group who had suggested that greater awareness was needed for mothers-to-be to understand the issues. She added that support was also available for fathers.</p> <p>Ceri Phillips suggested that it may be worth considering ABMU representatives linking-in with new mums who came to groups established by Swansea University around wellbeing. Sandra Husbands noted this and agreed to discuss this further outside the meeting.</p> <p>Andrew Davies asked that the Board's thanks be relayed to the staff involved in developing this patient story.</p>
<b>Resolved:</b>	– The Patient Story be <b>noted</b> .
<b>80/18</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>
	The minutes of the Health Board Meeting held on 29 <sup>th</sup> March 2018 were <b>received</b> and <b>confirmed</b> as an accurate record.
<b>81/18</b>	<b>MATTERS ARISING</b>
	There were none.
<b>82/18</b>	<b>ACTION LOG</b>
	The action log was <b>received</b> and <b>noted</b> .
<b>83/18</b>	<b>JOINT REPORT OF THE CHAIRMAN AND CHIEF EXECUTIVE</b>
	<p>A report setting out key issues from the Chairman and Chief Executive was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Andrew Davies referenced the news that the Diabetes Research Unit Cymru headed-up by Professor Steve Bain (Assistant Medical Director for Research &amp; Development based at Morriston Hospital and Swansea Medical School's institute of Life Science) to be</p>

awarded 'Centre of Excellence' status by Sanofi.

He also referenced Swansea University's rise from 53 to 31 in national rankings. He spoke of the importance of the relationship between ABMU and the University and the need to build upon this. Angela Hopkins referenced that the College of Human & Health Studies had recently achieved a ranking of '2<sup>nd</sup> in the UK' (Guardian University Guide 2019) for Nursing & Midwifery studies which meant that these particular students qualifying at the University were of the highest quality.

Tracy Myhill spoke of the importance of communication, engagement and visibility in her role as Chief Executive. She said ABMU was fortunate to have support with this from Leanne Leyshon, who had been seconded to ABMU to bring a more comprehensive and systematic approach to this important task. With this in mind she said that open sessions were being planned which would enable staff to speak with members of the Executive Team as they visited operational sites. Tracy Myhill stated that ABMU needed a systematic means of acting upon staff and service user feedback and that she would keep the Board updated as to progress.

Tracy Myhill referenced the forthcoming NHS Staff Survey which was running from 11<sup>th</sup> – 22<sup>nd</sup> June 2018 and would be open to all staff. She added that it would be important to put better systems into place to feedback to respondents on the issues raised and any changes being made as a result.

With reference to the NHS Wales Informatics Services (NWIS) business continuity incident on 24<sup>th</sup> January 2018, Tracy Myhill stated that a report had now received regarding the cause and had written to NWIS seeking further assurances. Emma Woollett said that it was crucial that ABMU could rely on a robust IT platform on which it could base its services and asked if ABMU was confident that it was receiving the required support. Hamish Laing responded that whilst service 'up-time' was very good there had been a series of technical and software related events of late and that NWIS were reviewing if there was anything systemic in this regard and this had the potential to lead to infrastructure changes. He added that demands and expectations upon NWIS were increasing and they were seeking to address these on a limited budget in comparison with private industry. Hamish Laing stated that it was important that there was a review of the prescribed demands upon NWIS, the guarantees that were provided and to clarify the relationships they had with health organisations. He added that a review of NWIS was currently being undertaken from which recommendations would flow and that the issue was recorded on ABMU's risk register.

