POWYS TEACHING HEALTH BOARD

CONFIRMED

MINUTES OF THE MEETING OF THE BOARD
HELD ON WEDNESDAY 23 NOVEMBER 2016, AT 9.30AM
BASIL WEBB, BRONLLYYS HOSPITAL

Present:

Vivienne Harpwood Chair (Chair of PTHB)
Carol Shillabeer Chief Executive
Melanie Davies Vice Chair (Chair of the Mental Health and Learning Disabilities Committee)
Mark Baird Independent Member (Chair of the Information Management, Technology & Governance Committee)
Sara Williams Independent Member
Trish Buchan Independent Member (Chair of the Workforce and OD Committee)
Matthew Dorrance Independent Member (Chair of the Finance, Planning and Performance Committee) (for part of the meeting)
Paul Dummer Independent Member
Roger Eagle Independent Member (Chair of the Patient Experience, Quality and Safety Committee)
Owen James Independent Member
Tony Thomas Independent Member (Chair of the Audit and Assurance Committee and the Charitable Funds Committee)
David Murphy Director of Therapies and Health Sciences
Julie Rowles Director of Workforce and OD
Hayley Thomas Director of Planning and Performance
Dr Catherine Woodward Director of Public Health

In Attendance:

Jayne Thornhill Acting Chief Officer (Powys Community Health Council)
Mandy Collins Board Secretary
Katrina Rowlands  Assistant Director of Nursing (for part of the meeting)  
Helen James  Head of Children’s Public Health Nursing (for part of the meeting)  
Sharon Fernandez  Health Visiting Lead and Paediatrics Services (for part of the meeting)  
Sophia Bird  Principle Public Health Specialist (for part of the meeting)  
Denise Vaughan  Assistant Commissioning Manager (for part of the meeting)  
Gillian Knight  Macmillan Chemotherapy Development Manager (for part of the meeting)  
Marion Baker  End of Life Care Lead (for part of the meeting)  
Clare Lines  Assistant Director Commissioning Development (for part of the meeting)  
Adrian Osborne  Assistant Director of Communications and Engagement (tweeting)  
Sarah Murphy  Corporate Governance Support Officer (minutes)  

**Observers:**  
There were two observers present: Helen Higgs, Internal Audit (for part of the meeting); and Chris Tudor-Smith, Welsh Government.

**Public Attendance:**  
There were no members of the public present.

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<tr>
<th>PTHB/16/119</th>
<th>WELCOME AND APOLOGIES FOR ABSENCE</th>
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<td>The Chair welcomed everyone to the meeting and noted that there was a quorum present.</td>
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<td>Apologies for absence were RECEIVED from Alan Lawrie, Director of Primary and Community Care, and Mental Health; Rhiannon Jones, Director of Nursing; Dr Stephen Edwards, Interim Medical Director; Veronica Jarman, Associate Member (Older People); Amanda Lewis, Associate Member, Strategic Director of People, Powys County Council; and Pam Hall, Associate Member from the Welsh Ambulance Services Trust.</td>
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<th>PTHB/16/120</th>
<th>DECLARATIONS OF INTEREST</th>
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<td>The Chair INVITED members to declare any interests in relation to the items on the meeting agenda. None were made.</td>
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| PTHB/16/121 | PATIENT EXPERIENCE STORY |
The Board viewed a video of Greta’s Story, an account by a patient of her experiences of perinatal depression and anxiety, as well as the support she received from the medical services. It highlighted the false belief that should a woman ask for help with the symptoms outlined in the story, she would run a risk of having her baby taken away from her. This is a significant fear of many mothers who experience perinatal depression and anxiety.

Sophia Bird, Principal Public Health Specialist, Helen James, Head of Children’s Public Health Nursing, and Sharon Fernandez, Health Visiting Lead and Paediatrics Services, elaborated on the provision of services and support now in place for women during pregnancy.

It was noted that the story gave a positive example of services coming together just in time to support the patient, which had been made possible by an injection of funding for perinatal services from Welsh Government. This had allowed for capacity to be built into the system, as well as significant work to make explicit pathways between primary care and mental health services. All of the work had been supported by a multi disciplinary team and the perinatal steering group.

[Katrina Rowlands, Assistant Director of Nursing, arrived]

The Board was advised that it was now the practice to keep the mother and baby together, and providing inpatient acute psychiatric support to women who needed it. It was noted that there were no longer any of these facilities in Wales, and the nearest unit was in Bristol.

The Board was advised of the significant impact perinatal depression and anxiety can have on the mother/baby relationship. The Board was informed of other strands of the work to provide more support for women experiencing perinatal depression and anxiety which included the establishment or expansion of pre and post natal groups.

The Board noted that there was a strong link with the Patient Experience Story and the Healthy Child Wales programme.

[Sophia Bird, Principal Public Health Specialist, and Sharon Fernandez, Health Visiting Lead and Paediatrics Services, left]
The minutes of the previous meeting held on the 28 September 2016 were RECEIVED and AGREED as being a true and accurate record.

MATTERS ARISING

There were no matters arising.

