



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	28 March 2019	Agenda Item	6.2
Report Title	Corporate Governance Report		
Report Author	Claire Mulcahy, Committee Services Officer		
Report Sponsor	Pam Wenger, Director of Corporate Governance		
Presented by	Pam Wenger, Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	To report on corporate governance matters arising since the previous meeting.		
Key Issues	<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"> • Affixing the Common Seal; • Welsh Health Circulars; • Changes to the provision of voting for the Health Board Joint Committees; and • Business Cycle 		
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance
			✓
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE the report. 		

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. Affixing the Common Seal

In-line with standing orders, a routine report on documents to which the common seal has been affixed is required. Attached at **appendix 1** are details taken from the seal register. All documents have been signed by the Chairman or Vice-Chairman and an executive director or the Director of Corporate Governance, in line with the requirements.

ii. Welsh Health Circulars (WHCs)

Welsh Government issues WHCs around specific topics. The WHCs set out in **appendix 2** 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 at **appendix 3**.

4. FINANCIAL IMPLICATIONS

There are no financial implications arising within this report.

5. RECOMMENDATIONS

Members are asked to:

- **NOTE** the report.

Governance and Assurance							
Link to corporate objectives <i>(please ✓)</i>	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	
						✓	
Link to Health and Care Standards <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources
							✓
Quality, Safety and Patient Experience							
<p>The common seal is applied to legal and official documents which develop services, buildings, processes and systems to enhance the way in which the health board functions and support and patients. In addition, Welsh health circulars provide advice, guidance and information relating to changes in process or services which work to enhance services.</p>							
Financial Implications							
There are no financial implications associated with this report.							
Legal Implications (including equality and diversity assessment)							
<p>The common seal is primarily used to seal legal documents such as transfers of land, lease agreements and other important/key contracts. The seal may only be fixed to a document if the board or committee of the board has determined it shall be completed under seal, or if a transaction to which the document relates has been approved by the board or committee of the board. Any legal implications relating to Welsh health circulars would be identified in the individual documents.</p>							
Staffing Implications							
There are no staffing implications contained within this report.							
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)							
<p>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.</p>							
Report History	The report is a standing item on the board's business cycle.						
Appendices	<p>Appendix 1 – affixing of the common seal Appendix 2 – Welsh Health Circulars Appendix 3 – board business cycle</p>						

REGISTER OF SEALINGS

Register Number	Date Signed	Name of Document
1613	25.01.19	Refurbishment of the GP A&E OOH Department
1614	31.01.19	Underlease – GMS premises Porthcawl Primary Care Centre
1615	31.01.19	The lease (New Build) GMS Premises Porthcawl Primary Care Centre
1616	31.01.19	The Lease (New Build) LHB Premises Porthcawl Primary Care Centre
1617	31.01.19	Licence to underlet – GMS Premises at New Porthcawl Primary Care Centre
1618	31.01.19	M&E Consultant Warranty – GMS1 Premises Development Pharmacy Porthcawl
1619	31.01.19	Employers Agent Warranty – GMS1 + LHB Pharmacy Porthcawl
1620	31.01.19	Ground Engineer Tenant Warranty – GMS1 + LHB Pharmacy Porthcawl
1621	31.01.19	Civil Engineer Warranty – GMS1 + LHB- Pharmacy Porthcawl
1622	31.01.19	Structural Engineer Tenant Warranty – GMS1 + LHB – Pharmacy Porthcawl
1623	31.01.19	Architect Collateral Warranty – GMS1 + LHB – Pharmacy Porthcawl
1624	31.01.19	Contractor Collateral Warrant to Tenant – GMS1 +LHB – Pharmacy Porthcawl
1625	31.01.19	M&E Consultant Warranty – LHB Pharmacy Porthcawl
1626	31.01.19	Call Off Contract – Hafod Y Wennol
1627	31.01.19	Contract for Integrated Autism Service, Tonna Hospital
1628	31.01.19	Appointment of Contractor – Plastics Procedure Room, Morriston Hospital
1629	31.01.19	Licence to Assign – Retail Units Morriston and POW Hospital
1630	08.02.19	Works contract for singleton hospital MRI Replacement
1631	08.02.19	Neath Port Talbot Hospital, Block D Refurbishment
1632	08.02.19	Morriston Hospital, Cold Room Replacement
1633	08.02.19	Singleton Hospital, Cold Room Replacement
1634	14.02.19	Gelligron CMHT move to Tonna Hospital

1635	15.02.19	Penclawdd Health Centre, Call Off Contract
1636	15.02.19	Murton Clinic – Call Off Contract
1637	27.02.19	Celtic Court, Tremains Road, Bridgend
1638	27.02.19	LINAC B Replacement in Bunker A, Singleton Hospital
1639	27.02.19	Section 33 of NHS (Wales) Act 2006 overarching Partnership Agreement for Adults and Older people.

