

Board of Community Health Councils in Wales:

Meeting brief: Board
meeting

May 2020



This meeting took place via Skype

Minutes and agreed actions from the previous meeting

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

Chair & Chief Executive's report

The Board noted that the new CHC amendment regulations 2020 will come into force on 30 May 2020.

Arrangements are in place for CHCs to provide the Welsh Government with re-appointment details for members who are nearing the end of their appointment terms.

The Chief Executive advised the Board that the Welsh Government expects the Health and Social Care (Quality & Engagement)(Wales) Bill to be given royal assent within the next few months.

The Board noted that the coronavirus pandemic is likely to result in slippage to the expected establishment date of the new Citizen Voice Body –

although no further information on this matter is available from the Welsh Government at this stage.

The Chief Executive updated the Board on the latest developments with the coronavirus pandemic. Regular public updates on what we are hearing from people are published to the Board's website.

The Board agreed to the Senior Management Team's (SMT) proposals that the Board should submit evidence on behalf of the 7 CHCs in Wales to the Health, Social Care and Sport Committees inquiry into the impact of the Covid-19 outbreak.

This will be supplemented by responses from individual CHCs about any specific local matters.

National policies and procedures

The Board ratified temporary changes to the following national policies and procedures in response to the coronavirus pandemic:

- Model standing orders for CHCs

- CHC member code of conduct procedure
- COVID-19 home working policy, including DSE self assessments

The Board also agreed the following new policies/ procedure:

- Guide for managers holding well-being conversations.

Well-being survey

The Chief Executive updated the Board that the staff well-being survey had received an 85% response rate.

Our HR team will produce a report of the matters raised. SMT, staff and the Board will work together to agree our response.

The Board agreed that an adapted version of the well-being survey should be sent to all CHC members.

Planning and reporting

The Board agreed the work plan for May 2020.

The Board discussed SMTs approach to recovery planning. Members agreed the importance of making sure that the

approach moving forward should take full account of the learning from this first phase, including new ways of working.

The Board discussed the arrangements for its board and committee meetings moving forward.

Members agreed that the usual programme of board and committee meetings should continue.

Board meetings will continue to be held in public, with the opportunity for members of the public to observe the meeting via Skype.

The Board agreed a statement setting out its approach to meetings, including publishing its agenda's and minutes as early as possible on the Board website.

The Board agreed the draft annual reporting template for CHC annual reports 2019-2020. This was subject to the agreement of common wording about the impact of the coronavirus pandemic on activities in 2020-2021.

The Board discussed the importance of ICT in supporting our new ways of working. This includes continuing to support and further develop working

from home arrangements, videoconferencing, and as an upgraded advocacy case management system.

The Board considered a proposal from SMT to recruit a band 7 ICT development manager to lead a 6 month ICT development programme.

This would be an internal secondment opportunity, with applications welcomed from suitable Board office and CHC staff. The postholder could be based anywhere in Wales.

The post vacated by the successful candidate would be covered by appropriate 'backfill' arrangements.

The Board agreed to support this proposal, subject to affordability (using cost savings from Board and CHC budgets) and HR approval of recruitment arrangements.

Items for information

The Board received and noted the following letters:

- Royal College of Midwives
- Institute of Health Visitors
- Public Health Wales

Board development session

The Board discussed:

- reflections from an outgoing Board member about the Board's ways of working
- opportunities and learning from our experiences during COVID-19. This included what 'a new normal' might mean, including living with coronavirus in the future.

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