



**CONFIRMED MINUTES OF A MEETING OF CARDIFF AND VALE
UNIVERSITY HEALTH BOARD HELD AT 9.30 AM ON 1 DECEMBER 2009 IN
THE TRAINING ROOM, WESTERN LEISURE CENTRE, ELY, CARDIFF**

Present:

David Francis

Paul Davies

Morgan Fackrell

Ivar Grey

Paul Hollard

Dr Chris Jones

David Jones

Prof Malcolm Jones

Margaret McLaughlin

Mutale Merrill

Tracy Myhill

Katie Norton

Cllr Dorothy Turner

Ruth Walker

Martyn Waygood

Jan Williams

Prof Howard Young

Chair

Exec Director of Finance / Deputy Chief Executive

Independent Member – Voluntary Sector

Independent Member – Finance

Exec Director of Planning

Exec Medical Director

Independent Member – Information, Communication & Technology

Independent Member - University

Independent Member – Voluntary Sector

Vice Chair

Exec Director of Workforce and Organisational Development

Exec Director of Primary, Community & Mental Health Services

Independent Member – Local Authority

Exec Director of Nursing

Independent Member – Legal

Chief Executive

Independent Member - Community

In attendance:

Dr Kesh Baboolal

Kathy Bennett

Dr Stephen Jolles

Fiona Kinghorn

Andrew Lewis

(for part of meeting)

Prof Stephen Monaghan

Siân Richards

Director of Acute Hospital Services

Committee Services Manager

Senior Medical Staff Committee

Locality Public Health Advisor

(appointed to) Director of Innovation & Improvement

Locality Public Health Advisor

Interim Board Secretary

Community Health Council (CHC):

Gordon Harrop

Martyn Jenkins

Staff Representatives: Stuart Egan
Nigel Gibbs
Ruth Jordan

Apologies: Neelam Bhardwaja
Dr Gwyneth Briwnant-Jones
Anita Morgan

UHB 09/033 WELCOME AND INTRODUCTIONS

The Chair welcomed all present to the meeting, in particular Dr Stephen Jolles and Dr Tom Hughes.

UHB 09/034 STROKE SERVICES IMPROVEMENT AND ACTION PLAN

Dr Hughes began the meeting with a presentation on 'The Stroke Revolution'. This demonstrated how the University Health Board (UHB) was well-placed to take the lead in 'The Stroke Revolution', and support continuous improvement in services, both to reduce the incidence of stroke and improve the services provided for individuals and their carers following a stroke. Dr Hughes outlined the way in which thrombolysis would transform the treatment of stroke patients, and touched on the need for some service reconfiguration to ensure appropriate access.

The Board noted the geographical factors which would affect travel time. This may need to be considered in due course with the Welsh Ambulance Service Trust (WAST). Dr Jones noted that the benefits of the service would outweigh any extra travel time which may be required.

Dr Hughes highlighted that although 90% of stroke work took place between 7.00am and 11.00pm, a 24/7 service was required, which would have an affect on staff working patterns.

(Dr Hughes left the meeting)

The Board **RECEIVED** the report of the Executive Director of Primary, Community and Mental Health (PC&MH) Services. Mrs Norton outlined the three key areas for action:

- a reduction in the incidence of stroke through strong primary prevention

AGENDA ITEM 1.4

- achieving better outcomes for patients who do experience a stroke, through the provision of evidence based, timely care
- providing a responsive and respectful experience for patients and their carers / families, to include end of life care.

Katie Norton also drew Members' attention to the chart on page 5 of her report, which highlighted the specific issues and decisions required.

Mrs Norton advised that discussions were taking place within Abertawe Bro Morgannwg UHB on services for residents of the Western Vale of Glamorgan. The Board noted the key role of the third sector in both maintaining and improving prevention.

Mrs Kinghorn noted that, once it was received back from the Assembly, the Public Health Stroke Services Action Plan would add value to the UHB's action plan.

The Chair advised the Board that this work would be taken forward by both the Workforce and Quality & Safety Committees.

The Board:

- **NOTED** and **ENDORSED** the progress to date
- **RECEIVED** and **ENDORSED** the Action Plan setting out the priorities for further improvements.

