



### Local Partnership Forum

### Minutes of the meeting held on 9<sup>th</sup> July 2019 in the Board Room, Preswylfa,

#### Present

Ms Kerry Macdonald (KM)	UNISON - Chair
Mr Gary Doherty (GD)	BCUHB – Chief Executive
Mrs Sue Green (SG)	BCUHB – Executive Director of Workforce & Organisational Development (OD)
Mrs Sally Baxter (SB)	BCUHB – Assistant Director for Health Strategy Planning
Mr Peter Bohan (PB)	BCUHB - Associate Director Of Health, Safety & Equality
Ms Lesley Hall (LH)	BCUHB - Assistant Director, Workforce & OD
Mr Stuart Harmes (StH)	BCUHB – Assistant Area Director, Therapy & Health Sciences (West)
Ms Sue Hill (SuH)	BCUHB – Interim Finance Director
Ms Jennifer Jones (JJ)	BCUHB - Head of Secondary Care Office
Ms Kath Jones (KJ)	Royal College of Midwives
Ms Mary King (MK)	Unite Union
Ms Viv Nelson (VN)	UNISON
Ms Jill Newman (JN)	BCUHB - Director of Performance
Mr William Nichols (WN)	Royal College of Nursing
Mr Richard Oldfield (RO)	UNISON
Mr Michael Openshaw (MO)	UNISON NWH Health & Safety Officer
Ms Sian Pugh Davies (SPD)	Royal College of Midwives
Mr Richard Tanswell (RiT)	UNISON
Ms Christine Tanski (CT)	UNISON
Mr Rod Taylor (RoT)	BCUHB – Estates and Facilities
Mr Stuart Whittaker (SW)	Unite Union
Mr Tim Wood (TW)	Royal College of Midwives

#### In attendance

Mr Michael Townson (MT)	BCUHB - Senior Equalities Manager
Mrs F Lewis (FL)	For minute taking

Agenda Item	Action By
<p><b>L19/44 Apologies for Absence</b></p> <p><b>L19/44.1</b> Apologies were received from John Darlington, Gill Harris, Lynne Joannou, Ffion Johnstone, David Barber, Lawrence Osgood, Richard Heyes, Jackie Hughes, Sue Williams, Kate Parry and Cath Jones.</p>	

<p><b>L19/45 Minutes of the previous meeting held on 25/4/19 and Summary Action Plan</b></p> <p><b>L19/45.1</b> The draft minutes were approved as an accurate record and updates were provided to the action log.</p>	
<p><b>L19/46 Update on Special Measure</b></p> <p><b>L19/46.1</b> Mr G Doherty reported that much regarding Special Measures would be covered later in the meeting. Monthly reports continue to be made to Welsh Government but there were no new issues.</p>	
<p><b>L19/47 Finance update, Month 2.</b></p> <p><b>L19/47.1</b> Ms S Hill presented the report showing that there was a year to date actual deficit of £7.5m, £1.7m over the planned £5.8m. There was a £2.6m savings to date over the year. The plan for Month 2 was £2.9m deficit but the actual position was £3.7m (£0.8m higher than planned), due in part to an overspend of £0.6m for CHC over the year to date.</p> <p><b>L19/47.2</b> The savings analysis review undertaken by Price Waterhouse Cooper is complete and will be presented to the Health Board in July.</p> <p><b>L19/47.3</b> Mrs S Green informed the Forum that Turnaround has been amended to Improvement and Delivery Management and now falls under her remit. She intends to make sure that patients are at the heart of what BCUHB does.</p>	
<p><b>L19/49. Health and Safety Workshop.</b></p> <p><b>L19/49.1</b> A workshop took place on the development of Health and Safety for BCUHB. Mr P Bohan introduced himself as Associate Director Of Health, Safety &amp; Equality and explained that since joining the Health Board seven weeks earlier, he had carried out 45 inspections across the Health Board and there were still more to be done. He presented the new 3 Year Improvement Plan and facilitated group work to address key questions around the assessment of the improvement plan to identify omissions and opportunities.</p> <p><b>L19/49.2</b> The members were split into four groups, each group being handed a draft of the 3 year Improvement Plan with a list of questions. Each group was asked to discuss amongst themselves and make suggestions. The following points were raised:</p> <ul style="list-style-type: none"> <li>• All members agreed with the vision, but felt that it needed to be more succinct, clarified and with a simple 'strap-line'.</li> <li>• That when basics are right, problems can be solved quickly.</li> <li>• A security review of violence and aggression shown towards BCUHB staff is required.</li> <li>• More standardisation, training and competency checks required.</li> <li>• Clearer escalation routes to be outlined</li> </ul>	