ACTION LOG

The Board RECEIVED and NOTED the action log. Further updates were provided as follows:

PTHB/16/98 REPORT OF THE CHIEF OFFICER OF THE COMMUNITY HEALTH COUNCIL

Hayley Thomas, Director of Planning & Performance, provided a further update on the current situation of the Fan Gorau unit. The Board was advised that following the unsuccessful recruitment drive, there were plans in place to activate a full engagement plan in relation to alternative models of care and of recovery after discussion with the CHC moving to formally consulting with the public. The Community Health Council (CHC) had been to two meetings on 10 and 14 November and were fully appraised and content with the level of engagement proposed by the health board. The Board was informed that the CHC were supportive of the health board’s decision to continue with the temporary closure of the unit for a further six months, whilst the health board worked through alternative service models as well as continued to pursue the current recruitment plans.

It was noted that there had been one concern raised thus far in relation to the temporary service provision.

The Board were also made aware that once the Aneurin Bevan University Health Board managed Mental Health services had been returned to Powys, it would allow the health board to view the mental health provision on a pan Powys basis, rather than just services in the north of the county.

PTHB/16/98 REPORT OF THE CHIEF OFFICER OF THE COMMUNITY HEALTH COUNCIL

Hayley Thomas, Director of Planning & Performance, advised the Board that a paper outlining proposals for the best future
service model had been developed by Aneurin Bevan University Health Board (ABUHB) for breast services, and was being discussed at their health board meeting on 23 November 2016. Once a decision had been taken by ABUHB, the health board would need to formally respond. It would be important to consider the pathways that the decision inferred.

The Board discussed the tripartite work that would need to take place between Cwm Taff University Health Board, ABUHB, and Powys Teaching Health Board (PTHB) in relation to the Specialist and Critical Care Centre (SCCC), and the impact this too would have on the pathways of care for patients needing to access breast services, as well as other clinical services that would be provided at the SCCC.

Trish Buchan, Independent Member, raised the concern that had been highlighted at the last Board Meeting which related to Breast Test Wales patients being sent to service providers which may not be the closest providers to the patient.

PTHB/16/108 BRIEFING REPORT: THE HEALTH OF VETERANS
The Board was advised that progress with this action was being made, however, there were some issues emerging that may need to be managed carefully.

PTHB/16/113 ANNUAL PLAN: PERFORMANCE REPORT - Q1
The Board was advised that this had been completed.

PTHB/16/67 PATIENT EXPERIENCE STORY
It was agreed that this action could be closed.

PTHB/16/85 REPORT OF THE DIRECTOR OF PLANNING & PERFORMANCE
Hayley Thomas, Director of Planning & Performance, advised the Board that a final Impact Assessment draft report for Powys was shortly to be taken through the Programme Board. It was noted that further work was required before it would be ready to be shared.

Coelbren Surgery: Brought in to the public Board Meeting from a Board In Committee brief
The Board was advised that there was further dialogue and consideration of alternative service models, and concerns remained in relation to the sustainability of the GP led Practice. It was noted that it had been made clear the impact of a potential closure would have on the Ystradgynlais Practice.
Jayne Thornhill, Acting Chief Officer of the Community Health Council (CHC), advised the Board that the CHC had held its last Radnorshire and Brecknock Local Committee Meeting in Ystradgynlais, where it was discussed that the local bus service to the Severn Sisters was potentially being withdrawn, which would put additional pressure on the GP services in the area.

It was AGREED that completed actions could be archived, and it was REQUESTED that the last action in relation to Coelbren Surgery have the history archived, although still remain an open action.

**Action: Committee Secretariat**

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<td><strong>CHAIR’S REPORT</strong></td>
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<td>The Board RECEIVED and NOTED the Chair’s Report, which provided updates in relation to:</td>
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| • Affixing the Common Seal  
The Board RATIFIED the addition to the Register of Sealings recorded since the Board last met. |
| • Key Meetings and Conferences, Event and Visits  
The Chair confirmed that since the last Board meeting she had attended meetings in relation to:  
  o Community Health Council  
  o Third Sector  
  o Integration  
  o Nursing and Midwifery Conference  
  o Powys Research Conference  
  o Annual General Meeting |
| • Staffing Matters  
  o *Staff Appointments*  
The Chair welcomed Eifion Williams as Interim Finance Director, and noted that Margy Fowler had been appointed as Locality General Manager (South Powys), and Sapna Lewis had joined the concerns/complaints team.  
  o *Independent Members’ Update* |
| The Chair highlighted the growing importance of the Research and Development role that PTHB could play in illumination and leading on rural health care issues. She stated that was aware that there were lots of innovative practices that were employed by the health board that needed to be evaluated, and expressed her desire that PTHB would become a powerhouse |
for research and development. It was noted that that there was an intention to consolidate the research and development, and innovation of services improvements, and that an update on progress of this would be provided in due course. It was requested that a session on research and development be added to the Board Development Programme.