UHB 09/035 A PATIENT STORY

The Executive Director of Nursing reminded Members of the purpose of the Patient Story, namely to help understand what it had been like to be a patient using the services provided by the UHB. Mrs Walker shared the story of a patient and patient carer, following a road traffic accident resulting in brain injury. It followed the patient's journey through the Intensive Care Unit, his transfer into a ward environment, his move to Rookwood for rehabilitation and his eventual return home. His journey highlighted the importance of good communication at each stage, and the positive impact of receiving 24/7 service back in his own home. It also highlighted the challenges presented by the care environments and the protracted discharge process. The individual, or 'buddy' who worked with the family through this process had been very important. The appropriate Board Committees would take forward work to address these challenges, and third sector colleagues would be engaged in the further development of buddy systems.

Action – Mrs R Walker

Mrs Walker thanked the family for sharing their story, and stressed the need to connect the needs of patients to organisational targets.

UHB 09/036 DECLARATIONS OF INTEREST

The Chair invited Board Members to declare any interest in the proceedings included in the Board agenda:

- Pandemic Influenza – M Fackrell as member of the Advisory Planning Group Health & Social Care Network.

It was **NOTED** that Board Members' ongoing interests were recorded in the formal Register of Interests; this would be available for inspection at each Board Meeting.

UHB 09/037 MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of the Board held on 23 October 2009 were **RECEIVED** and **APPROVED** as a correct record, subject to two amendments to UHB 09/007:

- Ms McLaughlin welcomed the positive report, and asked that the work of volunteers and carers be recognised in the Statement of Intent.
- Professor Jones commented on the *international* reputation of the UHB.

UHB 09/038 MATTERS ARISING

The Board **RECEIVED** the Action Log from the previous meeting.

- Action 09/006 – a report against Cancer Standards would be presented to the March 2010 Board.
- UHB 09/028 – Mrs Norton announced that the previous evening, the Clinical Case Manager Team had won the prestigious Health Service Journal Award for Managing Long Term Conditions. On behalf of the Board, the Chair agreed to write to Nicky Hughes to commend her work and that of her team.

UHB 09/039 REPORT OF THE CHAIR

The Board **RECEIVED** the verbal report of the Chair, providing a summary of his activities, and events that had taken place, since the October meeting. Mr Francis drew particular attention to Cardiff gaining Healthy Cities status, the launch event for which would take place at Cardiff City Stadium on 13 January 2010.

Mr Francis also commended Mrs Linda Gibbs for her dedication to NHS Wales over more than three decades. Mrs Gibbs had supported a number of Boards, and the Chair wished her well for the future.

Finally, Mr Francis commended positively the community venue for the meeting. Given the Board's commitment to public engagement, he hoped that Community Groups and local media would publicise future meetings.

UHB 09/040 EXECUTIVE OVERVIEW

The Board **RECEIVED** and **NOTED** the Chief Executive's overview of the papers being presented to the meeting, which reflected the breadth of the Board's work. Mrs Williams sought feedback on the balance of reports presented, and stressed the importance of the public Board meetings reflecting the full range of the UHB's responsibilities.

Health Inspectorate Wales had made an un-announced visit to Ward E8 at Llandough Hospital, and the Executive Director of Nursing would provide a verbal update later in the meeting on the action which had been agreed as a consequence of that visit.

Mrs Williams commended Mrs Norton on the progress made on Loudoun Square, and thanked both Mr Martyn Jenkins, Chair of Cardiff Community Health Council, and Mrs Mutale Merrill, UHB Vice Chair, for their assistance with public engagement.

The Chief Executive advised that a special edition of 'In Touch' would be issued to include a number of recent new appointments, and welcomed Mr Paul Hollard, Executive Director of Planning, to his first Board meeting.

The Governance Framework would be further developed into a 'Guide to Governance', and issued to all staff and stakeholders.

Action – Mrs S Richards

UHB 09/041 RATIFICATION OF CHAIR'S URGENT ACTION

The Board **NOTED** and **RATIFIED** the Chair's action in approving the Healthcare Standards Improvement Plan (HCSIP) for submission to the Regional Office, to comply with the deadline of 28 October 2009. The current Plan would be circulated to Members for information.

Action – Mrs K Bennett

Dr Jones advised that the Healthcare Standards were a driver for improvement. The Improvement Plan consolidated the submission made by the three predecessor organisations, and the South East Wales Regional Office had commended it as being ambitious and challenging. An Implementation Group was meeting monthly to ensure the delivery of the Plan, and work was taking place to secure wide engagement throughout the organisation. The consultation phase was on-going for the next round of Standards for 2010-11 and all Board Members would be invited to participate in a workshop on 28 January. The Quality & Safety Committee would oversee progress against the Plan, and updates would be provided to the Board at regular intervals.

Action – Dr C Jones

UHB 09/042 PATIENT SAFETY FRIDAYS INITIATIVE

The Board **RECEIVED** and **NOTED** the report of the Executive Director of Nursing on Patient Safety Fridays.

Mrs Walker advised that the aim of Patient Safety Fridays was to raise the profile of patient safety and assist with Board development and training. The visits would also provide evidence for the self assessment process for the Healthcare Standards.

There had been an overwhelmingly positive response from staff to the visits which had taken place to date, who had been delighted to have the opportunity to meet Board Members.

The learning from the visits would be shared: staff would receive a report on the local actions required, and the Board would be advised on actions needed at a strategic level. A poster campaign would be initiated, illustrating 'You Say - We Learn / Change'.

Mr Gibbs welcomed the report, and stressed the value of good communication between staff and the Board.

The evaluation of the initiative would consider the future engagement of managers, as demonstrated by the New York model, together with consideration of the issue of patient identification.

Mrs Walker added that GP colleagues would be encouraged to invite visits to their practices to ensure the inclusion of primary care settings, and future visits would include opportunities for Board Members to talk with patients.

The Board:

- **SUPPORTED** a weekly programme of 'Patient Safety Fridays' to the end of March 2010, to focus on specific safety themes, and include 'Walk-arounds' to specific clinical areas to review safety issues with frontline staff.
- **AGREED** to a review of the programme in March 2010 to inform the programme for 2010-11.

UHB 09/043 HEALTH INSPECTORATE WALES INSPECTION

The Board **RECEIVED** and **NOTED** a verbal report from the Executive Director of Nursing on two unannounced visits made by Health Inspectorate Wales (HIW) the previous week. The first visit to St David's Hospital to look at the Dignity and Privacy Agenda had been very positive, and had identified areas of good practice.

The second visit to Ward East 8 at University Hospital Llandough (UHL) followed an earlier visit in April 2009. The HIW team was not satisfied with the progress made to remedy eight care environment issues, raised in the April visit, and the UHB had been given one month to take the required action. The refurbishment of Ward East 4 was close to completion, and patients would be transferred from E8 to E4 as soon as possible to allow the necessary refurbishment work to proceed on the former ward.

Mr Egan raised the concerns of E8 staff and emphasised the importance of effective communication. He supported the aim of freeing capacity on a phased basis to facilitate refurbishment, and indicated that staff would also want to see this happen.

Mr Hollard acknowledged the need to look at the environment of care, and to use the Community Health Council (CHC) reports as a baseline. The 5 Year Plan would include a planned programme of ward refurbishment across all inpatient sites.

Mrs Williams advised that HIW also had concerns relating to maternity services. The Vice Chair would look at outstanding HIW reports, and the legacy statements of the predecessor organisations together with their action plans, in order to pick up any issues.

Action – Mrs M Merrill

Mrs Williams asked Staff Representatives to take back the clear message that the Board would not accept sub-standard environments, and would act to remedy any such issues that were brought to Members' attention. Mrs Walker stated that staff had the right to expect appropriate environmental standards, and the planned refurbishment programme signalled the importance of this.

Mr Jenkins expressed disappointment that it had taken a visit by HIW to action the points which had been contained in CHC reports. Mrs Williams assured CHC colleagues that the UHB would give equal prominence to CHC reports in the future.

