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Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

WELSH AMBULANCE SERVICES NHS TRUST

CONFIRMED MINUTES OF THE OPEN MEETING OF THE ACADEMIC PARTNERSHIP COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 8 MARCH 2022 VIA TEAMS

PRESENT :

Kevin Davies Non Executive Director and Chair
Paul Hollard Non Executive Director

IN ATTENDANCE :

Andrew Challenger Assistant Director, Professional Education & Training
Estelle Hitchon Director of Partnerships and Engagement (Part)
Caroline Jones Corporate Governance Officer
Trish Mills Board Secretary

APOLOGIES

Duncan Robertson Assistant Director of Research, Audit & Service Improvement
Martin Turner Non Executive Director
Claire Vaughan Director of Workforce and OD

01/22 WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

02/22 DECLARATIONS OF INTEREST

The standing declaration of interest of Professor Kevin Davies being an independent Trustee of St John Ambulance Cymru was recorded.

03/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9 December 2021 were approved as a correct record.

04/22 ACTION LOG

03/21a TU representation – The Board Secretary updated members on the discussions that were taking place to secure TU partner membership to the Committee. The terms of reference had been updated recently as part of a wider committee review, with up to two seats available to TU partners at the Committee. A membership matrix following a similar review of all committees, would be presented to Trust Board later in the month.

03/21b HE/FE apprenticeship models – The Assistant Director, Professional Education & Training explained the differences in process for Wales compared to England in securing apprenticeship places and funding. Discussions that had been held recently with Neath Port Talbot indicated that the same level of funding, as had been provided in previous years, would not be available going forward. The contract which was due to expire in 2025 would allow the Trust valuable time to work with HEIW to look at possibilities for the future, whereby HEIW could possibly become the NHS partner.

It was recognised that entry requirements for paramedicine courses had been realigned. The Trust continued to engage with Swansea University for EMT staff to undertake the conversion course, for those not wishing to do a degree full time.

He referenced his Apprenticeship Status Update report, which once revised with latest developments, would be brought to the next meeting of the Committee.

11/21 Follow up letter to Chief Executive of Universities Wales –The Director of Partnerships and Engagement confirmed to members that following the meeting with Ben Arnold, it was for him to host internal discussions, engage with his colleagues and feed back to the Trust. The Director agreed to approach him again for a progress update and was hoping to suggest a further meeting to discuss how the Trust envisaged engaging with a University of Wales representative at Committee level, to represent all universities of Wales.

19/21 – University Trust Status Update was discussed as an agenda item.

RESOLVED: That

**1) a paper on Apprenticeship Status be brought to the next meeting; and
2) the Director of Partnerships and Engagement approach Ben Arnold for a progress update.**

05/22 UNIVERSITY TRUST STATUS UPDATE

The Director of Partnerships and Engagement informed the Committee that a decision had still not been formally received by the Trust on University Trust Status. The legislative position is that NHS Wales Health Bodies who have gained University Trust Status must have a statutory independent member on the Board who is aligned to their partner university. This is due to 'significant teaching commitments' with their partner university. A submission will be made to the Welsh Government panel to explain that WAST does not intend to have a singular relationship with a university, and will invite multiple academic partners to work with us. In addition, WAST does not have as part of its submission a 'significant teaching commitment' which would trigger the requirement for an independent member on the Board from a partner university. .

RESOLVED: That the Director confirm in a letter to Welsh Government the Trust's position relating to the alignment of a Non Executive Director to a specific university in Wales.

06/22 COMMITTEE EFFECTIVENESS REVIEW

The Board Secretary confirmed that the Trust's Standing Orders and Committee Terms of Reference require that Board Committees evaluate their effectiveness annually and prepare an annual report to the Trust Board.

The Terms of Reference were reviewed to ensure all matters within the remit of the Committee were clear and that these were articulated with the strategic, oversight and scrutiny role of the Committee in mind.

The duties of the Committee as set out in the report were agreed, allowing for flexibility to acknowledge the journey the Committee was on and its evolution as opportunities developed.

Membership had also been amended to include the Director of Paramedicine together with the Assistant Director for Quality and Nursing.

Members discussed the need to strengthen the wording within the purpose to reflect that opportunities were for all Trust staff and not only those in a clinical role, recognising that this Committee operated in a slightly different way to other committees and that the Terms of Reference would need to reflect the position.

The Board Secretary went on to explain how the feedback from the questionnaire had highlighted a good focus on academia and collaboration. With three priorities highlighted as part of the Trust's submission for University Trust Status, it was agreed that these would remain the priorities for the Committee to focus on throughout the coming year.

The Board Secretary agreed to prepare the annual report for members to be sighted on, prior to its submission to chair's working group at the beginning of April.

RESOLVED: That

- 1) the terms of reference were approved, subject to the amendments set out above to supplement both the purpose and paragraph 3.6;**
- 2) the actions raised in the questionnaire were confirmed;**
- 3) the priorities for 2022/23 were agreed; and**
- 4) the annual report to be prepared by the Board Secretary and circulated to members.**

07/22 TRUST PRIORITIES ALIGNED WITH IMTP

The Director of Partnerships and Engagement confirmed that the three priorities identified as part of the Trust's submission for university status and also for the Committee to focus on over year ahead, were already contained within the Integrated Medium Term Plan (IMTP). She was working with colleagues from the Strategy, Planning and Performance directorate to determine the best architecture and flow of these priorities within the document.

Members discussed how updates on the delivery of the priorities would be monitored. It was agreed that the priorities would be tracked by a primary committee, and that a mapping exercise would be undertaken to monitor the success, noting the journey and the progress of each priority.

The matrix would be key in evidencing the progress of the priorities to Welsh Government should University Trust Status be granted.

RESOLVED: That a mapping exercise of the three priority areas, to enable the Committee to monitor the success of these, be carried out.

08/22 KEY MESSAGES FOR BOARD

- 1)The Trust's application on University Trust Status had not yet been determined and the Board would be updated at its next meeting.
- 2) A wholesale review of the Terms of Reference had been undertaken.
- 3) A mapping exercise of the three priority areas to enable the Committee to monitor the success of these be carried out.
- 4) The three priorities were included within the IMTP.

09/22 ANY OTHER BUSINESS

It was agreed that the meeting scheduled for April was still required, to ensure the cycle of business remained aligned.

25/21 DATE OF NEXT MEETING:

26 April 2022