**Action: Board Secretary**

The Board discussed the position of the Carewell and Mastermind Projects. It was noted that Carewell had been recognised and awarded the highest level in Europe with reference site status “aging well” and the health board were due to receive an award at a ceremony in Brussels later in the year. It was also noted that the Mastermind project was drawing to a conclusion, and there would be ceremony in Barcelona at the end of the financial year.

**PTHB/16/126 VICE CHAIR’S REPORT**

The Board RECEIVED and NOTED the Vice Chair’s report, which provided updates in relation to:

- Key Meetings and Conferences, Events and Visits
  The Vice Chair confirmed that since the last Board meeting she had attended meetings in relation to:
  - Health and Care Strategy Development Board
  - Regional Partnership Board
  - Corporate Parenting
  - Safeguarding committee
  - Powys Advocacy
  - Powys Research, Therapies and Health Science Conference
  - Women and Children’s Audit day
  - Primary Care Cluster
  - Bumps and Buggies
  - Ynys Y Plant

The Vice Chair recommended to all Independent Members to attend the next Women and Children’s Audit Day as observers to get a real feel for the work of the directorate. It was requested that an invitation was extended to all Independent Members.

**Action: Director of Nursing**

**PTHB/16/127 CHIEF EXECUTIVE’S REPORT**

The Board RECEIVED and NOTED the Chief Executive’s report,
which provided an update in relation to:

- **Key Meetings and Conferences**, including matters relating to:
  - Capital Investment
  - Primary Care Conference
  - NHS Collaborative Board
  - Car Parking at Brecon Hospital
  - Wye Valley Trust

- **Events/Visits**, specifically:
  - Research, Therapies and Health Scientist Conference
  - The Cabinet Secretary visit to the new birth centre at Llandrindod Wells Hospital, Brecon medical practice and Brecon War Memorial Hospital

- **Welsh Health Circulars**
The Board noted the information provided on Welsh Health Circulars (WHC).

- **Consultations**
The Board noted the information provided on recent consultations.

- **Staffing Matters**
  Carol Shillabeer, the Chief Executive, brought the Board up to date with recent Executive and Senior Manager appointments. This included:
  - **Medical Director**
    The Board were informed that Dr Karen Gully was due to commence 28 November 2016.
  - **Interim Director of Finance**
    Eifion Williams was welcomed to the Board in his capacity as Interim Finance Director.

**Action: Chief Executive**
- **Locality General Manager**
The Board was informed that Ms Margy Fowler had been appointed as Locality General Manager within the Directorate of Primary, Community and Mental Health.

- **Strategic Issues**
  - Performance Review
  - Parliamentary Review of Health and Social Care
The Board briefly discussed the Autumn Statement which had been issued 23 November 2016, and how this could impact on the health board. It was confirmed that once health funding allocations had been determined, bids would be put forward driven by the Health and Care Strategy. It was very much the intention of the health board to be in a position to give Welsh Government a 'wish list', and a further discussions would be held at upcoming Board Development Sessions. It was noted that the health board had numerous compliance issues to address, however, these would become part of wider environmental change plans, and align with bigger development schemes.

[Matthew Dorrance, Independent Member, arrived]

Carol Shillabeer, Chief Executive, thanked colleagues for their support during the Cabinet Minister’s visit to Powys, and explained that he had indicated his intention to visit the north of the county in early 2017.

PTHB/16/126 REPORT OF THE CHIEF OFFICER OF THE COMMUNITY HEALTH COUNCIL

Jayne Thornhill, Acting Chief Officer of the Community Health Council (CHC), advised the Board that she had been elected as Acting Chief Officer at the last full council meeting of the CHC, until the new Chief Officer was able to take up their post.

Jayne Thornhill briefed the Board that as part of the monitoring and scrutiny role of the CHC, the CHC had conducted several visits to wards within the county to make an assessment of, amongst other observations, the prevalence of social isolation. Reports of the findings from these visits would be forwarded to the health board when they were ready.

The Board was advised that:

- Clare Lines, Assistant Director Commissioning Development, had been invited to the Service Planning Meeting to present the Strategic Commissioning Framework;
- the meeting of the Brecon Car Park Group had been productive, and that Wayne Tannahill had been invited to present the timelines at the next Full Council Meeting on 14 December 2016;
- the CHC had become a regular presence at the Wye Valley Trust (WVT) Board Meetings, and were part of the Care Quality Commission and Hereford Clinical
Commissioning Group meetings; and
- the CHC were satisfied, as required to be by legislation, that to date, agreed engagement in relation to the FutureFit proposals had been sufficient to proceed to the next stage.

In response to a query by the Board in relation to Section 106 contributions from a housing developer towards the car park at Brecon hospital, it was confirmed that discussions were ongoing, and that design work and potential costs were being worked through.

**DIRECTOR OF PUBLIC HEALTH’S ANNUAL REPORT**

The Board RECEIVED the Annual Report for 2015/16 of the Director of Public Health, Dr Catherine Woodward. The Board’s attention was drawn to three areas of focus of the report: Early Years; Primary Care Clusters; and Cancer Incidence, Mortality and Survival.