Following a short break, the Chief Executive welcomed Mr Andrew Lewis, who had been appointed to the post of Director of Innovation and Improvement (start date to be confirmed), and who joined the Board for the remainder of the meeting.

UHB 09/044 IMPLEMENTING THE HUMAN PAPILLOMAVIRUS (HPV) VACCINATION PROGRAMME

The Board **RECEIVED** and **NOTED** the report of the Interim Public Health Advisor - Vale Locality, on details of the HPV Vaccination Programme and progress made to date.

Mrs Kinghorn advised on the issues around dosage and efficacy. A follow up programme was underway to vaccinate girls who were unavailable during the first round. There was no policy direction on changing from Cervarix™ as the vaccination of choice, although clinicians could use Gardasil™ for individual cases.

Mrs Kinghorn went on to note that the vaccination team had not experienced any resistance to the vaccination on grounds of faith or culture, and School Nurses had good relationships with the pupils.

The Board:

- **NOTED** the contents of the report

- **SUPPORTED** the implementation of continued elements of the programme.

UHB 09/045 PANDEMIC INFLUENZA

The Board **RECEIVED** and **NOTED** the verbal report of the Executive Director of Nursing on pandemic Influenza.

Mrs Walker advised that GPs were experiencing normal levels of flu-related consultations, although activity did vary depending on the level of media attention. Processes were in place for antiviral distribution across the organisation, and collection points had been identified. There had been no significant impact on secondary care, but there had been an impact on critical care. Escalation plans were in place for all key areas, and vaccination programmes were in place across primary care. Plans were in place for phase two to vaccinate children between 6 months and five years. There had been excellent uptake amongst staff for the vaccination.

(Mrs J Williams left the meeting)

Mrs Walker referred to the outbreak in the Haematology Unit, UHW, involving patient to patient transmission of a Tamiflu-resistant strain. The virus had been successfully treated, valuable lessons had been learnt and had been widely shared. All patients who had been affected were making good progress. The multi-disciplinary team had dealt well with the situation, and admissions to the Unit had resumed the following day. Mrs Walker stressed that this was a unique patient to patient virus transmission and not an example of poor infection control.

Ruth Walker noted that front line health and social care workers were being offered vaccinations, but the uptake within social care had been poor. She intended to explore this further at a meeting the following day.

Action – Mrs R Walker

UHB 09/046 MENTAL HEALTH SERVICES

The Board **RECEIVED** the report of the Executive Director of PC&MH Services, providing an overview of the strategic context for the development of mental health services in Cardiff and the Vale of Glamorgan, and the current assurance work being undertaken to ensure the provision of safe, high quality services.

Mrs Norton advised that, although a great deal of change had taken place over the last seven years, significant challenges remained.
(Mrs Williams returned to the meeting)

Mrs Norton acknowledged that the report did not include information on Child and Adolescent Mental Health, which was a separately managed service, and agreed to present a separate report to the Board.

Action – Mrs K Norton

Ms Fackrell expressed concerns about the continuation of mixed sex wards, as this was a significant equality issue. Mrs Norton explained the planning undertaken to ensure single room settings in the new development, and the work underway to enhance dignity and respect in the existing ward environments. The UHB was also considering the development of local services for women who needed medium secure care, and who were currently being looked after out of area. Mr Hollard was discussing this issue on a South East Wales basis.

On the Mental Health Governance and Strategic Support Programme, Mrs Norton advised that Dr Les Rudd was supporting the Programme, and Mrs Norton agreed to provide feedback from the first phase of the work and key emerging issues to the January Board.

Action – Mrs K Norton

The Board:

- **NOTED** the strategic context for Mental Health Service development
- **RECOGNISED** the significant progress made to remodel services to date, and the further work being taken forward
- **NOTED** the Governance and Strategic Support Programme and the associated timescales and **AGREED** the timing of further updates.

UHB 09/047 FIVE YEAR STRATEGIC PLAN

The Board **RECEIVED** and **NOTED** the verbal report of the Chief Executive and Executive Director of Planning on the development of a Five Year Strategic Plan.

Mrs Williams advised that good progress was being made, and the first cut of the high level plan would be shared with the Project Board on 17 December, and a copy would be provided to UHB Board Members.

Action – Mr P Hollard

Mr Hollard stated that the UHB had used as its baseline the work developed by the predecessor organisations around the Programme for Health Service Improvement (PHSI). The Plan also took into account the strategies of partner organisations, cross boundary issues and the University interface.

UHB 09/048 PRIMARY CARE SERVICES

The Board **RECEIVED** the report of the Executive Director of PC&MH Services on the proposals for the new Loudoun Square Health Centre.

Mrs Norton described the extensive work that had been undertaken to reach the current position, and reported that the UHB was working closely with the community, Community Health Council and Local Medical Committee to finalise the range of primary care services available in the new development. This was being assisted by key partnership arrangements with the Local Authority and Cardiff Community Housing. The Chair thanked the Cardiff CHC for its help in taking this work forward.

(Mr Harrop and Mr Jenkins left the meeting)

Mr Davies spoke of the financial analysis associated with this development to ensure affordability. This had been helped by the key partnership with the Housing Association.

The Board:

- **APPROVED** the updated Business Justification Case for the Loudoun Square Health Centre, and **NOTED** the financial consequences of the scheme to the UHB
- **DECLARED** the existing Butetown Health Centre surplus to requirements and **APPROVED** its disposal to Cardiff Community Housing Association
- **AUTHORISED** the Chief Executive to sign the Joint Venture Agreement for the scheme.

UHB 09/049 PRIMARY AND COMMUNITY BASED SERVICES

The Board **RECEIVED** the report of the Executive Director of PC&MH Services, providing an overview of the framework proposed to support the development of primary and community based services across Cardiff and the Vale of Glamorgan.

Mrs Norton advised that significant work had been undertaken to define and agree new ways of work to support the rebalancing of care, promoting proactive, integrated services that responded to individual needs in a timely and appropriate way. She drew the Board's attention to a copy of the report from the Stakeholder event of 6 July: this described the intended framework. A joint event had taken place in September to look at Third Sector involvement.

In addition, the UHB had now completed the Desktop Exercise aimed at assessing the state of readiness to influence. Members also had access to Dr CDV Jones' report, *Setting the Direction: Primary & Community Services Strategic Delivery Programme*. Mrs Norton confirmed that the Desktop Exercise had been positive, and that the UHB was in a strong position, and making good progress in developing a model of care which could be reflected in the Five Year Plan.

The Board:

- **NOTED** the outcome of the Stakeholder event held on 6 July, and the commitments arising from that event which aimed to support the delivery of effective, integrated primary and community based services
- **NOTED** the outcome of the Desktop Exercise and the resulting self assessment
- **RECEIVED** the report of the Primary and Community Delivery Programme, *Setting the Direction*.

UHB 09/050 WINTER PRESSURES 2009/10: HEALTH COMMUNITY RESPONSE

The Board **RECEIVED** the report of the Director of Acute Hospital Services, providing an update on the proposed plans to maintain business continuity and achievement of Access 2009 targets through the winter period, whilst also ensuring uninterrupted seamless access to scheduled and unscheduled care services across the health and social care community.

The Chief Executive referenced the need to review elective capacity in the context of the overall plan, and advised of the potential to defer some elective work in the coming winter months. Mrs Williams commented on the intention in 2010 to 'front load' elective work.

Dr Baboolal noted that planning for the winter period had begun earlier than the previous year, and that staff would work flexibly to support the

whole service. Community services were in place for the holiday period, and details would be made available in GP surgeries. Mr Egan stressed the importance of securing the commitment of all staff to the different working arrangements being proposed. This work was currently on-going, and would be discussed at the Local Partnership Forum meeting the following day.

Action – Mrs T Myhill

The Board:

- **APPROVED** the specific actions necessary to formalise the Winter Pressure Plan, in particular:
 - the central review of overall elective activity levels
 - the release of bed and staffing capacity (specifically nursing and junior medical staff), to support the emergency medical stream over the period 27 December to 18 January
 - the flexible deployment of staff to reflect activity demands.

- **SUPPORTED** the proposed alternatives to admission schemes, specifically the flexible use of TCU capacity.

UHB 09/051 CELEBRATION OF SUCCESS

The Chair welcomed Mr Simon O'Donovan, Consultant Nurse and Clinician, Diane Thomas, Clinical Nurse Leader, and Craig Williams, Ward Manager, Ward 1, Whitchurch Hospital, to the meeting, to present on the Accreditation for Acute Inpatient Mental Health Services (AIMS). This award had been introduced in June 2006, to identify and acknowledge wards with high standards of patient care and organisation, and to support and enable others to achieve these.

Mrs Walker congratulated the team on winning the award: the criteria were challenging and the Ward's achievement was a notable one.

On behalf of the Board, patients and carers, the Chair offered his congratulations and asked that they be conveyed to everyone involved.

UHB 09/052 PERFORMANCE REPORT

The Board **RECEIVED** the report of the Executive Director of Finance, providing an update on performance issues.

Mr Davies advised that the key target of Access 2009 (unlike the other targets) had to be met in-year. He reported the current position in meeting this target, and commented on the Data Warehouse tool designed by the Information Technology (IT) Department to support timely data analysis.

Paul Davies confirmed that the UHB was close to achieving the target, but could still be affected by the 'social' rule, whereby a patient could elect not to take up an offer of treatment for social reasons. Mr Hollard noted that this was a problem across Wales, and was outside the Local Health Board control.

On access to diagnostic services, Dr Baboolal confirmed that the CT scanner in the Emergency Unit, UHW, would be commissioned from 1 January 2010.

The Board **NOTED** the actions being taken to deliver the key AOF targets.

UHB 09/053 WORKFORCE / ORGANISATIONAL DEVELOPMENT STRATEGY

The Board **RECEIVED** and **NOTED** the verbal report of the Executive Director of Workforce and Organisational Development (OD) on the UHB OD Strategy and Action Plan. These would be based on a series of planned organisation-wide changes and interventions. Organisational health would be supported through culture, leadership and processes. Board Members would have an opportunity for further engagement in the Strategy design through the Workforce Committee.

UHB 09/054 VIOLENCE AND AGGRESSION PROGRESS REPORT

The Board **RECEIVED** and **NOTED** the report of the Executive Director of Workforce and Organisational Development, providing a progress report on the Violence and Aggression Action Plan.

The Board **NOTED** that a further Progress Report would be presented to the Board in March 2010.

Action – Mrs T Myhill

UHB 09/055 FINANCE REPORT

The Board **RECEIVED** the report of the Executive Director of Finance, providing an update on the current financial position and forecast outturn position.

Mr Davies noted that the Finance Task and Finish Group had met on 24 November, and had reviewed the key actions and the high risk areas.

The Chief Executive re-iterated that the UHB must break even by 31 March 2010 and had to find the £7.3m shortfall. A more detailed debate would take place at the Audit Committee meeting in the new year which would consider the half year accounts.

The Board:

- **NOTED** the latest Financial Plan and progress to date
- **NOTED** the cash position, the predicted year end shortage and request for support
- **NOTED** the actions to identify further measures to deliver break-even
- **NOTED** that until such additional measures were identified and put in place, that the predicted year end forecast was a shortfall of £7.3m.

UHB 09/056 HEALTH COMMISSION WALES – FUTURE ISSUES

The Board **RECEIVED** the report of the Executive Director of Finance, advising of the changes to the management arrangements of tertiary and specialised services, and the risks and opportunities this would bring.

Under the new arrangements, Health Commission Wales (HCW) would cease to operate from 1 April 2010, at which point a new Joint Committee of the seven Health Boards, The Welsh Health Specialised Services Committee (WHSSC) would assume responsibility.

The changes had implications for the current national and regional networks, and Mrs Williams updated the Board on possible options for the future.

Mrs Walker noted the need to understand where clinical governance responsibility would sit, as this was not clear at the present time. Mr Hollard confirmed that the transition arrangements would include a clear focus on governance.

The Board **CONSIDERED** the issues identified and **ENDORSED** the approach.

UHB 09/057 OUTLINE GOVERNANCE FRAMEWORK

The Board **RECEIVED** the report of the Interim Board Secretary, enclosing the outline Cardiff and Vale UHB Governance Framework.

Mrs Richards advised that the Framework incorporated the updated Statement of Intent, which reflected discussion at the October Board. This was displayed on a draft poster at the meeting, and would be taken to every Board Meeting to assist the decision-making process. The Framework would be refined further following additional guidance from the Assembly. In the meantime, work was in hand on the inaugural meetings of the Committees; these would take place over the coming weeks. A further version of the Framework, together with the final Standing Orders, would be presented to the March Board.

Action – Mrs S Richards

The Chief Executive advised that her Accountable Officer Training Day included information on a number of good practice ideas. She would liaise with the Interim Board Secretary on the inclusion of these in the UHB Framework. Mrs Williams commented on the need for a discussion with Committee Chairs on the alignment between Committee work programmes and Accountable Officer responsibilities.

Action – Mrs J Williams

The Board **NOTED** the outline Governance Framework, which would be refined following guidance from the Welsh Assembly Government, and would reflect the responsibilities of the Accountable Officer.

**UHB 09/058 POLICY FOR IMAGING, EXAMINATION AND
TREATMENT – PROPOSED AMENDMENT**

The Board **RECEIVED** the report of the Executive Medical Director, proposing an amendment to the Policy for Consent for Imaging,

Examination and Treatment, to meet the updated requirements of the Human Tissue Authority.

Dr Jones advised that the changes required were minor but essential. In addition, procedures for the storage and subsequent use of tissue had been tightened up in both UHW and UHL.

The Chief Executive advised that, as part of the on-going action plan from the HTA issue, the Workforce and Organisational Development Department was putting in place a training programme. All relevant staff would be made aware of the need to comply with this amended policy.

The Board **APPROVED** the proposed amendments to the Policy for Consent for Imaging, Examination and Treatment.

UHB 09/059 RISK REGISTER AND HIGH RISKS

The Board **RECEIVED** the report of the Executive Director of Nursing, describing the highest risks set out in the consolidated Risk Register, and proposing a way forward for its further development.

Two of the risks related to child protection and child health, and Mrs Walker confirmed that these were receiving close attention.

Action – Mrs R Walker

The Board:

- **AGREED** the UHB Register of its Highest Risks
- **ENDORSED** the proposal for the development of the UHB Risk Assessment and Risk Register approach.

UHB 09/060 ITEMS FOR INCLUSION IN THE RISK REGISTER

The Interim Board Secretary advised that issues identified from the previous meeting had been incorporated into the Risk Register, and existing entries had been updated. The Board **AGREED** to include the following additional risks, identified during the debate:

- the environments of care in UHL and UHW.

Mrs Nicky Hughes arrived at the meeting to collect the HSJ Award to take to a meeting to share with GP colleagues. On behalf of the UHB

Board, the Chair warmly congratulated Mrs Hughes and her team, and asked her to convey those congratulations to all involved.

UHB 09/061

The Board **NOTED** and **AGREED** the dates of future Board Meetings. The next meeting would take place on 19 January 2010 in County Hall, Cardiff.

UHB 09/062 QUESTIONS FROM THE PUBLIC

The Chair advised that, at the end of each Board meeting, there would be an opportunity for members of the public to raise any questions. Anne O Regan, on behalf of UNISON and UHL, queried the proposed closure of a 30 bed unit at UHL. The Chief Executive reiterated the information provided under Agenda Item UHB 09/043, to the effect that patients would be moved to E4 as a temporary measure. This would be the start of a rolling programme of ward refurbishment across all sites. Mrs Williams stressed that patient safety and quality held primacy on the Board's agenda.

UHB 09/063 MESSAGES TO BE ISSUED FROM THE BOARD

Members were invited to inform the Interim Board Secretary of any key messages.

The Chair asked Members, and those in attendance, whether they had any further questions. None were received.

The Board **APPROVED** a resolution that representatives of the press and other members of the public be excluded from the remainder of the meeting, in recognition of the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest. [Section 1(2) Public Bodies (Admission to Meetings) Act 1960]

Signed

Date