

**ABM University LHB**  
**Unconfirmed**  
**Minutes of the Annual General Meeting of the Health Board**  
**held on**  
**26<sup>th</sup> July 2018 at 12:30pm**  
**in the Gwyn Hall, Orchard Street, Neath**

**Present**

Andrew Davies	Chairman
Tracy Myhill	Chief Executive
Ceri Phillips	Independent Member
Martyn Waygood	Independent Member
Maggie Berry	Independent Member
Martin Sollis	Independent Member
Mark Child	Independent Member
Jackie Davies	Independent Member
Gareth Howells	Director of Nursing and Patient Experience
Hazel Robinson	Director of Workforce & Organisational Development
Siân Harrop-Griffiths	Director of Strategy
Hamish Laing	Medical Director
Lynne Hamilton	Director of Finance
Sandra Husbands	Director of Public Health
Pam Wenger	Director of Corporate Governance/Board Secretary
Alison James	Associate Board Member

**In Attendance:**

Brian Moon	Chair, ABM Community Health Council (CHC)
Emrys Davies,	Non-Officer Member, Welsh Ambulance Services Trust (WAST)
Matt John	ABMU Assistant Director of Informatics
Nia Phillips	ABMU Communications
Cathy Dowling	ABMU Deputy Director of Nursing & Patient Experience
Vicky Rees	ABMU RCN Officer
Carol Moseley	Wales Audit Office
Alison Charnock	ABMU Corporate Matron, Quality & Safety
Tammy Martin	ABMU Project Assistant
Wendy Penrhyn-Jones	ABMU Head of Corporate Administration (minutes)

Minute	Item	Action
	<b>OPENING COMMENTS</b>	
	Andrew Davies welcomed everyone to ABMU's Annual General Meeting.	
	<b>APOLOGIES</b>	
	Apologies for absence were received from Emma Woollett, Independent Member; Sue Cooper, Associate Board Member; Clare Jenkins, Chief Officer, ABM CHC; Christine Morrell,	

Director of Therapies and Health Science.

## **ANNUAL REPORT 2017/18**

The ABMU Annual Report for 2017/18 was **received**.

Andrew Davies stated this was his sixth Annual General Meeting within ABMU during which time there had been significant changes in terms of Board membership with Ceri Phillips and Hamish Laing being the longest serving members. Andrew Davies said that ABMU now had a new Chief Executive in Tracy Myhill who was having a significant impact upon the work of the organisation bringing greater stability and grip. He said there was ever increasing demands upon the health service, coupled with growing expectations, an ageing population and for ABMU this was set within the context of being in 'Targeted Escalation' (TI) status and being in financial deficit as well as significant changes across the organisation following the publication of the *Trusted to Care* report in 2014. He added that he felt the Board was now well placed to address its current challenges.

In introducing the report, Tracy Myhill highlighted the following points:

Tracy Myhill stated this was her first ABMU AGM and she felt pleased and privileged to be asked to present the annual report. She said that consideration would be given to how the AGM could be changed for 2018/19 onwards to encourage attendance of more stakeholders, staff and partners. She said that any suggestions would be welcomed.

Tracy Myhill stated that she had taken-up post in February 2018 and that since then she had seen evidence of performance improvement and stabilisation in TI areas. She said that there was however more that needed to be achieved including gaining an approved Integrated Medium Term Plan (IMTP). Tracy Myhill stated that largely the Board membership had been renewed with just a few posts now to fill. She added that a further key strategic driver at the current time were the implications arising from the Bridgend boundary changes.

Tracy Myhill referenced the following key performance data:

- The reduction in the number of patients waiting over 12hrs in the Emergency Department during the summer months and ambulance response times being consistently above the national average;
- Cancellations for bed reasons had reduced during the period October to March 18 with medical outliers also reducing;
- For planned care there were less patients waiting over 26 weeks and 36 weeks as well as fewer waiting for diagnostic tests;
- Improvements had been seen in stroke care with thrombolysis rates being the best in Wales;
- The significant reduction in patient falls and Universal Mortality Review performance being the best in Wales;

- There had been reductions in severe pressure ulcers and also fewer medication errors; and
- Improvements in formal complaint response rates and consistently high patient experience indicators.

Tracy Myhill also summarised the challenges and plans that lay ahead in 2018/19 and beyond as follows:

- Further improvement of financial management acknowledging that the financial year end (2017/18) had seen better than forecast performance outturn;
- Reduction in staff vacancies, staff sickness/absence and ‘Never Events’;
- Recognising there had been some improvement in numbers of healthcare acquired infections and a two-to-three year programme lay ahead to reduce this further;
- Ensuring as far as possible the smooth transition of the Bridgend boundary changes for patients and staff alike;
- Building on partnerships and further development of integrated models of care;
- Continuation of progress in terms of ARCH (A Regional Partnership for Health) with Hywel Dda University Health Board and Swansea University;
- Development of an organisational strategy and updating ABMU’s clinical plan taking into account the national plan and Bridgend boundary changes;
- Taking steps to change the organisation’s focus from provider to prevention; and
- Working with service delivery units to develop a strong central core support function.

Tracy Myhill spoke of the need to continue to listen and understand what it was like for staff, patients and citizens. With reference to the Health Board’s current Targeted Intervention status Tracy Myhill said that whilst the goal was to move to de-escalation, the organisation was making good progress in terms of its improvement journey. She added that it was important that ABMU increased levels of confidence at Welsh Government and with regulators and this was something that was being built upon.