Catherine Woodward stated that the report provided benchmarking data within Wales, however, it would be important to consider valid comparisons with a like population outside Wales. Members of the Board highlighted that historical work on Adult Mental Health Services had been conducted with Dumfries and Galloway, and that there was a current affiliation with Northumberland in relation to the similar rural and demographic population considerations. It was also agreed that the Rural Health Network was a key group to have input into and to learn from.

On discussing the paper, the Board noted that:
- the links into the Cancer Partnership Group was a good mechanism to take forward four of the six recommendations made by the report;
- there were also important links with the Health and Care Strategy;
- it was important that quality assurance was completely embedded in community arrangements; and
- in relation to deprivation and inequalities, the health board would be need to be more flexible in order to be able to target individuals, as they would not always be identified in area/geographical based assessment of deprivation and inequality.

The Board AGREED to support the six recommendations made in the report:
Recommendation 1
PTHB should continue to fully support the UNICEF “Baby Friendly” programme; the programme should be reported to the Patient Experience, Quality and Safety Subcommittee of the Board, as part of the established assurance arrangements for PTHB Maternity Services.

Recommendation 2
As part of its commissioning development programme, PTHB should ensure that assurance arrangements are established for the quality (including outcomes) of all maternity services commissioned from other NHS providers; arrangements should encompass Powys-specific intelligence.

Recommendation 3
The information and intelligence presented in Chapter 3 should be used to inform further primary care assessment and development in Powys.

Recommendation 4
The PTHB Cancer Steering Group should establish arrangements to ensure that it routinely considers all intelligence outputs from the Wales Cancer Intelligence and Surveillance Unit.

Recommendation 5
The trend in five year survival for oesophageal cancer in Powys should be re-assessed by the PTHB Cancer Steering Group as soon as the intelligence for the 2006-2010 cohort becomes available; further action should be agreed at that point.

Recommendation 6
While recognising the impact of relatively low numbers on the analyses in this report, the PTHB Cancer Steering Group should agree whether there is a case to complete a wider review of ovarian cancer pathways and outcomes in the local population.

PTHB/16/128  PTHB END OF LIFE ANNUAL REPORT 2015/16

Carol Shillabeer, Chief Executive presented the End of Life Annual Report for 2016.

It was noted that there were two separate Partnership Groups for End of Life and Cancer, and that the work of both of these groups was supported by a new senior leadership nurse role filled by Marion Baker. It was also noted that End of Life care had often been associated with cancer, however, the breadth
was expanding to include dementia and other terminal illnesses.

The Board discussed the provision of Usk House hospice care. It was noted that there was work underway to review the scope of referrals to get assurance of the breadth of referrals made.

The Board was advised that there was work underway on all Annual Reports and Plans to standardise the approach, now that the guidance from Welsh Government on National Delivery Plans had been revised. It was noted that it was a requirement for the Delivery Plans to be fully aligned to the Integrated Medium Term Plan.

In response to a query in relation the longevity of the Macmillan Nurse funding, Hayley Thomas, Director of Planning & Performance, confirmed that the funding was initially for three years, with a consideration required for future funding thereafter.

It was suggested and AGREED that future End of Life reports needed to include:
- services provided for children and young people; and
- implications on workforce.

**Action: Director of Primary & Community Care, and Mental Health**

It was noted that the actions highlighted in the Finance, Planning & Performance Committee had not been rectified prior to submission to the Board. It was REQUESTED that these amendments were made prior to submission to Welsh Government and publication on the PTHB website.

**Action: Director of Primary & Community Care, and Mental Health**

The Board acknowledged that the health board was in a better place in relation to End of Life care this year than last year, and recognised there was still much work to do.

The Board APPROVED the End of Life Care Annual Report for 2016, subject to the issues of presentation and accuracy identified above having been addressed.

[Helen James, Head of Children’s Public Health Nursing, left]
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<tr>
<th>Delivery Plan 2016-17.</th>
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<tr>
<td>On discussing the report, the Board noted that in response to the query in relation to targeting the population, this would be considered as part of the Health and Care Strategy and the Integrated Medium Term Plan refresh.</td>
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*Denise Vaughan, Assistant Commissioning Manager, Gillian Knight, Macmillan Chemotherapy Development Manager, and Marion Baker, End of Life Care Lead, arrived*

The Board further discussed the issue of health inequality, and it was confirmed that there was a need to hold a developmental session in relation to targeting on an inequalities basis.

It was noted that poor quality housing had a strong correlation with the highest prevalence of respiratory disease.

It was noted that the actions highlighted in the Finance, Planning & Performance Committee had not been rectified prior to submission to the Board. It was REQUESTED that these amendments were made prior to submission to Welsh Government and publication on the PTHB website.

**Action: Director of Primary & Community Care, and Mental Health**

The Board APPROVED the Respiratory Delivery Plan for 2016-17, subject to the issues of presentation and accuracy identified above having been addressed.