WHC number and title	Date received	Recipients
WHC (18) 024 All Wales Intrapartum Fetal Surveillance Standards for Maternity Services	28.11.2018	Directors of Nursing Medical Directors Heads of Midwifery Clinical Directors (Maternity)
WHC (18) 044 NHS Dentistry – Clinical Audit, Peer Review and Quality Improvement	14.12.2018	Health Education and Improvement Wales
WHC (18) 050 2019/20 Health Board and Public Health Wales NHS Trust Allocations	11.12.2018	Directors of Finance
WHC (18) 051 Revised Pressure Ulcer reporting including the reporting of serious incidents	21.12.2018	Directors of Nursing
WHC (19) 001 Changes to the availability of gluten free (GF) foods for the treatment of coeliac disease on prescription in England - Implications for Wales	17.01.2018	Community Pharmacists in Wales Dispensing GP Practices All other GP's
WHC (19) 002 Update on Ordering Flu Vaccine for 2019/20	30/01/2019	General Practitioners Pharmacists Chief Executives
WHC (19) 003 List of Welsh Health Circulars 1 st August 2018 – 31 st January 2019	15/02/2019	None
WHC (19) 004 Statutory and Administrative Financial Duties of Health Education and Improvement Wales	06/03/2019	Health Education and Improvement Wales
WHC (19) 005 Maintaining continuity of supply of medicines EU Exit	05/02/2019	Chief Pharmacists Community Pharmacists General Practitioners Dispensing Doctor Practices

WHC (19) 007 Annual Quality Statement 2018/19 Guidance	13/02/2019	NHS Wales
WHC (19) 008 Changes to the Shingles Vaccination Programme from April 2019	14/02/2019	General Practitioners Directors of Public Health, Directors of Primary, Community and Mental Health,
WHC (19) 011 Implementing recommendations of the review of sexual health services – action to date and next steps	06/03/2019	Executive Directors of Public Health Medical Directors Clinical Leads NHS Sexual Health Services Community Pharmacies Primary Care



HEALTH BOARD BUSINESS CYCLE 2018 - 2020

TOPIC	LEAD DIRECTOR	2019							2020							
		January	March	May (accounts)	May	July	September	November	February	January	March	May (accounts)	May	July	September	November
Patient Story	Director of Nursing and Patient Experience															
Action Log	Director of Corporate Governance															
Chair and Chief Executive Report	Director of Corporate Governance															
Corporate Governance Report (to include Chairs Action, WHC, Common Seal and matters reported In-Committee)	Director of Corporate Governance															
Chairs Sub Committees Report	Director of Corporate Governance															
Finance Report	Director of Finance															
Integrated Performance Report	Director of Strategy															
Bridgend Transition Programme	Director of Transformation															
Population Needs Assessment	Director of Public Health															
Western Bay Area Plan	Director of Strategy															
Wellbeing Plans	Director of Strategy															
Public Health Annual Screening Update	Director of Public Health															
Public Health Director Annual Report	Director of Public Health	D														
Seasonal Plan	Chief Operating Officer															
Thoracic Surgery	Director of Strategy															
Serious Incidents	Director of Nursing and Patient Experience															
Emergency Planning (including Annual Report)	Director of Strategy															
Welsh Language Services	Director of Corporate Governance	D														
Organ Donation Progress Report	Medical Director															
CAMHS Performance Report	Director of Strategy															
111 Update Report	Chief Operating Officer															
NHS Shared Services Partnership – Meeting Summary	Director of Corporate Governance															



TOPIC	LEAD DIRECTOR	2019						2020								
		January	March	May (accounts)	May	July	September	November	February	January	March	May (accounts)	May	July	September	November
	Governance															
Annual Report	Director of Corporate Governance					AGM								AGM		
Annual Quality Statement	Director of Nursing and Patient Experience					AGM								AGM		
Annual Audit Letter	Director of Corporate Governance															
Structured Assessment	Director of Corporate Governance															
Charitable Funds Accounts for Approval	Director of Finance															
Health and Safety Annual Report	Director of Strategy	D														
Risk Management Strategy	Director of Nursing and Patient Experience	D														
Board Assurance Framework	Director of Corporate Governance															
Organisational Risk Register	Director of Nursing and Patient Experience															
Review of Standing Orders and Standing Financial Instructions	Director of Corporate Governance															
Review of Board Governance Arrangements (annually)	Director of Corporate Governance															
Policies/Plans as appropriate as identified by each Executive Director	Executive Directors															

Notes:

❖ These meetings are not part of the business cycle of the Board, these are development sessions but due to the timescales for Board Decision formal matters will be considered.

All items will be all considered in the 'Public' Meeting unless there is a justifiable reason why this should be considered in-committee

Annual General Meeting : Proposal this is a separate day to the Board Meeting and that a 'task and finish group' work through the options for the design of the AGM for agreement in September/October.

D – report deferred to a new date