

Board of Community Health Councils in Wales:

Meeting brief: Board
meeting

July 2020



CYNGOR IECHYD CYMUNED
COMMUNITY HEALTH COUNCIL

BWRDD CYMRU | WALES BOARD

This meeting took place via Teams

Minutes and agreed actions from the previous meeting

The Board approved the minutes of its May 2020 meeting and noted the progress made on the agreed actions.

Chair & Chief Executive's report

The Chair advised members that a video message from the Board Chair and Chief Executive had recently been sent to CHC staff and members.

Board agreed that this was an effective way of engaging with staff and members during this difficult time and discussed how this approach may be further developed.

Podcasts were discussed as a platform for communicating going forward. Members agreed that they were comfortable with this approach and would be happy to participate.

The Chief Executive updated the Board on recent discussions with Welsh Government around the new citizen voice body.

Although no further information is available at this stage, Welsh Government have advised that they are planning to write to the Board of CHCs setting out more information about its project based approach to implementation.

The Chief Executive advised the Board that following a recent meeting, SMT had confirmed that they considered the updates made by the Welsh Government to the Explanatory Memorandum accompanying the Act reflected the outcomes of the Bill's scrutiny stages.

BCHCW committee reports

The Board noted the minutes from the recent Corporate Governance Committee and Standards and Performance Committee.

Coronavirus: latest developments

The Chief Executive updated the Board on the latest developments with the Coronavirus pandemic.

We continue to receive feedback from members of the public on various issues. Recent issues focused around the re-

introduction of services as well as the speed of test results.

The Board had also raised concerns on behalf of CHCs about access to non-emergency patient transport services (NEPTS) to attend appointments. Public Health Wales and Welsh Ambulance Service NHS Trust are currently exploring how this can be addressed.

Following several announcements from Welsh Government setting out a national policy position in some key areas, eg., the use of videoconferencing, CHCs have some concerns that NHS bodies may not see a need to follow the service change process before deciding on any permanent change.

The Chief Executive confirmed that CHCs have been explicit with Health Boards about the language being used and have reminded them of the system that needs to be followed.

Board noted that a training workshop around service change has been agreed with the Consultation Institute.

Planning

The Board noted the BCHCW progress against plans (April-June).

The Board considered the BCHCW draft Operational Plan (July 2020-March 2021).

The Chief Executive explained that this is a high level document that sets out how we intend to focus our activities during the year.

As we prepare for the future, the plan also aims to inform and influence Welsh Government's plans for the establishment of the new Citizen Voice Body.

Members discussed the importance of equality and diversity and how we can drive this agenda forward in the lead up to the establishment of the new body.

The Chief Executive advised that this will be set out within the BCHCW Equality Plan.

The Board agreed the Draft Operational Plan 2020-2021

The Board discussed and noted the updated BCHCW risk register.

The Board considered the recovery planning guidance. The document was agreed subject to a caveat that further changes may be required in line

with Welsh Government requirements.

Annual reporting 2019-20

The Board were presented with a first draft of BCHCW's Annual Report 2019-2020 for information and comment.

Members agreed that they liked the structure and format of the report and suggested that a link to each of the CHC annual reports would be useful. The Chief Executive agreed to look at whether this was achievable.

Subject to this, Board agreed the draft annual report for 2019-2020.

The Board noted the progress made in producing the draft CHCs annual reports 2019-2020.

The Board discussed the development of the draft equality report 2019-2020. It was noted that due to the Coronavirus pandemic, the collation of some information was proving problematic.

The Board considered the Welsh Language Standards annual

report template. They noted that a single template had been agreed by SMT and Corporate Governance Committee. The Board agreed the proposed framework.

Budget 2020-2021

The Chief Executive advised members that the Welsh Government had confirmed verbally that the Minister has agreed additional funding for the Board and CHCs to address the significant shortfall in the pay bill.

Welsh Government have also agreed to fund the procurement of a new integrated telephone system with connectivity across the Board and all CHC offices.

This includes additional staff resources to provide a Welsh language telephone service.

The additional funding will be awarded with the proviso that the capital costs are incurred within the current financial year.

Once written confirmation has been received in writing from Welsh Government, this will be circulated to Board members.

Board members noted the quarter 1 budget outturn for April - June.

CHC member matters

The Board noted comments received from CHC members following a recent well-being survey. A full report will be available to the Board once completed.

Board members noted that as there is some variance across the CHCs in how member assessments are undertaken, the Senior Management Team have been asked to provide details on how this is carried out in their own CHC.

Following discussions with Adult Learning Wales, the Board is looking to deliver 'virtual' training to CHC members across Wales as part of its core member development programme.

It is hoped to develop a modular approach to cover the development programme, with sessions lasting around 2½ hours each, delivered through Microsoft Teams.

Training is likely to be split into three sessions; Visiting, Equality and Diversity and Engagement.

The training will help to provide members with the appropriate skills to enable them carry out their roles in new ways moving forward.

Items for information

The Board received and noted the following :

- SMT meeting brief

Board noted CHC representation at the following NHS committees, workgroups etc:

- WHSSC Quality & Safety Committee
- Velindre Outreach Project Board
- WAST meeting report
- BHCW consultation response: Major trauma service network

The agenda and papers for this Board meeting are available on the shared electronic drive [here](#).