<ul style="list-style-type: none"> <li>• More face to face engagement required with local teams, to identify what needs to be done and who is going to do it.</li> <li>• Where wards are good at health and safety, there are fewer incidences of sickness.</li> <li>• Better sign-posting on the intranet required around training, staffing levels and leadership programmes.</li> <li>• Better feedback required to Occupational Health, with ‘never events’ being a collective responsibility.</li> <li>• More understanding of KPIs required.</li> <li>• Staff need to be shown that the Health Board cares for their safety.</li> <li>• Recent Health and Safety improvements have being recognised in the last six months.</li> <li>• More robust reporting required with staff confidence to be improved when issues raised on Datix. It was noted that staff often feel that once an issue is reported on Datix, there is no requirement to solve the problem themselves. Health and Safety must be more involved and Datix should work better for them.</li> <li>• There is a need to increase the visibility of Health and Safety teams – possibly requiring a representative in each department? They must have a voice – with the possibility that Health and Safety should be a standard agenda item.</li> <li>• Training to be improved.</li> <li>• KPIs for falls and near misses need to be improved.</li> </ul> <p><b>L19/49.3</b> When asked what themes were arising from the inspections already undertaken, Mr P Bohan described issues that were being identified and stated that Policies and Standard Operation Procedures should be made more reasonable and achievable with a clear objective laid out.</p> <p><b>L19/49.4</b> It was agreed that for at least the next twelve months, copies of the Health and Safety Group minutes should be brought to the LPF.</p> <p><i>[13:40. Sally Baxter joined the meeting]</i></p>	<p><b>PB</b></p>
<p><b>L19/50 Job Evaluation Team Report – verbal update by Ms L Hall</b></p> <p><b>L19/50.1</b> Ms L Hall advised that it was a good news story but with more work to be done. Ongoing work in relation to job descriptions was proving to be very well received and the ultimate aim is for fewer job matching to be required. The work is on-going, with more block release panels, improvements in more generic job descriptions, continual monitoring of demand of work to enable planning required but the feeling was that very good work is being done.</p>	
<p><b>L19/51 Workforce Partnership Group – verbal update by Ms L Hall</b></p> <p><b>L19/51.1</b> Ms L Hall confirmed that a great deal of work has already been done streamlining policies and that training sessions for Trade Unions and Workforce</p>	

<p>have taken place. There has also been a review of the organisational change process.</p> <p><i>[14:45 Mrs D Read joined the meeting]</i></p>	
<p><b>L19/48 Annual Quality Statement</b></p> <p><b>L19/48.1</b> Mrs D Read confirmed that a great deal of good work has been done listing:</p> <ul style="list-style-type: none"> <li>• The All Wales Group meeting in September is to decide the way forward.</li> <li>• Celebrations of success with the Staff Awards</li> <li>• Very positive feedback</li> </ul> <p><b>L19/48.2</b> Various ideas for improvements were voiced by Mrs D Read:</p> <ul style="list-style-type: none"> <li>• The good news in the report needs to be better shared with the public.</li> <li>• BCUHB should celebrate publicly the list of national and international awards we have received.</li> <li>• That the report should be more readable for the public with a link to the Board</li> </ul>	
<p><b>L19/54 Issues for Discussion raised by Trade Union representatives.</b></p> <p><b>L19/54.1</b> The question of whether the Annual Leave Policy is to be reviewed was raised as it was felt that there was no consistency regarding applications and Mrs S Green confirmed that there was not to be an organisational review but that there will be fair and reasonable discussions where issues arise.</p>	
<p><b>L19/53 Refreshing our Services Strategy – Presentation by Mrs S Baxter</b></p> <p><b>L19/53.1</b> Mrs S Baxter tabled her report and there were no questions.</p>	
<p><b>L19/55 Integrated Quality and Performance Report.</b></p> <p><b>L19/55.1</b> Ms J Newman tabled her report describing the expectations in developing the programme of work. The following points</p> <ul style="list-style-type: none"> <li>• This year, of the 46 measures within the report the Health Board has improved in performance against 22, remained static for 5 and got worse for 19, an overall worse position compared to the last report in January 2019.</li> <li>• The Health Board is the best performing in Wales with regards to certain sectors, with most concern regarding unscheduled care performance / planned and unscheduled care.</li> <li>• There is a drive for improvement in how to deliver quality care efficiently.</li> <li>• There is a good commitment from Welsh Government in helping reduce the longest waits in orthopaedics.</li> <li>• Therapies shows continued improvement.</li> <li>• The Health Board is increasing capabilities in bowel cancer screening.</li> <li>• New indicators currently being brought in for Ophthalmology, looking at clinical risk factors</li> <li>• Regarding staffing, the Health Board is looking at how to get the best use of its own staff, including bank staff, but the trajectory is showing improvements.</li> </ul>	

<ul style="list-style-type: none"> <li>• Regarding concerns, it was agreed that we are still not responding rapidly enough.</li> <li>• The report showed that regarding Sepsis, the Health Board is 100% compliant for in-patients but work must be done in ED with our current figures at 51% where the national standard at 68%.</li> </ul> <p><b>L19/55.2</b> A discussion took place concerning the problems with ESR with some staff not having access to computers.</p>	
<p><b>L19/52 Engagement on the Draft Strategic Equality Objectives</b></p> <p><b>L19/52.1</b> Mr M Townson presented the draft report which is published every four years and due to be re-published 31/3/20 and consequently the plan is currently being developed. In order to do this, Mr Townson described the need to be focussed in a national context using national evidence in order to develop equality objectives; along with the need to approach a range of stakeholders for their input.</p>	
<p><b>L19/56 Summary of Information to include within the LPF's Chair's Assurance report to the Health Board.</b></p> <p><b>L19/56.1</b> To be agreed outside the meeting.</p>	
<p><b>L19/57 Any Other Business</b></p> <p><b>L19/57.1</b> None raised.</p>	
<p><b>L19/58 Date of Next Meeting</b></p> <p>Tuesday, 8<sup>th</sup> October, 1pm, John Platt Room, Bryn y Neuadd.</p>	