	<p>Alison Clarke referenced the work being undertaken as part of the Kings Fund Leadership Development Programme and sought clarity as to whether assistant directors would be part of this. Tracy Myhill confirmed that there would be joint session involving the assistant directors and the Executive Team to enable them to gain direct experience of the learning from the programme.</p> <p>With reference to the proposed changes to the Bridgend County Borough boundary, Tracy Myhill stated that a decision following the consultation into this was expected imminently.</p> <p>Tracy Myhill paid tribute to Hamish Laing who would be attending his final Board meeting in July 2018 prior to taking up his new role in Swansea University. She said that Pushpinder Mangat was due to become interim Medical Director until a substantive appointment was made and that he would be supported through job sharing arrangements. Andrew Davies added his own thanks to Hamish Laing for his many years of exemplary service to the NHS.</p> <p>Martin Waygood asked if details of the various events to celebrate Carer's Week could be shared and Pam Wenger undertook to relay these.</p> <p>Andrew Davies stated that this was likely to be the final Board meeting attended by Angela Hopkins as the new Director of Nursing and Patient Experience was taking up this role from mid July 2018. On behalf of the Board extended thanks for the important contribution she had made since taking up this interim role in December 2017 and wished her well.</p>
<b>Resolved:</b>	The report be <b>noted</b> .
<b>84/18</b>	<b>END OF YEAR REPORT ON IMPLEMENTATION OF ANNUAL PLAN (2017/18)</b>
	A report providing an end-of-year update on the implementation of the 2017/18 Annual Plan was <b>received</b> and <b>endorsed</b> .
<b>85/18</b>	<b>PUBLIC ENGAGEMENT – YOUR NHS- HELP US CHANGE FOR THE BETTER</b>
	<p>A report outlining the engagement timeline, process and relevant engagement documents was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Siân Harrop-Griffiths stated that ABMU had a strategic intent to deliver care in or closer to people's homes and that services would be delivered in such a way as to help make them sustainable. She said the proposals were currently subject to public engagement and</p>

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	<p>had been included within both the 2017/18 and 2018/19 Annual Plans and the Recovery &amp; Sustainability Programme.</p> <p>Siân Harrop-Griffiths said that the temporary service changes that had been made in 2017 had been closely monitored and following an evaluation of this data it was being proposed that the changes be made permanent. This was therefore the subject of the current public engagement exercise which involved close working with the ABM CHC who would determine the requirements, if any, to proceed to public consultation. She added that the intention was to prepare a report in this respect for the next Board meeting.</p> <p>Clare Jenkins stated that the document was helping the CHC to engage with the public although existing processes around engagement and consultation were not necessarily fit for purpose and required updating and representations in this regard had been made to Welsh Government.</p> <p>Alison James stated that that issue had been discussed at the Stakeholder Reference Group earlier in the month who had been supportive in terms of arrangements being made for engagement events by highlighting existing meetings into which the engagement issues could be brought.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>;</li> <li>– The summary and full engagement documents developed to support the process be <b>noted</b>;</li> <li>– The engagement plan developed to support the discussion of these services as part of ongoing engagement mechanisms and pre-existing community events be <b>noted</b>;</li> <li>– The outcome of the engagement to be presented to the next meeting.</li> </ul>
<b>86/18</b>	<p><b>CONSULTATION – HWYEL DDA UNIVERSITY HEALTH BOARD – ‘OUR BIG CHANGE- TRANSFORMING CLINICAL SERVICES’</b></p>
	<p>A report regarding the above consultation and the ongoing work to enable ABMU to offer a response was received and a hard copy of the consultation document was <b>tabled</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Siân Harrop-Griffiths stated that Hywel Dda had been commended regarding the way in the strategy had been developed and also the arrangements for engagement which offered learning for other organisations. Emma Woollett concurred and said that ABMU</p>