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<th>PTHB/16/130</th>
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<td>NEUROLOGICAL CONDITIONS ANNUAL REPORT &amp; DELIVERY PLAN REFRESH</td>
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<td>David Murphy, Director of Therapies and Health Sciences, introduced the report, stating that the points identified in the Finance, Planning and Performance Committee had been addressed.</td>
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The Board discussed the need for early intervention and prevention in relation to neurological conditions, as well as the importance of seeing services through the ‘whole systems’ prism. This was in particular reference to the threat of closure of Day Care Centres for older people. The Board noted that the costs associated with providing Day Care Centres could not be considered in just financial terms, as without services like these, there would be knock on impact on to other community services and resources. The Board was advised that detailed
financial mapping of such cases was yet to be completed, however, the health board was aware and constantly watching what partners and community supporters were doing when considering services provided by the health board.

The Board APPROVED the Neurological Conditions Annual Report and Delivery Plan Refresh.

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<tr>
<th>PTHB/16/131</th>
<th><strong>PTHB CANCER PARTNERSHIP GROUP ANNUAL REPORT 2015/16 AND FORWARD PLAN 2016/17</strong></th>
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<td>Vivienne Harpwood, Chair of the health board, and Hayley Thomas, Director of Planning &amp; Performance, welcomed Denise Vaughan, Assistant Commissioning Manager, Gillian Knight, Macmillan Chemotherapy Development Manager, and Marion Baker, End of Life Care Lead, who were members of the Cancer Partnership, to the Board Meeting.</td>
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<td>The Board received a presentation highlighting the pertinent points from the Annual Report and Forward Plan.</td>
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<td>The Board was advised that the Wales Cancer Network was now one organisation.</td>
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<td>Hayley Thomas acknowledged the Board’s earlier point about factoring services for children and young people in future reports, as well as the health board’s position in terms of provision of cancer services; that the health board was at the beginning of the journey of what could be provided by the health board.</td>
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<td>It was highlighted that cancer was a whole set of diseases that behaved in very different ways, and that although there were some commonalities for treatments, the pathways for each type of cancer were often very different. Therefore, to identify a single individual responsible for clinical leadership in this specialism was very challenging.</td>
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<td>The Board discussed the awareness of GPs for screening of cancer, noting that there were some red light symptoms, but also some very non-specific symptoms.</td>
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<td>The Board acknowledged that there had been some big steps forward made by the health board in terms of cancer care provision, particularly when compared with where the health board was last year. It was noted that the health board was in discussions with Velindre NHS Trust, Abertawe Bro Morgannwg</td>
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University Health Board, and Hywel Dda University Health Board in relation to transforming cancer care and opportunities to expand the types of services and treatments offered in Powys. It was confirmed that the work would be scoped over the next 12 to 18 months due to the complexity of the range of pathways involved.


[Denise Vaughan, Assistant Commissioning Manager, Gillian Knight, Macmillan Chemotherapy Development Manager, Marion Baker, End of Life Care Lead, and Helen Higgs, Head of Internal Audit, left]

**PTHB/16/132 SAFEGUARDING ANNUAL REPORT 2015/16**

Katrina Rowlands, Assistant Director of Nursing, presented the report, highlighting the report covered both adult and children’s safeguarding. She noted that the development of the safeguarding work programme had been a very positive step forward.

The report was welcomed by the Board. It was noted that the table on page 23 of the report was not clear in the presentation of the figures, and it was REQUESTED that this be reviewed. **Action: Director of Nursing**

The Board APPROVED the Safeguarding Annual Report 2015/16, subject to the issues of accuracy identified above having been addressed.

**PTHB/16/133 PUTTING THINGS RIGHT ANNUAL REPORT 2015/16**

Katrina Rowlands, Assistant Director of Nursing, presented the report, highlighting that the report focussed on the sharing of learning from events, not just complaints and concerns, and wider across the organisation.

The Board was informed that the Putting Things Right team had been strengthened recently by the arrival of the Putting Things Right Senior Manager, Sapna Lewis, and that the report was based on the work undertaken during the time when that key role was not filled. It was acknowledged that there was more work to do to take the team forward. It was noted that there was a very positive relationship between the health board staff and the Community Health Council complaints advocates.
The Board APPROVED the Putting Things Right Annual Report 2015/16.

[Clare Lines, Assistant Director Commissioning Development, arrived]

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<th>PTHB/16/134</th>
<th>HEALTH AND SAFETY ANNUAL REPORT 2015/16</th>
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<td>The Board RECEIVED the Health and Safety Annual Report 2015/16.</td>
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<td>It was noted that corporate health and safety needed specific focus to move it forward, although there had been some progress made in a number of areas. The Board was advised that there would be a focus on operationalising the health board policies around the organisation, and there was an intention to increase integrated working opportunities with Powys County Council, using their expertise and infrastructure.</td>
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<td>The Board was advised that David Murphy, Director of Therapies and Health Sciences, would provide Executive leadership for corporate health and safety going forward.</td>
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<td>The Board was reminded that the Workforce and Organisational Development Committee monitored the health and safety training aspects, which had been consolidated in the Electronic Staff Record.</td>
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<td>It was noted that the audit recommendations made had been acted upon.</td>
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<td>The Board APPROVED the Health and Safety Annual Report 2015/16.</td>
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<th>STRATEGIC COMMISSIONING FRAMEWORK</th>
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<td>Hayley Thomas, Director of Planning &amp; Performance, presented the Strategic Commissioning Framework.</td>
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<td>The Board welcomed the framework, and noted that risks, gaps and actions would be taken forward as part of the work to implement the framework.</td>
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<td>Hayley Thomas emphasised the amount of work that had gone into the development of the framework, stating that;</td>
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- it was a process involving the whole organisation;
- it had put the findings of the Frances report at the heart of the process for development;
- information from over 200 locations had been gathered to get an integrated Powys view; and
- the IMTP refresh would need to have the Strategic Commissioning Framework clearly articulated within it.

