

Health, Safety & Fire Sub Committee

Annual Report 2021-2022

HEALTH, SAFETY & FIRE SUB COMMITTEE ANNUAL REPORT 2021-2022

1. FOREWORD

I am pleased to be able to commend to you this annual report, which has been prepared for the attention of the Quality & Safety Committee and reviews the work of the Committee for the financial year 2021-2022.

During the year, I have been greatly supported by Vice Chair James Hehir and Nicola Milligan who have contributed their considerable knowledge and wide-ranging experience to the Sub-Committee. I would also like to express my thanks to Mel Jehu who attended the meeting held in June 2021 to ensure that the meeting was quorate.

I would like to express my sincere thanks to all the officers of the Sub-Committee who have supported and contributed to the work carried out and for their commitment in meeting important targets and deadlines. I would particularly like to extend my thanks to colleagues within the Corporate Governance Team for the support they provided me throughout the year.

Going forward the Sub-Committee will continue to pursue a full programme of work covering matters affecting the health and safety of our workplaces with the aims of promoting learning and further strengthening the governance and assurance arrangements of the Health Board.

Dilys Jouvenat
Chair of the Quality & Safety Committee
Cwm Taf Morgannwg University Health Board (CTMUHB)

2. INTRODUCTION

The purpose of the Health, Safety & Fire Sub Committee “the Sub Committee” is to:

- Advise and assure the Board and the accountable officer on whether effective arrangements are in place to ensure organisational wide compliance of the health Board’s health and safety policy, approve and monitor delivery against the health and Safety priority action plan and ensure compliance with the relevant standards for Health Services in Wales.
- This will be achieved by encouraging strong leadership in health and safety, championing the importance of a common sense approach to motivate focus on core aims distinguishing between real and trivial issues.

Where appropriate, the sub-committee will advise the Board and the accountable officer on where and how its health and safety management may be strengthened and developed further.

The Sub-Committee has embraced the new Strategic Goals in how it manages its agenda to ensure that its activity supports the ‘**CTM2030: Our Health, Our Future**’ Strategy and the **Values and Behaviours** of the Health Board.



The Sub-Committee meets quarterly, with the key function to provide scrutiny on behalf of the Quality & Safety Committee on all matters relating to Health, Safety and Fire.

3. ROLE, MEMBERSHIP, ATTENDEES AND COMMITTEE ATTENDANCES

3.1 ROLE

The role of the Sub-Committee is to support the Board /Quality & Safety Committee with regard to its responsibilities for health, safety and fire:

- approve and monitor implementation of the annual health and safety action plan;
- review the comprehensiveness of assurances in meeting the Board and accountable officers assurance needs across the whole of the health Board's activities, both clinical and non-clinical;
- the consideration of relevant UHB policies for approval by the Quality & Safety Committee.

3.2 MEMBERSHIP

The membership of the Health, Safety & Fire Sub-Committee comprises of three Independent members, enabling the Sub-Committee to provide robust scrutiny and assurance to the Board/Quality & Safety Committee independently of the management decision-making processes.

A summary of the Independent membership during 2021-2022 is outlined in table 1 below:

Table 1 – Composition & Membership of the Health, Safety & Fire Sub- Committee Apr 2021-March 2022

Name	Period
Members	
Dilys Jouvenat (Sub-Committee Chair) Independent Member	April 2021 – March 2022
James Hehir (Vice Chair) Independent Member	Apr 2021 - March 2022
Nicola Milligan Independent Member	Apr 2021 – March 2022

3.3 ATTENDANCE AT QUALITY & SAFETY COMMITTEE 2021-2022

During the year, the Sub-Committee met on four occasions. All meetings were quorate and were well attended as shown in Table 2 below:

Table 2 - Meetings and Member Attendance 2021-2022

In Attendance	3 June 2021	13 Sept 2021	30 Nov 2021	28 Feb 2022	Total
Dilys Jouvenat – Independent Member Chair of the Committee	✓	✓	✓	✓	4/4
James Hehir – Independent Member (Vice Chair of the Committee)	✓	✓	✓	✓	4/4
Nicola Milligan – Independent Member	x	✓	✓	✓	3/4
Mel Jehu – Independent Member (To Maintain Quoracy in June 2021)	✓				1/1

3.4 ATTENDEES

The Sub-Committee’s work is informed by reports provided by leads within CTMUHB, colleagues from these areas are invited to attend each meeting of the Health, Safety & Fire Sub-Committee. Invitations to attend the Sub-Committee meetings are also extended, where appropriate and on an ‘ad hoc’ basis, to specific staff when reports which relate to their specific area of responsibility are being discussed.

4. HEALTH, SAFETY & FIRE SUB COMMITTEE BUSINESS

The Health, Safety & Fire Sub-Committee provides an essential element of the Health Board’s overall assurance framework. In response to the Covid-19 pandemic, all meetings continued to be held virtually via Microsoft Teams during 2021/2022 with continued use of the Consent Agenda. Any items included on the consent agenda were considered by Members prior to each meeting, with Members provided with the opportunity to raise questions prior to the meetings regarding the reports. All reports included on the Main Agenda were discussed during each meeting. The Health, Safety & Fire Sub Committee agenda broadly follows a standard format, comprising of specific sections, and the activity of the Committee during 2021/2022 is outlined in Appendix 1 of this report.

Links with Other Committees/Boards

Key risk areas from the Health, Safety & Fire Sub-Committee are highlighted at the Quality & Safety Committee by the Committee Chair via the highlight report.

At each meeting, if any Committee referrals are identified, the Chair of the Sub-Committee or the Corporate Governance Lead will ensure that the following questions are captured to ensure a referral is managed effectively:

- What are you referring?
- Why are you referring?
- What is the outcome you are anticipating from this referral?

5. ACTION LOG

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

6. GOVERNANCE

The effectiveness of the Committee is monitored through the following key governance activity:

- Annual Review of the Terms of Reference;
- Committee Annual Report;
- Highlight Reports from the Sub-Committee to the Quality & Safety Committee meetings;
- Forward Work Programme.

The Corporate Governance Team maintain a “Committee Effectiveness Tracker” to ensure the above activity is undertaken at the appropriate times during the year.

7. ASSURANCE TO THE BOARD/QUALITY & SAFETY COMMITTEE

The Health, Safety & Fire Sub Committee considers that on the basis of the work completed by the Sub-Committee during 2021 - 2022, there are effective measures in place that have delivered against its agreed Terms of Reference.

The forward work programme for 2022-2023 and beyond, ensures that the Sub-Committee retains scrutiny on key areas of activity.

In addition the Sub-Committee Chair will meet with the lead officers and the Chair of the Quality & Safety Committee to discuss progress of the work of the Sub-Committee.

The Forward Work Programme has continued to be presented to each meeting of the Sub-Committee during 2021/2022. This supports and helps identify the key areas of focus for the Sub-Committee and is one of the key components in ensuring that the Sub-Committee is effectively carrying out its role. It also facilitates the management of agendas and Sub-Committee business.

8. LINKS WITH OTHER COMMITTEES

The Health, Safety & Fire Sub-Committee will continue to have close links, and share risks with other Committees of the Board, particularly the Quality & Safety Committee and Audit & Risk Committee.

As a Sub Committee of the Quality & Safety Committee, regular highlight reports are presented to the Quality & Safety Committee.

Through either specific meetings or the regular Independent Member meetings there is an opportunity for Committee Chairs to support the work of each of the Committees they Chair, share learning and avoid duplication. All Committee Chairs have access to Committee Highlight Reports to the Board.

DRAFT

APPENDIX 1

1. Preliminary Matters

This included the apologies for absence, welcome and introductions and declarations of interest.

2. Consent Agenda

During 2021 – 2022 the following items were received on the Consent Agenda for Approval/Endorsement:

- Unconfirmed minutes;
- Sub Committee Terms of Reference;

During 2021 – 2022 the following items were received on the Consent Agenda for Noting/Information

- Sub-Committee Action Log;

3. Main Agenda

During 2021 – 2022 the following items were received:

- Organisational Risk Register;
- Head of Health, Safety & Fire Report;
- Health & Safety Performance Dashboard;
- Fire Safety Report;
- Violence & Aggression Updates;
- Health & Safety Policy and Policy Statement;
- Forward Work Programme;
- Control of Ignition Sources;
- Internal Audit Report – Fire Safety Management;
- Post Shielding Risk Assessment Process – Verbal Update;
- Estates Safety & Compliance Update – Water Safety;
- All Wales Internal Audit Review – Estates Assurance Fire Safety;
- All Wales Internal Audit Review – Estates Assurance Water Management;
- Update on Transition to Web Based Health & Safety Handbook Documents;
- RIDDOR Covid-19;
- Occupational Health Report;
- Estates Response to actions identified within the All Wales Internal Audit Review of Estates Assurance – Water Management.

Integrated Health, Safety & Fire Exception Reports were received from the following areas:

- Bridgend Integrated Locality Group;
- Merthyr & Cynon Integrated Locality Group
- Rhondda Taff Ely Integrated Locality Group;
- Primary Care Directorate.