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	<p>needed to take on board the way the information had been presented.</p> <p>Siân Harrop-Griffiths said that a useful joint team workshop with key service representatives had been held with Hywel Dda colleagues the previous week to discuss the opportunities this afforded to ABMU in supporting Hywel Dda to deliver services closer to home. She confirmed that initial assessments had been undertaken which suggested that the proposed plans could have an impact on patient flow at Morriston Hospital and therefore more work was being undertaken to further understand the response that ABMU needed to offer to the consultation and in terms of its own clinical services strategy. She referenced a link within the document to a suite of documents which referenced the forecast impact on bed capacity at Morriston Hospital taking into account anticipated reductions in length of stay and aspects of care being provided at community level.</p> <p>Siân Harrop-Griffiths reminded Board Members that a joint meeting between Hywel Dda and ABMU Boards had been arranged for the morning of 28<sup>th</sup> June 2018 specifically to discuss the consultation document proposals.</p> <p>Clare Jenkins stated that patients and the citizens would have questions regarding how regional services were linked-up and it would therefore be important that ABMU was able to explain the proposals within the appropriate context.</p> <p>Hamish Laing stated that ABMU was an intrinsic to Hywel Dda's plans and this was acknowledged. He said that their clinical strategy was inextricably linked to ABMU's clinical strategy and the proposals needed to contain benefits for both bodies as well as being appropriately resourced.</p> <p>Tracy Myhill stated that ABMU would be developing its own Organisational Strategy and refreshing its Clinical Services Plan and would be mindful that the boundary between ABMU and Hywel Dda needed to be seen as 'porous'.</p> <p>Chris White said that work was ongoing with Hywel Dda on a regional basis to help improve patient pathways.</p> <p>Andrew Davies stated that this was a matter which involved two health boards but one health economy.</p>
<b>Resolved:</b>	– The report be <b>noted</b> .
<b>87/18</b>	<b>ABMU VOLUNTEERING STRATEGY</b>

A report providing a draft Volunteering Strategy for approval was **received**.

In discussing the report, the following points were raised:

Alison Clarke stated the document provided a clear vision for the future of volunteering for the next three years. She said there was a wish to grow the service in terms of its diversity as well as plans being in place for greater working with schools and the education sector. She stated there was one change required to the document to better define the difference in volunteers and paid employees. The need for this had been put forward by trade union colleagues who felt this would provide clarity. Tracy Myhill stated it was important the volunteers were not referenced as being part of the workforce as they were not staff but provided much needed and appreciated contributions by supporting ABMU's work.

Andrew Davies stated that Volunteers Week was taking place week commencing 11<sup>th</sup> June 2018 and he and Tracy Myhill were very much involved in this in terms of becoming volunteers for the day in recognition that ABMU could not provide all its services without their help. He said that he and fellow health board chairs had recently received a presentation from the Wales Council for Voluntary Action which explained the role of volunteers and he had been delighted to confirm that the document was being considered at this Board meeting. He extended thanks to Jo Parry in her role as Volunteer Services Manager and to ABMU's former non-officer member Gaynor Richards for their personal input into the development of the document.

Tracy Myhill stated that Jo Parry was a positive leader and asked that thanks be relayed to her for the drive and enthusiasm she had brought to the role. She added there was significant potential for growth in volunteer numbers and that the role had positive benefits for the people who chose to take-up such roles.

Maggie Berry welcomed the Strategy and referenced the importance of the role Jo Parry played in co-ordinating the service.

Martin Waygood stated that he would be meeting with Jo Parry to discuss whether the Charitable Funds could be used to help support some work.

Siân Harrop-Griffiths stated that she was aware that Cwm Taf University Health Board had links with volunteers as part of the Welsh Baccalaureate. Alison Clarke stated that this issue had been raised at the Strategy Group and was being worked through. Maggie Berry stated that this was a different type of volunteering and this just needed to be defined in the Strategy so that there was clarity. Alison Clarke agreed to follow this up.