The Board was advised that there was going to be user friendly versions of the framework developed as the framework was implemented. It was acknowledged that the implementation of the framework was going to be a big challenge, and so it was the intention of the health board to break up the framework and target areas in order to achieve full implementation. Hayley Thomas confirmed that progress reports on the implementation would be reported through the Finance, Planning & Performance Committee.

The Board discussed the development work undertaken to improve the relationships between commissioner and provider. It was noted that there was still work to do to determine the quality of the data on performance, and, in some cases, access performance data, which was ongoing, and would be escalated if necessary. It was noted that the health board were taking a pragmatic approach, however, there was a minimum requirement of data provision they expected to be met.

It was stressed that patient experience information was also factored into the performance data collated on a provider.

The Board acknowledged that the framework had fundamental implications for the infrastructure of the organisation.

The Board was advised on the next steps, which were to hold development discussions and bring back a more detailed plan setting out priorities. It was noted that the Commissioning Development Programme would take this work forward.

Jayne Thornhill, Acting Chief Officer of the Community Health Council (CHC) offered to support the health board in the process of implementation in order to fulfil the CHC’s monitoring and scrutiny role. There was also a plea made by Trish Buchan, Independent Member (Third Sector), that wherever possible, work was jointly commissioned with Powys County Council in order to prevent duplication.

The Board APPROVED the Strategic Commissioning Framework.
**REPORTS OF THE CHAIRS OF THE COMMITTEES OF THE BOARD**

**Audit and Assurance Committee: Chairs Report**
The Board RECEIVED and NOTED the Audit and Assurance (A&A) Committee Chair’s summary of the key decisions and matters considered at the meeting that took place on 13 September 2016.

Tony Thomas, the Chair of the A&A Committee highlighted that the Committee had no issues or concerns in respect of the Charitable Funds Annual Report and Accounts. He also highlighted that the Committee did not feel it was appropriate to consider the Standing Orders in the absence of the health board’s Standing Financial Instructions and Scheme of Delegation. It was therefore the Committee’s decision to postpone the consideration of this report until January 2017.

**Executive Committee: Chair’s Report**
The Board RECEIVED and NOTED the Executive Committee (Execs) Chair’s summary of the key decisions and matters considered at the meetings that took place on 26 October and 9 November 2016.

**Finance, Planning and Performance Committee: Chairs Report**
The Board RECEIVED and NOTED the Finance, Planning and Performance (FP&P) Committee Chair’s summary of the key decisions and matters considered at the meeting that took place on 6 September 2016.

Matthew Dorrance, Chair of the FP&P Committee highlighted to the Board that in the absence of the Director of Therapies and Health Sciences, the Committee had been unable to consider fully the Neurological Conditions Annual Report 2015/16. However, on further discussion the DOTHS confirmed that FP&P recommendations had been communicated to him and took the group through all the requested changes and the report received Board approval. He also highlighted that the Committee had agreed to have the lead for Quality as a member of the Committee, and had extended the invitation to the next meetings.

**Information Management, Technology & Governance: Chair’s Report**
The Board RECEIVED and NOTED the Information Management,
Technology & Governance (IMT&G) Committee Chair’s summary of the key decisions and matters considered at the meeting that took place on 18 October 2016

Mark Baird, Chair of the IMT&G Committee highlighted that the Committee was assured that the information management, technology and governance aspects of the Welsh Community Care Information System (WCCIS) implementation were being addressed. The Board noted that in order to reap the full benefits of WCCIS, there would be a need to change some working practices. The Board were assured that the calibre of staff working on the WCCIS Programme Board were high, in particular since a senior clinician from the health board had joined the team. The Board was advised that there were still a number of information governance matters that required closing down prior to the system going live.

Mental Health & Learning Disabilities: Chair’s Report
The Board RECEIVED and NOTED the Mental Health & Learning Disabilities (MH&LD) Committee Chair’s summary of the key decisions and matters considered at the meeting that took place on 20 September 2016.

Mel Davies, Chair of the MH&LD Committee highlighted that there was a delay in the full transfer of the management of the Adult Mental Health Services. She also advised the Board that the Committee were monitoring the situation of the Fan Gorau unit, and were awaiting the outcome of the Deprivation of Liberties update from the Law Commission.

