



POWYS TEACHING HEALTH BOARD

SUMMARY OF THE PERFORMANCE & RESOURCES COMMITTEE MEETING HELD ON THURSDAY 6 MAY 2021 VIA MICROSOFT TEAMS

Board and Committee Meetings of Powys Teaching Health Board are meetings held in public under the Public Bodies (Admission to Meetings) Act 1960. However, the COVID-19 Public Health emergency and the associated instruction to Stay at Home has meant that Board resolved to hold the Board and Committee meetings virtually. In the absence of live streaming being available, a summary of the proceedings will be made available within ten days of the meeting.

Present:

Melanie Davies	Independent Member
Ian Phillips	Independent Member
Tony Thomas	Independent Member (Chair)

In Attendance:

Andrea Blayney	CHC
Carol Shillabeer	Chief Executive
Claire Madsen	Director of Therapies and Health Sciences
Hayley Thomas	Director of Planning and Performance
Jamie Merchant	Director of Primary, Community Care and Mental Health
Julie Rowles	Director of Workforce and Organisational Development
Marie Davies	Deputy Director of Nursing
Pete Hopgood	Director of Finance and IT
Rani Mallison	Board Secretary
Simon McLellan	Performance Manager

Observers:

Elizabeth Patterson	Corporate Governance Manager
Rhobert Lewis	Independent Member
Ronnie Alexander	Independent Member

Apologies for absence:

David Collington	Community Health Council
Mark Taylor	Independent Member
Rebecca Collier	Welsh Government
Vivienne Harpwood	Chair

Committee Support:

Holly McLellan	Senior Administrator / Personal Assistant to Board Secretary
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PTHB ANNUAL REPORT (DRAFT) AND END OF YEAR PERFORMANCE 2020/21

The Director of Planning and Performance presented the previously circulated paper prior to approval at PTHB Board on 10 June 2021 and submission to Welsh Government on 11 June 2021. The Performance section of the Annual Report provided information on Powys Teaching Health Board, its main objectives and strategies and the principle risks that it faces.

In response to the Covid-19 pandemic, the reporting requirements had been reviewed and streamlined whilst ensuring all regulatory matters were met and the report provided information to reflect the position of the NHS body within the community and provide public accountability.

There was no requirement to submit a performance analysis section, sustainability report or a separate Annual Quality Statement for 2020-21.

The main features of the report flowed from the Planning, Delivery and Performance Framework and demonstrate how the organisation had delivered against that framework and how the organisation adapted during the year to respond to the pandemic. The report showed the response through the year to the 4 harms and the establishment of the COVID-19 Gold Groups.

A Forward Look was provided which connected the Annual Report to the Draft Annual Plan for 2021/22. Highlights of individual and team achievements were included throughout the report.

The Committee CONSIDERED the report and PROVIDED FEEDBACK to inform the final development of its content, ahead of submission to Welsh Government as a draft on 07 May 2021.

INTEGRATED PERFORMANCE, 2021/22 A) PERFORMANCE REPORT, APRIL 2021

The Director of Planning and Performance presented the previously circulated paper which provided an update on changes to the NHS Delivery Framework 2020/21 and the latest performance position for Powys Teaching Health Board at Month 12, and a high-level overview of COVID, Test, Trace and Protect and mass vaccination performance. It continued to be an interim process as a result of the COVID-19 pandemic in the absence of the regular Integrated Performance Report.

The report contained a high-level summary of COVID-19 e.g. infection rates, mortality and vaccination progress. The Health Board's performance, set against the four aims. The measures included a dashboard which showed levels of compliance against the National Framework. Using that data, performance achievements were highlighted and challenges at a high level, as well as comparison to the All Wales performance benchmark.

Updates to the report included, the timeliness of the first section around the COVID-19 update. The 7-day case incidence rate was now 5.29 per 100,000 of the population. Only 7 new cases were reported in the last 7 days. Contact tracing continued to perform. For mass vaccinations, 93,133, more than 83% of the population had received their first dose. Just over 33% of the population had received their second dose. PTHB was on track to administer all first doses by 31 July 2021.

Work around planned care had been undertaken and the level of backlog was being dealt with. Work had been undertaken at pace with Welsh Government for the planned recovery of care. Waiting lists remained a significant issue, improvement discussion would be undertaken. One of the key actions was to ensure an improvement in compliance with personal development appraisals which would be tackled over the next few weeks.

The committee DISCUSSED and NOTED the report.

B) DRAFT ANNUAL PLAN MINIMUM DATA SET OVERVIEW

The Director of Planning and Performance presented the previously circulated paper which provided 16 individual work sheets covering all aspects of the Health Board, which included:

- Finance e.g. Revenue plan, income assumptions, capital, expenditure etc.
- Covid preparations e.g. TTP, vaccination, bed plans
- Workforce
- Screening activity – public health wales
- Core activity in both primary and secondary care.

With a focus on core activity, which is further subdivided by:

- Delivery of essential services in primary & community care
- Mental health
- Acute care – unscheduled care
- Elective care
- Outsourced activity – currently not applicable to PTHB
- Cancer care
- Diagnostics
- Ambulance – these have been set centrally by WAST

The Health Board submitted a draft for the time period April 2021 to March 2022, and would submit a final version in June 2021.

The committee DISCUSSED and NOTED the report.

FINANCIAL PERFORMANCE REPORT

The Director of Finance and IT presented the previously circulated paper which provided an overview of the 2020/21 Financial Position reflected in the completed draft Annual Accounts submitted to WG on 30 April 2021.