	Tom Crick stated that as part of the new school curriculum school children and students needed to gain such experience as part of their skills development and that he would be happy to furnish the necessary links.
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b></li> <li>– The Volunteering Strategy be <b>approved</b> subject to the amendments set out above.</li> </ul>
<b>88/18A</b>	<b>FINANCIAL POSITION – TO 31<sup>ST</sup> MARCH 2018</b>
	<p>A report providing detailed analysis of the end-of-year financial position to 31<sup>st</sup> March 2018 was <b>received</b>.</p> <p>In discussing the report the following issues were raised:</p> <p>Lynne Hamilton stated that the position had been reviewed in detail at the Audit Committee meeting the previous day. She added that the position showed a deficit of £32.4m against an opening control total of £36m which included ‘clawed-back’ funding for underperformance against planned care targets which had been supported by WG additional funding.</p> <p>Lynne Hamilton stated there had been a small underspend with regard to Capital funding.</p> <p>With regard to performance against the original savings target of £25m, Lynne Hamilton said that had amounted to £16.7m which was positive compared with historical savings delivery.</p> <p>In respect of variable pay this was some £1.9m less than in 2016/17 although it had increased towards the end of 2017/18 due to Referral to Treatment pressures and increasing unscheduled care demands as well as two Bank Holidays towards the end of the period.</p> <p>Tracy Myhill stated that 2017/18 was a fundamental year in terms of showing additional ‘grip’ and control of spending and whilst there was clearly much more to do she paid credit to the efforts of all those involved. Andrew Davies added his own thanks stating that substantial progress had been made in recent years with much greater transparency in reporting arrangements. He paid tribute to Lynne Hamilton for her leadership. Lynne Hamilton replied stating it was a team effort.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>.</li> </ul>

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<b>88/18B</b>	<b>FINANCIAL POSITION – TO 30<sup>TH</sup> APRIL 2018</b>
	<p>A report analysing the Month 1 Financial Position was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Lynne Hamilton stated that the Board approved a forecast deficit of £25m for 2018/19 on the basis that this would be closely monitored with reports to the Performance &amp; Finance Committee. She stated that the position had deteriorated by around £250,000 from the planned overspend position due to an underperformance on savings plans. She reported that both pay and non-pay spending levels were in line with projections and thanks were extended to service delivery unit teams for their part in this.</p> <p>With regard to savings plans, Lynne Hamilton stated that there was confidence in £9.5m of the £21.2m target but further mitigating actions were needed to address the fragility of the situation via the executive-led work streams. She said that whilst the list of actions would not deviate from the original list of actions different approaches were being sought to implementation to bring about greater confidence in terms of savings requirements and whilst putting in to place further expenditure controls.</p> <p>Andrew Davies commented that this was the first time the Board had received such early analysis and thanked Lynne Hamilton for the report.</p> <p>Tracy Myhill stated that there was a need to translate the mitigating approaches into an improved position.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>- The report be <b>noted</b>.</li> </ul>
<b>89/18</b>	<b>PERFORMANCE REPORT</b>
	<p>A report on current performance was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Emma Woollett stated that the Performance &amp; Finance Committee would in future be receiving monthly performance reports to provide more timely information. She added that she had discussed the report content with the Director of Strategy and that there would therefore be a revised content for future Board meetings reflecting the fact that detailed scrutiny was conducted by the Committee on behalf of the Board.</p> <p>Ceri Phillips stated that the report content needed further review to determine if both narrative and charts were required. This was</p>

	<p>agreed particularly given that some measures did not change on a regular basis.</p>
<p><b>Resolved:</b></p>	<ul style="list-style-type: none"> <li>- The report be <b>noted</b>.</li> <li>- The format of future reports be amended to avoid any duplication via charts and narrative.</li> </ul>
<p><b>90/18</b></p>	<p><b>KEY ISSUES REPORTS - PERFORMANCE &amp; FINANCE AND QUALITY &amp; SAFETY</b></p>
	<p>A report providing key issues raised at recently meetings of the above board committees was <b>received</b>.</p> <p>In discussing the reports the following points were raised:</p> <p><b>Performance &amp; Finance Committee – 23<sup>rd</sup> May 2018:</b></p> <p>Emma Woollett stated that having discussed the month 1 (April 2018) financial position the committee had been pleased to have noted the proactive action being taken to bring projections back within required trajectories. She added that the use of workstreams was the correct approach to follow in order to gain sustainable solutions and that mitigating actions were being taken to make the required improvements in a timely way given that a deterioration in the end-of-year position was not negotiable.</p> <p>Emma Woollett stated that whilst in the main ABMU remained outside the required performance trajectories in relation to ‘targeted intervention’ areas a significant level of effort was being made to address this with ‘green shoot’ evidence this was making the required impact.</p> <p>Chris White stated that the trajectory for Cancer Services for April was around 77%. In relation to Unscheduled Care for May 2018, the 4hr waiting times were around 78% with anticipation that both 12hr waits and 1hr handover would be reducing and the number of patients seen within 15 minutes would increase. For planned care he stated that whilst Referral To Treatment waiting times had not yet improved it had stabilised showing evidence of additional grip in terms of operational delivery with the majority of planned admissions proceeding despite challenges in terms of unscheduled care.</p> <p>Chris White referenced discussions at the Unscheduled Care Board around quality indicators and also work with WAST and the fact that closer working relations with local authority colleagues were being developed with a view to improving the patient journey. He also spoke about a recent national meeting on Unscheduled Care as a result of which benchmarking was being used to make</p>