Tracy Myhill closed her presentation by stating she had great confidence in the organisation and the ABMU Board in fulfilling its aims.

In discussing the report, the following points were raised:

Andrew Davies stated that it was just as important to look forward as it was to reflect on the year that had passed and thanked Tracy Myhill for her presentation. Questions were invited.

**Question 1:**

Vicky Rees (Royal College of Nursing) asked how many nursing staff were

absence from work due to stress. Tracy Myhill responded that sickness absence levels were higher than the norm compared with other organisations in Wales and stress and musculoskeletal problems were amongst the top reasons for absences in ABMU. Hazel Robinson stated that whilst staff absence levels had been higher in 2017/18 more recently this had seen a reduction. She attributed 28-29% of absences to the category that included stress. In terms of how this related to the nursing workforce she undertook to seek this information and to relay it to Vicky Rees.

**Question 2:**

Vicky Rees asked if ABMU was compliant with the requirements of the Nurse Staffing Act and what was being done to ensure compliance going forward. Tracy Myhill stated she was happy to share the work to date on this issue. She referenced a programme of work that was underway to maintain the current compliance so that staffing could be increased in a targeted way. She added that the Board had discussed this issue in detail in June and agreed that the overriding focus needed to be patient care and that further funding would be committed to ensure progress continued to be made.

Gareth Howells paid tribute to his predecessor Angela Hopkins for the achievements made to date, stating that this work needed to continue to ensure wards operated safely. Gareth Howells stated that it was important that all members of the team providing patient care were offered the necessary support helping those who were absent to return to work. Cathy Dowling stated that it was important to support and retain staff and bridge any gaps in terms of staff vacancies. She referenced a project that was seeking to develop non-qualified staff to train to become registered nurses rather than to continue to pursue overseas recruitment.

Andrew Davies stated that ABMU's educational training links with Swansea University were crucial in this regard.

**Question 3:**

Vicky Rees asked if ABMU used 'pre-empt' beds and whether risk assessments were carried out to ensure patient dignity. Tracy Myhill stated that pre-emptive beds were in use and that there had been significant discussions around this at executive level. Cathy Dowling concurred saying that nobody wanted to locate patients in unsuitable environments and that the position was being monitored via various means. Gareth Howells stated that patients were precious and deserved care and that the challenge was to better manage the patient pathway to manage within the available capacity in order to avoid the use of pre-empt beds by the following year if at all possible. Chris White stated that risk assessments were undertaken and the systems were being reviewed by the Unscheduled Care Board. He added that work was also underway with local authority colleagues to generate various interventions to avoid the need to use pre-empt beds.

Tracy Myhill stated that she had a meeting on this issue with RCN colleagues and invited Vicky Rees to become involved in work on this important issue.

Andrew Davies thanked Vicky Rees for her questions.

**Resolved:** The annual report be **approved**.

**PW**

### **ANNUAL QUALITY STATEMENT (AQS)**

The AQS for 2017/18 was **received**.

In introducing the report, Cathy Dowling said she was delighted to present the AQS, this being the 70<sup>th</sup> Anniversary of the NHS. She added that the aim was to produce a summary version in due course. Cathy Dowling and Hamish Laing highlighted the following points:

- The aim of the AQS was to let the public know in an open and honest way how ABMU was doing in terms of meeting local needs and standards;
- The linkages to Healthcare Standards in terms of how well the organisation was performing;
- The ten quality & safety priorities
- The use of emoji faces to convey progress on quality priorities and or initiatives;
- The importance of capturing patient outcomes that mattered to the patient;
- The fact that staff are encouraged to report all levels of incidents to promote learning and service improvement
- The use of the Friends & Family Survey to enable service benchmarking;
- 'Never Events' which were often due to system failures and the work to reduce these occurring;
- Ongoing work with the National Dance Company and AESOP delivering programmes like 'Dance for Health' with a view to reducing patient falls and the need to improve the risk management of mobile patients.

The Chairman thanked colleagues for their presentation and invited questions:

#### **Question 1:**

Vicky Rees asked for clarity as to the context of the medication errors mentioned in the AQS. Cathy Dowling stated this largely related to the storage of medicines and work was underway with hospital wards to help support staff to improve such issues such increasing the frequency of

medication fridge checks. Hamish added that the installation of new information systems around electronic prescribing would also help staff to check the timeliness of medication.

Questions 2:

Martin Sollis asked how Quality Priorities were determined and if there had been engagement with staff around these. Hamish Laing stated that the process had been refined over time given the need to bring together patient experience, quality improvement, clinical audit & effectiveness, e.t.c. which could also provide an evidence base for quality priorities. He added that as part of the work of Swansea Bay City Deal, it had been proposed that a quality hub be established to look at such issues.

Maggie Berry stated that in her experience some staff still did not appear to fully understand the relevance of Health & Care Standards so she felt the AQS would be helpful in this respect.

Alison James referenced work around Safer Patient Flow and said there was no mention of the involvement of family members or third sector organisations in terms of supporting mechanisms. She said that in addition to patient safety due consideration needed to be given to carer safety particularly given the potential for physical risk arising from a range of mental health conditions.

There were no further questions.

In closing Andrew Davies referenced the miner's lamp on the front of the AQS which symbolised the 70<sup>th</sup> anniversary of the NHS which would have been in everyday use in mining villages when the NHS was founded in 1948. He said the NHS had seen many changes to date but quality and safety remained at the heart of ABMU, which was a tribute to staff.

**Resolved:** The AQS for 2017/18 be **approved**.

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**ANY OTHER BUSINESS**

There were no further questions and the AGM was closed.