Patient Experience, Quality & Safety: Chair’s Report
The Board RECEIVED and NOTED the Patient Experience, Quality & Safety (PEQ&S) Committee Chair’s summary of the key decisions and matters considered at the meeting that took place on 22 September 2016.

Trish Buchan, Vice Chair of the PEQ&S Committee raised the following items:

- Safeguarding had improved its assurance position;
- Pressure Ulcer Management had increased assurance arrangements;
- Putting Things Right management had made good progress despite resource challenges; and
- the Mortality review process had improved.

Workforce and OD Committee: Chair’s Report
The Board RECEIVED and NOTED the Workforce and OD
Committee (W&OD) Chair’s summary of the key decisions and matters considered at the meeting that took place on 11 October 2016.

Trish Buchan, the Chair of the W&OD Committee positively highlighted the work seen through the Committee in respect of the following:
- the uptake of the staff survey;
- the progress that was being made in relation to agreeing the governance arrangements to support integration but not all issues had been mutually resolved as yet; and
- the older people’s integration service model.

She also drew the Board’s attention to several items discussed at the July meeting of the Committee, explained more fully in the minutes attached, over which the members of the Committee had some concern. These were the following:
- the present and future medical workforce risks;
- the Social Media Strategy and its part in the wider Communications Strategy; and
- the focus on the cost of use of bank and agency staff being too narrow.

The minutes of all of the Committees attached to their respective Chair’s reports were RATIFIED by the Board.

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<thead>
<tr>
<th>PTHB/16/137</th>
<th>SUMMARY OF BOARD JOINT COMMITTEE ACTIVITY</th>
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<tbody>
<tr>
<td>The Board were provided with oral updates of recent Joint Committee activity, specifically:</td>
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**Emergency Ambulance Services Committee (EASC)**
The Board RECEIVED and NOTED the Chair’s Report from the EASC meeting held on 27 September 2016, and that the Committee had met again on 22 November 2016.

Carol Shillabeer, Chief Executive, stated she would include a summary report of year one of the Emergency Medical Retrieval Transport Service (EMRTS) with the next report to Board.

**Action: Chief Executive**

**NHS Wales Shared Services Partnership Committee (NWSSP)**
The Board RECEIVED and NOTED the minutes from the 17 May 2016 meeting of NWSSP, and the Chair’s Report from the NWSSP meeting held on 20 September 2016.

**Welsh Health Specialised Services Committee (WHSSC)**
The Board was advised that the Committee had met on 22 November 2016, that there had been a change in leadership at WHSSC, and that the health board was awaiting the Integrated Commissioning Plan from WHSSC.

Joint Partnership Board (JPB)
The Board was advised that the JPB had met on 7 November 2016, and that Owen James, Roger Eagle and Vivienne Harwood, Independent Members of the Board, had attended the meeting.

It was requested that the minutes from the meeting held on 19 September 2016 were circulated.

**Action: Board Secretary**

It was noted that at the meeting scheduled for 5 December 2016, the JPB was due to consider the options and criteria for further integration of services.

**PTHB/16/138**

**FINANCIAL PERFORMANCE REPORT MONTH 7 (OCTOBER) 2016/17**

Eifion Williams, Interim Director of Finance, presented the financial performance report of the health board for month 7.

Eifion Williams briefed the Board that the health board was reporting a balanced position at the end of month 7 as well as forecasting a balanced position at year end. He stated that there were only two health boards reporting this position in Wales, Powys being one of them, and that reporting a balanced position allowed the health board to focus on financial planning for the year ahead. The Board was made aware that, at present, there was an cumulative overspend in NHS Wales of £160m.

The Board noted that there were financial pressures to achieving the forecasted position, which were:
- an estimated additional spend on commissioned services of some £4.200M;
- a forecast overspend on Continuing NHS Healthcare of £0.400M; and
- a forecast overspend on provider and Primary care services of £0.200M.

Eifion Williams stated that these pressures were offset by:
- utilisation of the contingencies included within the health board Financial Plan to cover forecast commissioning cost
| Pressures (£1.600M);  
| requested performance funding from Welsh Government in relation to improving Referral to Treatment (RTT) performance (£2.000M);  
| the use of non recurring income (£0.150M);  
| salary and other costs to be covered by capital allocation (£0.150M); and  
| other sources including accountancy gains (£0.900M). |

It was noted that the request of performance funding from Welsh Government presented its own risk in that all health boards applied at the same time. It was therefore important the health board put forward a strong, evidence-based case.

There are a limited number of risks which could further affect the achievement of this breakeven year end forecast faced by the health board highlighted to the Board as follows:

- costs arising from use of agency staffing;
- cost of Mental health services transferred back to the health board;
- achievement of savings in-year and on a recurrent basis; and

Eifion Williams assured the Board that the health board would continue to take actions to minimise their impact.

The Board discussed the likelihood of a loss of allocated funding by Welsh Government if the health board forecasted a breakeven position. Members of the Board were assured that this was not likely, and that Welsh Government recognised the health board was playing their part fiscally and by having an approved Integrated Medium Term Plan, by opening other doors that would otherwise be difficult to access, such as through the release of capital funding.

