

**CONFIRMED MINUTES OF A MEETING OF CARDIFF AND VALE
UNIVERSITY HEALTH BOARD HELD ON 31st JANUARY 2019
BOARD ROOM, UNIVERSITY HOSPITAL, LLANDOUGH**

Present:

Maria Battle	MB	Chair
Charles Janczewski	CJ	Vice Chair
Len Richards	LR	Chief Executive
John Antoniazzi	JA	Independent Member –Estates
Gary Baxter	GB	Independent Member - University
Eileen Brandreth	EB	Independent Member – ICT
Steve Curry	SC	Chief Operating Officer
Martin Driscoll	MD	Director of Workforce and OD
Susan Elsmore	SE	Independent Member – Local Authority
Akmal Hanuk	AK	Independent Member – Community
Abigail Harris	AH	Director of Planning
Michael Imperato	MI	Independent Member - Legal
Dr Fiona Jenkins	FJ	Director of Therapies and Health Sciences
Fiona Kinghorn	FK	Consultant in Public Health
Dr Graham Shortland	GS	Medical Director
John Union	JU	Independent Member – Finance
Ruth Walker	RW	Executive Nurse Director
Dawn Ward	DW	Independent Member – Trade Unions

In attendance:

Stephen Allen	SA	Community Health Council
Indu Deglurkar	ID	Cardiothoracic Consultant
Nicole Foreman	NF	Director of Corporate Governance
Dr Sharon Hopkins	SH	Director of Public Health
Chris Lewis	CL	Deputy Finance Director

Secretariat:

Sheila Elliot	SE	Governance Team
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Apologies:

Sara Moseley	SM	Independent Member – Third Sector
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19/01/001	WELCOME AND INTRODUCTIONS	ACTION
	The Chair welcomed everyone to the meeting.	
	The Chair welcomed back Robert Chadwick, Director of Finance	
	The Chair congratulated Fiona Kinghorn on her new role as Director of Public Health	
19/01/002	APOLOGIES FOR ABSENCE	
	Apologies for absence were noted.	

19/01/003

DECLARATIONS OF INTEREST

Charles Janczewski declared his interest as Chair of the Quality and Patient Safety Committee at WHSCC.

19/01/004

MINUTES OF THE BOARD MEETING HELD ON 29th NOVEMBER 2018

The Board reviewed the Minutes from the meeting held on 29th November meeting.

Resolved that:

The Board approved the minutes of the meeting held on 29th November 2018.

19/01/005

ACTION LOG FOLLOWING THE LAST MEETING HELD ON 29TH NOVEMBER

The Board reviewed the Action Log from the meeting held on 28th November.

The Executive Nurse Director made the following comments:

- 18/174 - The National Safeguarding Forum were reviewing the issue regarding co-sleeping on a national basis.
- 18/174 - Regarding the issue of a community death and the link to mental health, the death was not related to the mental health care the patient was receiving.
- 18/174 - On reviewing early discharges, no issues had been reported. The Health Board were encouraging GP's to report any issues. This would continue to be monitored closely over the winter period, but there were no particular trends or issues noted.
- 18/175 - A verbal update regarding cancer results performance was given on the 62 day results. The percentage was 81% in November, 85% in December and 86% in January. There was ongoing work on neurology and GI occurring. Steve Curry, Chief Operating Officer would provide a written update and a timeline for the next meeting.
- 18/178 - A second draft of the Framework was agreed, with five domains which were the same five domains used by WHSCC. The implementation plan was progressing.
- 18/119 - An update from Welsh Government regarding the relocation of the Links Centre was imminent and the Director of Strategic Planning would advise the Board when she knew.

SC

10/01/006

The Executive Nurse Director will review the briefing note for Board

members undertaking patient's safety walk rounds, to consider some key questions that could be asked around the culture of the organisation in the utilisation and access to policies and procedures.

Resolved that:

- (a) The Board reviewed the action log from the meeting held on 28th November and noted the updates received from Executive colleagues.

19/01/007

REPORT FROM THE CHAIR

The Chair introduced the report and highlighted the following key points:

- The visit to the hospital gym with the Chief Executive to meet the Senior Physiotherapist and the Consultant Oncoplastic Surgeon had been very enjoyable.
- The Charitable Funds Away Day was a real success and showcased all the good work of the Committee and what had been achieved.
- The Christmas Competition and Carol Service at Llandough was also a great event.