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Andrew Davies (Chairman)

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Date:

**ABM University LHB****Unconfirmed**

**Minutes of the Meeting of the Health Board  
held on 26<sup>th</sup> July 2018  
in the Gwyn Hall, Orchard Street, Neath**

**Present**

Andrew Davies	Chairman
Tracy Myhill	Chief Executive
Ceri Phillips	Independent Member
Martyn Waygood	Independent Member
Maggie Berry	Independent Member
Martin Sollis	Independent Member
Mark Child	Independent Member (until 141/18)
Jackie Davies	Independent Member
Gareth Howells	Director of Nursing and Patient Experience
Chris White	Interim Chief Operating Officer
Hazel Robinson	Director of Workforce & Organisational Development
Siân Harrop-Griffiths	Director of Strategy
Hamish Laing	Medical Director
Lynne Hamilton	Director of Finance (until 138/18)
Sandra Husbands	Director of Public Health (until 139/18)
Pam Wenger	Director of Corporate Governance/Board Secretary
Alison James	Associate Board Member

**In Attendance:**

Brian Moon	Chair, ABM Community Health Council (CHC)
Emrys Davies,	Non-Officer Member, Welsh Ambulance Services Trust (WAST)
Matt John	ABMU Assistant Director of Informatics
Nia Phillips	ABMU Communications (until 135/18)
Cathy Dowling	ABMU Deputy Director of Nursing & Patient Experience (until 130/18)
Carol Moseley	Wales Audit Office
Wendy Penrhyn-Jones	ABMU Head of Corporate Administration (minutes)

<b>123/18</b>	<b>APOLOGIES</b>	<b>Action</b>
	Apologies for absence were received from: Emma Woollett, Independent Member, Christine Morrell, Director of Therapies and Health Sciences and Sue Cooper, Associate Board Member	
<b>124/18</b>	<b>OPENING REMARKS</b>	
	Andrew Davies welcomed everyone to the meeting in particular Gareth Howells and Matt John who were attending for the first time and Cathy Dowling.  Andrew Davies stated that this was however the final meeting for ABMU's Medical Director – Hamish Laing after 34 years in the	

	<p>NHS. He wished Hamish well in his new role in Swansea University. He said that on taking up the role of ABMU Chair some five years previously he recollected that most complaints had then been about quality and safety issues and that Hamish had had a pivotal role along with Rory Farrelly (former ABMU Director of Nursing &amp; Patient Experience) and Paul Newman (former Independent Member) in putting such issues at the heart of ABMU. He added that his work in the digital healthcare field had also meant that ABMU was seen in this regard as an exemplar and pathfinder organisation. Andrew Davies also praised Hamish's huge contribution to developing ABMU's excellent working relationship with Swansea University and his personal involvement in the ARCH programme and the submission of a case for the Swansea Bay City Deal.</p>
<b>125/18</b>	<b>DECLARATION OF INTERESTS</b>
	<p>Maggie Berry stated that she was a Bridgend County Borough Council resident with regard to the Bridgend Boundary Changes Report.</p>
<b>126/18</b>	<b>PATIENT STORY</b>
	<p>Maggie Berry introduced the story which related to Mr and Mrs Drake. Mr Drake was providing full support to his wife who had end stage dementia and had lost the use of her legs so had been confined to her bed. Following the involvement of 'Bridgeway' a service which assessed people with a cognitive impairment in their own homes and produced bespoke care plans that allowed minimal restrictions, supported good quality of life for the individual and provided opportunities for the carer to still have input into their loved one's personal care. Mr Drake praised the service which meant he had not needed to place his wife into a residential home and enabled him to provide what he felt his wife needed and felt happy with in her own home. Mr &amp; Mrs Drake received two half days of respite care via Hafod, a charitable, 'not for profit' organisation which enabled him to leave Mrs Drake in good hands.</p> <p>In discussing the patient story the following points were raised:</p> <p>Cathy Dowling stated that having the right care in place at the right time for the client was clearly important. She added that patient outcomes were known to be better if service users were happy.</p> <p>Andrew Davies stated that the story had been presented to the Arts in Health Group recently who had commended Prue Thimbleby for</p>

	<p>her help with such stories. Tracy Myhill commented on the good quality of the video and said it set the standard for future patient stories. Cathy Dowling stated she would relay this to the team. Mark Childs queried why such services were not consistently available if they were acknowledged to be good practice. Chris White concurred saying that scoping work should be undertaken to explore this further.</p> <p>Alison James stated that this was an example of the 'Postcode Lottery' that existed in certain localities. She said that the issue in Neath Port Talbot was linked to 'front door' services and access was inconsistent. Chris White agreed that a consistent approach was required across ABMU in term of how such issues of equity of provision were addressed.</p> <p>Andrew Davies suggested the story be used at a future meeting of the Western Bay Partnership Board. Emrys Davies stated that the issue may benefit from an all-Wales approach. Andrew Davies undertook to raise the issue with colleagues in Hywel Dda University Health Board in the first instance.</p>
<b>Resolved:</b>	– The Patient Story be <b>noted</b> .
<b>127/18</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>
	The minutes of meetings held on 30 <sup>th</sup> May 2018; 31 <sup>st</sup> May 2018; and 25 <sup>th</sup> June 2018 were <b>received</b> and <b>confirmed</b> as an accurate record.
<b>128/18</b>	<b>MATTERS ARISING</b>
	There were none.
<b>129/18</b>	<b>ACTION LOG</b>
	The action log was <b>received</b> and <b>noted</b> .
<b>130/18</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 praised the work of staff at Glanrhyd Hospital, Bridgend which had earned them the <i>Green Flag Award</i> – the first hospital to receive this in Wales and only the second in the UK.</p>

With reference to Huw Vaughan-Thomas's retirement as Auditor General at Wales Audit Office, Andrew Davies said he would be writing to congratulate him on achievements over the past eight years. He placed on record ABMU's thanks to him for the useful learning his term had brought and the fresh approach he had brought to public services in Wales.