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	<p>further improvements in productivity and theatre efficiency acknowledging that some issues needed to be resolved internally.</p> <p>Emma Woollett stated that the committee had received a presentation on Demand &amp; Capacity Plans which had demonstrated the fundamental importance of workstreams being used to make the improvements.</p> <p>Pam Wenger stated that the committee's Annual Report had also been received.</p> <p><b>Quality &amp; Safety Committee 5<sup>th</sup> April 2018</b></p> <p>Maggie Berry stated that the existing 15 Step Challenge visits were being developed to broaden the involvement of participants. Jackie Davies stated she would welcome involvement in the visits.</p> <p>Siân Harrop-Griffiths referenced food hygiene ratings for Singleton and the Princess of Wales Hospitals which had recently been confirmed as '5' which represented the top rating.</p>
<b>Resolved:</b>	<p>– The key issues reports be <b>noted</b>.</p>
<b>91/18</b>	<b>ANNUAL EDUCATION REPORT</b>
	<p>A report providing an annual overview of educational activities for its students and ABMU staff was <b>received</b>.</p> <p>In discussing the report, the following points were raised:</p> <p>Hamish Laing stated that he wished to thank the staff involved in collating this first Annual Educational Report and also University colleagues. He said that the aim was for future iterations to use this document as a foundation leading to an even more detailed report. He added that whilst the document had been drafted largely by staff within his team, future versions would be arranged under the Director of Workforce &amp; Organisational Development in view of the need to encompass all types of educational activities. Hamish Laing stated that the production of such a report was now a requirement of the Deanery and ABMU was one of the first organisations to have produced it.</p> <p>Various non-officer members welcomed the report. Ceri Phillips stated that Health Education and Improvement Wales would certainly support the move to adopt a multi-professional approach. He said that whilst the report related to educational issues it was also about improvement.</p> <p>Ceri Phillips stated that consideration needed to be given to reinstating the ABMU/University Partnership Board meeting</p>

	<p>arrangements. Andrew Davies stated this would require a review of its terms of reference to enable it to operate more strategically.</p> <p>Andrew Davies thanked Hamish Laing for overseeing the production of the report.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>.</li> <li>– The report be <b>approved</b> for sharing with stakeholders including regulators of education.</li> </ul>
<b>92/18</b>	<b>KEY ISSUES REPORTS – OTHER BOARD COMMITTEES</b>
	<p>A report outlining discussions undertaken by board committees and other groups reporting to the board which also sought approval of the terms of reference for the Health and Safety, Performance and Finance, Mental Health Legislation and Hospital Managers Powers of Discharge committees was <b>received</b>.</p> <p>In discussing the report, the following points were raised:</p> <p>Martin Waygood offered thanks to Pam Wenger and Siân Harrop-Griffiths for their assistance in the prompt establishment of the new Health &amp; Safety Committee of which he chaired. He explained that the terms of reference for the committee had been refined since coming to the Board in March 2018 and were therefore being presented for re-approval.</p> <p>Emma Woollett stated that the issue of staff compliance with statutory and mandatory training had been discussed recently in Audit Committee and she questioned if there was a need for a review of what was included in the list of requirements.</p> <p>Martin Sollis stated that the issue of staff compliance had been presented by Hazel Robinson and there had been honest and frank positive discussion on this important issue. As a result he said that there was a need for further discussion of key workforce risk issues at a forthcoming Board Development Session. He acknowledged there were some obstacles to completion of mandatory and statutory training and that the risk this presented to the organisation needed to be reduced. As a result, he said he had agreed to work with Hazel Robinson in taking forward solutions.</p> <p>Emma Woollett said that she felt any future Board Development Session on this issue needed to focus on the actions put into place to monitor compliance and that there should be zero tolerance in this regard. She added that mental health training was not part of the list of statutory and mandatory requirements but she felt it should be and that there was a need to consider how staff were afforded time to comply with training requirements. Martin Sollis</p>