The Board RECEIVED and NOTED the financial performance report of month 7.

**PRESENTATION FROM ACTION ON HEARING LOSS CYMRU**

Vivienne Harpwood, Chair of the Board, welcomed Ceri Jackson from the Royal National Institute for the Blind (RNIB) Cymru, and Richard Williams from Action on Hearing Loss Cymru, who were attending the Board meeting to increase awareness of the “It Makes Sense” campaign, and to seek the Board’s explicit support of the campaign.
The Board were provided with a background brief to the campaign, and were asked to consider three questions to use when carrying out visits to health board premises and services, which were:

- Survey three areas heavily used by older people and take in the views of patients;
- Do your IT systems capture people’s communication needs; and
- Are staff given the right support? Is training in place to help them support people with sensory loss?

The Board discussed some of the work that had been undertaken to address the communication challenges faced by patients with sensory loss in other health boards, and it was AGREED that good practice guidance could be included as prompts on the 15 Step Walkrounds that were conducted by members of the Board on an annual basis.

**Action: Director of Nursing**

It was noted that addressing the communication needs of patients was not just about training, it needed to be looked at holistically and embedded in the culture of the organisation for both the staff and the built environment.

It was noted that there was an event in December in Newtown engaging with expert patients to develop solutions with the health board may wish to be part of.

The Chair, on behalf of the Board, gave the health board’s support to the campaign.

**ANNUAL PLAN Q2 REVIEW & INTEGRATED PERFORMANCE REPORT**

The Board RECEIVED and NOTED the Annual Plan Quarter Two Review and the associated Integrated Performance Report.

Hayley Thomas, Director of Planning and Performance highlighted three areas at risk of not being delivered by year end, as follows:

- 2.d. Successfully manage the transition of Adult Mental Health services to PTHB;
- 10.a. Develop a plan to evaluate integration options for large scale integration of health and social care; and
- 12.d. Develop workforce capacity to ensure robust sustainable services focusing on recruitment and
Hayley Thomas acknowledged that there was a number of updates missing from the report, however, she provided verbal assurance that the necessary progress was being made, and stated that the next report to Board would be full and comprehensive.

The Board discussed the recent meeting of the Joint Executive Teams (JET) at Welsh Government held in October. It was AGREED that the letter to the health board from Andrew Goodhall, Chief Executive of NHS Wales, following the JET meeting would be circulated to members of the Board.

**Action: Chief Executive**

**REPORT FROM THE FUTUREFIT PROGRAMME**

Hayley Thomas, Director of Planning and Performance provided an oral update on the position of the FutureFit programme. She stated that the health board was expecting a formal decision on the options for appraisal, however, it had not been possible to make a recommendation at the meeting held earlier in October, and it was hoped that following further work undertaken by the FutureFit team, a recommendation to the Clinical Commissioning Groups to take the decision, could be made at the meeting scheduled for 30 November 2016. It was noted that the delay was in relation to outstanding issues identified by a partner on the board integrated impact assessment has been reviewed through the lens programme of Powys.

It was REQUESTED that a briefing note on the outcome of the 30 November meeting was sent to Independent Members.

**Action: Director of Planning & Performance**

Hayley Thomas emphasised the need to encourage the public to engage in any formal consultation which would be the likely action to follow a decision.

Jayne Thornhill, Acting Chief Officer of the Community Health Council (CHC) confirmed that the CHC was satisfied with the process in relation to consultation and engagement had been followed to date.

It was noted that there would be a need to align but differentiate the potential consultation on FutureFit with the work underway in relation to Fan Gorau, and the wider overarching Health and Care Strategy.
It was confirmed that following the meeting scheduled for 30 November, there would be clear key messages to share with the public produced, and that any consultation events going forward would be jointly led by the health board and FutureFit staff as the shift from engagement to formal consultation took place.

### PTHB/16/142 ITEMS FOR INFORMATION

The Board RECEIVED and NOTED the following item for information:

- Financial Performance Report Month 6 (September) 2016/17
- Welsh Language Standards Consultation: Powys Teaching Health Board Response

Mandy Collins, Board Secretary, thanked colleagues for their input into the consultation response. Members of the Board discussed the challenges in delivering the Welsh Language Standards requirements, in particular when cross border care was necessary. It was acknowledged that providing services for patient with a first language choice of Welsh was similar to providing services for patient with sensory loss – that it was about determining the medium required to communicate with the patient and ensuring provision was made in this medium. It was also acknowledged that this may involve looking at the referral pathways in order to give the individual their preferred choice.

It was noted that the Welsh Language Standards and guidance had negated the need for a Welsh Language Strategy, and the Annual Programme of Board Business would be updated to reflect this.

### PTHB/16/143 ANNUAL PROGRAMME OF BOARD BUSINESS

The Board RECEIVED and NOTED the Annual Programme of Board Business.

### PTHB/16/144 ANY OTHER URGENT BUSINESS

There were no items raised here.

### PTHB/16/145 DATE AND TIME OF NEXT MEETING

It was confirmed that the next meeting of the Board was