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University Health Board

Appendix 1

Population Health & Partnerships Committee

Annual Report 2020-2021

POPULATION HEALTH & PARTNERSHIPS COMMITTEE ANNUAL REPORT 2020-21

1. FOREWORD

As Chair of the Population Health & Partnerships Committee, I am pleased to commend this annual report, which has been prepared for the attention of the Board and reviews the work of the Committee for the financial year ending 2020-2021.

2020-2021 has been very challenging during the ongoing Covid-19 pandemic with the Committee having several meetings cancelled during this period and having to move to different ways of working virtually via Microsoft Teams and moving to consent agendas.

Independent Members continue to offer the benefit of their considerable knowledge and wide-ranging experience to aid the important role played by this Committee and I would like to take this opportunity to express my thanks and gratitude to Maria Thomas, Vice Chair and former Chair of this Committee who has recently retired, for her outstanding contribution and commitment to the work of the Committee over many years.

In 2020 the Committee revised its name and membership to become the Population Health & Partnerships Committee and to focus on the role played by the Committee in terms of population health across primary, community and secondary care and an increased importance of working in partnership, which has been reflected in the revised terms of reference.

I would like to welcome our new members on the Committee as of April 2021 – Gareth Robinson, Chief Operating Officer (interim), Sharon Richards, Associate Board Member and Chair of the Healthcare Professional Forum, Chris Davies, Chair of the Regional Partnership Board and Rowena Myles, Chair of the Cwm Taf Morgannwg Community Health Council.

Philip White
Chair, Population Health & Partnerships Committee



2. INTRODUCTION

The Committee was constituted in 2014, initially to support the development of a Strategy for Primary Care. The key function of the Committee which meets quarterly has been to act as the main driver for the oversight and scrutiny of all issues relating to Population Health across primary, community and secondary care. The Committee also has a role in receiving reports on the Transformation Fund.

The papers for the meeting are routinely published on the organisation's [Website](#).

Following each meeting of the Committee, a Board Highlight report is prepared setting out the key matters considered, issues for assurance as well as any risks or topics that need to be escalated for Board consideration.

2020-2021 has seen much work in considering the role of the Committee in terms of population health across primary, community and secondary care and the increased importance of robust partnership working arrangements. The change in focus has been reflected in the revised terms of reference that were approved by the Board on 25 March 2021.

The Committee is also responsible for developing an annual report for presentation to the Health Board.

3. MEMBERSHIP

The membership of the Committee comprises both Independent and an Executive Director Members, enabling the Committee to provide appropriate scrutiny and assurance to the Board independently of the management decision-making processes.

Independent membership during 2020-21 was as follows:

- Philip White, (Chair of the Committee)
- Keiron Montague (Vice Chair of the Committee)
- Maria Thomas, Independent Member
- Ian Wells, Independent Member

During 2020/21 the Executive Director Committee Member was Alan Lawrie, Executive Director of Operations (until December 2020). Alan Lawrie delegated his representation to Julie Denley, Director of Primary, Community and Mental Health.



4. MEETINGS

Due to the Coronavirus Pandemic of 2020/21 a number meetings of Board Committees were paused, initially in the Spring of 2020 and then again just before the end of the financial year. The Committee therefore met on one occasion during 2020/21 – 23 November 2020, and as a consequence its forward work programme was reviewed to ensure that issues were appropriately prioritised.

The meetings scheduled for 2020/21 that were cancelled were as follows:

- 9 June 2020
- 2 September 2020
- 7 October 2020
- 25 January 2021

Name:	23 November 2020
Philip White	✓
Keiron Montague	✓
Maria Thomas	✓
Ian Wells	✓
In Attendance Only	
Alan Lawrie	✓
Kelechi Nnoaham	✓
Clare Williams	✓
Julie Denley	✓
Anthony Gibson	✓
Kevin Thomas	✓
Kimberley Cann	✓
Suzanne Scott-Thomas	✓
Jayne Howard	✓
Marcus Longley	✓
Georgina Galletly	✓
Wendy Penrhyn-Jones	✓
Kathrine Davies	X
Sarah Bradley	X
Alison Lagier	X
Mandy Pady	X

The above meeting was quorate.



5. MAIN AREAS OF PHP COMMITTEE ACTIVITY

The agenda for each meeting has followed a standard format in five main parts:

- Part 1 - Preliminary Matters
- Part 2 - Items for Approval/Endorsement
- Part 3 - Governance, Performance and Assurance
- Part 4 - Items for exception reporting, information or update
- Part 5 - Forward Work Programme and Items to be referred to other Committees

Part 1 - Preliminary Matters

This section of the meeting provides the introductory elements to the meeting including apologies for absence, declarations of interest, minutes matters arising and action log.

Part 2 - Items for Approval / Endorsement

This section has included receiving the:

- Committee Annual Report 2019/2020 and self-assessment questionnaire
- Revised Committee Terms of Reference
- Self-Assessment Action Plan

Part 3 - Governance, Performance and Assurance

This section has included reports throughout the year which included:

- Organisational Risk Register
- Transformation Fund Update
- Contact First
- Regional Partnership Board Annual Report
- Regional Partnership Board Winter Protection plan
- Population Health Management
- Immunisation, Flu and Covid-19 Vaccination Programme

Part 4 - For Information / Other Matters

There were no items shared with the Committee for information sharing purposes.

The 'Forward Look' plan for the Committee was reviewed at each meeting to ensure its content remained appropriately focused.

The Committee Highlight Report is produced following each meeting and subsequently presented to the next available Board meeting.

Links with Other Committees/Boards

Where appropriate a process is in place for any relevant matters to be referred to other Board Committees for scrutiny and or action.

6. ACTION LOG

In order to monitor progress and any necessary follow-up action, the Committee uses an Action Log that captures all agreed actions and this is reviewed at the beginning of each meeting.

7. GOVERNANCE

The Committee has four scheduled meetings each year with additional meetings being held as required. The role of the Committee secretariat is crucial to the ongoing development and maintenance of a strong governance framework for CTMUHB, and is a key source of advice and support for the Chair and Committee members.

The purpose of the Committee effectiveness survey is to comply with the Health Board's Standing Orders and evaluate the performance and effectiveness of:

- the Committee Members and the Chair of the Committee
- the quality of the reports presented to Committee
- the effectiveness of the Committee secretariat

8. COMMITTEE ANNUAL SELF-ASSESSMENT

The Committee needs to complete an annual self-assessment. In line with arrangements put in place for all Board Committees during 2020-21, this will be managed through Survey Monkey. The full results of the feedback will be made available to the Committee and an action plan will be developed to address any issues that the self-assessment highlights.

9. TERMS OF REFERENCE

The existing Terms of Reference approved most recently by the Board in March 2021 (which were therefore in operation at the time this Annual Report was drafted) are available to review on the [website](#).