

**CONFIRMED MINUTES OF A MEETING OF THE RESOURCE AND DELIVERY
COMMITTEE
HELD ON 8 AUGUST 2017 – 9.00AM
CORPORATE MEETING ROOM, HEADQUARTERS, UHW**

Present:

Margaret McLaughlin
Stuart Egan

Independent Member – Third Sector, Chair
Independent Member – Trade Union

In Attendance:

Fiona Jenkins
Julie Cassley

Director of Therapies, Health Science and IT
Interim Director of Workforce and Organisational
Development

Peter Welsh
Sharon Hopkins
Steve Curry

Director of Corporate Governance
Director of Public Health
Chief Operating Officer

Apologies:

Ruth Walker
Akmal Hanuk

Executive Nurse Director
Independent Member – Local Community

Secretariat:

Glynis Mulford

RD: 17/001 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the inaugural meeting of the Resource and Delivery Committee.

RD: 17/002 APOLOGIES FOR ABSENCE

Apologies for absence were noted.

RD: 17/003 DECLARATIONS OF INTEREST

The Chair invited Members to declare any interests in the proceedings. None were declared.

**RD: 17/004 MINUTES OF THE PEOPLE, PLANNING AND PERFORMANCE
COMMITTEE MEETING HELD ON 16 MAY 2017**

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 16 May 2017.

RD: 17/005 ACTION LOG FROM MEETING PEOPLE, PLANNING AND PERFORMANCE MEETING HELD ON 16 MAY 2017

The Committee **RECEIVED** the Action Log from the meeting of 16 May 2017 and **NOTED** the following:

PPP 17/006 – Year End Referral To Treatment Time Update: The year-end position will be captured in the performance report. **COMPLETE**

PPP 17/018 – WAO Review of Operating Theatres & UHB Management Response and Theatre Improvement Project: It was explained that the Audit Committee maintains a Tracking Report of all reports received from the Wales Audit Office, these are allocated to relevant Committees for monitoring and receipt of assurance purposes. **COMPLETE**

Management Executive Meeting – Employee Relation Case: This has been dealt with through Management Executive meeting. **COMPLETE**

The Committee:

- **NOTED** the Action Log

RD: 17/006 TERMS OF REFERENCE

The Director of Corporate Governance informed Members that the Terms of Reference were still a work in progress and will be on the agenda for the next few meetings. Comments had been received, which will be reflected in the next draft. It was stated that the new arrangements will be reviewed in six months' time.

The Committee was informed that revisions were being made to the Strategy and Engagement Committee Terms of Reference. These will also be distributed to Resource and Delivery Committee Members since there is a need to have clear mechanisms in place for reporting to and from the Board.

There was wider discussion on needing a clearer definition and understanding on the meaning of 'Resource and Delivery' and further queries were raised and suggestions shared.

The Committee identified a number of matters that need to be addressed as follows:

- There was a need for greater clarity on the purpose of the Committee.
- A number of the current items were operational and therefore considered inappropriate for Committee level. It was acknowledged that the IMTP will feature as part of the Resource and Delivery Committee's work (although it had been identified as key to the work of the Strategy and Engagement Committee in its inaugural meeting).

- In relation to IT, it already sat in the Strategy and Engagement Committee. However, it was relevant to the Resource and Delivery Committee and it was unclear how it would fit in with it.
- It was necessary to strike a balance between monitoring performance and receiving assurance
- It was important that work should not be repeated by Committees.
- A stronger steer was needed to ensure clear alignment with other Committees. There was a need for this Committee to be distinct and lead on issues and when needed, cross-reference to other Committees.

The Chair asked for further comments on each section:

- **1.3:** Paragraph to be reworded as unclear and needing clarity as it references clinical performance and workforce. It was stated that the Committee, in its Delivery capacity, was also about trends and whether the Health Board met Welsh Government targets. In this case they would need to talk about performance.
- **2. Purpose:** The purpose of the Committee will need further discussion.
- **3.1** – For paragraph to be removed.
- **A Performance:** Section to be reworded.
- **C Workforce and Organisational Development:** This section was considered to be too operational.
- **Membership:** It should be made clearer how many Independent Members needed to attend for the meeting to be quorate. It was highlighted that there should be two trade union representatives on the Committee.
- **Equality:** As there would be no Equality, Diversity and Human Rights sub-Committee in future, concerns were raised about where its sub-groups would now feed into, such as the Welsh Language Steering Group. It was suggested that all Sub-Committees Terms of Reference would need to be reviewed to ensure that they were feeding in appropriately to Board Committees. It was confirmed that the equality programme sat within the Workforce and Organisational Development portfolio.

The Director of Corporate Governance agreed to revise the Resource and Delivery Committee's Terms of Reference and circulate them to members. It was suggested that once the Terms of Reference had been redrafted, a meeting would be arranged with the UHB Chair, Chair of Committees and Lead Executives for further discussion.

ACTION: Terms of Reference to be revised with track changes and circulated to Committee Members – P Welsh

ACTION: To arrange meeting with Chair once the Terms of Reference had been redrafted for further discussion – P Welsh

ACTION: To review the relationship of working groups to sub-Committees and Committees and ensure the most appropriate reporting relationships are in place.

The Committee:

- **CONSIDERED** and **NOTED** subject to revisions, the Terms of Reference

RD: 17/007 LEGACY STATEMENT

It was stated that once there was clarity on the Terms of Reference, the Legacy Statement would be revised with more detail on what would be considered at the Committee. A greater sense of the remit, strengths and weaknesses of the Planning, People and Performance Committee in relation to resources and delivery should be provided.

The Committee:

- **NOTED** the Legacy Statement subject to revision

RD: 17/008 BROAD ISSUES FOR WORKPLAN TO BE DEVELOPED

In light of discussion on the Terms of Reference and Legacy Statement, the workplan would need to be reviewed. It was stated that the Committee would require oversight of the IMTP and to make use of its structure and measures to inform the agenda. Members were advised that the Welsh Delivery Framework was changing and should be sighted by the Committee.

The Committee:

- **NOTED** the report

RD: 17/009 KEY ISSUES TO BE RAISED

- To review Terms of Reference and the name of the Committee

RD: 17/010 ANY OTHER BUSINESS

There was no other business to report.

RD: 16/011 DATE OF NEXT MEETING

The next Resource and Delivery Committee meeting is scheduled to take place at 9.00am on **Tuesday, 7 November 2017** in the Corporate Meeting Room, Headquarters, UHW