

BCHCW Corporate Governance Committee:

Meeting brief

September 2020



CYNGOR IECHYD CYMUNED
COMMUNITY HEALTH COUNCIL

BWRDD CYMRU | WALES BOARD

Minutes and agreed actions

The minutes from the previous meeting were agreed as an accurate record.

The committee noted the progress made on the agreed actions.

Governance framework

Update on development of accountability framework, model SOs, SFIs etc

The committee noted that due to a number of unavoidable delays, finalisation of the accountability framework has not yet been possible.

The Chief Executive is awaiting a further meeting date and hopes to provide a more substantive update at the October Board meeting.

At its August meeting, SMT proposed that the requirement for holding an Annual General Meeting (SMT) by end September set out in the Standing Orders should be removed. The Committee

agreed to adopt the proposed changes to the BCHCW Standing Orders.

The Committee also agreed the same revisions to the Model Standing Orders for CHCs for issue to CHCs in Wales.

Update on progress in review of Powys tHB workforce and financial policies

The Committee noted the implications for Board and CHC staff of the introduction of a revised NHS All Wales Pay Progression policy, and the action needed by managers.

Living with COVID-19: new and revised standards and guidance for CHC staff and members

The committee agreed to adopt the following updated and new guidance:

- UPDATED frequently asked questions (FAQ) for Board and CHC managers and staff
- NEW Behavioural standards: guidance for

virtual meetings.

The committee noted that further revisions were needed to the guidance 'Recovery planning: returning to face-to-face activities' in light of the Welsh Government's recent announcements.

The amended document will be circulated electronically to the committee for consideration.

Corporate services assurance framework

The committee agreed to the introduction of a new corporate services self-assessment framework.

The committee also agreed that the Business Managers Group and SMT should undertake further work to develop the corporate services assurance programme to ensure that CHCs are operating in line with their corporate responsibilities.

It was noted that this will enable the Board's Chief Executive to submit an assurance report to Powys tHB as required.

Mid-year review 2020-2021

Operational plan progress: board and committee work programmes

The Committee noted progress on the board and committee work programmes.

Members felt that the next meeting of the Board's committees should be brought forward to late November/early December and this was agreed.

Mid-year equality reports

The Committee noted the mid-year equality reports from CHCs.

It was noted that this information will be used to inform the final Equality Plan.

The committee noted that the new equality and diversity monitoring form introduced in April had led to a 100% completion rate for the national survey.

Finance

Revised budget allocation 2020-2021

The Committee noted that the budget allocation for 2020-2021 from Welsh Government for the Board and CHCs in Wales has now been formally confirmed.

Due to the coronavirus pandemic, it was noted that expenditure in the first five months of the current financial year was significantly lower than would usually be expected.

At its September meeting, SMT identified a range of priority areas currently unfunded within the overall budget allocation.

These are:

- Extension of the 6 month ICT role at the Board office until March 2021
- The purchase of further ICT hardware and software to support the continued working from home arrangements for staff in the longer term
- Additional PPE resources to support a number of CHCs across Wales

- Additional support for CHCs from the Consultation Institute focusing on engagement methods, including new technology.

The committee agreed these priorities and asked SMT to develop more detailed budget estimates for approval.

Welsh language

Board and CHCs Welsh Language Standards Annual Reports 2019-2020

The committee noted the progress made by CHCs in producing their first Welsh Language Standards Annual Reports.

It was felt that further discussions are needed with chief officers around their reported level of compliance.

Information governance

Review of information governance arrangements, including handling information requests

The committee noted that SMT had reviewed the range of

information governance documents produced for the Board and CHCs and had recommended no changes at this time.

The committee agreed that in light of a recent subject access request, a review was undertaken and additional guidance produced for staff handling information requests.

It was agreed that the new guidance would now be issued to staff.

Report of data breaches

The Committee considered and noted a report of 1 data breach for the period April-June 2020.

Learning and development

Learning from complaints about us (April-June 2020)

The committee noted that during this period, 1 complaint against a CHC had been concluded and lessons learned has been shared.

A further complaint is on-going but has not yet reached a conclusion.

The committee asked whether CHCs recorded and learned from positive feedback.

It was noted that positive feedback is not routinely recorded on the return, although CHCs would recognise this during day-to-day activities. This would be captured moving forward.

It was noted that the new CHC website will include a section on 'feedback about us' rather than 'complaints about us'.

Board and CHC accommodation lease arrangements

The Committee noted the annual update of the current estates position across Wales. It was noted that a number of office leases are due to expire in 2021 and this has been relayed to Welsh Government.

The Committee agreed that it would be useful to include more information on the accessibility into and within the accommodation.

Business planning 2021-2022

The committee agreed that the proposed business planning cycle and timescale for 2021/2022 was a workable approach.

The committee agreed the document, subject to the change to the date of the committee meetings from January 2021 to November/December 2020.

It was also noted that operational plans would be kept under review throughout the year.

The full agenda and papers for the Corporate Governance Committee are available to all staff on the shared 'N' drive [here](#).