

**'UNCONFIRMED' MINUTES OF THE 'IN COMMITTEE' MEETING OF THE  
CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD (CTMUHB),  
HELD ON WEDNESDAY 26 SEPTEMBER 2019,  
AT YNYSMEURIG HOUSE, ABERCYNON**

**PRESENT:**

Marcus Longley	Chair
Sharon Hopkins	Chief Executive (Interim)
Maria Thomas	Vice Chair
Mel Jehu	Independent Member
James Hehir	Independent Member
Keiron Montague	Independent Member
Phillip White	Associate Board Member
Paul Griffiths	Independent Member
Nicola Milligan	Independent Member
Dilys Jouvenat	Independent Member
Jayne Sadgrove	Independent Member
Kamal Asaad	Medical Director
Anne Phillimore	Director of Workforce & Organisational Development (Interim)
Alan Lawrie	Director of Primary, Community & Mental Health Services
Kelechi Nnoaham	Director of Public Health
Steve Webster	Director of Finance and Procurement
Ian Wells	Independent Member
Nick Lyons	Medical Director
Ruth Treharne	Director of Planning and Performance
Suzanne Scott-Thomas	Chair, Health Professionals Forum

**IN ATTENDANCE:**

John Palmer	Chief Operating Officer
Georgina Galletly	Interim Board Secretary
Alison Davies	Assistant Director Quality and Patient Experience
Corrina Casey	Programme Director (working on Operating Model)
Ana Llewellyn	Maternity Improvement Director
Felicity Waters	Head of Communications
Tricia Thomas	Executive Assistant, Chief Executive

**UHB/B/19/61 WELCOME AND INTRODUCTIONS**

The Chair **welcomed** everyone to the meeting specifically Georgina Galletly, Corrina Casey, Alison Davies, Nick Lyons and Suzanne Scott-Thomas.

The Chair proceeded pay tribute to two esteemed members of staff who were leaving the Health Board. Kamal Asaad, Medical Director was retiring after providing 35 years NHS service and Felicity Waters, Head of Communications and Media Management was leaving the Health Board to take up a role as Head of Communications and Engagement at Health and Care Research Wales. On behalf of the Board, the Chair wished them well for the future.

**UHB/B/19/62 APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Greg Dix and Gio Isingrini.

**UHB/B/19/63 DECLARATIONS OF INTEREST**

There were none.

**UHB/B/19/64 UNCONFIRMED 'IN COMMITTEE' MINUTES OF THE MEETING OF THE HEALTH BOARD ON 26 SEPTEMBER 2019**

Members **APPROVED** the In-Committee Minutes as a true and accurate record subject to the following amendments:

Under 'Apologies for Absence' Ian Wells be amended to "Professor Ian Wells". Page 5, "Mr C Bryant AM, should read ...." "Chris Bryant MP..."

**UHB/B/19/65 ACTION LOG**

**UHB/B/18/41 – Chief Executive's Update – PON**

Members **NOTED** that an update on capital issues would be presented at the Board Development Session on 31<sup>st</sup> October 2019.

**UHB/B/18/53 – Maternity Services**

The status had been erroneously copied from HB/B/18/41. The correct update would therefore be inserted.

**UHB/B/19/56 – Board Development Session**

Georgina Galletly informed Members that a template for future Board reports was currently subject to consultation with the Executive Team. Members

**NOTED** that the final version would be shared with the Board for their approval and that training and support would be provided to report authors.

### **UHB/B/19/28 – Handling of the Consultant Midwife’s Report**

Members **NOTED** a review had been commissioned and the report was awaited from the author.

### **UHB/B/19/029 – Paediatrics**

Sharon Hopkins informed Members that although this action was recorded as 'complete', Nick Lyons, as Senior Responsible Owner (SRO), would be taking forward further work on A&E services across the Board.

### **UHB/B/19/29/38 and 004– Paediatrics, Escalation Arrangements and Paediatrics, Obstetrics and Neonates**

Maria Thomas asked that the above items be integrated as a single action.

### **UHB/B/19/010 – Employee Relations Matters**

Anne Phillimore commented that item was also part of the previous action point and would therefore be integrated with UHB/B/19/29/38 and 004.

UHB/B/19/66

### **MATTERS ARISING NOT CONSIDERED WITHIN THE ACTION LOG**

There were none.

UHB/B/19/67

### **CHIEF EXECUTIVE’S UPDATE**

The Chief Executive updated Members of the various reviews and reports that were either underway or had been completed.

Members **NOTED** the reviews/reports would be formally reported through relevant Board Committees.

Maria Thomas reminded Members that a number of the above reports and their associated action plans would be channeled through the Quality Safety and Risk Committee. Members **NOTED** a number of sub-groups had been established which were reporting to the Quality Safety & Risk Committee and that these groups had responsibility for reviewing improvement plans which ultimately were being led by Directors. Maria Thomas said that it was important that improvement plans were progressed with pace and that any issues escalated as appropriate.

The Chief Executive stated that named managers were responsible for progressing individual action plans which were in turn the responsibility of the relevant Executive Director.

## Agenda Item Number 1.5.2

It was **AGREED** that once any reports/reviews were received into the Health Board that these would be made available to Board Members (for their information rather than comment) electronically at the earliest opportunity via iBabs, whilst associated improvement plans would be subject to scrutiny via the designated Board Committee.

It was suggested that Members consider visiting the newly opened "Y Bwthyn" Unit at the Royal Glamorgan Hospital.

Alan Lawrie informed Members of an inquest due to commence on 30 September 2019.

The Chair thanked the Chief Executive for her update.

### **UPDATE ON CTMUHB STRUCTURES**

Sharon Hopkins reminded Members of work to date. Members **NOTED** that discussions were taking place with staff on how the Operating Model could work.

Members discussed the importance of ensuring this Operating Model was fit for purpose to enable a sustainable way of working over the longer term of three-five years.

Members **NOTED** that considerable discussion had taken place around the Operating Model and the importance of the need to work on culture and leadership.

Members asked if the proposed model was being used anywhere else and **NOTED** that elements were similar in various south and west Wales health boards.

Members **NOTED** that the next stage of the process would be engagement with staff through 'Let's Talk' sessions.

Members **RECEIVED** and **NOTED** the report.

### **DAVID JENKINS – REFLECTIVE REVIEW REPORT (SEPTEMBER 2019)**

David Jenkins presented his report on reflections whilst in his capacity as Independent Advisor, appointed by the Minister. The report was **RECEIVED**.

## Agenda Item Number 1.5.2

Members **NOTED** that the Health Board would be subject to 'Targeted Intervention' escalation status for some time but it was recognised that the organisation was working hard to make the necessary improvements.

Members **NOTED** that steps had been put in place to overcome issues relating to capacity including the proposed new management structure but that the size of the challenge remained significant.

The Chair thanked David Jenkins for his continued support.

### **UPDATE IN RESPECT OF EMPLOYEE RELATIONS MATTERS**

An Employee Relations report was **RECEIVED**.

Members **NOTED** that the number of disciplinary investigations had been reduced by nine since the last reported position in July 2019 and that there were no particular patterns in the types of cases identified.

Members sought clarity on particular issues within the report and Anne Phillimore **AGREED** to include the dates of cases in any future reports.

Members **RECEIVED** and **NOTED** the report.

### **MATERNITY SERVICES UPDATE**

The above report was **RECEIVED**.

A Llewellyn, Maternity Improvement Director and Alison Davies, Assistant Director of Quality and Patient Experience/Director of Maternity Improvement presented this report.

Members **NOTED** that the information had previously been presented to the Improvement Board.

The Board **DISCUSSED** and **NOTED** the report.

### **TO RECEIVE AND NOTE THE WELSH HEALTH SPECIALISED SERVICES COMMITTEE "IN COMMITTEE" CHAIRS BRIEFINGS JUNE 2019**

The Briefing was **RECEIVED** and **NOTED**.

UHB/B/19/73

**ANY OTHER URGENT BUSINESS**

There was no further business and the meeting was closed.

**SIGNED:.....**  
**PROFESSOR MARCUS LONGLEY, CHAIR**

**DATE:.....**

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