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	<p>acknowledged these issues needed further consideration but suggested the immediate priority needed to be ‘must do’ training.</p> <p>Martin Waygood stated it was a concern that there had been a clear duplication of focus as mandatory training had also been considered at the inaugural meeting of the Health &amp; Safety Committee. Ceri Phillips stated that workforce metrics had been assigned into the remit of the Performance &amp; Finance Committee. He added that he and Hazel Robinson were reviewing the Workforce &amp; Organisational Development Committee’s terms of reference so that it could seek to operate more strategically. Tracy Myhill stated that this issue was being picked-up as part of the service unit and corporate directorate performance reviews to avoid duplication. Martin Sollis said this would be clearer following the development of the Board Assurance Framework (BAF).</p> <p>Pam Wenger stated that some work had already been completed around this following the review of the Board’s committee structures and that as new committees were established this needed to be kept under review. She concurred that the BAF would provide clarity as to where the Board would derive assurance.</p> <p>Pam Wenger stated that there was an issue with non-officer member compliance with statutory and mandatory training and information was being prepared setting out what they needed to do to rectify this.</p> <p>Tracy Myhill said in her view the key issues report produced from the Strategy Planning &amp; Commissioning Group should not form part of the board committee key issues report. It was suggested that this matter be further discussed between Andrew Davies and Tracy Myhill outside the meeting.</p>
<p><b>Resolved:</b></p>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>.</li> <li>– The terms of reference for the Health and Safety, Performance and Finance, Mental Health Legislation and Hospital Managers Powers of Discharge committees be <b>approved</b>.</li> </ul>
<p><b>93/18</b></p>	<p><b>REQUEST FOR RATIFICATION OF CHAIRMAN’S ACTION – GENERAL MEDICAL SERVICES PRACTICE MERGER</b></p>
	<p>A report requesting ratification of Chairman’s Action in approving the merger of New Cross Surgery and Cwmtawe Medical Group was <b>received</b>.</p>
<p><b>Resolved:</b></p>	<p>- The request be <b>ratified</b>.</p>

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94/18	<b>ITEMS FOR INFORMATION</b>
	<b>A. SAFEGUARDING IN HOSPITALS IN WALES</b>
	<p>A report setting out key findings from Older People’s Commissioner for Wales (OPC) report regarding a Review of Safeguarding of Older People in Hospitals in Wales was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Emma Woollett stated that it would have been helpful if the report had set out examples of good practice. Tracy Myhill suggested that Chris Morrell as the executive-lead for older persons service issues be asked to look at the position within ABMU. Angela Hopkins stated that she was happy to work with Chris Morrell to take this work forward in conjunction with a piece of work being undertaken by the Royal Colleges to develop a single set of competency based protocols. Maggie Berry added that as the non-officer member with a special interest in older person’s issues she was also content to be involved.</p> <p>It was suggested that the report needed to be considered by the Quality &amp; Safety Committee on behalf of the Board.</p> <p>Andrew Davies said that he wished to write to Sarah Rochira as the outgoing Older Person’s Commissioner in Wales thanking her for her contribution to this important role.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>.</li> <li>– The report be considered by the Quality &amp; Safety Committee.</li> <li>– A letter be drafted to Sarah Rochira on behalf of the Chairman.</li> </ul>
	<b>B. BILINGUAL SERVICES UPDATE</b>
	<p>A report providing an update on the delivery of bilingual services including the current position with regard to the introduction of Welsh Language Standards was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Pam Wenger stated that the new requirements would be subject to consultation with the Welsh Language Commissioner’s Office with regard to what was felt reasonable and proportionate for ABMU as not all health organisations would be subject to the same set of Standards. She said that nevertheless, given that there were more than a hundred requirements the level of risk this presented was not insignificant.</p>