Tracy Myhill stated she had spent a day at Morriston Hospital in June 2018 during which she had seen commendable examples of good practice in clinical areas such as the Cardiac Unit. She also referenced seeing scrutiny, performance management and rigor during business meetings. She added that as an organisation there was still work to be progressed in improving teamwork and making services more integrated and she was working on a model to describe how ABMU did business. Tracey Myhill stated that whilst ABMU had in recent years established six service delivery units there was a need to find a different way of joining this up so that the overall system worked better with a strong core at its centre. She said that she remained keen to increase the visibility of the Executive Team and wider Board membership.

Tracy Myhill referenced her involvement in Volunteers Week earlier in June and at the beginning of July had seen the launch of 'Meet the Executive Team' which had been very successful and provided another means of engaging with staff.

In terms of performance, Tracy Myhill stated this would be discussed later in the agenda but that she felt ABMU was in a strong position compared with its counterpart health bodies in Wales and the next step would be to place it ahead. She said that ABMU's finances would also be discussed later in the agenda but that challenges remained.

With reference to ABMU's current 'Targeted Intervention' escalation status, Tracy Myhill stated that Welsh Government were providing a support package which would enable an increase in strategic leadership capacity. As a result a number of fixed-term posts would be established to oversee defined pieces of work. In particular she referenced Hannah Evans who would be joining ABMU to take forward the redesign of the organisation following the transfer of Bridgend based services to Cwm Taf University Health Board in the spring of 2019. She also referenced the new Service Director position at Neath Port Talbot Hospital who would take-up post in September 2018 and the three part-time Deputy Medical Director appointments as detailed in her report.

Andrew Davies referenced a series of performances across Wales by the National Theatre of Wales to celebrate the NHS@70 commencing that evening in the Chapel at Singleton Hospital.

	<p>In discussing the report, the following points were raised:</p> <p>Alison James referenced the Carer’s Annual report which was appended to the joint report. She raised concern that all the services described in the report had been put at risk as these had needed to be funded out of financial reserves until planned funding was released via Welsh Government. Alison James said that carers were a vital part of the community care system and recently funding had been reduced from 12 to 9 months and had involved a tender process which had both been arduous for small third sector organisations to comply with and had resulted in a delay in contracts being awarded. She also referenced issues with accessing Integrated Care Fund resources as this required bids that would not create demand. Alison James stated that currently there was a 12 week waiting time for carer assessments and that the issues had been raised with local Assembly Members in the Neath Port Talbot and Swansea areas as it was unfair to expect third sector organisation’s staff to continue to work in such circumstances. She added that third sector funding needed to be ring-fenced and allocated in a more effective way to avoid unnecessary causing further stress and bureaucracy to small organisations.</p> <p>Andrew Davies sought clarity as to whether the issues had been escalated and Alison James confirmed that Hilary Dover, Service Director, Primary &amp; Community Services had been made aware and had arranged a meeting taking place on 13<sup>th</sup> August 2018 to discuss this in detail. Andrew Davies stated that issues needed to be raised at the Western Bay Regional Partnership Board and undertook to raise this with the Cabinet Secretary. Siân Harrop-Griffiths undertook to raise the issues with Hilary Dover and Joanne Abbott-Davies, Assistant Director of Strategy (Partnerships) and prepare a brief for the Chairman.</p> <p>With reference to the ongoing consultation on Thoracic Service provision, Siân Harrop-Griffiths stated that four public meetings had been arranged and it had been agreed with ABM Community Health Council that the public would be asked to register in advance if they wished to attend any future meetings as there had been low levels of interest despite arrangements being made to speak to local community groups to encourage responses.</p> <p>Andrew Davies referenced the work of Morriston based nurse, Melanie Davies who had developed information packs for staff regarding as part of her work with the Paul Ridd foundation.</p>
<p><b>Resolved:</b></p>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>.</li> <li>– A brief to be prepared in order that the issues with funding of third sector organisations could be raised.</li> </ul>

**SHG**

131/18	<b>BRIDGEND BOUNDARY CHANGES</b>
	<p>A report providing an update regarding the inaugural meeting of the Joint Transition Board held on 27<sup>th</sup> June 2018 and its draft terms of reference for approval was <b>received</b>.</p> <p>In introducing the report Tracy Myhill highlighted the following points:</p> <ul style="list-style-type: none"> <li>- Minor amendments had been made to the terms of reference including a proposed scheme of delegation and the key principles around service transfer had been further developed;</li> <li>- Agreement of key principles underpinning the Transition Programme;</li> <li>- The appointment of a Transition Director – Alison Phillips who had since taken up post;</li> <li>- Wales Audit Office had accepted the Transition Board’s invitation to join future meetings in an observer/critical friend capacity.</li> </ul> <p>In discussing the report the following points were raised:</p> <p>The above report was also being received by the Cwm Taf University Health Board that day. The terms of reference were being presented for Board approval prior to the next Transition Board the next day.</p> <p>Pam Wenger stated that Welsh Government were working through the legal requirement to enact the change.</p> <p>Andrew Davies stated that the issue presented a significant challenge and an exacting timescale given the scope of the changes that were required.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>- The report be <b>noted</b>;</li> <li>- The Terms of Reference including the delegated responsibilities for the Joint Transition Board be <b>approved</b>.</li> </ul>
132/18	<b>OUTCOME OF ENGAGEMENT ON PROPOSED CHANGES TO NHS SERVICES – ‘YOUR NHS – HELP US TO CHANGE FOR THE BETTER’</b>
	<p>A report outlining the responses received following the above engagement, the responses received in relation to the engagement and the proposed way forward was <b>received</b>.</p>
	<p>In introducing the report, Siân Harrop-Griffiths highlighted the following points:</p> <ul style="list-style-type: none"> <li>- Work had been ongoing to develop new models of care and means by which patients could be enabled to leave hospital</li> </ul>

PW

- sooner once they were well enough to do so;
- The engagement had focused on the proposal that changes made in the previous year would now be made permanent along with some additional changes;
  - The proposed implementation of plans to close 65 beds permanently was recommended to proceed but change had been made to the plans around Singleton and Neath Port Talbot Hospitals as a result of responses received and further analysis carried out by ABMU;
  - A joint group was to be established to monitor any impacts of the changes via key performance indicators and an Equality Impact Analysis (EIA) had been carried out.

In discussing the report, the following points were raised:

Mark Child stated he welcomed the report and the work undertaken to date if this was to result in reduced length of stay for patients. He said it was important that out-of-hospital services were in place to provide the support patients would need such as reablement. Siân Harrop-Griffiths stated that discussions had already begun with Directors of Social Services in this regard and this was enabling confidence in recommending that some of the changes were implemented permanently and others were subject to a phased approach.

Martyn Waygood stated that the EIA was comprehensive but he had been disappointed by the apparently low levels of responses. Siân Harrop-Griffiths responded that the level of responses was felt to be good and that significant work had been undertaken both in terms of social media and presentations to community group meetings. She said there was a need to change the way that engagement and consultations were carried out as various approaches were needed and the guidance around this needed to take this into account. With regard to the EIA, Siân Harrop-Griffiths said that ABMU had been assisted in completing this by Welsh Government and the intention was to upskill ABMU staff so that this could be delivered in-house in future.

Andrew Davies stated that where people tended to agree with a proposed course of action they often did not respond to engagements and this was likely to be reflected in the feedback received. He referenced the intended strategic review of ABMU's communications that was planned which would be considering such matters.

Jackie Davies sought clarity around the timing of staff consultation. Hazel Robinson stated that this had been changed to coincide with

	the public consultation timings.
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>- The report be <b>noted</b>.</li> <li>- The revised service change proposals be <b>approved</b> having taken into account responses to the engagement process.</li> </ul>
<b>133/18</b>	<b>DEVELOPMENT OF AN INTEGRATED THREE-YEAR PLAN</b>
	<p>A report setting out the aims, planning activities and timeline for developing the ABMU Integrated Three-Year Plan was <b>received</b>.</p> <p>In introducing the report, Siân Harrop-Griffiths highlighted the following points:</p> <ul style="list-style-type: none"> <li>- The development of the three-year plan was taking place in tandem with the creation of an Organisational Strategy and refreshing the clinical plan and that a strategic needs assessment was informing this;</li> <li>- There was a need to set clear commissioning intentions for the next three-years with system-wide responses;</li> <li>- There would be a need for much greater clinical involvement and engagement of stakeholders;</li> <li>- The medium term financial plan was also being developed as this needed to align to the overall plan;</li> <li>- There had been useful discussion at the recent meeting of the Strategy, Planning &amp; Commissioning Group regarding the proposed way forward.</li> </ul>
<b>Resolved:</b>	– The report be <b>noted</b> .
<b>134/18</b>	<b>DIGITAL INCLUSION, NHS WALES AND ABMU</b>
	<p>A report setting out the importance of Digital Inclusion, the work that had taken place to date and what more could be done to improve progresses towards this was <b>received</b>.</p>
	<p>In introducing the report, Hamish Laing highlighted the following points:</p> <ul style="list-style-type: none"> <li>- Thanks to Tom Crick for his contributions in this work;</li> <li>- Digital Inclusion was fundamental to safer services;</li> <li>- The importance of resolving citizen's digital skills to enable</li> </ul>

SHG

	<p>decreased demands upon the health service;</p> <ul style="list-style-type: none"> <li>- ABMU was seen as a leader in terms of taking forward digitisation projects;</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Sandra Husbands stated that such an approach would also lead to improved health and digital literacy and therefore she was fully supportive.</p> <p>Jackie Davies concurred. She sought clarity around the reference in the report to a temporary appointment to lead this work. Hamish Laing stated that he was confident that relevant companies that were able to demonstrate the impact taking this work forward could have would be prepared to deploy such a post holder.</p> <p>Tom Crick indicated his full support for what he saw as a ‘declaration of intent’ acknowledging ABMU’s financial challenges. He said that there would be huge benefits if ABMU were pioneers in conjunction with its collaborative partners.</p> <p>Andrew Davies stated that ABMU had many strategies and plans but what it needed was a plan to drive these forward. He also referenced the recent passing of the former GP Julian Tudor-Hart who had worked for 30 years treating patients in the Afan Valley, and had developed the concept of the ‘inverse care law’ from his experience of working in these local communities. He suggested that it would be a fitting legacy to his work if ABMU was to design a 21<sup>st</sup> Century service for communities with high levels of ill-health such as this particular valley.</p> <p>Emrys Davies stated ABMU needed to be mindful that some citizens would not want or be able to engage digitally due to increasing age and loss of confidence. Hamish Laing acknowledged that what was being proposed would not be right for some people but he was aware of some instances where people with learning disabilities had been enabled. He added that it would also be important to help upskill staff, many of whom lived within the ABMU area, as there had been a poor update of digital learning.</p> <p>Andrew Davies said he was keen for the proposals to benefit the Afan Valley and said this matter needed discussion at the Neath Port Talbot Public Service Board. Tom Crick said he was happy to be involved in supporting ABMU through Matt John to link work with other organisations. Gareth Howells expressed a wish to contribute from a nursing angle.</p>
<p><b>Resolved:</b></p>	<ul style="list-style-type: none"> <li>- The report be <b>noted</b>.</li> <li>- The proposal that ABMU adopted the Digital Inclusion</li> </ul>

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	<p>Charter and opportunities to secure a Digital Inclusion Co-ordinator and develop Digital Champions be <b>supported</b>.</p> <ul style="list-style-type: none"> <li>- The proposed commissioning of support for Digital Inclusion from partner organisations be <b>agreed</b>.</li> <li>- The proposal that a Digital Inclusion guide be commissioned on an all-Wales basis be <b>supported</b>.</li> </ul>
<p><b>135/18</b></p>	<p><b>ABMU RESPONSE TO WALES AUDIT OFFICE (WAO) REVIEW OF INFORMATICS SYSTEMS</b></p>
	<p>An update on actions being taken both nationally and by ABMU to respond to the above review was <b>received</b>.</p>
	<p>In introducing the report, Matt John highlighted the following points:</p> <ul style="list-style-type: none"> <li>- The report provided both national and local actions and current statuses;</li> <li>- ABMU had a Digital Strategy which provided a vision for the future progression of digitisation and a programme plan for the next 6-12 months;</li> <li>- A plan was now needed to develop a new Strategic Outline Programme for the next 3-5 years to execute the strategy;</li> <li>- As part of the development of the integrated medium terms plan there would need to be at least one digital workshop;</li> <li>- Given the pending boundary change, it would be important ensure work in the Bridgend area continued to move forward along with the remainder of the organisation;</li> <li>- Opportunities to work alongside Hywel Dda and the ARCH project needed to be progressed;</li> <li>- Whilst best use made already being made of allocations made to ICT from ABMU's discretionary funds, more was required to fund the digital developments that needed to be progressed.</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Matt John said that he welcomed the opportunity offered to him by Tracy Myhill to join meetings of the Executive Team and Health Board.</p> <p>Andrew Davies stated that consideration needed to be given to where the wider digital agenda was discussed in terms of senior meetings structures. Tom Crick supported this suggestion given the wider impact the digital agenda was having in public sector organisations. He added that it was important that the Board were kept abreast of key issues in this developing area.</p>
<p><b>Resolved:</b></p>	<ul style="list-style-type: none"> <li>- The report be <b>noted</b>;</li> </ul>

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	<ul style="list-style-type: none"> <li>- Consideration be given to the reporting mechanisms for the digital agenda.</li> </ul>
<b>136/18</b>	<b>FINANCIAL POSITION – MONTH 3</b>
	<p>A report providing detailed analysis of the position to 30<sup>th</sup> June 2018 was <b>received</b>.</p> <p>In introducing the report, Lynne Hamilton highlighted the following points:</p> <ul style="list-style-type: none"> <li>- There had been a slight improvement on the previous month's position with the end of June overspend being £6.6716m against a current year-end forecast deficit of £25.048m;</li> <li>- The position had been supported by a release of £500,000 of uncommitted reserves with risks and opportunities also being managed;</li> <li>- The performance around Public Sector Payments Policy (to pay 95% of all non-NHS creditors within 30days) reached 92.3% with processes having since been revised to address this underperformance going forward;</li> <li>- Some £17.7m out of the required £21.2m savings target had been identified and tribute was paid to the work to achieve this and the continuing efforts to close the remaining gap.</li> </ul> <p>In discussing the report the following issues were raised:</p> <p>Martin Sollis stated that the financial position had been discussed in some detail at the recent Performance &amp; Finance Committee meeting and in particular the issue of ongoing work to seek to further reduce the current year end deficit projections. He added that it would be important for ABMU to have robust plans in place for its various Recovery &amp; Sustainability Work Streams and to ensure Quality &amp; Safety was at the very top of everyone's agenda.</p> <p>Ceri Phillips stated staff were the organisation's greatest resource and needed to generate value.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>– The report be <b>noted</b>.</li> </ul>

<b>137/18</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>Martin Sollis stated the organisational performance had been discussed in some detail at the recent Performance &amp; Finance Committee where it had been agreed that additional workforce indicators would be added to the report. He added that whilst organisational performance was noted to be improving it was important that such progress was maintained. He acknowledged that inputs directed by the Chief Operating Officer and the remainder of the executive team which was behind the improvements.</p> <p>Andrew Davies stated that improved governance arrangements had brought greater assurances for the Board and he conveyed thanks to Pam Wenger in this regard.</p>
<b>Resolved:</b>	<p>– The report be <b>noted</b>.</p>
<b>138/18</b>	<b>KEY ISSUES REPORTS - PERFORMANCE &amp; FINANCE AND QUALITY &amp; SAFETY</b>
	<p>A report providing key issues raised at recently meetings of the above board committees was <b>received</b> and <b>noted</b>.</p>
<b>139/18</b>	<b>RESEARCH &amp; INNOVATION (R &amp; I) UPDATE</b>
	<p>A six-month update on R &amp; I activity was <b>received</b>.</p> <p>In discussing the report the following points were raised:</p> <p>Hamish Laing said the report was generally positive and praised the contribution to the report made by Mark Simpson who provided financial support.</p> <p>Andrew Davies asked to what extent the report reflected the breadth of ongoing research in the organisation. Hamish Laing responded that it continued to be a challenge to capture all such work and incrementally improvements were being made. Chris White stated that it would be important to understand how this fitted together with other pieces of work and also to being a more multi-professional view to such projects.</p> <p>Tom Crick stated that ABMU's partnership with Swansea University</p>

	<p>was important in terms of R &amp; I in that the education system was able to 'tap' into grants that were not accessible to the NHS directly. Hamish Laing concurred advising that the ARCH project would also help with supporting joint working. Ceri Phillips stated that it would be important to clarify the infrastructure that ABMU needed so that it could be revised to address this and help deliver priorities.</p> <p>Hamish Laing stated that Welsh Government had indicated innovation needed to be reported separately from research. Martin Sollis stated that he felt it was important that they were reported jointly. Andrew Davies undertook to explore this further in his meetings with Ministers.</p>
<b>Resolved:</b>	<p>- The report be <b>noted</b>.</p>
<b>140/18</b>	<p><b>INDEPENDENT INVESTIGATION INTO CARE &amp; TREATMENT ON TAWEL FAN WARDS, YSBYTY GLAN CLWYD</b></p>
	<p>A report providing ABMU's response to the recommendations made from the above report was <b>received</b>.</p> <p>In introducing the report Gareth Howells highlighted the following points:</p> <ul style="list-style-type: none"> <li>- The conclusions and recommendations had been published in May 2018 and needed to be embedded in learning;</li> <li>- There was a need to be mindful of issues raised around care pathways, safeguarding, deprivation of liberty standards and end-of-life-care;</li> <li>- An action plan had been developed which now needed to be revised to provide a deliver plan and this would be received by the Quality &amp; Safety Committee.</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Maggie Berry stated that as ABMU's older person's champion she felt there was a need to review progress made in terms of safeguarding training and that this needed to be done at pace.</p> <p>Jackie Davies stated that ABMU had a strong programme of dementia training and therefore the development of a Dementia Strategy should be achieved relatively easily. Andrew Davies concurred adding that there had been a significant effort around such training following the publication of the <i>Trusted to Care</i> report.</p>

<b>141/18</b>	<b>KEY ISSUES REPORTS – OTHER BOARD COMMITTEES</b>
	A report outlining discussions undertaken by board committees and other groups reporting to the board was <b>received</b> and <b>noted</b> .
<b>142/18</b>	<b>DISPOSAL OF COELBREN COMMUNITY CLINIC</b>
	A report seeking support for the disposal of Coelbren Community Clinic was <b>received</b> and <b>approved</b> .
<b>143/18</b>	<b>ITEMS FOR INFORMATION</b>
	<b>A. NHS Wales Collaborative Leadership Forum – meeting of 21<sup>st</sup> February 2018</b>
	<b>B. Matters Reported In-Committee at previous meeting</b>
	A report on items considered during the in-committee meeting of the Board in 31 <sup>st</sup> May 2018 was <b>received</b> and <b>noted</b> .
	<b>C. AFFIXING OF THE COMMON SEAL</b>
	A report outlining documents to which the common seal had been applied since the last meeting was <b>received</b> and <b>noted</b> .
	<b>D. WELSH HEALTH CIRCULARS</b>
	A summary of WHCs issued since the Board last met was <b>received</b> and <b>noted</b> .
	<b>E. BOARD BUSINESS CYCLE</b>
	The Board Business Cycle was <b>received</b> and <b>noted</b> .
<b>145/18</b>	<b>ANY OTHER BUSINESS</b>
	There was no further business.
<b>146/18</b>	<b>DATE OF NEXT BOARD MEETING</b>

SHG

	27 <sup>th</sup> September 2018, venue to be confirmed.
<b>147/18</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:

**ABM University LHB****Unconfirmed**

**Minutes of the Special Meeting of the Health Board  
held on Thursday 30<sup>th</sup> August 2018  
Boardroom, Health Board Headquarters,  
One Talbot Gateway  
Baglan SA12 7BR**

**Present**

Andrew Davies	Chairman / Independent Member
Tracy Myhill	Chief Executive
Emma Woollett	Vice-Chair / Independent Member
Ceri Phillips	Independent Member
Martin Sollis	Independent Member
Tom Crick	Independent Member
Jackie Davies	Independent Member
Reena Owen	Independent Member
Gareth Howells	Director of Nursing and Patient Experience
Chris White	Interim Chief Operating Officer
Christine Morrell	Director of Therapies & Health Science
Hazel Robinson	Director of Workforce & Organisational Development
Siân Harrop-Griffiths	Director of Strategy
Push Mangat	Interim Medical Director
Lynne Hamilton	Director of Finance
Sandra Husbands	Director of Public Health
Alison James	Associate Board Member
Sue Cooper	Associate Board Member
Pam Wenger	Director of Corporate Governance/Board Secretary

**In Attendance:**

Irfon Rees	Chief of Staff
Hannah Evans	Director of Transformation
Alison Phillips	Transition Director, Bridgend Boundary Change
Brian Moon	Chair, ABM Community Health Council (CHC)
Emrys Davies,	Non-Executive, Welsh Ambulance Services Trust (WAST)
Matt John	Assistant Director of Informatics
Wendy Penrhyn-Jones	ABMU Head of Corporate Administration (minutes)

<b>148/18</b>	<b>APOLOGIES</b>	<b>Action</b>
	Apologies for absence were received from Maggie Berry, Independent Member; Martyn Waygood, Independent Member; Mark Child, Independent Member and Alison Phillips	
<b>149/18</b>	<b>WELCOME</b>	
	Andrew Davies welcomed everyone to the meeting introducing Reena Owen, Hannah Evans and Irfon Rees.	

