

**CONFIRMED MINUTES OF THE OPEN MEETING OF THE WELSH AMBULANCE SERVICES NHS TRUST BOARD, HELD on THURSDAY 28 JANUARY 2021**  
**Meeting Conducted via Zoom**

**PRESENT:**

Martin Woodford	Chair of the Board
Jason Killens	Chief Executive
Lee Brooks	Director of Operations (Part)
Craig Brown	Trade Union Partner
Keith Cox	Board Secretary
Emrys Davies	Non Executive Director
Professor Kevin Davies	Non Executive Director
Bethan Evans	Non Executive Director
Andy Haywood	Director of Digital Services
Estelle Hitchon	Director of Partnerships and Engagement
Paul Hollard	Non Executive Director
Nathan Holman	Trade Union Partner
Dr Brendan Lloyd	Medical Director
Rachel Marsh	Director of Planning and Performance
Claire Roche	Executive Director of Quality and Nursing
Joga Singh	Non Executive Director
Andy Swinburn	Associate Director of Paramedicine
Chris Turley	Director of Finance and Corporate Resources
Martin Turner	Non Executive Director
Claire Vaughan	Director of Workforce & OD

**IN ATTENDANCE**

Baptiste Fesselet	Communications Officer
Fflur Jones	Audit Wales
Dr Catherine Goodwin	Organisational Culture and Workplace Wellbeing Lead
Leanne Hawker	Partners in Healthcare Lead
Lois Hough	Head of Communications
Steve Owen	Corporate Governance Officer
Darren Panniers	Area Operational Manager
Jeff Prescott	Corporate Governance Officer
Rachel Watling	Head of Communications
Alun Williams	
Andrew Challenger	Senior Education and development Lead
Caroline Lewis	
Dave Mackie	
Fatehullah Tahir	

Gareth Thomas	Patient Experience and Community Involvement Team
Glyn Thomas	
Gwyn John	
Kevin Webb	Head of Clinical Effectiveness
Kim Tovey	Senior OD Manager
Malcom Latham	Community Health Council
Martin O'Connor	CCC Clinician
Melanie O'Connor	
Navin Kalia	Deputy Director of Finance and Corporate Services
Richard Teulon	
Shalini Sharma	Interim Commissioning and Performance Manager
Steve Upcott	Staff Officer
Dean Messer	Paramedic
Aled Davies	Paramedic

### **BSL Interpreter**

Kate Shaw (Part)

Prior to the start of the meeting, the Chair asked that a moment's silence be observed as a mark of respect to reflect on the sad passing of colleague Paul Teasdale. Paul joined the ambulance service in 2012 following a distinguished career in the South Wales Fire and Rescue Service. When he initially joined he was based in Hawthorn and latterly had been a call handler for the Non Emergency Transport Service based in Cwmbran. He was a much loved member of the Trust and will be sorely missed by all colleagues.

## **01/21 WELCOME AND APOLOGIES FOR ABSENCE**

### **Welcome and apologies**

The Chair welcomed all to the meeting and advised that it was an open session of the Board; it was being conducted through the medium of Zoom and broadcasted on Facebook. In particular he welcomed Fflur Jones from Audit Wales and the following staff members who would be involved in presenting the staff story: Gareth Thomas, Darren Panniers, Dr Catherine Goodwin, Dean Messer and Aled Davies

### **Apologies**

None received

### **Declarations of interest**

The standing declarations of interest were formally recorded in respect of:

Professor Kevin Davies, Independent Trustee of St John Cymru, Emrys Davies, retired member of Unite, and Nathan Holman, Member of the Llannon Community Council

**RESOLVED: That the standing declarations and apologies as described above were formally recorded.**

## **02/21 CHAIR INTRODUCTION AND UPDATE**

The Chair informed the Board of the recent external meetings he had attended and the activities he had undertaken in his role as Chair. Over the last two months he had:

1. Attended three meetings with the Minister for Health and Social Services, along with other Chairs of Health Boards; during which amongst other items discussed, concerns with the ongoing severe pressures including hospital handover delays being sustained across the NHS in Wales had been raised
2. Meetings with other Chairs as a peer group had also taken place in which the issue of hospital handover delays was featured prominently
3. Accompanied by Jason Killens and Estelle Hitchon a number of meetings were held with party leaders from the Senedd; this proved to be invaluable in terms of exchanging information and having a shared understanding of the pressures being faced across the NHS in Wales
4. Attended the North Wales Regional Leadership Board – These meetings had proved to be very beneficial in discussing the impact of the pandemic in North Wales
5. Held meetings with the individual Chairs of Health Boards which were very important in terms of discussing service pressures and opportunities for collaboration to address these issues. Of significant importance had been the meeting with Cardiff and Vale in which partnership working opportunities were discussed in detail
6. Attended an all Wales NHS Confederation event in which the new socio and economic duties of health bodies which apply from April 2021 were discussed
7. Met with the Trust's external regulators including Audit Wales and Health Inspectorate Wales

In terms of internal activities the Chair had met regularly on an informal basis with Trade Union partners and attended all the WAST live sessions to provide an update on Board business. He added it was very important to consider where the Trust would be in five years' time and how the Trust's services could be improved and developed going forward. He then asked the Chief Executive to pick this theme up in his update.

**RESOLVED: That the update was noted.**

## **03/21 CHIEF EXECUTIVE UPDATE**

Prior to his update, Jason gave an overview on the Trust's strategy through to 2030, which had been delayed by the pandemic, and how it was being developed. The Chief Ambulance Services Commissioner had been engaged early on in the Trust's future vision and ambition. The next stages of the strategy would include how the Trust sees the future of its service delivery not only for staff but also for the people

of Wales. The strategy will integrate much closer both with the 111 service on a national basis and EMS, therefore making access to care much easier

In providing his update, the Chief Executive drew attention to the following:

1. Pleasing to see new colleagues join during the pandemic as part of the first phase of the Demand and Capacity review; the target rate of 136 additional personnel had been achieved.
2. Several Mobile Testing Units had been actively deployed and were continuing to flourish as part of the overall effort in managing the prevalence of the virus through this community testing
3. There had been several external and internal awards which included: From the Queen's New Year's Honours list, Nich Woolf and Sharon Thorpe were awarded the British Empire Medal, Chris Powell was made a Member of the Order of the British Empire and Lee Brooks and Claire Langshaw were awarded the Queen's Ambulance Medal.
4. In December a critical incident was declared and the Trust moved to Resource Escalation Action Plan (REAP) level 4, as a result of increasing activity, significant delays at ED departments and an increase in staff abstraction. Additional measures to maintain service to patients have included the use of military assistance
5. The Estates team have been developing projects and plans which amongst others include: Aberaron ambulance station, Cardiff Area Ambulance Centre and Cwmbwrla ambulance station.
6. In terms of the EMS Demand and Capacity review this continued to be managed; further growth was expected going forward
7. Military assistance was ongoing with around 80 soldiers being deployed and also members of the Fire and Rescue Service and second year paramedics were assisting in maximising the Trust's ability to respond. A note of thanks was recorded for all those involved
8. With regards to progress with the Clinical Team Leader review this has now been settled which has given rise to new roles; Duty Operations Manager and a Senior Paramedic role.
9. The Non Emergency Patient Transfer Service (NEPTS) Demand and Capacity review has now been completed.
10. The Chief Executive invited Lee Brooks to provide a verbal update on the developing Volunteer strategy; of note the Board were informed that the Executive Management Team had approved the provision of uniform items to volunteers.
11. Despite the increase in activity the Putting Things Right team continued to yield positive results

12. Covid-19 Vaccine, 2,925 frontline staff have been vaccinated; the Board noted there was capacity available to vaccinate all frontline staff

**Comments:**

Members welcomed the investment in providing uniform to volunteers and recognised that volunteer schemes utilised charitable funds spending on items other than uniform.

The outstanding achievement of the Educational Department in redesigning the delivery of education was recognised

In terms of the flu vaccine, was the increase in uptake linked to the Covid vaccine? Andy Swinburn explained that was one of the factors and also it should be noted that it had been built on the work from the previous year

The British Red Cross initiative in supporting staff and patients at some hospitals, was there a plan to roll this out to more hospitals across Wales? Lee Brooks advised that the current sites were where British Red Cross capacity existed; this should continue at the present sites for the remainder of this financial year. Further decisions would need to be made should it be able to continue at these and other hospital sites, and those decisions would be made with an evaluation in mind.

Were there any frontline staff refusing the vaccination and was this a risk to the Community. Jason Killens advised it was entirely voluntary. Claire Vaughan commented that it cannot be enforced; at this stage there was no data on those refusing, however staff were being encouraged to take the vaccine. The uptake was currently standing at 70%.

The Board noted the comprehensive report and recognised and congratulated all those who had recently received awards in recognition of their service to the Trust

**RESOLVED: That the update was noted.**

**04/21 STAFF STORY**

Prior to listening to the staff experiences, Gareth Thomas from the Patient Experience Community Involvement Team, illustrated to the Board feedback received by patients in terms of the care given by the Trust during the pandemic

There were several examples which showed positive interaction between patients and staff. The cases also demonstrated the selfless dedication and the excellent care and support provided to patients in a caring and compassionate way. Despite the ongoing pressures, patients felt their needs were met. All the positive information was fed back to the staff involved,

On the other had there were some occasions where patients were less complimentary and this in the main revolved around waiting for a response and understood this was due to the ongoing system pressures

Estelle Hitchon introduced the story which would focus on the experiences of staff who had been directly affected by the pandemic

Darren Panniers recounted his story to the Board. In early March 2020 he initially experienced muscle cramp and thought it was due to exercise; at this stage he did not think about Covid-19. A few days later he had a loss of smell and as it was revealed to be one of the symptoms, he booked in for a test which came back positive. He was told to self-isolate at home for two weeks. Luckily he was able to be in a room away from the rest of his family and following the two weeks returned to work. Darren went on to say that this experience brought home to him as a manager the importance of compassionate leadership in dealing with staff illness and concerns during the pandemic.

Dr Catherine Goodwin, introduced two people who had been profoundly impacted by the pandemic Dean Messer and Aled Davies, whose brother Gerallt had very sadly passed away due to Covid-19. The Board were shown a video which recalled Dean's story.

Dean Messer, an operational paramedic currently based in Swansea supporting the educational team shared his story with the Board. On 31 March 2020 he contracted Covid-19 and initially thought it was just flu like symptoms. After a few days he started to experience shortness of breath and remained at home.

After a week or so he started to improve and regained his appetite. Day by day his mental health and well-being improved and this was helped by visitors who were able to see him, albeit through the window. His colleague, Gerallt Davies very sadly passed away due to Covid-19 and this impacted greatly on Dean. Dean sought solace from the Well-Being team which proved to be very beneficial for him. The compassionate leadership he experienced from the Trust also helped and continues to help him

Comments:

Was awareness of the Well-Being team well publicised within the Trust? Dr Catherine Goodwin explained there may be small pockets where this information was not available, however on the whole, coverage was good. She added that there was online support available and also access to a 24 hours text service.

Were there any issues with capacity in providing the Well-Being service going forward? Catherine advised there was a need to consider expanding the capability going forward.

Members noted the excellent work by frontline staff in these very trying conditions and thanked them for their continuing efforts

Both Aled Davies and Dean Messer reiterated the importance of staff speaking out and expressing their anxieties and feelings and the significance of following the Covid-19 measures in place. Aled thanked the Well-Being team and the Trust for their help and support.

Jason thanked both Aled and Dean for sharing their very difficult experiences which brought home the impact of the virus; adding that it was ok for staff to seek help and ask for support. He asked what advice they could give to both the Board and to colleagues. Dean commented it was about staff keeping

themselves safe, with vaccinations being a priority. Aled advised that the use of PPE must continue to be used correctly, keep up the high overall cleanliness standards and look out for each other

The Board recognised that the People and Culture Committee would continue to monitor and review the impact of Covid-19 on staff. Furthermore, Claire Vaughan added that the Committee would also consider the compassionate leadership style, and to learn and reflect on the past year

The Chair commented that the past half an hour had been a salutary reminder about the importance of these powerful stories and the compassion and courage shown by all those involved during these very testing times.

**RESOLVED: That the staff story was noted.**

## **05/21 IMTP DEVELOPMENT – UPDATE REPORT**

Rachel Marsh gave an overview of the plan and reminded the Board of the actions being taken to implement the plan.

Members recognised that the planning guidance from Welsh Government was to produce an annual plan and it was expected that next year it would be the full three year plan. The deadline for submission of the plan was 31 March 2021

In terms of highlights to note from the report the following was drawn to the Board's attention:

1. A detailed plan had recently been submitted to the Finance and Performance Committee who applied due scrutiny noting that exceptional progress had been made despite the pandemic.
2. The plan would take into account the ongoing pandemic, recognising the associated pressures on staff
3. The plan would be centred on improving experiences for patients
4. It was expected that the plan would be signed off on 25 March subject to the relevant scrutiny beforehand; noting that there may be a requirement to have an additional Board session prior to sign off

Comments:

The Chair of the Finance and Performance Committee commented on the productive discussion at Committee adding it was content with the way forward.

Members noted that guidance from Welsh Government did not recognise timely access to the Trust's services. How can this be emphasised within the plan? Rachel Marsh advised that it would be reflected within the plan.

**RESOLVED: That the update was received and noted.**

## **06/21 AUDIT WALES ANNUAL REPORT**

Fflur Jones presented the report as read and drew attention to the following points:

1. Each individual report within the Annual Report had been received by the Trust's Audit Committee and the Annual Report itself had also been seen
2. The work programme for the upcoming year was to be presented to the Audit Committee and Board on 4 and 25 March 2021 respectively

#### Comments

Keith Cox assured the Board that all the recommendations and comments were monitored through the audit tracker

**RESOLVED: That the report was received.**

### **07/21 PATIENT SAFETY HIGHLIGHT REPORT – November and December 2020**

Claire Roche gave an overview of the report and drew attention to:

1. There was a period of unprecedented pressure in November and December, on 12 December the Trust moved to REAP level 4 which indicated a period of extreme pressure
2. 583 patient safety incidents had been reported during the reporting period, 233 in November and 350 in December
3. There was an increase in cases coded as catastrophic, in November there were 4 cases and in December there were 39. The most serious of cases were discussed at Serious Case Incident Forums (SCIF), of which 65 cases were discussed
4. In relation to the 65 cases, a breakdown of how these were being reported to the Delivery Unit leading the investigation and those being referred to Health Boards. Delays at hospital were the primary reason for concerns
5. 96% compliance with the 2 day acknowledgment to concerns in November and in December 100% was achieved. The 30 day response rate in November was 77% and in December was 88%; the year to date reporting was approximately 75%.
6. Learning from incidents; in the Clinical Contact Centre, all Emergency Medical Despatchers have now been issued with three courses relating to burns
7. Audits had been undertaken in relation to the ineffective breathing code which was a national focus for all UK ambulance services
8. The report now illustrates the clinical reviews and clinical learning and any relevant themes and trends. Brendan Lloyd commented there were no significant themes following the reviews which required further training. Andy Swinburn added that as the Senior Paramedic role was being developed, this



would enable the Trust to identify any gaps in learning and to pick up on any themes and trends for future learning

9. The Trust maintained, monitored and reviewed a detailed action plan as a result of the recommendations from the concerns raised
10. The Board were provided with an overview of the ongoing work the Trust was undertaking to deal with the current pressures by Brendan Lloyd and Jason Killens. This included maximising capacity in EMS

Comments:

1. Was there any indication in terms of the number of patient safety incidents for January? Claire Roche stated it was too early to tell at the moment due to the delay in data recording. This information would be readily available in early February
2. Would the Chair be reaching out to Community Health Councils (CHC) as part of the wider discussions? The Chair advised this would be the case and would contact the CHC going forward

**RESOLVED: That the report was received for information, discussion and noting.**

**08/21 COVID-19 PANDEMIC RESPONSE WAVE 1 DEBRIEF/WAVE 2 APPROACH**

Lee Brooks gave the Board a presentation which looked at; the Wave 1 operational debrief and the lessons learned, Wave 2 tactics and the vaccination programme

Wave 1 timelines: February 2020, pandemic plan revisited and exercising had begun, March 2020 Pandemic plan invoked, and eventually on 3 August moved into a recovery position

The review of Wave 1 response had shown that several lessons were learned which gave rise to 10 recommendations which were constantly being monitored. Actions included, development in PPE and refining and enhancing governance procedures

Tactics used in Wave 2; a dedicated forecasting and modelling group was used to assess the data from government sources to translate into ambulance metrics and monitor how this impacted on forecasting. Furthermore, a tactical approach to production was established with its aim being to maximise the Trust's resources.

Mutual aid which included support from the military, the Fire and Rescue service, St John Ambulance Cymru and paramedic students at Swansea university had all contributed to maximising the Trust's capacity to respond. It should be noted that at a peak time 2 weeks ago, approximately 11% of Emergency Ambulance hours were from this contribution.

Resource Escalation Action Plan (REAP) – this was constantly reviewed and it should be noted that the Trust very recently moved down to REAP level 3 which still indicates a severe level of pressure on the Trust's ability to respond

Demand Management Plan (DMP) – This provided the framework for the operations directorate to respond to situations where the demand for service was greater than the capacity to respond. The plan set out the ability to react dynamically at different levels of pressure.

Protocol 36 – this was the specific 999 card in the triaging system which allows the Trust to identify those patients that were most likely to be showing symptoms of Covid-19. They could then be triaged in the appropriate manner

As a result of continuing pressures, a Critical Incident was declared on 3 December 2020. The Board were shown a detailed graph in which the levels of the DMP were utilised

Operational Delivery Unit (ODU) – funding had been received for the ODU to continue through to the end of the current financial year. It was hoped funding for the next year would be granted

Media and PR – The Communications Team should be commended for their efforts in continuing to provide excellent coverage both internally and externally throughout the pandemic

Staff Welfare – This has been adapted to take into account the pandemic; of note increasing the pool car fleet and the British Red Cross initiative were amongst the many measures deployed

Vaccinations – All frontline staff had been offered the vaccination. Currently 70% of staff had been vaccinated

Comments:

In terms of PPE, had any issues been identified? Lee Brooks explained that the Infection Prevention Control team were up to date with all the progress in terms of PPE development and guidance. In terms of stocks of PPE, whilst some items in wave 1 ran at lower levels, there were sufficient quantities and a mechanism was in place to monitor stock levels

With regards to the vaccine, were colleagues from other organisations who were assisting in the vaccination programme being offered the vaccine? Claire Vaughan confirmed this was the case and explained that all partners assisting the Trust in these high risk roles had been offered the vaccine

As the vaccine was being rolled out, were there any thoughts on the impact that lockdown measures being eased going forward. Lee Brooks explained that the Trust was expecting changes to the measures and would be able to react and respond accordingly when required

Following a query in terms of staff vaccinations, Claire Vaughan updated the Board on the Trust's in house vaccination delivery programme which included the vaccination of non-frontline staff

Following the outbreak of Covid-19 specifically in the Clinical Contact Centre in North Wales, Lee Brooks assured the Board that there had been no impact to

patients as a consequence. Going forward there would be an opportunity to learn from this episode. Claire Roche added that the involvement of Public Health Wales has allowed the Trust to have a robust approach to dealing with the pandemic.

Jason Killens paid tribute to all staff for their work and contribution during the pandemic. Going forward the main focus would continue to be the response to the pandemic

The Board welcomed the comprehensive presentation and were reassured that lessons were being learned

**RESOLVED: That the update was noted.**

## **09/21 FINANCIAL PERFORMANCE MONTH NINE**

Chris Turley explained that the report provided the Board with a summary update on the revenue financial performance as at Month nine (December)

The Board's attention was drawn to the following areas:

1. Written confirmation had been received from Welsh Government (WG) that the unavoidable costs as a result of Covid-19 would be funded to the Trust in full; this had subsequently allowed the Trust to release some of its contingency funding on a non recurrent basis
2. The Trust was heading for a balanced position; and the underlying financial plan to support the IMTP was well underway

Comments:

Emrys Davies, as Chair of the Finance and Performance Committee commented that the Committee were pleased to note WG had supported the Covid-19 funding and looked forward to seeing the plan for next year.

**RESOLVED: That**

- (1) the Month nine revenue and capital financial position and performance of the Trust as at 31 December 2020 was noted;**
- (2) the Month eight and Month nine Welsh Government monitoring return submission included within Appendix 2-5 below (as required by WG) was noted; and**
- (3) the Financial Plan & IMTP 2021-24 plan and submission dates externally and internally was noted.**

## **10/21 MONTHLY INTEGRATED QUALITY AND PERFORMANCE REPORT**

Rachel Marsh explained that the Finance and Performance Committee had received the majority of the report explaining that the Board's report contained some revised up to date indicators.

The Board's attention was drawn to the following key issues:

1. The red performance target had not been met in December; it was noted there had been variable performance across health board areas. Reasons for not meeting the target included hospital hand over delays and staff abstractions
2. Clinical indicators – In terms of the Return of Spontaneous Circulation, further work was required to improve this rate; accepting it was a system wide issue
3. Sickness indicator rates had increased above 10% and would inevitably affect the response times; linked to this was an upsurge in staff abstraction rates
4. The Trust had continued to improve on the number of patients it has been able to close by phone therefore negating the need to send an ambulance
5. Conveyance to hospital rates were currently at their lowest for some time
6. 111, there were many instances of calls being abandoned. The Trust was looking to recruit more staff in this area to mitigate the problem
7. NEPTS, improvements have been made in ensuring patients met their appointment times

Comments:

Emrys Davies, as Chair of the Finance and Performance Committee commented that the Committee had expressed their concern with the Trust's red performance and its ability to respond and also the knock on effect of patients waiting in excess of 12 hours for an ambulance

In terms of staff sickness, Claire Vaughan reassured the Board that the People and Culture Committee would be considering this issue in more detail at their next meeting. In regard to Non Covid sickness levels, the Board were informed that this had improved. Jason Killens added that in Wave 2, cases of Covid-19 in the community had been more prevalent than in the first Wave.

**RESOLVED: That the Trust's Dec-20 integrated quality and performance report and actions being taken was considered.**

## **11/21 RISK AND BOARD ASSURANCE FRAMEWORK**

Keith Cox explained the SBAR was in a new Executive Summary format which was intended to provide clarity and brevity and was being trialled at the Board for consideration

Highlights from the report included:

1. Risk ID 223 (service delivery) and Risk ID 224 (delays on ambulances) remained the highest scoring risks at scores of 25, this was due to pressure in the unscheduled care system and long handover delays at Hospital Emergency Departments.

2. Two risks had reduced in score; Risk ID 139 which had decreased from 15 to 12 and Risk ID 229 which has decreased from 9 to 6. These related to delivery of financial balance and the impact of Brexit respectively
3. Two new risks had been added to the register, these were Risk ID numbers 283 (EMS Demand and Capacity Review implementation Programme) and 322 (Lack of compliance with statutory Health and Safety regulations relating to competency of Fit testers); a summary of these is included in the CRR extract detailed in appendix 1.

Keith added that risks were scrutinised in more detail at Committee level in relation to those risks which were relevant to them

#### Comments

In terms of Fit testing, Claire Roche assured the Board that work was ongoing to address this risk and it was anticipated that the risk score would decrease shortly

**RESOLVED: That the Board noted and received assurance on:**

- (1) the risk management activity during the period;**
- (2) the changes to existing Corporate Risk scores and the inclusion of two new risks on the Register; and**
- (3) received and commented on the BAF report.**

#### **12/21 QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Board noted that feedback from attendees found the staff story very powerful

Councillor John from the Vale of Glamorgan acknowledged the work of the Trust and thanked them for their continuing work

Estelle Hitchon advised the Board of the following questions:

1. Trefor Lloyd Hughes raised a concern that the 111 service not been rolled out in North Wales. Estelle Hitchon advised that work was ongoing to expedite 111 in the North and more information would be published in due course
2. Will there be another recruitment window soon? Claire Vaughan advised that jobs were being advertised and a big bang event was scheduled in April/May and a further event in September. Anyone interested in working for the ambulance service were encouraged to visit the Trust's social media platforms
3. In terms of in house driving instructors, it was hoped to increase growth in this area going forward; at present there was no timeline for courses and these would be advertised internally

4. Vaccination of staff who support NEPTS, what was the timeline? Claire Vaughan asked the person who raised the question to contact her or Jo Kelso directly.
5. Use of fire service in supporting the Trust, this would be answered offline in order for further details to be obtained
6. Were Welsh BASICS (British Association for Immediate Care) schemes included in the REAP demand plans? Dr Brendan Lloyd BR explained how the BASICS schemes would operate and how it would link into the Trust's operations.
7. Staff Health and Wellbeing. Why can't stations have quiet rooms and gyms etc? Claire Vaughan recognised the importance of providing these spaces at stations adding they were currently built into the Trust's estates strategy going forward; Chris Turley added that it was already in the Trust's plans and where it was able to, it would create the necessary required space. He added that the new Cardiff MRD would have a gym and quiet rooms already built in

**RESOLVED: That the questions were noted and where applicable an answer provided.**

## **13/21 PROCEDURAL MATTERS**

The following procedural matters were brought to the Board's attention:

### **Minutes**

The minutes of the open session of the meeting of the Board held on 26 November 2020 were approved.

### **Action Log**

The Trust Board Action Log was considered:

Action Number 32 – IMTP 2019/20 quarterly update - Amber review - Within the narrative, list the actions that other organisations were responsible for and a separate list for the Trust's actions. Action to be reviewed. Rachel Marsh explained the history behind the action and it was agreed to close the action.

Action Number 39 - Patient Safety Highlight Report - Next report would include a section on the themes and trends for learning as a result of clinical incidents. Report presented to Board contained the required information. Action to be closed.

### **Non-Executive Director (NED) Committee Membership Effective From 1 January 2021**

The NED Membership of Committee as illustrated was agreed and endorsed

### **Use of the Trust Seal**

Since the last Trust Board meeting, the Trust seal was used as follows:

- a. Transfer of Title of Nelson Ambulance station to United Welsh Housing Association Limited
- b. Renewal of lease relating to Unit 1a, Spring Meadow Business park, Rumney, Cardiff between Sunflower UK logistics Propco and WAST

**RESOLVED: That**

- (1) the minutes of the Trust Board held on 26 November 2020 were confirmed as a correct record and consideration was given to any matters arising, together with the actions set out in the action log;**
- (2) the NED Committee membership as detailed was endorsed; and**
- (3) the use of the Trust seal as described was noted.**

**14/21 COMMITTEE UPDATES**

Updates to the accompanying SBARs were given on the Finance and Performance, Quest and Audit Committees by the respective Chairs

Finance and Performance

1. Board Assurance Framework and the associated risks
2. Audit Tracker, deep dives would continue

Quest

1. The Quality Strategy was currently being developed
2. Impact of ambulance delays, a deep dive review on risks associated with the Trust's ability to respond was held. The issue was escalated to the Trust Chair. The Chair advised that Quest's concerns had been escalated by way of a letter to the Minister highlighting the Committee's concerns

Audit

Members noted that the All Wales Audit report and plan would be presented at the next Committee meeting.

**RESOLVED: That the updates were noted and received.**

**15/21 MINUTES OF COMMITTEES**

The Minutes of the following Committees were presented for endorsement

1. Open Audit Committee Minutes dated 17 September 2020
2. Closed Audit Minutes dated 17 September 2020
3. Open Quest Minutes dated 8 September 2020
4. Closed Quest Minutes dated 8 September 2020
5. Open Finance and Performance Minutes dated 19 November 2020

6. Closed Finance and Performance minutes dated 19 November 2020
7. Remuneration Committee Minutes dated 22 October 2020

**RESOLVED: That the above minutes from the meetings as described were received and endorsed.**

**16/21 ANY OTHER BUSINESS**

Estelle Hitchon drew the Board's attention to the Trust's position in terms of submitting its initial indicative application to attain University status. Going forward a more formal submission to Welsh Government would likely be much later in the year following further review

The Chair announced that Craig Brown an interim TU partner on the Board was due to step down from the Board as he was going on a secondment. He was thanked for his excellent contribution at the meetings and the Board wished him well.

**Date of next meeting: 25 March 2021**