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	<p>Tom Crick said it may be interesting to look at the ways in which the Universities had implemented the Standards and that whilst culturally important he felt there had not been due regard for the fact that organisations had varying levels of ability to deliver the requirements. Ceri Phillips stated the University outsourced its translation requirements. Pam Wenger said that such solutions needed to be considered and the costs involved.</p> <p>Tom Crick stated that ABMU had responded to a formal complaint made to the Welsh Language Commissioner by a patient who had asked for Welsh language appointment correspondence but had been sent this in English only form. He said that the same complaint could have been made against most other health boards in Wales.</p> <p>Sandra Husbands stated that if the organisation simplified the means by which it communicated there may well be less translation required. Andrew commented that ABMU had experienced difficulties in appointing to Welsh Translator posts due to a lack of suitably qualified applicants. Pam Wenger stated that translation was only one part of the requirements within the Standards and it would be important to risk assess the position once the final Standards were known to ABMU and for a plan of action to be reported via the Welsh Language Strategy Group.</p> <p>Pam Wenger stated that there would be an appeals process that could be invoked for particular Standards that were felt to be unreasonable and or disproportionate and a balanced organisational view would be needed. She suggested an update be prepared for the next meeting.</p> <p>Andrew Davies concluded discussions saying that ABMU served a wide range of communities and that some of its service users simply did not speak English or had lost the ability to do so.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b></li> <li>– An update be prepared for the next meeting.</li> </ul>
	<p><b>C. MATTERS REPORTED IN-COMMITTEE AT THE PREVIOUS MEETING</b></p>
	<p>A report on items considered during the in-committee meeting of the Board in January 2018 was <b>received</b> and <b>noted</b>.</p>
	<p><b>D. AFFIXING OF THE COMMON SEAL</b></p>
	<p>A report outlining documents to which the common seal had been applied since the last meeting was <b>received</b> and <b>noted</b>.</p>

PW

	<b>E. WELSH HEALTH CIRCULARS</b>
	A summary of WHCs issued since the Board last met was <b>received</b> and <b>noted</b> .
	<b>F. BOARD BUSINESS CYCLE</b>
	The Board Business Cycle was <b>received</b> and <b>noted</b> .
<b>95/18</b>	<b>ANY OTHER BUSINESS</b>
	<p><b>1. Carer's Week</b></p> <p>Alison Clarke stated that week commencing 11<sup>th</sup> June 2018 was Carer's Week and that there would be an event to mark this at Morriston Hospital, Swansea on 14<sup>th</sup> June 2018. She asked colleagues to help raise awareness by sharing information on platforms such as Twitter. She added that there had been significant work both nationally and locally in preparation for the event with a view to recognising the valuable contribution made by carers.</p> <p>There was no further business.</p>
<b>96/18</b>	<b>DATE OF NEXT BOARD MEETING &amp; ANNUAL GENERAL MEETING.</b>
	26 <sup>th</sup> July 2018, venue to be confirmed.
<b>97/18</b>	<b>MOTION TO EXCLUDE THE PRESS AND PUBLIC</b>
<b>Resolved:</b>	Press & Public be excluded in accordance with Section 1(2) and (3) of Public Bodies (Admission to Meetings) Act 1960

.....  
Andrew Davies (Chairman)

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Date: