

**CONFIRMED MINUTES OF A MEETING OF CARDIFF AND VALE  
UNIVERSITY HEALTH BOARD HELD AT 1PM ON 25 JANUARY 2018  
BOARD ROOM, UNIVERSITY HOSPITAL LLANDOUGH**

**Present:**

Maria Battle	Chair
Abigail Harris	Director of Strategic Planning
Akmal Hanuk	Independent Member – Community
Charles Janczewski	Vice Chair
Dr Fiona Jenkins	Director of Therapies and Health Sciences
Dr Graham Shortland	Medical Director
John Antoniazzi	Independent Member –Estates
John Union	Independent Member – Finance
Len Richards	Chief Executive
Martin Driscoll	Director of Workforce and OD
Michael Imperato	Independent Member - Legal
Robert Chadwick	Director of Finance
Ruth Walker	Executive Nurse Director
Sara Moseley	Independent Member – Third Sector
Dr Sharon Hopkins	Director of Public Health
Steve Curry	Chief Operating Officer
<i>vacant</i>	Independent Member – Trades Unions
Cllr Susan Elsmore	Independent Member – Local Authority
Paula Martyn	Associate Member – Chair, SRG

**In Attendance:**

Malcolm Latham	Cardiff and Vale of Glamorgan CHC
Peter Welsh	Director of Corporate Governance
Satyajeet Bhatia	Chair, Local Negotiating Committee

**Secretariat**

Julia Harper

**Apologies:**

Eileen Brandreth	Independent Member – ICT
Prof Gary Baxter	Independent Member – Cardiff University
Lance Carver	Associate Member – Director of Social Services
Sue Bailey	Associate Member – Chair, HPF
Indu Deglurkar	Chair, SMSC
Stephen Allen	Chief Officer, Cardiff and Vale of Glamorgan CHC

**UHB 18/001**

**PATIENT STORY**

The UHB Chair, Miss Maria Battle, advised the Board that it had been decided to present the story at the next Board Development Day instead. The Executive Nurse Director advised the Board that the story would be about a mother's experiences, both positive and negative, following the birth of her baby with complex medical issues.

**Action – Mrs Ruth Walker**

## **UHB 18/002 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting of the Board.

## **UHB 18/003 APOLOGIES FOR ABSENCE**

Apologies for absence were noted.

## **UHB 18/004 DECLARATIONS OF INTEREST**

The Chair invited Members to declare any interests in the proceedings on the agenda. Ms Paula Martyn declared an interest in item 9 – Joint Commissioning and Pooled Budgets for Older Peoples Services.

## **UHB 18/005 MINUTES OF THE BOARD MEETING HELD ON 30<sup>th</sup> NOVEMBER 2017**

The Board **RECEIVED** and **APPROVED** the minutes of the meeting held on 30<sup>th</sup> November 2017.

## **UHB 18/006 ACTION LOG FOLLOWING THE LAST MEETING**

The Board **RECEIVED** the Action Log from the November meeting and **NOTED** the following:

**UHB 17/229 Fracture Service** – Mr Curry reported that arrangements had been made to transfer the Fracture Service phone to the Directorate Office when clinic staff were unable to answer it. No further problems had been reported. Complete.

**Transgender Service** – This agenda was changing rapidly and an update would be brought to either the February or April Quality, Safety and Experience Committee.

**Action – Dr Graham Shortland**

**UHB 17/128 Patient Experience and Quality** – There may be a need to produce a Memorandum of Understanding with Cardiff University and this would be known after the next meeting.

**UHB 16/218 SOs and SFIs** – As the action was outside UHB control, it was decided to close this from the Board Action Log.

**UHB 17/184 Chief Executive's Report** – It was noted that format and presentation of Board reports would be considered in detail at the February Board Development Day.

## **UHB 18/007 CHAIR'S REPORT**

The Board **RECEIVED** the written report of the Chair. The Board:

- **NOTED** the report.
- **RATIFIED** the Chair's action.
- **ENDORSED** the affixing of the Common Seal.

## **UHB 18/008 CHIEF EXECUTIVE'S REPORT**

The Board **RECEIVED** the written report of the Chief Executive. The following areas were expanded:

1. **Targeted Intervention** – The Chief Executive reported that conversations had started with Welsh Government on the Integrated Medium Term Plan (IMTP) and the UHB's financial position. Welsh Government expected further improvement and wanted to explore UHB assumptions. However, the financial progress already made was recognized.
2. **Thoracic Surgery Services in South Wales** – The Independent Panel had met but their decision had not yet been communicated.

The Board **NOTED** the report of the Chief Executive. The Board agreed that the written report format was preferred.

## **UHB 18/009 PATIENT SAFETY, QUALITY AND EXPERIENCE REPORT**

The Executive Nurse Director, Mrs Ruth Walker, answered the questions raised by Independent Members at the Chair's Governance Group. This covered the number of patient falls in St. David's Hospital, confidentiality breaches through computer sharing, the response times to concerns particularly the hotspot in surgery, concerns about ophthalmology services, a "never" event in Dental and the number of unexpected deaths of patients known to the drug and alcohol services.

Mrs Walker advised Board that Health Inspectorate Wales had undertaken 3 inspections; Daffodil Ward, Mental Health Act and The Links Centre. Feedback had been very positive. In addition, she advised that WHSSC would be undertaking an inspection of Paediatric Surgery following the issues raised in the last year.

The Chair invited further comments:

- Members were invited to challenge any breaches of confidentiality during the patient safety Walkrounds.
- The Quality, Safety and Experience Committee would be monitoring and driving improvements in ophthalmology waiting times.

- Some patients in the drug and alcohol service chose not to engage with health services.
- Under “Putting Things Right” patients were advised of their right to compensation.
- The wider austerity agenda was impacting on the ability of staff to care properly for patients for example issues of homelessness.
- The greater involvement of the Citizens Advice Service within the UHB was welcomed.
- Members were referred to the Substance Misuse Area Planning Board Annual Report for 2016/17 for further information on the drug misuse agenda (this was received at the Board on 28<sup>th</sup> September 2017).
- Nurse recruitment was currently 91% against the target of 95%. Mr Bhatia suggested that advantage be taken of combining nurse recruitment with overseas doctor recruitment.
- In terms of the impact of the Brexit decision, it was noted that interest from European nurses had fallen and anxiety remained amongst those already in the country. Overall, the national position was that more nurses were leaving the profession.

**ASSURANCE** was provided by:

- The current position on all key indicators relating to Quality, Safety and Patient Experience presented in the Board Report.
- Comparison with peers across Wales where available.
- Evidence of the action being taken to address key outcomes that were not meeting the standards required.
- A culture of openness and transparency within the UHB to examine all available sources of information to provide assurance on the quality, safety and experience of services.

The Board:

- **CONSIDERED** the content of this report.
- **NOTED** the assurance in relation to the action being taken to improve the quality, safety and experience of care.

**UHB 18/010                      CARDIFF AND VALE OF GLAMORGAN JOINT  
COMMISSIONING AND POOLED BUDGETS FOR  
OLDER PEOPLES SERVICES**

The Director of Planning, Ms Abigail Harris introduced the work underpinning the report and set out the importance of joint commissioning. Given the profile of the work, strong scrutiny was expected from Welsh Government.

Cllr Elsmore advised that the UHB would be the first organization to sign up to these joint arrangements and this would support the drive to the highest quality of care and she asked for the Board’s thanks to be passed to Rachel Jones for leading this work.

It was confirmed that Third Sector would be fully involved in the agenda through the Regional Partnership Board and as part of the engagement framework.

**ASSURANCE** was provided by:

- The commissioning intentions were developed in a workshop facilitated by the Institute of Public Care to ensure alignment with Cardiff and Vale UHB, Cardiff Council and Vale of Glamorgan Councils' commissioning strategies and organisational priorities.
- The Market Position Statement and Commissioning Strategy had been subject to a stakeholder workshop on 5<sup>th</sup> July 2017 across statutory partners, third sector, providers and Registered Social Landlords.
- The Market Position Statement and Commissioning Strategy was considered and approved by the Regional Partnership Board on 13<sup>th</sup> November 2017.
- The proposed approach in relation to joint commissioning and the establishment of a pooled budget for older people care accommodation had been developed by a joint project board with Cardiff Council and Vale of Glamorgan Council and the same report was due to be approved by all three partners in January 2018.

