

**POWYS TEACHING HEALTH BOARD
DELIVERY & PERFORMANCE COMMITTEE**

CONFIRMED

**MINUTES OF THE MEETING HELD ON TUESDAY 2 MAY 2023
VIA MICROSOFT TEAMS**

Present:

Mark Taylor	Independent Member (<i>Chair</i>)
Ronnie Alexander	Independent Member
Kirsty Williams	Independent member
Cathie Poynton	Independent Member
Rhobert Lewis	Independent Member
Tony Thomas	Independent Member

In Attendance:

Hayley Thomas	Deputy Chief Executive and Director of Strategy, Primary Care and Partnerships
Pete Hopgood	Director of Finance & Information Technology (IT)
Debra Wood-Lawson	Director of Workforce and Organisational Development
Helen Bushell	Director of Corporate Governance
Hywel Pullen	Assistant Director of Finance
Claire Madsen	Director of Therapies and Health Sciences
Chris Moss	Assistant Director of Performance and Commissioning
Joy Garfitt	Director of Operations and Community Mental Health

Observers:

None

Apologies for Absence:

Carol Shillabeer	Chief Executive
Stephen Powell	Director of Performance and Commissioning
David Collington	Community Health Council

Committee Support:

Beth Powell	Interim Corporate Governance Business Officer
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D&P/23/01	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Committee Chair welcomed members and attendees to the meeting. Apologies for absence were NOTED as recorded above.</p>
D&P/23/02	<p>DECLARATIONS OF INTERESTS</p> <p>There were no declarations of interest made.</p>
D&P/23/03	<p>MINUTES OF THE DELIVERY & PERFORMANCE COMMITTEE ON 28 FEBRUARY 2023</p> <p>The minutes of the previous meeting held on 28 February 2023 were AGREED as a true and accurate record.</p>
D&P/23/04	<p>COMMITTEE ACTION LOG</p> <p>The Action Log recorded updates with the following additions provided during the meeting:</p> <p>D&P/22/56a – A review of the Whole System approach to diabetic care to include an analysis of excess death rates. Timescales would be discussed with the Director of Public Health and a briefing would be circulated to committee members for information.</p> <p>D&P/22/73 - A letter would be sent to DHCW from the Chief Executive or Digital Lead expressing concern regarding the lack of progress of information flow in secondary care across England. Concerns have been raised at the Exec-to-Exec meeting. The Director of Finance and IT to review the requirement of a formal letter to be sent to DHCW.</p> <p>D&P/22/72 - To include a response regarding financial blockages within the Month 10 finance report to Board in relation to the costs across social care.</p> <p>The Director of Finance and IT confirmed that this information had been included as part of the IMTP and Annual Plan process and would be included in all financial reports from Month 1 onwards in 2023/24.</p> <p>Action closed.</p>

	<p>D&P/22/75 – To consider the Nuffield report to ascertain how best to use when considering access to General Practices. DPCCMH confirmed that consideration against the report would be used going forwards to access GP surgeries.</p> <p>Action closed.</p> <p>The Committee welcomed the new Action log; however, it was noted that a consistent level of detail would be recorded for actions and importance of granularity for addressing actions would be built into future assurance reports for the Committee.</p> <p>The Committee received updates on the action log.</p>
<p>ITEMS FOR ASSURANCE</p>	
<p>D&P/23/05</p>	<p>UPDATE ON THE PERFORMANCE REPORT SECTION OF THE ANNUAL REPORT</p> <p>The Director of Corporate Governance provided an update against the Performance Report section of the Annual Report which provides a reflection of the organisation’s performance. It was highlighted that the report was not available for members today due to the first iteration being review by the Executive Committee on 3 May 2023, however, would be circulated to Committee members thereafter.</p> <p>Action: Director of Corporate Governance</p> <p>A first draft of the Annual Report is due to be submitted to Audit Wales and Welsh Government on Friday 12 May 2023, following feedback, the report would then be submitted to the Audit, Risk and Assurance Committee for formal approval prior to final submission to the Board in July 2023.</p> <p>The Committee took ASSURANCE of the progress against the draft report and feedback would be provided to the Executive team later this week.</p>
<p>D&P/23/06</p>	<p>FINANCIAL PERFORMANCE MONTH 12 REPORT</p> <p>The Director of Finance and IT presented the item which provided the interim position for year end 2022/2023. The year-end deficit reported was £7.0M against a forecast deficit of £7.5m. There was a capital surplus of £68m reported at year end, which was confirmed as a reasonable position which allowed a degree of flexibility to provide cover for any potential material arising from the forthcoming audit. It was confirmed that the position was subject to audit, by Audit Wales, with the accounts due to be finalised by 31 July 2023.</p>