Resolved that:

- (a) The Board noted the report from the Chair.
 (b) The Board endorsed the use of the seal.
 (c) The Board approved the action of signing contracts.

19/01/009

QUALITY SAFETY AND EXPERIENCE REPORT

The Executive Nurse Director introduced the report.

- The UHB continued to see a steady and sustained improvement in 30-day response times. The latest overall Health Board performance in response to 30-day concerns was **84%**, which was an increase in comparison to 80% reported previously
- Satisfaction scores were being maintained sustaining a high level of 97%
- Regarding the Regulation 28 notice which the Health Board had received recently the Coroner accepted that the medication was the patient's own property and that we couldn't do much about this situation
- The number of serious incidents has increased significantly due to the requirement to report all cases of grade 3, 4 and unstageable pressure damage. Implementation of the revised guidance should see the number of reported serious incidents reduce and the UHB will monitor this over the next six months
- The issue of 5 unexpected deaths in mental health patients was discussed. 3 deaths occurred at home and there were two suicides. There was nothing to suggest that the Health Service did anything wrong
- An Ophthalmology patient was 'lost in the system'. The Health Board had failed to follow up on a DNA. This was not linked to the Ophthalmology in-sourcing situation

- The Health Board were seeing a trend of late referrals in Cardiac Surgery. 3 were received in the last few weeks breaching the pathway level. They were prioritised by other patients needing more urgent treatment. More work needed to be carried out to prevent this
- The environmental work being carried out would link to CFC's to utilise the opportunity
- There was a high level of stress around the issue of parking on site. Things had improved when the new system went live but had now deteriorated. The Health Board needed to check that staff were not parking in patient areas and that students were not parking inappropriately. The students could be compounding the problem
- There was a significant safety issue for patients. Patients were missing appointments, some could not use the Park and Ride as they needed assistance with walking, and the stress caused by parking issues was not good for sick people. Staff called in for emergency situations were having to spend considerable time searching for a spot and/or then having to use the Park and Ride
- The sustainable travel plan was still being worked on
- Information on the park and ride needed to be advertised more and staff encouraged to use it
- Susan Elsmore, Independent Member offered Cardiff Council's social media platforms for the Park and Ride details
- It was suggested that the Health Board seek an external opinion from Town Planning or the University on the matter. However the Health Board were already having discussions with town planning and the Council were looking at the transport system as a whole
- All outpatient letters should include information on the Park and ride.
- In summary:
 - (a) Patients and staff are to be encouraged to use Park and Ride
 - (b) Park and Ride details to be put on Open Board
 - (c) Park and Ridge details to be included in patient letters
 - (d) Permit scheme to be reviewed
 - (e) There should be a telephone in the parking office
 - (f) Cardiff Council to work closely with UHW

Resolved – that:

- (a) The Board considered the contents of the report provided by the Executive Nurse Director.
- (b) The Board noted the areas of concern and agreed that the actions being taken were sufficient.

19/01/010

PERFORMANCE REPORT

The Deputy Chief Executive / Director of Transformation introduced the report and made the following comments:

- The Health Board was working towards compliance of the Welsh

Government target.

- The Finance trajectory was positive.
- There had been excellent performance for unscheduled care in December 2018 and an improvement over the year. Performance was good for January 2019 also and issues were down 30% on last year.
- Clinical teams were engaging well to improve things for patients.
- There was an increased attendance of 3% which equated to approximately 4,000 people
- It had been decided not to have a corridor to house patients on trolleys which offers little quality and dignity to the patient, but to look at the underlying systems and flow of patients.
- Part 1B Mental Health Measure was not at target but there has been some data collection issues which would be resolved by next board.
- A particularly busy October had produced a knock-on effect with a rise of 300 referrals and a similar increase had been nationally. The Health Board are back on target now but were trying to understand why the situation had occurred.
- GP and first point-of-contact access remained a challenge across Wales and the last survey only gave a result of 59% for easy access.
- Factors for this included Mental Health and musculo-skeletal services.
- There were 66,000 appointments in the last eighteen months.
- Roll out of the First Contact Practitioner Physiotherapists and Mental Health Liaison Model to relieve GP surgeries would commence shortly
- Mortality rates were continuing to improve – every 3 months data was published on the internet
- In-hours services perform better than out-of-hours services but this is difficult to benchmark. However there had been a terrific performance by everyone involved across the Clinical Boards

Resolved – that:

- (a) The Board considered the UHBs current level of performance and the actions being taken.

