

**CONFIRMED MINUTES OF A MEETING OF THE STRATEGY AND ENGAGEMENT  
COMMITTEE  
HELD ON 25 JULY 2017 – 9.00AM  
CORPORATE MEETING ROOM, HEADQUARTERS, UHW**

**Present:**

John Antoniazzi	Independent Member – Capital Management, Chair
Ivar Grey	Independent Member - Finance
Margaret McLaughlin	Independent Member – Third Sector

**In Attendance:**

Fiona Jenkins	Director of Therapies
Marie Davies	Deputy Director of Planning
Peter Welsh	Director of Corporate Governance
Ruth Walker	Executive Nurse Director
Steve Curry	Interim Chief Operating Officer

**Apologies:**

Eileen Brandreth	Information Communication and Technology
Abigail Harris	Director of Planning
Sharon Hopkins	Director of Public Health
Bob Chadwick	Director of Finance
Julie Cassley	Interim Director Workforce and Organisational Development

**Secretariat:**

Glynis Mulford

**SE: 17/001 WELCOME AND INTRODUCTIONS**

The Chair introduced himself explaining his background and welcomed everyone to the inaugural meeting of Strategy and Engagement Committee.

**SE: 17/002 APOLOGIES FOR ABSENCE**

Apologies for absence were noted.

**SE: 17/002 DECLARATIONS OF INTEREST**

The Chair invited Members to declare any interests in the proceedings. None were declared.

**SE: 17/003 MINUTES OF THE PEOPLE, PLANNING AND PERFORMANCE COMMITTEE MEETING HELD ON 16 MAY 2017**

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 16 May 2017.

**SE: 17/004 ACTION LOG FROM MEETING PEOPLE, PLANNING AND PERFORMANCE MEETING HELD ON 16 MAY 2017**

The Committee **RECEIVED** the Action Log from the meeting of 16 May 2017 and **NOTED** the following:

It was **AGREED** for the appropriate actions to be distributed to the relevant Committee.

**QSE 17/063: Healthy Restaurant and Retail Policy** – As this item did not fall in the remit of the Strategy and Engagement Committee it would be removed from the action log.

**SE: 17/005 TERMS OF REFERENCE**

The Committee was informed that the Terms of Reference was still a work in progress. It would be kept on the agenda for future meetings and reviewed in six months' time. The committee identified a number of matters and changes to be made as follows:

- The Welsh Digital Strategy was not mentioned in the document or linked with the Legacy Statement. It was suggested this should have a separate section called 'IT Strategy' where this can be discussed.

**ACTION: P Welsh to work with F Jenkins in terms of wording**

- **Section B – Collaboration:** For the Third Sector Framework to be included under this heading.
- **Section C (bullet point 6) - Integrated Medium Term Plan:** It was highlighted that the Strategic Equality Plan (SEP) had been allocated to the Resource and Delivery Committee but noted that the item was on the Strategic and Engagement workplan. It was stated that there was a need for one Committee to take ownership of the SEP as it tied into the overall strategy and **AGREED** for the bullet point to be reworded.
- **Section D – Engagement:** For the wording 'Health Foundations' to be removed and for the section to be more explicit in regard to public sector equality. In regard to volunteers it was clarified this would be in relation to aligning them to the strategic plan of the organization.

- **Section E – Capital:** For medical equipment and discretionary capital to be included in this section. The Committee would also monitor the car parking specification for new contract services.
- **Section F – Commercial Development:** Concerns were raised over the expertise and knowledge of the Members. In response it was clarified that the Committees remit was to be provided with assurance and to have oversight on the strategic direction of the commercial programme and development of the UHB. It was explained once these were in place the Audit Committees’ remit would be to ensure they were operating with the appropriate procedures, policies and governance arrangements.

**ACTION: For a paper to be brought to September meeting on Car Parking Contracts / Specification**

It was emphasized that the remit of the Committee was to be provided with assurance and to have oversight on the strategic direction and engagement of the overall plan and for this tone to be adopted through each section of the Terms of Reference. In regard to the size of the Committees agenda, it was recognized that a sub-committee may be required.