	<p>The Director of Finance and IT highlighted the requirement to focus on our key pressure areas going into 23/24 including Continuing Health Care, Commissioned Services, Variable Pay and Recurrent Savings Delivery.</p> <p>The Committee NOTED the Health Boards Month 12 Financial position.</p>
<p>D&P/23/07</p>	<p>INTEGRATED PERFORMANCE REPORT 2022/2023 (MONTH 11)</p> <p>The Assistant Director of Performance and Commissioning provided an update against the latest available performance position for Powys against NHS Wales Performance Framework up until the end of February 2023. Performance remains a challenge across both national and local measures with key expectations across the quadruple aims of the NHS Performance Framework. The four quadruple aims were discussed and noted by the committee.</p> <p>The Director of Operations highlighted performance across the Mental Health and Learning Difficulties service areas where Powys is undertaking work across the high intensity therapeutic services nationally to improve performance measures and patient experience. It was noted commissioned services performance across Wales remains a significant concern.</p> <p>The Performance team is working with commissioned service providers to obtain understanding of referral demand, demand and capacity gaps, waiting list profiles at specialty level and convert outputs into indicative activity plans (IAP). This includes work to model robust performance trajectories in line with the NHS Wales Planning Framework targets 2023/24 for Powys provider, and Welsh commissioned services and NHS England targets for English commissioned services.</p> <p><i>Are there any plans to extend the scope of Minor Injury Units (MIUs)?</i></p> <p>Clinicians scope of work is currently under review to ensure capacity is maximised. The use of social media platforms to reiterate messages of directing emergency calls are being</p>

	<p>worked through to ensure correct support is based within MIU departments.</p> <p><i>How can the committee be assured that the Health Board are collating the same Endoscopy data as other organisations to ensure Powys is not at a disadvantage?</i></p> <p>The Assistant Director of Performance would seek clarification and report back to the Committee.</p> <p>Action: Assistant Director of Performance</p> <p><i>What are the reasons staff PADR compliance continues to decline?</i></p> <p>The Director of Workforce and OD highlighted the importance of PADR touchpoint meetings, and the lack of data being recorded. Leadership commitment remains part of the Health Board’s Integrated retention action plan which is being worked through at pace and monitored.</p> <p><i>Why has there been a rapid decline in Vaccination uptake, below the Health Board’s target?</i></p> <p>Action: The Assistant Director of Performance would seek clarification and report detail back to the Committee.</p> <p>Committee members raised concern regarding the analysis of Colonoscopy service marginal data as figures convey a fall in target. The Director of Operations assured the committee that the Health Board’s intension to schedule measures and actions as a provider and commissioner to secure future timescales and clearer plan are being worked through. A focus to explore Theatres and Specialists to improve productivity flow and a stabilised structure would support a higher volume of delivery.</p> <p>The Committee DISCUSSED and NOTED the Integrated Performance Report for 2022/2023.</p>
D&P/23/08	<p>ANNUAL DELIVERY PLAN 2023/2024</p> <p>The Director of Corporate Business advised that the Integrated Medium-Term Plan had been approved by the Board in March 2023, subject to further work which underpins the Annual delivery plan. It was noted that Executive Directors continue to review the plan prior to the final approval to the Board in May 2023.</p>

	<p>The Director of Finance and IT highlighted that the 2023/2024 Delivery plan outlines the Health Board’s current £33.5m deficit position (subject to ongoing work and review) and added that financial performance and key challenges faced by the Health Board continue to be monitored through the Finance and Performance subgroup on a monthly basis.</p> <p>The Committee NOTED the progress made against the Annual Delivery Plan for 2023/2024.</p>
D&P/23/09	<p>INFORMATION GOVERNANCE ANNUAL PERFORMANCE REPORT</p> <p>The Director of Finance and IT presented the report which provided an overview of the arrangements in place to ensure the Health Board was compliant with its statutory obligations in relation to data protection legislation, national frameworks, and good practice. The report included work undertaken during 2022/2023 and anticipated work for 2023/2024.</p> <p>The Director of Finance and IT highlighted to committee members that future reporting would include benchmarking of figures against the national average for further context and the team are seeking to develop a dashboard style presentation to provide a data comparator table for future reporting.</p> <p>Action: Director of Finance and IT</p> <p>The Committee DISCUSSED and NOTED the Information Governance Annual Report.</p>
D&P/23/10	<p>COMMITTEE RISK REGISTER</p> <p>The Director of Corporate Governance presented the Risk Register of risks relevant to the Committee and highlighted that Risk 9 had been extracted due to the sensitive and confidential nature of the risk content. In line with the Integrated Medium-Term Plan (IMTP), Executive Directors continue to review and reflect upon corporate risks on a regular basis.</p> <p>Committee members suggested that a trend analysis maybe beneficial for future reporting to the committee within the cover paper to clearly identify the common themes identified and suggested comparison with other organisations who used this approach. It was queried that Risk -001 should potentially be split between an in year and longer-term measure and whether this could potentially be reactive to</p>

	<p>how the risk of the in-year may reduce or increase as year-end approaches.</p> <p><i>It was queried as to why the risk profiles have been collated, as previously reporting distinguished a separation between in year and future year risk profiles?</i></p> <p>Action: The Director of Finance and IT would review the risk profiles to ensure separation between in year and future year risks going forwards.</p> <p>The Committee RECEIVED the Risk Register and took ASSURANCE that the risks were being managed in line with the Risk Management Framework.</p>
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ITEMS FOR DISCUSSION

There are no items for inclusion within this section.