19/01/011

TRANSFORMATION PROGRAMME PROGRESS REPORT

The Deputy Chief Executive /Director of Transformation introduced the report and highlighted the following:

- The Website and pathways was nearly ready to go live and the link would be published.
- The UHB need to articulate what benefits would come out of the transformation program.
- The Development Session in February would be dealing with transformation progress. It was important to ensure that what has been offered is being built and grown by the staff, for staff.
- The website itemises what work is being carried out.
- The Health Board and local Government have reported that good work had been carried out on 'Get me Home'

SH

- Staff engagement and staff stories were getting some attention.

Resolved – that:

- (a) The Board noted the progress made on the Transformation and Improvement Programme and its development.
- (b) The Board supported the approach detailed within the report.

19/01/012

BOARD ASSURANCE FRAMEWORK

The Director of Corporate Governance introduced the report.

There were 6 key risks identified within the Board Assurance Framework which could impact upon the delivery of strategic objectives.

The Director of Corporate Governance made the following comments:

- The financial risk has reduced from 15 to 10
- A Brexit continuity plan was in place. Brexit poses a risk for the organisation
- Updates had been made since the last meeting of the Board and a column added so the status could be reviewed.

Resolved – that:

- (a) The Board approved the BAF and the progress which had been made on the plan.

19/01/013

ENDORSEMENT OF CARDIFF PSB HEALTHY TRAVEL CHARTER

The Consultant in Public Health introduced the Charter:

- The full partnership Charter was ready to be signed off and this would be done on 13th March 2019 at the Cardiff PSB meeting
- A working group had been set up
- There were no plug-in points at the UHW to charge electric cars – this would be weaved into future plans
- Staff travel survey had been carried out

Resolved – that:

- (a) The Board supported the UHBs endorsement of the Healthy Travel Charter
- (b) The Board supported the current and subsequent initiatives within the UHB to increase rates of sustainable travel.

19/01/014

INTEGRATED MEDIUM TERM PLAN

The Executive Director of Strategic Planning introduced the report and highlighted the following

- The IMTP had been presented to the S&D Committee in January.
- The documents produced were sharper and highlighted key actions and Welsh Government priorities. The plan focussed on Primary Care and Mental Health

- There was an expectation that financial balance would be achieved
- The ambition was to achieve compliance but additional resources may be required.
- The RPB were supportive of the IMTP

Resolved – that:

- (a) The Board approved the IMTP for 2019/20.

19/01/015

DISPOSAL 2018 – Colcot, Lansdowne, Hamadryad Lane

The Executive Director of Strategic Planning introduced the report and made the following comments:

- Lansdowne Hospital was being sold in order to buy Woodland House
- Some land at Hamadryad Lane was undergoing a mutual transfer
- The services from Colcot Clinic were transferring to Barry Hospital ½ mile away so the site would be disposed of, and an engagement exercise would be undertaken to ensure no issues of concern were raised.
- The Chair noted the CHC comments regarding appropriate engagement.
- The Board would keep on top of the code of practice.

Resolved – that:

- (a) The Board approved to declare Colcot, Lansdowne and Land at Hamadryad as surplus and subject to disposal.
 (b) The Board approved to acquire land at Hamadryad for parking
 (c) Consent for the disposal would be sought from Welsh Government.
 (d) Engagement could take place with staff, service users and key stakeholders.

19/01/016

ADDITIONAL LEARNING NEEDS ACT IMPLEMENTATION

The Director of Therapies and Health Sciences introduced the report.

- Out of 14,000 learners with ALN 18% have additional learning needs which is a 25% increase in the need for ALN places
- New schools are being built including the creation of 400 ALN places and another 100 will be created at Ysgol Y Deri.

Resolved – that:

- (a) The Board noted the progress being taken towards implementation of the requirements for Health under the ALN Act
 (b) The Board noted the predicted 25% increase in demand for ALN places over the next 5 years in the UHB area
 (c) The Board supported the requirement for the UHB to have a formally Designated Education Clinical Lead Officer (DECLO) from September 2019.

19/01/017

**LABORATORY INFORMATION NETWORK CYMRU PROGRAMME
OUTLINE BUSINESS CASE**

The Director of Therapies and Health Sciences introduced the report and highlighted the following:

- The report compares the existing system and proposed new system
- A paper was being sent to all Health Boards, Directors of the Informatics Group and Management Executive. Nicola Foreman, Director of Corporate Governance would advise if any other parties should receive this.
- Powys Health Board and Public Health Wales were not originally contributing to this, but they had now agreed to, so the numbers would change.
- It was noted that this report was included in the IMTP
- The services included biochemistry, haematology, and blood laboratory work and makes a slick diagnostic path.
- To get this right would be extremely beneficial

NF

Resolved – that:

- (a) The Board approved the business case subject to presentation to the Advisory Group at UHB to ensure revenue impacts were scrutinised.
- (b) The Board noted that the approval would allow the procurement process to proceed.

19/01/018

AUDIT COMMITTEE

Resolved – that:

- (a) The Board ratified the minutes of the Audit Committee held on 25th September 2018

19/01/019

FINANCE COMMITTEE

Resolved – that:

- (a) The Board ratified the minutes of the Finance Committee held on 31st October and 28th November 2018.

19/01/020

HEALTH AND SAFETY COMMITTEE

Resolved – that:

- (a) The Board ratified the minutes of the Health and Committee held on 9th October 2018.

19/01/021

CHARITABLE FUNDS COMMITTEE

Resolved – that:

- (a) The Board ratified the minutes of the Charitable Funds

Committee held on 11th September 2018.

19/01/022 STRATEGY AND DELIVERY COMMITTEE

Resolved – that:

- (a) The Board ratified the minutes of the Strategy and Delivery Committee held on 14th June 2018.

19/01/023 NHS WALES COLLABORATIVE LEADERSHIP FORUM

Resolved – that:

- (a) The Board ratified the minutes of the NHS Wales Collaborative Leadership Forum held on 11th September 2018.

19/01/024 STAKEHOLDER REFERENCE GROUP

Resolved – that:

- (a) The Board ratified the minutes of the Stakeholder Reference Group held on 27th November 2018.

19/01/025 LOCAL PARTNERSHIP FORUM

Resolved – that:

- (a) The Board ratified the minutes of the Local Partnership Forum held on 31st October 2018.

19/01/026 TRAUMA NETWORK PROGRESS REPORT

The Medical Director introduced the report and highlighted the following

- The UHB were still aiming for a 'Go Live' date of April 2020 and there were ongoing discussions with WHSCC.
- Funds had been provided by the Welsh Government
- Arrangements were in hand to recruit staff

Resolved – that:

- (a) The Board noted the update report on the Trauma Network

19/01/027 QUALITY, SAFETY AND EXPERIENCE COMMITTEE REPORT TO BOARD

A key issue highlighted to the Board was in relation to maternity services in other areas. These had been reviewed at CAV UHB and the Committee had been provided with assurances that the current arrangements were satisfactory.

Resolved – that:

- (a) The Board noted the report from the Quality, Safety and

Experience Committee held on 18th December 2019.

19/01/028 AUDIT COMMITTEE REPORT TO BOARD

Resolved that:

- (a) The Board noted the written report provided by the Chair of Audit Committee

19/01/029 FINANCE COMMITTEE REPORT TO BOARD

Resolved that

- (a) The Board noted the verbal update provided by the Chair of the Finance Committee.

19/01/030 HEALTH AND SAFETY COMMITTEE REPORT TO THE BOARD

Resolved that:

- (a) The Board noted the verbal update provided by the Chair of the Health and Safety Committee.

19/01/031 CHARITABLE FUNDS COMMITTEE REPORT TO THE BOARD

Resolved that:

- (a) The Board noted the written report provided by the Chair of the Charitable Funds Committee.

19/01/032 STAKEHOLDER REFERENCE GROUP REPORT TO BOARD

Resolved that:

- (a) The Board noted the written report provided by the Chair of the Stakeholder Reference Group.

19/01/033 LOCAL PARTNERSHIP FORUM REPORT TO BOARD

Resolved that:

- (a) The Board noted the written report provided by the Chair of the Local Partnership Board.

19/01/034 AGENDA OF THE PRIVATE BOARD MEETING

In terms of openness, the agenda for the Private meeting was published:

- HSE Prosecution
- Brexit Update
- Funded Nursing Care Update

19/01/035 ANY OTHER URGENT BUSINESS

There was no other business to raise

19/01/036

DATE OF THE NEXT MEETING OF THE BOARD

Thursday 28th March 2019, 9.30am – 12.00pm BOARD ROOM,
UNIVERSITY HOSPITAL, LLANDOUGH