- **3.6 - Authority:** To replace ‘committee’ with wording ‘commission’.
- **3.8 - Sub Committees:** The Committee was considered to be a useful reporting point for the Capital Management Group and Clinical Change Group, who review and monitor regional clinical service change plans and programmes. There was also opportunity to look at strategic and service planning governance arrangements within the organisation.
- As there were a number of other groups and committees discussed it was suggested that in order to improve governance arrangements, there was a need to look at all the other elements that had an effect on the strategic plan and it was recommended that a group be formed to map out the process.

**ACTION: M Davies to form working group mapping out process of how other Committees and groups have an effect on the strategy plan. To be brought to September meeting**

- Membership and attendance of the Committee was discussed and confirmed the Equality and Diversity Manager would also be in attendance. The change of title was noted to be replaced with ‘Executive Nurse Director’.
- **5.2 - Frequency of Meetings:** For wording to include ‘Meetings should **‘normally’** be held quarterly’. This will be in terms of the planning cycle for things to be signed off.

**ACTION: Terms of Reference to be revised with track changes and circulated to Members**

The Committee:

**CONSIDERED** and **NOTED** the Terms of Reference **SUBJECT** to amendments

#### **SE: 17/006 LEGACY STATEMENT**

The Legacy Statement was discussed in detail with the Terms of Reference and the key issues will be reviewed alongside the action log. It was recommended that the components of the legacy and Welsh language be placed in the work plan. The Legacy Statement will be reviewed at the end of the year to ensure all the elements from the People, Planning and Performance Committee have been transferred.

**ACTION: To review Legacy Statement at end of financial year**

The Committee:

- **NOTED** the Legacy Statement

#### **SE: 17/007 BROAD ISSUES FOR WORKPLAN TO BE DEVELOPED**

The draft workplan was discussed and described in depth stating that the Standing Items would come to the Committee for noting. The following was also highlighted:

- The Digital Strategic Outline Plan is a working document to inform the IMTP Programme. As this is a business case it will be kept under review by the Committee.
- The role and function of the Regional Planning Committee was being established. The draft Terms of Reference and minutes will be brought to a future meeting.
- Shaping Our Future Wellbeing was a large and complex programme and will be featured in the Wales Audit Office structured assessment.
- Will look at the UHBs response to the TCS business case that Velindre were producing for the Cancer Services Centre. A joint Board meeting will be established between both organisations on this issue. Members were informed that we have been asked to look at cancer services planning within this organization and to consider how the Cancer Strategy Group feeds into our planning arrangements.
- Board Development will focus on the IMTP at end of August looking at deliverables to sign up for over the next three year plan. This will be worked up into formal paper and recommended for approval to the Board. It was emphasized that Welsh Government will focus on the financial

balance and there were a range of performance deliverables that need to be executed which require assurance that plans are robust. Other elements needed were in relation to our plans to clarify and review our position and aspirations and what the pathway to getting there is. In addition, based on what had been done over the past three years, there was a need to understand how this becomes sustainable in terms of affordability and being cost effective.

It was stated the Organisation did not have a three year plan that was balanced therefore the Welsh Government could not approve the one year plan. The basis on how the IMTP was being prepared was explained and discussed.

The Chair asked to receive assurance of key milestones that are clear and appropriate and a view on pace in terms of timescales as the Committee needed to see how the IMTP is approached so it can be challenged and supported with some knowledge and asked for a diagrammatic flow chart to demonstrate its position.

Members were informed a plan will be presented to the next Board meeting that was more articulated than it had been previously with improved assurance. The key steps show how we are providing the top down guidance to the organization and appropriate plans with clinical and service boards.

The Committee:

- **NOTED** the report

**SE: 17/008 KEY ISSUES TO BE RAISED**

There were no issues of note to be raised.

**SE: 17/009 ANY OTHER BUSINESS**

There was no other business.

**SE: 17/010 REVIEW OF THE MEETING**

There was nothing of note to report.

**SE: 17/011    DATE OF NEXT MEETING**

The next Strategy and Engagement Committee meeting is scheduled to take place at 9.00am on **Tuesday, 5 September 2017** in the Corporate Meeting Room, Headquarters, UHW