ESCALATED ITEMS

<p>D&P/23/11</p>	<p>RECORDS MANAGEMENT IMPROVEMENT PLAN</p> <p>The Director of Finance and IT presented the item which provided an update on progress against the Records Management improvement plan which had been developed in response to a No Assurance Internal Audit Report in November 2019. It was noted that of the six high priority recommendations received, three had been completed and three remained outstanding with work in progress.</p> <p>A Business case for the Digitisation of Records Project which would address the outstanding issues had been submitted to the Investments Benefit Group in January 2023 and was also considered by the Executive Committee for approval. Due to the high capital costs, investment has been sought from Welsh Government to fund the proposal for two years. It was noted that the outcome was yet to be confirmed. Should funding not be forthcoming from Welsh Government, it was noted that the action plan would need to be reviewed and amended to ensure it is achievable current level of resources.</p> <p><i>How can members take assurance that medical records are readily available upon request should they be required?</i></p> <p>The Director of Finance and IT confirmed that the Health Board ensure that the legal position is maintained and compliant with the necessary guidance and legislation provided by the National standards and are monitored frequently.</p>
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	<p>The Committee welcomed the ASSURANCE provided by the report in terms of progress and considered that further detail would be beneficial regarding specific evidence to support assessment of 100% completion of aspects of the action plan. The Director of Corporate Governance noted that a committee work programme deep dive is in progress where Committee members would expect a further update against the action plan at mid-year.</p> <p>Action: Director of Finance and IT</p>
ITEMS FOR INFORMATION	
There are no items for inclusion within this section.	
OTHER MATTERS	
D&P/23/12	<p>DEVELOPMENT OF COMMITTEE ANNUAL PROGRAMME OF BUSINESS: COMMITTEE FREQUENCY</p> <p>The Director of Corporate Governance provided an update against the progress made against the development of the draft Committee Annual Programme of Business. It was noted that a final draft programme would be shared with Committee members for comment prior to submission to the Board at the end of May 2023.</p> <p>Given the purpose and delivery of the Delivery and Performance Committee, the Director of Corporate Governance proposed that the frequency of Committee meetings would take place on a bi-monthly basis going forwards. Consideration was given to a finance sub-committee forum; however, it was noted that should the need for further finance scrutiny be required, this would be scheduled upon Health Board demand.</p> <p>The Committee DISCUSSED and NOTED the Development of Committee Annual Programme and recognised the need for the Committee to meet on a bi-monthly basis going forwards.</p>
D&P/23/13	<p>ITEMS TO BE BROUGHT TO THE ATTENTION OF THE BOARD AND OTHER COMMITTEES</p> <p>The Director of Corporate Governance suggested that the Delivery and Performance Chair's report to the Board at the end of May would include an update against the Records Management Action Plan with a mid-year review scheduled against the outstanding actions.</p>
D&P/23/14	ANY OTHER URGENT BUSINESS

	There were no items of urgent business.
D&P/23/15	<p>DATE OF THE NEXT MEETING</p> <p>The Committee AGREED that the Delivery and Performance Committee would meet on a bi-monthly basis going forwards. The next meeting would be schedule on 27th June 2023 at 13:30 via Microsoft Teams.</p>
IC/D&P/23/01	<p>The following resolution was passed:</p> <p>Representatives of the press and other members of the public shall be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.</p>
IC/D&P/23/02	<p>MINUTES OF IN-COMMITTEE 28 FEBRUARY 2023</p> <p>The minutes of the In-Committee meeting held on 28 February 2023 were AGREED as an accurate and true record.</p>
IC/D&P/23/03	<p>FINANCIAL SUSTAINABILITY</p> <p>The Director of Finance and IT advised the Committee that as a Health Board, there is a significant gap between growth in demand on healthcare and ability to respond within the short term.</p> <p>Further detail relating to the financial position were shared with Members including the work that is required prior to submission of the Annual Report in July 2023.</p> <p>The Committee NOTED the update on financial sustainability.</p>
IC/D&P/23/04	<p>INTEGRATED PLAN 2023/2026 – FEEDBACK FROM WELSH GOVERNMENT AND NEXT STEPS</p> <p>The Director of Finance and IT provided Committee members with an update following the feedback received from Welsh Government regarding the Health Board’s Integrated Plan for 2023/2026. The next steps are being worked through in line with the Integrated Medium-Term Plan (IMTP) which sets out the organisations plans and priorities over the three-year period.</p> <p>The Committee NOTED the update on the Integrated Plan for 2023/2026.</p>