

Unconfirmed Minutes of the HEIW Board Meeting
held on 28 May 2020 at 10:00 am
via Skype/Teleconference

Present:

Dr Chris Jones	Chair
John Hill-Tout	Vice Chair, Independent Member
Tina Donnelly	Independent Member
Dr Ruth Hall	Independent Member
Gill Lewis	Independent Member
Professor Ceri Phillips	Independent Member
Dr Heidi Phillips	Independent Member
Alex Howells	Chief Executive
Stephen Griffiths	Director of Nursing
Professor Pushpinder Mangat	Medical Director
Julie Rogers	Director of Workforce and OD
Eifion Williams	Director of Finance.

In attendance:

Dafydd Bebb	Board Secretary
Kay Barrow	Corporate Governance Manager (Secretariat)
Angharad Price	Head of Communications and Engagement
Angela Parry	Observer

PART 1	PRELIMINARY MATTERS	Action
2805/1.1	Welcome and Introductions	
	The Chair welcomed everybody to the meeting of the HEIW Board and, in particular, Angela Parry who was attending as an observer. A quorum was confirmed present.	
	The Chair confirmed that this was the last meeting for Stephen Griffiths who was retiring as Director of Nursing.	
2805/1.2	Apologies for Absence	
	There were no apologies for absence.	
2805/1.3	Declarations of Interest	
	The Chair declared an interest in agenda item 2.3 HEIW Quarter 1 Operational Plan – COVID 19, relating to Primary Care and retired/ex-GPs.	
2805/1.4	Minutes of the Board meeting held on 26 March 2020	
	The minutes of the meeting held on 26 March 2020 were received as an accurate record of the meeting subject to the following amendment:	

	<ul style="list-style-type: none"> • 2603/2.3.1 Coronavirus: Chief Executive's Update On page 4; third paragraph; second sentence, the words 'and ventilator equipment' to be removed so that the sentence reads 'The impact on medical and nursing students in rural placements and the lack of PPE for the out of hospital/community care sector were also raised as matters requiring consideration.' 	
Resolved	The Board approved the minutes of the meeting subject to the amendment as detailed above.	DB
2805/1.5	Action Log	
	<p>The Board received the Action Log from the meeting held on 26 March 2020. It was highlighted that all actions either were in progress, had been added to the forward work programme or had been completed except for one action. The following update was provided:</p> <ul style="list-style-type: none"> • 2603/2.3.1 Coronavirus: Chief Executive's Update It was confirmed that there had been no further issues to report other than the matter relating to PPE (personal protective equipment). 	
Resolved	The Board noted the updated.	
2805/1.6	Matters arising	
	The Board considered extending the term originally agreed for the holding of electronic conference meetings of the Board to include the July meeting.	
Resolved	The Board approved the extension of the electronic conference meetings of the Board up to and including the July meeting.	DB
2805/2	CHAIR AND CHIEF EXECUTIVE REPORTS	
2805/2.1	Chair's Report	
	<p>The Chair's report was received.</p> <p>In presenting the report, the Chair wished to express his thanks, on behalf of the Board, to the individuals involved in ensuring staff in HEIW were being updated regarding COVID 19. Particular thanks were extended to the Communications & Engagement Team and the Digital & IT Team for their hard work and support across the organisation in these unprecedented times.</p> <p>He explained that nationally one of the key areas of focus going forward would be mental health services and well-being for staff and students/trainees as normal working and lifestyles resume.</p> <p>NHS organisations, following a period of reflection and opportunities to learn lessons from the crisis, will be resetting and continuing to transform service provision and delivery. As a key enabler, HEIW would support the aspirations of the Well-being and Future Generations Act, A Healthier Wales and the future workforce through its Compassionate Leadership Programme and implementation of the Workforce Strategy for Health and Social Care.</p>	