The Board **APPROVED** the following recommendations:

- Noted the progress regarding meeting the Part 9 requirements which included the establishment of a pooled budget for care accommodation.
- Approved the establishment of a pooled budget for older people care accommodation from 1<sup>st</sup> April 2018, with Cardiff Council to act as the host organisation in 2018/19.
- Delegated authorisation of the Partnership Agreement in relation to the pooled budget to the Chief Executive.
- Approved the Market Position Statement and Commissioning Strategy for Older People Care and Support Services as set out in **Appendix 1**. [http://www.cvihsc.co.uk/wp-content/uploads/2017/12/MPS\\_English-051217-Final.pdf](http://www.cvihsc.co.uk/wp-content/uploads/2017/12/MPS_English-051217-Final.pdf)

**UHB 18/011**

### **CARDIFF AND VALE OF GLAMORGAN AREA PLAN FOR CARE AND SUPPORT NEEDS**

The Director of Planning, Ms Abigail Harris reiterated that the core component of the Plan was pooled budgets. Health and care needs assessments had been undertaken with Public Health and the Local Authorities and the work had been overseen by the Regional Partnership Board. The Board's attention was drawn to the links to the detailed work and action plan within the report. A particular theme throughout the work was social isolation and loneliness as it was known that this had a huge negative impact on health.

**ASSURANCE** was provided by:

- The Chair, Vice Chair, Chief Executive and Director of Planning were members of the RPB which had overseen the development of the Plan.
- A Partnership Steering Group informed the development of the Area Plan and included representatives from the UHB.
- The Steering Group also worked with representatives of the Public Service Boards to ensure alignment with the development of the Well-being Plans in Cardiff and Vale of Glamorgan.

The Board:

- **NOTED** the Cardiff and Vale of Glamorgan Area Plan and Action Plan for Care and Support Needs (as set out in **Appendix 1** and **Appendix 2**), subject to final approval at the meeting of the Regional Partnership Board on 1<sup>st</sup> February 2018.
- **AGREED** for the Chair to action the sign off of the final version of the plan at the RPB on 1<sup>st</sup> February 2018.

## **UHB 18/012                      FINANCE REPORT**

The Director of Finance, Mr Robert Chadwick advised that the report had been presented to the Finance Committee the previous day for detailed consideration. He commented that the UHB was £1m ahead of its target this month as the issue of NCO drugs had abated and other risks were being managed.

It was anticipated that the year-end position may improve between £2m and £4m and it was hoped that Welsh Government may give this back to the UHB next year (anything below a £30.9m deficit would be returned).

The Chair welcomed the improvement and congratulated colleagues on the savings that had been achieved so far.

**LIMITED ASSURANCE** was provided by:

- The work undertaken to develop the 2017/18 operational plan;
- The scrutiny of financial performance undertaken by the Finance Committee;
- The month 9 position which was £0.998m less than the profiled deficit within the financial plan;
- The identification of a full £35m savings programme.

The Board:

- **NOTED** that the UHB had an one year operational plan that had a planned deficit of £30.900m for the year;
- **NOTED** the £22.177m deficit at month 9 which included a planning deficit of £23.175m and budget underspends of (£0.998m);
- **NOTED** that the UHB now had a savings plan that was fully identified;
- **NOTED** the key risks that were outside the current expenditure projection that needed to be managed.

## UHB 18/013

## INTEGRATED MEDIUM TERM PLAN 2018-2021

The Director of Planning, Ms Abigail Harris reminded Board that commissioning intentions and key priorities and deliverables had been previously agreed. Stakeholders including the Community Health Council had been engaged and had provided comments on the Plan. The full report was still work in progress and for that reason it would be considered in the private Board meeting, however the intention was to produce a “plan on a page” when it was approved for widespread circulation.

There was still a challenge to balance finance and workforce to the Plan but it would be submitted to Welsh Government for comment.

**ASSURANCE** on the development of the UHB 2018/21 Integrated Medium Term Plan (IMTP) was provided through:

- Continued routine formal dialogue through the Welsh Government targeted intervention process and planning liaison meeting.
- Compliance with the 2018/19 NHS Wales Planning Framework timeframes and requirements.

The Board **RECEIVED** an oral update on the development of the draft IMTP.

## UHB 18/014

## PERFORMANCE REPORT

The Director of Public Health, Dr Sharon Hopkins described the evolution of the report to its current format and offered to work with the Board on what type of report they wanted in the future. However, the level of compliance to the various targets was currently not acceptable.

The Chair invited further questions and comments:

- RTT targets had been met for the twelfth quarter.
- Improvements had been made in the cancer service.
- Mental Health performance had improved as the new pathway was managing demand differently, although the rise in demand was an acknowledged risk.
- Every 12 hour wait was being investigated through a root cause analysis from a patient safety and experience view.
- Compliance with risk assessments for pressure ulcers was not formally audited but investigations demonstrated they were being completed. However, whilst the UHB had the right mattresses to minimise pressure damage, emergency trolleys did not and this posed a risk when patients remained on them for long periods. In addition, the UHB reported all pressure damage and many cases were not acquired in hospital.
- Delayed Transfer of Care was in the best position of the last 3 years.

- There had been a 64% uptake by staff of the 'flu vaccine and the UHB was leading the way.

**REASONABLE ASSURANCE** was provided by:

- The fact that the UHB was making progress in delivering its Operational Delivery Plan for 2017/18 by achieving compliance with 21 of its 60 performance measures.

The Board:

- **CONSIDERED** the UHB's current level of performance and the actions being taken where the level of performance was either below the expected standard or progress had not been made sufficiently quickly to ensure delivery by the requisite timescale.
- **AGREED** to consider at the Board Development Day what information the Board should be asked to scrutinize and how general performance information should be received by Members in the future.

**Action – Mr Peter Welsh**

## **UHB 18/015                    CORPORATE RISK AND ASSURANCE FRAMEWORK UPDATE**

The Director of Corporate Governance, Mr Peter Welsh reported that the new-look risk register would go live in April and would be tied into the UHB strategic objectives. Wales Audit Office had concurred that this approach was considered best practise.

**ASSURANCE** was provided by:

- Assignment of risks to a Lead Executive and Committee.
- The CRAF was a standing agenda item at Board and its Committees.
- The review of the CRAF that was currently taking place recognised that this area could be strengthened to provide better assurance and was aimed at achieving this.

The Board **NOTED** this progress update.

## **PART 2 – ITEMS FOR INFORMATION ONLY**

### **UHB 18/016                    MINUTES FROM OTHER BOARDS / COMMITTEES**

The Board **RECEIVED** the following Minutes and the Chair invited any comments:

1. **Audit Committee** December
2. **Finance Committee** October and November
3. **Health and Safety Committee** October
4. **Resource and Delivery Committee** November
5. **Mental Health and Capacity Legislation Committee** November

6. **Joint Meeting of Health Professionals' Forum and Stakeholder Reference Group** November
7. **Organ Donation Committee** November
8. **Quality Safety and Experience Committee** December
9. **Emergency Ambulance Services Committee** September and November Summary
10. **Shared Services Partnership** November

The minutes were **NOTED**.

#### **UHB 18/017      AGENDA OF THE PRIVATE BOARD MEETING**

In terms of openness, the agenda for the Private meeting was published and **NOTED**.

#### **UHB 18/018      REVIEW OF THE MEETING**

There was nothing further to add to the meeting.

#### **UHB 18/019      DATE OF THE NEXT BOARD MEETING**

The next meeting would be held at 1pm on 29<sup>th</sup> March 2018 in the Board Room, University Hospital Llandough.