



AGENDA ITEM

3.1

**POPULATION HEALTH & PARTNERSHIPS
COMMITTEE**

**PRIMARY, COMMUNITY, POPULATION HEALTH & PARTNERSHIPS
COMMITTEE
ANNUAL REPORT 2019/20**

Date of meeting

23/11/2020

FOI Status

Open/Public

If closed please indicate reason

Choose an item.

Prepared by

Kathrine Davies, Corporate Governance Support

Presented by

Wendy Penrhyn-Jones, Head of Corporate Administration

Approving Executive Sponsor

Director of Corporate Governance

Report purpose

ENDORSE FOR BOARD APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals

Date

Outcome



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ACRONYMS

PCPHPC	Primary, Community, Population Health & Partnerships Committee
TOR	Terms of Reference
CTMUHB	Cwm Taf Morgannwg University Health Board

1. SITUATION/BACKGROUND

- 1.1 The purpose of this report is to highlight the activities and performance of the PCPHPC during the year 2019-2020.
- 1.2 The Chair of the PCPHP Committee is required to present an annual report outlining Committee business through the financial year to the CTMUHB to provide an assurance on the monitoring and scrutiny undertaken in relation to those issues set out under the Terms of Reference (TOR) for this Committee.
- 1.3 The Committee's Annual Report for 2019-2020 is presented at **Appendix 1** for endorsement before submission to the Health Board for approval.
- 1.4 Further work has been ongoing over the last year regarding the expanded remit of the Committee and the revised TOR are also on the agenda for discussion and endorsement prior to onward submission to the Board.
- 1.5 In line with arrangements already in being for other Board Committees the PHP Committee is asked to agree to support the annual self-assessment process via Survey Monkey, details of which will be circulated under separate cover by email.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 The Committee is asked to approve the Committee Annual Report for 2019/20.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 The publication of the Annual Report demonstrates compliance with Standing Orders, which stipulates that each Advisory Group is required to Submit an annual report to the Board through the Chair setting out its activities during the year and detailing the results of a review of its performance and that of any sub-groups it has established. The Annual Report is for the period 2019-2020 which relates to the period immediately prior to the Coronavirus Pandemic when it was necessary to pause certain of the Board Committees.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	There are no specific quality and safety implications related to the activity outlined in this report.
Related Health and Care standard(s)	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
Equality impact assessment completed	Not required
Legal implications / impact	Yes (Include further detail below)



	This report complies with the requirement to submit an annual report to the Board through the Chair within 3 months of the end of the reporting year setting out its activities during the year and detailing the results of a review of its performance and that of any sub-groups it has established.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Main Strategic Objective	To provide strong governance and assurance
Link to Main WBFG Act Objective	Provide high quality care as locally as possible wherever it is safe and sustainable

5. RECOMMENDATION

- 5.1 The Committee are being asked to:
- 5.2 **APPROVE** the annual report for submission to the Health Board at **Appendix 1.**
- 5.3 Support the completion of the Annual Committee Self-Assessment process via Survey Monkey.



Primary, Community, Population Health & Partnerships Committee

Annual Report 2019/20



PRIMARY, COMMUNITY, POPULATION HEALTH & PARTNERSHIPS COMMITTEE ANNUAL REPORT 2019/20

1. FOREWORD

As Chair of the Primary, Community, Population Health & Partnerships (PCPHP) 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 2019-2020.

I wish to begin remembering our colleague Cllr Robert Smith who was one of the Independent Members (IMs) who sat on this Committee. We were all very sorry to learn of the passing of Robert in June 2019 who made an important contribution to the work of the Committee and is much missed.

2019/20 was another busy year for this Board Committee. IMs continue to offer the benefit of their considerable knowledge and wide-ranging experience to aid the important role played by this Committee and we were delighted to welcome our newest Committee Member, Phillip White in February 2020. I would like to take this opportunity to express my thanks to all those involved in supporting the important role of this Committee, for their commitment in meeting important targets and deadlines. It is also important to express thanks to the clinical staff and managers who routinely attended and contributed to the Committee business discussions.

As a result of a review of Board Committee membership arrangements and in view of the fact my term of office is drawing to a close, Phillip White has been confirmed as the new Chair of this Committee, taking over from the autumn of 2020. I would like to extend my best wishes to Phillip in his new role.

Looking ahead to 2020/21, given the level of escalation having increased from 'Enhanced Monitoring' to 'Targeted Intervention' (as well as 'Special Measures' for the former Cwm Taf's Maternity Services) we will need to ensure that the Committee continues to robustly scrutinise and challenge to ensure it continues to provide the necessary assurances required by the Board.

Mrs Maria K. Thomas - Chair, Primary, Community, 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 PCPHPC, which meets quarterly, has been to act as the main driver for the oversight and scrutiny of all issues relation to primary and community care on behalf of the Board and the risks associated with this. The Committee also has a role in receiving reports on the transformation issues along with progress updates on partnership work.

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 has seen much work in considering the role played by this Committee in terms of population health across primary, community and secondary care and the increased importance of robust partnership working arrangements. This change in focus will be reflected in the revised terms of reference that have been developed for the Committee and further details around this will be set out in the 2020/2021 Committee Annual Report.

Members will be aware that all papers relating to the Committee (unless closed or 'in-committee') are available on the Health Board website:

<https://cwmtafmorgannwg.wales/how-we-work/decision-making-2/primarycare-committee/>

3. MEMBERSHIP

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

Independent membership during 2019-2020 is outlined overleaf:



Composition of Independent Members

Independent Member
Maria Thomas (Chair)
Robert Smith (Until May 2019)
Keiron Montague (Until February 2020) / Phillip White (from February 2020)
Nicola Milligan
Dilys Jouvenat (from October 2019)

3.1 MEETING ATTENDANCE

The Primary, Community, Population Health & Partnerships Committee met on four occasions during 2019/20:

Name	18/04/19	24/07/19	30/10/19	10/02/20
Core Membership				
Maria Thomas	✓	✓	✓	✓
Nicola Milligan	✓	✓	✓	✓
Keiron Montague	X	X	X	
Robert Smith	✓			
Dilys Jouvenat			✓	✓
Phillip White				✓
In Attendance Only				
Alan Lawrie	✓	✓	✓	✓
Joanna Davies	✓			
Ruth Treharne	✓	✓	✓	✓
Kelechi Nnoaham	✓	X	✓	✓
Greg Dix	✓	X	✓	X
Georgina Galletly			X	✓

4. MAIN AREAS OF ACTIVITIES FOR THE PRIMARY, COMMUNITY, POPULATION HEALTH & PARTNESHIPS COMMITTEE

The agenda for each meeting follows the standard format, broken down into 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 absence, declarations of interest, minutes, matters arising, action log and the Chair's Report.

PART 2 – Items for approval / endorsement

During 2019 -2020 items included:

- Terms of Reference
- Organisational Risk Register
- Primary and Community Care Committee Annual Report 2018/19
- Community Pharmacy Sore Throat Test and Treat (STTT)
- Population Health Programme

PART 3 – Governance, Performance and Assurance

Throughout the year, various high profile issues have been presented to the Primary, Community, Population Health & Partnerships Committee by way of exception.

Key items included:

- Inverse Care Law Programme
- Community Pharmacy and Medicines Management Update
- Local Oral Health Delivery Plan
- Annual Report of Director of Public Health – Stroke
- Primary Care Investments: Delivery Agreements for 2019/20

- Improvement Plans for Ysbyty Cwm Cynon and Ysbyty Cwm Rhondda
- Healthy Weights
- Population Health
- Influenza Programme
- Out of Hours
- Primary Care Estates Strategy 2018-2025
- Transformation Fund Implementation Plan
- Review of Ophthalmic Diagnostic & Treatment Centres
- Review of HIW Reports and Update on Progress with Implementation
- Primary Care Out of Hours Implementation Plan
- Primary Care Milestones
- National Primary Care Board Update

PART 4 - Items for exception reporting, information or update

Items that have previously been presented may be placed on a future agenda for a written update or further information. In addition, papers of interest to members may be included in this section.

Items shared include:

- Internal Audit Report – Primary Care Cluster Update
- Wales Audit Office Report – Review of Primary Care Services
- Wales Audit Office Discharge Planning Report
- Auditor General Report – Primary Care Services in Wales
- IMTP Monitoring Report
- Primary Care Newsletter
- Organisational Risk Register

PART 5 - Forward Work Programme and Items to be referred to other Committees

The 'Forward Look' plan of Committee business is reviewed at each meeting to ensure that it is still targeted at the appropriate risk areas. Any relevant issues that are raised within other Committees and at Board meetings are discussed and added as appropriate.

The Risk Register and the risks assigned by the Board to the Committee, are also presented and reviewed within this section of the agenda as appropriate.

ACTION LOG

In order to monitor progress and any necessary follow up action, the Committee has developed an Action Log that captures all agreed actions. This has provided an essential element of assurance both to the Committee and from the Committee to the Integrated Governance Committee and onto the Board.

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

COMMITTEE ANNUAL SELF-ASSESSMENT

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

TERMS OF REFERENCE

The existing Terms of Reference approved most recently approved by the Board in July 2020 (which were therefore in operation at the time this Annual Report was drafted) are set out below for ease of reference. At the time of writing revised terms of reference have been under discussion and are due to consideration by the Committee at its meeting in November 2020.



BOARD COMMITTEE ARRANGEMENTS

This Schedule forms part of, and shall have effect as if incorporated in the University Health Board Standing Orders

PRIMARY, COMMUNITY, POPULATION HEALTH

& PARTNERSHIPS COMMITTEE

Terms of Reference & Operating Arrangements

**(approved by Health Board July
2020)**



INTRODUCTION

The Cwm Taf Morgannwg University Health Board's (CTMUHB)-standing orders provide that "The Board may and, where directed by the Welsh Government must, appoint Committees of the Board either to undertake specific functions on the Board's behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board's commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees".

In accordance with Standing Orders (and the CTMUHB scheme of delegation), the Board shall nominate annually a committee to be known as the **Primary, Community, Population Health & Partnerships Committee (The Committee)**. The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.

CONSTITUTION AND PURPOSE

The purpose of Committee is to advise and assure the Health Board on all aspects of Primary, Community, Population Health & Partnerships matters and the associated arrangements across the Health Board.

The Committee will also provide advice and assurance to the Board in relation to the direction and delivery of the organisational development and other related strategies to drive continuous improvement.

SCOPE AND DUTIES

The Committee will:

- Put the needs of patients, carers and the public at the centre of all its business.
- Oversee the development, implementation and monitoring of the Primary and Community Care Delivery Plan within Cwm Taf Morgannwg UHB in line with the agreed direction identified within the IMTP.
- Ensure that primary and community care is delivered in accordance with the Health & Care Standards for Health Services in Wales.

- Act as the main driver for the oversight and scrutiny of all issues relating to Primary, Community Care, Population Health and Partnerships on behalf of the Board.
- Provide evidence based and timely advice to the Board, based on local need, to assist in discharging its functions and meeting its responsibilities.

Specifically:

Primary and Community Care Delivery Plan /IMTP

- Support officers and clinicians in developing, implementing and monitoring the overarching Primary and Community Care Delivery Plan for the organisation. This work will be aligned and inform the UHB's three year Integrated medium term plan (IMTP) as well as other key strategies. The GP Cluster Plans and the UHB 3 year Integrated Plan will be key planning vehicles to support this work and set the local direction for services aligned with National Strategy and guidance.

Contractor Professions

- Advise the Board on progress, risks and key deliverables associated with all areas of Primary and Community Care, including for example all contractor professions, estates and out-of-hours services. Committee Members will commit to supporting and promoting the Primary and Community Care agenda and will ensure that these elements of service have a high profile within the organisations agenda.

Setting the Direction

- Provide assurance to the Board that Primary and Community Care services that are delivered and further developed are of a high quality, sustainable and are in line with the Welsh Government strategy 'Setting the Direction' and 'A Healthier Wales'.
- Receive reports from the Primary Care and Localities Quality and Safety Group where much of the detailed work will take place. This delivery group in delivering its functions are currently supported by service specific steering groups.
- Population Health
- Partnerships - to include Regional Transformation

DELEGATED POWERS

Although the Board has delegated authority to the Committee for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens through the effective governance of its organisation.

This Committee has a key role in assisting the Board to fulfil its oversight responsibilities the area of Primary, Community, Population Health & Partnerships matters.

AUTHORITY

The Committee is authorised by the Board to:

- Investigate or have investigated any activity within its terms of reference. It may seek relevant information from any:
 - employee (and all employees are directed to cooperate with any legitimate request made by the Committee), and
 - Any other committee, or group set up by the Board to assist in the delivery of its functions.
- obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, subject to the Board's budgetary and other requirements.
- approve policies relevant to the business of the Committee as delegated by the Board.

Sub Committees

The Committee may, subject to the approval of the Health Board, establish sub Committees or task and finish groups to carry out on its behalf specific

aspects of Committee business. At this stage, no sub Committees/task and finish groups have been established.

ACCESS

The Chair of the Committee shall have reasonable access to Executive Directors and other relevant senior staff.

MEMBERSHIP

A minimum of **(4)** members, comprising

Chair	The Vice Chair of the Health Board
Vice Chair	Independent Member of the Board
Members	Two Independent Members of the Board

The Chair of the Health Board shall not be a member of the Committee but may choose to attend any meeting as an observer.

Attendees

- Executing Director of Operations
- Executive Director of Public Health
- Executive Director of Planning & Performance
- Executive Nurse Director
- Medical Director
- Executive Director of Workforce and Organisational Development
- Executive Director of Finance & Procurement
- Director of Governance / Board Secretary
- Representative & Senior Member of the Finance Team
- Associate Member / Chair of Healthcare Professionals Forum
- Assistant Director Operations (with responsibility for Primary Care)
- Assistant Medical Director with responsibility for Primary Care
- A representative of the Community Health Council
- Head of Medicines Management
- Representative of the Local Dental Committee

- Representative of Community Pharmacy Wales
- Representative of the Local Medical Committee
- Representative of the Local Optometry Committee
- Assistant Director of Therapies and Health Sciences □ Senior Member of the Public Health Wales team.

Notwithstanding the requirement to maintain quorum, Directors may on occasion nominate a suitably senior deputy to attend the Committee on their behalf, but should ensure that they are fully aware and briefed on the issues to be discussed.

Members of the Operational Locality Management Team, Population Health or Partnerships Team will attend the meeting as required, agreed in advance by the Chair or the lead Director.

By Invitation:

- Other Directors / Health Board Officers may be invited to attend when the Committee is discussing areas of risk or operation that are the responsibility of that Director.
- The Committee may also co-opt additional independent external members from outside the organisation to provide specialist skills, knowledge and experience.

Secretariat

The Director of Governance / Board Secretary will determine the secretarial and support arrangements for the Committee.

Member Appointments

The membership of the Committee shall be determined by the Chair of the Board, taking account of the balance of skills and expertise necessary to deliver the Committee's remit and subject to any specific requirements or directions made by the Welsh Government.

Members shall be appointed for a maximum of 3 consecutive years before formally reviewing their role on the Committee. During this time a member may resign or be removed by the Board.

The Board shall ensure succession planning arrangements are in place.

Support for Committee Members

The Director of Governance / Board Secretary, on behalf of the Committee Chair, shall:

- Arrange the provision of advice and support to Committee Members on any aspect related to the conduct of their role, and
- Co-ordinate the provision of a programme of organisational development for committee members as part of the overall Health Board's Organisational Development programme developed by the Executive Director of Workforce & Organisational Development.

COMMITTEE MEETINGS

Quorum

A quorum shall be two Independent Members one of whom must be the Chair or in the absence of the Chair, the Vice Chair or an Independent Member who will be nominated to Chair the Committee.

Frequency Of Meetings

Meetings shall be held not less than four times a year, and otherwise as the Chair of the Committee deems necessary.

The Committee will arrange meetings to fit in with key statutory requirements during the year consistent with the CTMUHB's annual plan of Board Business.

Withdrawal Of Individuals In Attendance

The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

Circulation of Papers

The Director of Governance / Board Secretary will ensure that all papers are distributed at least 7 calendar days in advance of the meeting.



REPORTING AND ASSURANCE ARRANGEMENTS

The Committee Chair shall:

- report formally, regularly and on a timely basis to the Board on the Committee's activities. This includes verbal updates on activity, the submission of committee minutes and written reports.
- bring to the Board's specific attention any significant matters under consideration by the Committee.
- ensure appropriate escalation arrangements are in place to alert the UHB Chair, Chief Executive or Chairs of other relevant committees of any urgent/critical matters that may affect the operation and/or reputation of the UHB.

The Committee shall provide a written, annual report to the Board on its work in support of the Annual Governance Statement specifically commenting on the adequacy of the assurance arrangement, the extent to which risk management is comprehensively embedded throughout the organisation, the integration of governance arrangements and the appropriateness of selfassessment activity against relevant standards. The report will also record the results of the Committees self-assessment and evaluation.

The Board may also require the Committee Chair to report upon the activities at public meetings or to community partners and other stakeholders, where this is considered appropriate e.g. where the Committee's assurance role relates to a joint or shared responsibility.

The Director of Governance / Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation.

RELATIONSHIP WITH THE BOARD AND ITS COMMITTEES / GROUPS

Although the Board has delegated authority to the Committee for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability for the safety, security and use of information to support the quality and safety of healthcare for its citizens through the effective governance of the Organisation.

The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.

The Committee, through its Chair and members, shall work closely with the Board's other Committees and Groups to provide advice and assurance to the Board through the:

- Joint planning and co-ordination of Board and Committee business: and
- Sharing of information

In doing so, contributing to the integration of good governance across the Organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.

The Committee shall embed the corporate goals and priorities through the conduct of its business, and in doing and transacting its business shall seek assurance that adequate consideration has been given to the sustainable development principle and in meeting the requirements of the Well-Being of Future Generations Act.

APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Committee, except in the area relating to Quorum.

CHAIR'S ACTION ON URGENT MATTERS

There may, occasionally, be circumstances where decisions which normally be made by the Committee need to be taken between scheduled meetings. In these circumstances, the Committee Chair, supported by the Director of Corporate Governance as appropriate, may deal with the matter on behalf of the Board, after first consulting with one other Independent Members of the Committee. The Director of Corporate Governance must ensure that any such action is formally recorded and reported to the next meeting of the Committee for consideration and ratification.

Chair's urgent action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.

REVIEW

These Terms of Reference shall be adopted by the Finance, Performance and Workforce Committee at its first meeting and subject to review at least on an annual basis thereafter, with approval ratified by the Board

REVIEW

These Terms of Reference shall be adopted by the Primary and Community Care Committee at its first meeting and subject to review at least on an annual basis thereafter.