<b>150/18</b>	<b>DECLARATION OF INTERESTS</b>
	Emrys Davies stated that he was a Bridgend County Borough Council resident.
<b>151/18</b>	<b>STRATEGIC ISSUES</b>
<b>151/18i.</b>	<b>Bridgend Boundary Change Transition Programme Service Transfer</b>
	<p>A report setting out the proposed services to be included in transfer from Abertawe Bro Morgannwg University Health Board to Cwm Taf University Health Board with effect from 1<sup>st</sup> April 2019 was <b>received</b>.</p> <p>Tracy Myhill introduced the report and thanked all those that had contributed to the service list. She went on to highlight the following points:</p> <ul style="list-style-type: none"> <li>• The report sought agreement of the service transfer list which had been agreed following work undertaken by both organisations on the basis that service level agreements would be drawn-up for other services not included in the list;</li> <li>• Key principles underpinned the work of the Transition Programme and formed the basis by which both health boards would hold themselves to account for the delivery of the required changes;</li> <li>• There was more work to do around non-clinical and corporate services to enable agreement regarding the way in which the changes would be taken forward;</li> <li>• An update on the work of the Joint Transition Board which had most recently meet on 27<sup>th</sup> July 2018.</li> </ul> <p>In discussing the report, the following points were raised:</p> <p>Hannah Evans stated that Cwm Taf University Health Board were considering the same report at their board meeting that afternoon. She stated that providing that agreement was secured from both boards, the work to take the service transfer forward would commence.</p>
	Siân Harrop-Griffiths stated that with regard to corporate services it was more challenging to resolve how the transition would be managed when there were only a small number of staff undertaking

a function across the whole organisation. She added that whilst it had been agreed that the changes would not result in adverse impact in terms of service provision or detriment to with organisation, it was important to appreciate the time that had been needed to reach the current position.

Hazel Robinson stated that the staff engagement launch was planned for 10<sup>th</sup> September 2018 and prior to this a process in terms of the management of the staff consultation would need to be agreed with trade union colleagues. She added that there would need to be hundreds of individual meetings arranged for the staff affected.

Brian Moon stated that the ABM CHC supported the service change proposals emphasising that if service changes were needed there was a robust process in place that needed to be followed. Tracy Myhill stated that there should not be service change as a direct result of the services transfer arrangements but that if there was a need to change services then the existing processes needed to be followed.

Emma Woollett sought clarity with regard column two of appendix 2. It was confirmed that the services subject to Service Level Agreements related to patient flow issues. She asked if the compilation of the service transfer list had been largely straightforward. Hannah Evans stated that for services such as pathology the way forward had been clear and that the list represented the consensus reached with service leaders which would now require discussion with the affected staff. Siân Harrop-Griffiths stated that it was inevitable that some staff may have some concerns on a personal level.

Emrys Davies sought clarity around the Bridgend-based patients that currently received services via Cardiff & Vale University Health Board. Siân Harrop-Griffiths stated that a commissioning workstream were working through all such patient flow issues.

Emma Woollett sought clarity as to whether there was a process for working through the corporate services that only had small numbers of staff and the financial implications of any changes. Hannah Evans stated that this had been identified as an issue which would be considered under the next phase of the work programme. Lynne Hamilton stated that the implications of both the economies and dis-economies of scale had been raised as an issue with Welsh Government and that a case was being developed in terms of an appropriate financial allocation to address the issue. The importance of agreeing rules to manage this was acknowledged. Lynne Hamilton stated that the risks of the service transfer were due to be considered by the Transition Board at its

	<p>meeting the next day.</p> <p>Andrew Davies acknowledged the scale of the achievements made to date and the task that lay ahead in its delivery. He paid tribute to the work lead by Siân Harrop-Griffiths and the contributions from colleagues to date.</p> <p>Andrew Davies raised the issue of ABMU requiring a name change from April of 2019. Alison Phillips stated that the Welsh Government were planning to lay the Boundary Change Order which was related to this at the end of October 2018. Tracy Myhill stated that this would therefore need urgent consideration in order that suggestions could be channelled to Welsh Government.</p>
<b>Resolved:</b>	<ul style="list-style-type: none"> <li>- The service transfer list set out in the report be <b>approved</b>;</li> <li>- The need to progress work around the Health Board's post-transition name</li> </ul>
<b>152/18</b>	<b>OTHER ISSUES</b>
<b>152/18i.</b>	<b>Any Other Business</b>
	There was no further business to consider.
<b>153/18</b>	<b>To consider a motion to exclude the Press and the Public in accordance with Section 1, (2) and (3) of the Public Bodies (Admission to Meetings) Act 1960</b>
<b>Resolved:</b>	Press & Public be excluded in accordance with Section 1(2) and (3) of Public Bodies (Admission to Meetings) Act 1960
	Next Meeting : 27 <sup>th</sup> September 2018, venue to be confirmed

**AP**  
**HE**

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Andrew Davies (Chairman)

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Date: