

**POWYS TEACHING HEALTH BOARD**

**CONFIRMED**

**MINUTES OF THE MEETING OF THE BOARD**

**HELD ON MONDAY 29<sup>th</sup> JUNE 2020, AT 11.00AM**

**VIA SKYPE AND IN THE BOARD ROOM, BRONLLYS HOSPITAL**

**Present**

Mel Davies	Independent Member (Chair)
Carol Shillabeer	Chief Executive
Trish Buchan	Independent Member (Third Sector Voluntary) (remote attendee)
Matthew Dorrance	Independent Member (Local Authority) (remote attendee)
Owen James	Independent Member (Community) (remote attendee)
Susan Newport	Independent Member (TUC)
Ian Phillips	Independent Member (ICT)(remote attendee)
Mark Taylor	Independent Member (Capital & Estates) (remote attendee)
Frances Gerrard	Independent Member (University) (remote attendee)
Tony Thomas	Independent Member (Finance)
Pete Hopgood	Interim Director of Finance & IT (remote attendee)
Julie Rowles	Director of Workforce, OD & Support Services (remote attendee)
Stuart Bourne	Director of Public Health (remote attendee)
Hayley Thomas	Director of Planning & Performance (remote attendee)
Wyn Parry	Medical Director (remote attendee)
Claire Madsen	Director of Therapies & Health Sciences
Jamie Marchant	Director of Primary, Community Care and Mental Health (remote attendee)

**In Attendance**

Rani Mallison	Board Secretary
Adrian Osborne	Assistant Director (Engagement and Communications) (remote attendee)

Frances Hunt  
Katie Blackburn  
Elaine Matthews  
Helen Higgs  
Liz Patterson

CHC (remote attendee)  
CHC (remote attendee)  
Wales Audit Office (remote attendee)  
NWSSP Internal Audit (remote attendee)  
Corporate Governance Manager (remote attendee)

### **Apologies for absence**

Vivienne Harpwood  
Alison Davies  
Alison Bulman  
Rebecca Collier

Chair  
Director of Nursing & Midwifery  
Corporate Director Children & Adults (PCC)  
Health Inspectorate Wales

<b>PRELIMINARY MATTERS</b>	
RESOLVED THAT due to the unprecedented health emergency of COVID-19, and the clear Public Health instruction to practice social distancing, meetings will run by electronic / telephony means as opposed to in a physical location. Members of the public will not be able to attend in person or observe on-line. This decision has been taken in the best interests of protecting the public, our staff and Board members. A summary of this Board Meeting will be published on our website within a week of the meeting.	
PTHB/20/22	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>  The Chair welcomed all participants to the meeting noting that a number of observers were present as outlined in the attendance record. Apologies for absence were noted as recorded above.
PTHB/20/23	<b>DECLARATIONS OF INTEREST</b>  No declarations of interest were declared.
PTHB/20/24	<b>MINUTES OF MEETING HELD ON 27 MAYH 2020</b>  The minutes of the meeting held on 27 May 2020 were received and AGREED as being a true and accurate record subject to the spelling correction of IM Frances Gerrard in the attendance record.
PTHB/20/25	<b>MATTERS ARISING</b>  <i>In light of information being provided by Welsh Government and others regarding the vulnerability of</i>

	<p><i>pregnant BAME patients, are there any plans to look again at the Strategic Equality Plan?</i></p> <p>The Chief Executive advised that there was much emergent learning taking place as the new virus covid-19 spread through the community including in respect of the impact on BAME communities and when intensive interventions were needed. Intensive interventions would be undertaken by colleagues in secondary care. The care and treatment of BAME community members would be an appropriate subject to be considered for a Board Development session.</p> <p><b>Action: Board Secretary</b></p> <p>Regarding pregnant BAME residents, a note will be circulated to IMs on this specific point.</p> <p><b>Action: Chief Executive</b></p>
PTHB/20/26	<p><b>BOARD ACTION LOG</b></p> <p>The Board Secretary confirmed the following position:  EQS/19/72 – Board Briefing on CHKS/Data Intelligence  PTHB/19/171 – Annual Report of Director of Public Health</p> <p>Both items have been delayed due to the covid-19 pandemic and will remain on the Action Log.</p>
<b>ITEMS FOR APPROVAL, DECISION OR RATIFICATION</b>	
PTHB/20/27	<p><b>PTHB Annual Accounts, 2019-20, including:</b></p> <p><b>a) Audit of Financial Statements (ISA 260)</b></p> <p><b>b) Letter of Representation</b></p> <p>The Director of Finance and IT introduced this report outlining the requirement to submit draft unaudited accounts to Welsh Government and Grant Thornton (auditors) by 22<sup>nd</sup> May 2020. The accounts were considered at the Audit, Risk and Assurance Committee on 25<sup>th</sup> June 2020 and were due for consideration and approval at this meeting ahead of submission to Welsh Government on 30<sup>th</sup> June 2020. PTHB had met its financial targets for 2019/20 with a small surplus of £55k. Whilst a small number of items were noted in the ISA 260 report an unqualified Audit Report had been received.</p> <p>The Chair of Audit Committee congratulated the Finance Team for producing the accounts under difficult conditions</p>

	<p>due to covid-19 and advised that the Audit Committee were submitting the accounts for approval by Board.</p> <p>The Chief Executive reiterated thanks to the Finance Team and extended this to the wider Executive Team and Directorate staff who had supported the production of the final accounts. Attention was drawn to the challenges that would be faced this year and that the expectations of Independent Members would need to be managed. The pandemic was ongoing and therefore the requirements to spend were, as yet, unknown. In addition, Welsh Government were under significant financial pressure and so the problems faced locally would be a common problem across Wales.</p> <p>The Chair advised there were a number of mechanisms which ensured Independent Members were sighted on this matter. The Director of Finance would advise when the organisation reached lines which have previously not been crossed and Independent Members would keep a close watch on covid-19 related spend.</p> <p>The Director of Finance reiterated thanks to the organisation for achieving financial balance and extended his thanks to Grant Thornton for working closely with the team during this difficult time. Reports would be taken to Performance and Resources Committee to advise on the position in relation to the agreed IMTP which would enable appropriate action to be taken.</p> <p>The Chair of the Audit, Risk and Assurance Committee noted there had been considerable spend in England and that consequential funding should feed through to Wales.</p> <p>The Chief Executive confirmed that this was an issue which was under discussion at Welsh Government.</p> <p>The importance of acknowledging the ways of working that have changed for the better as a result of the pandemic, along with the need to retain these features was stressed.</p> <p>The Audit of Financial Statements and Letter of Representation were AGREED.</p>
--	---

PTHB/20/28	<p><b>PTHB Annual Accountability Report, 2019-20, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Corporate Governance Report</b></li> <li>• <b>Remuneration and Staff Report</b></li> <li>• <b>Accountability and Audit Report of the Auditor General for Wales</b></li> </ul> <p>The Board Secretary presented this report outlining how it included the Performance Report, the Accountability Report and the Financial Statements. The report had been provided in draft to Welsh Government and the Auditors and had been considered at the Audit, Risk and Assurance Committee. Attention was drawn to the conclusion at page 73 of the report.</p> <p>The Chair of Audit, Risk and Assurance Committee confirmed that this had been considered in Committee and was recommended for adoption.</p> <p>The Chief Executive advised Members that it would be beneficial if it were possible to streamline reports that are required for submission to Welsh Government and which take a considerable amount of time to prepare. Whilst Board may not spend much time considering these reports they were an important record of the work undertaken by the organisation. Attention was drawn to the conclusion and the mechanisms for internal control which continue to be important. An examination of the arrangements in relation to covid-19 would be undertaken. Routine monitoring continues with partners in Welsh Government, Health Inspectorate Wales and Audit Wales. The focus continues to be on improvement to move the organisation towards maturity.</p> <p>The Annual Accountability Report 2019/20 was APPROVED for adoption.</p>
<b>ITEMS FOR DISCUSSION</b>	
PTHB/20/29	<p><b>COVID-19: Update on Phase 2 of the response plan</b></p> <p>The Chief Executive advised that the updated plan would be brought to the July Board meeting. The Quarter 2 Plan would be submitted to Welsh Government by 3 July 2020,</p>

	<p>it would be considered by Strategy and Planning Committee on 9 July 2020 ahead of Board on 29 July 2020.</p> <p>It should be remembered that as lockdown eases the country was still in the middle of a pandemic and this was a dangerous phase. The NHS across Wales was concerned, particularly when press reports show people gathering and going to beaches. Prioritisation would be necessary as would the need not to overstretch services. Initial feedback from Welsh Government had been positive and confirms an understanding of the difficulties in planning faced by the organisation with multiple secondary providers.</p> <p>The joint Health Board and Local Authority Test, Trace and Protect programme was now in place. One team was sufficient at present, although arrangements were in place to increase this if required. If this was necessary a report would be brought back to Board in respect of the financial position.</p> <p>Testing had increased since 1<sup>st</sup> June 2020 and approximately 8% of tests are positive. The drive through testing centre on the Royal Welsh Showground was now bookable through the national system. Management of local outbreaks would be key. Whilst the numbers of positive tests are low the tracing of contacts was proving complex and involvement of the Regional Response Cell had been necessary (for example those cases linked to health care settings or cross border cases). The Regional Response Cell included colleagues from Environmental Health and Public Health. The national system for recording tracing activity had gone live but some developments were still required. These are challenges faced with in common with colleagues across the country.</p> <p><i>The co-operation of local authority colleagues is noted, what involvement have the Army had in these arrangements?</i></p> <p>The Military were still involved in the arrangements for testing and were expected to continue providing support until August 2020.</p> <p><i>How much involvement have the Health Board had in respect of school reopening?</i></p>
--	--

	<p>During the pandemic there have been 16 school hubs open across Powys. The organisation has had some involvement with the school hubs.</p> <p>Across Wales proactive work was being undertaken in respect of food processors and handlers and a group jointly chaired by the Director of Public Health was producing guidance and advice for schools and food processing sites to enable safe opening and operation. Sample antibody testing of 4,000 school-based staff across Wales had been undertaken as part of surveillance work and it was likely that this would be repeated.</p> <p>The Health Board was developing modelling to plan for the coming months. The different ways in which the four nations were coming out of lockdown brings particular complexities for Powys with the long border with England and the work that the Communications Team do on social distancing was noted. Local intelligence produced from the Test, Trace and Protect programme would assist in planning and the potential for regional rules on lockdown cannot be discounted.</p> <p><i>It appears that pubs and restaurants wish to reduce the social distancing requirements. Who has responsibility for this?</i></p> <p>Social distancing in public areas came under guidance and could not be enforced although there were rules around mass gatherings. However, social distancing in the workplace was subject to regulation in Wales and therefore the Health Board have a responsibility in their role as an employer.</p> <p>The Chief Executive advised that at present there were low numbers of covid-19 patients in the system. There were a significant number of empty beds in PTHB with the benefits of moving to seven day working apparent. The organisation was looking at the benefits of new ways of working to learn from the experience. There had been lower levels of sickness than might have been expected and the organisation had fared better than some others. Sickness had increased by between 0.5 and 0.75 percentage points.</p> <p>The Director of Primary, Community Care and MH advised that staff were being reminded of the social distancing rules</p>
--	--

	<p>and signage was being put in place for both staff and visitors. The staff side were concerned that complacency might set in and this must be guarded against. Union Health and Safety representatives were working with the organisation on social distancing to ensure a partnership approach. Some demands were starting to come through for non covid cases with around 103 beds occupied and admission and discharge levels similar.</p> <p>The harm from a decrease in non-covid activity would be considered in greater detail at Board in July 2020.</p> <p>Regarding District General Hospital partners and specialists, a considerable amount of joint work had been taking place especially with English Trusts who were working on an increasingly regional basis. In Wales there were varying views on the level of regional working to which different health boards wished to work.</p> <p><i>Given that there is a regional footprint for social services, to what extent would the local authority be involved in this regional working and what would the governance arrangements be?</i></p> <p>There is regional working for social services, however, the regional working in this context related solely to health board arrangements.</p> <p><i>Are all arrangements with Shropdoc working well?</i></p> <p>Out of hours arrangements were working well with no issues being raised. Shropdoc had provided good support for covid-19 positive patients and if there was a second wave of covid-19, Shropdoc might be commissioned to again provide 24/7 advice and monitoring of patients.</p> <p>A Start Well meeting of the Regional Partnership Board had received a report on the impact of lockdown with a focus on children which could be made available. Each of the partnership were re-examining their work plans which had been paused. Work on the North Powys Wellbeing Programme would be taken through Strategy and Planning Committee.</p> <p>Mental Health Services were not stood down during the pandemic and new ways of delivering these services had been found. It was becoming apparent that covid-19 patients who had spent time in intensive care may suffer</p>
--	---

	<p>from Post-Traumatic Stress Disorder. There was also a wider issue of the effect on mental health because of the impact the pandemic had had on the economy.</p> <p><i>Has the impact of the pandemic on domestic abuse been considered?</i></p> <p>There had been concern regarding the level of domestic abuse during the pandemic together with the increase seen of use of alcohol in the home. Work had been undertaken to increase awareness of where to get help for domestic abuse. Substance misuse services had continued during the pandemic together with safeguarding work. There had also been an increased demand seen for services related to additional learning needs.</p> <p>It was confirmed that Welsh Government had published the Q2 operating framework and this would be brought to Strategy and Planning Committee for consideration.</p>
<b>OTHER MATTERS</b>	
PTHB/20/30	<p><b>ANY OTHER URGENT BUSINESS:</b></p> <p>The questions from Independent Members asked in advance of the meeting, together with the answers are available at <a href="http://www.pthb.nhs.wales">www.pthb.nhs.wales</a>.</p>
PTHB/20/31	<p><b>DATE OF THE NEXT MEETING:</b></p> <p>29 July 2020: Bronllys Hospital (under review)</p>