The final year end position was an underspend against PTHB's Annual Revenue and Capital Spending. To deliver a breakeven position was a great achievement. The draft of the report brought to the committee would be subject to the audit process.

Moving forward in 2021/22, performance would be monitored against the PTHB draft Financial Plan. Long term sustainability needed to be a focus. 2021/22 would be a challenging year, finances would need to be allocated in-line with the agreed plan.

The Committee NOTED the Revenue position, Capital Position and PSPP position.

COMMISSIONING ASSURANCE FRAMEWORK

The Director of Planning and Performance presented the previously circulated paper which highlighted providers in Special Measures or scored as Level 4 following the February 2021 PTHB Internal Commissioning Assurance Meeting (ICAM). At the time of the last meeting there were:

- 2 providers with services in Special Measures.
- 1 provider at Level 4.

The report also provided:

- A high-level summary of key issues in relation to the two providers with services in special measures.
- The current position in relation to Essential Services.
- Referral to treatment times (RTT) times.

The report picked up the impact of unannounced inspections at the Shrewsbury and Telford Trust. A deep dive session was organised for the Board to discuss arrangements with Shrewsbury and Telford NHS Hospitals Trust. PTHB continued to work with Cwm Taf Morgannwg University Health Board in relation to maternity services.

One issue around the CAF framework was the terms of existing block financial arrangements, Long Term Agreements needed to be signed off by 7 June 2021.

The Committee DISCUSSED and NOTED the report.

NURSE STAFFING LEVELS ACT REPORT

The Deputy Director of Nursing presented the previously circulated paper which provided Powys Teaching Health Board's compliance with Nurse Staffing Levels (Wales) Act 2016. The paper also provided commentary on the status of nurse staffing in NHS Trusts in England, commissioned by Powys Teaching Health Board but not directly subject to Welsh legalisation and identified the areas of proposed extension of the Act. Powys Teaching Health Board does

not have any section 25B wards (surgical and medical) and therefore was not currently mandated to report (under section 25E of the Act) against this requirement.

The Health Board had a commissioning responsibility to assure themselves that services which provided secondary care adults inpatient medical and surgical wards, did comply with the Nurse Staffing Act in Wales, and also that the requirements of Safe Staffing for trusts in England were met. The report set out the assurance from commissioned providers in meeting these requirements and in assuring general safety of patients resulting from adequate nurse staffing levels.

The Care Quality Commission had applied an inadequate rating to staffing within Shrewsbury and Telford NHS Trust. The NHS Improvement National Lead for Safer Staffing was supporting the trust with the work.

Nursing sensitive quality indicators were regularly reported to the Experience Quality and Safety Committee. Following interrogation of the incident reporting system the Performance and Resource Committee could take a reasonable assurance in relation to compliance with the Nurse Staffing levels (Wales) Act 2016 for commissioned services.

The Committee DISCUSSED the paper.

WORKFORCE HIGHLIGHT REPORT

The Director of Workforce and OD presented the previously circulated paper which provided an update on the Workforce data up until year end, 31 March 2021. The report focused on the generic workforce performance indicators of the Health Board and provided a year end position against those indicators.

The report provided an update on Powys Teaching Health Board's overall workforce performance, including data on statutory & mandatory training, PADRs, sickness absence, staff in post, turnover and volunteers. It provided a year end position across a range of workforce performance areas, identifying areas where performance would need a focused approach to ensure improved compliance against target over the next twelve months.

The Committee NOTED the paper.

HEALTH & SAFETY REPORT: HAND ARM VIBRATION AT WORK

The Director of Workforce and OD presented the previously circulated paper which provided assurance and overview in relation to the Health & Safety Executive (HSE) investigation to date, relating to compliance with the Control of Vibration at Work Regulations 2005 and the prevention of Hand Arm Vibration Syndrome (HAVS). An improvement Action Plan in response to HSE Improvement Notices formed part of the paper. PTHB had to comply with the actions in the plan by 30 April 2021. As part of the Improvement Notices,

some actions and interventions would require financial investment as identified within this report.

Further actions had been completed between the time of writing the report and the Performance and Resources Committee on 6 May 2021. During 2020, five employees in PTHB's Estates department were identified as displaying symptoms of Hand Arm Vibration Syndrome. This was due to exposure from the day to day use of vibratory tools and work equipment. PTHB's Occupational Health Consultant, confirmed a diagnosis of HAVS, which resulted in these cases being reported to the HSE under RIDDOR. One case was proceeding to a Civil claim against the organisation.

Following the RIDDOR submissions, HSE informed PTHB were commencing an investigation into how the organisation has complied with the 2005 Control of Vibration at Work regulations. Whilst the HSE continued their investigations, they issued a Notice of Contravention and two Improvement Notices on 2 March 2021, which identified material breaches of the regulations, which required compliance by 30 April 2021.

The detailed Action Plan sets out a methodical approach to ensuring PTHB are able to comply with the regulations and assess the risk of vibration exposure. The HSE would seek to serve a fee for the two current Improvement Notices which was anticipated in a range from £5k to in excess of £15k.

All actions detailed in the plan had been COMPLETED including mop up training. HSE had reported back positively in regards to the improvements made in April. A positive outcome was expected from the letter to be received from HSE. A significant amount of the issues were of a historical nature.

The Committee NOTED the paper.

ANY OTHER URGENT BUSINESS

No other urgent business was raised.