	<p>The Board formally acknowledged the retirement of Peter Donnelly who had played a key role, as Acting Postgraduate Dean, in the influencing and shaping of HEIW's postgraduate medical education.</p> <p>The Board formally wished Stephen Griffiths a very happy retirement and thanked him for all his hard work, support and dedication in his role as Director of Nursing.</p> <p>The Board formally thanked Julie Rogers in undertaking her role as Deputy Chief Executive during the absence of Alex Howells. The Board also thanked Alex Howells for her continued drive and energy in covering her roles in HEIW and Welsh Government.</p>	
Resolved	The Board noted the report.	
2805/2.2	Chief Executive's Report	
	<p>The Chief Executive's report was received.</p> <p>In presenting the report, Alex Howells wished to echo the thanks of the Board to Stephen Griffiths on his retirement and to pay tribute to the strong legacy he had left that could be built upon going forward. She expressed her gratitude to Stephen for his hard work and commitment to the role and key contribution to the Executive Team and Board.</p> <p>Alex Howells expressed her thanks to Julie Rogers for stepping in as Deputy Chief Executive whilst she was working in Welsh Government and for the support of Executive Team colleagues. It was anticipated that the role in Welsh Government would cease by the end of June 2020.</p> <p>Alex Howells provided an overview of NHS Wales' position in relation to running a dual system in supporting the response to COVID 19 and maintaining essential services. Welsh Government was now focusing on the implementation of the NHS Wales 'Test, Trace and Protect' service in response to the lifting of the Pandemic restrictions. She highlighted that the fragility of the NHS workforce whilst it responds to the crisis was a key concern, reinforcing the reasons for development of the Workforce Strategy for Health and Social Care. She emphasised the need for HEIW to support NHS Wales in building more resilience into the NHS workforce going forward.</p> <p>It was emphasised that whilst it would be important to restart HEIW normal business in the coming month or so, that colleagues needed to be cognisant that NHS organisations would still be dealing with the Pandemic. This was particularly relevant as the work on the IMTP restarts and the collaborative work required to take actions forward.</p>	

	The Board reiterated its appreciation to HEIW staff for the hard work and achievements during this unprecedented time.	
Resolved	The Board noted the report.	
2805/2.3	To Consider the Recommendations made at the Meeting of the Remuneration and Terms of Service Committee held on 28 May 2020 which Preceded this Meeting	
	<p>The Board received the Committee Chair's Report for the Remuneration and Terms of Service Committee held at 9.30am on 28 May 2020.</p> <p>Alex Howells advised that to bridge the recruitment gap until a permanent appointment to the Director of Nursing could be made, the Remuneration and Terms of Service Committee was recommending a 6-month interim appointment for Angela Parry into the role of Director of Nursing on a part-time basis. Due to the current crisis and restrictions, discussion was ongoing with Julie Rogers regarding the appropriate recruitment timetable for the permanent appointment</p>	
Resolved	The Board approved the recommendations as detailed above.	
2805/2.4	COVID 19 Update:	
2603/2.4.1	HEIW Response to the Implications of COVID 19	
	<p>The Board received the report.</p> <p>In presenting the report, Julie Rogers explained that the report summarised HEIW's response to the 'crisis' phase 1 of its emergency planning arrangements. The report was the precursor to the following agenda item that detailed the review of HEIW's IMTP and priorities for the remainder of Q1 and that HEIW was transitioning into phase 2.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • noted the significant progress and response made by HEIW across its functions to the end of phase 1; • noted the high-level infographic for wider distribution. 	
2805/2.4.2	HEIW Quarter 1 Operational Plan – COVID 19	
	<p>The Board received the Operational Plan.</p> <p>In presenting the Plan, Julie Rogers informed the Board that the Plan had been developed in response to Welsh Government issuing the NHS Wales COVID 19 Operating Framework Quarter 1. Whilst the framework was predominantly focussed on patient facing organisations, HEIW had interpreted it in terms of the expectation regarding moving into the 'new normal' and resuming the work to achieve the strategic objectives within the IMTP. It sets out the clear priorities for Q1 and, as such, it was important to review the Plan in tandem with the review of the IMTP that was later agenda item.</p> <p>It was highlighted that HEIW had taken a cautious approach to the reintroduction of activities, particularly ensuring that those activities</p>	

	<p>did not affect adversely on the workload of Health Boards, Trusts and any other partner organisations. It was recognised that those organisations would still be focussed on responding to COVID 19 as well as on resuming routine patient care activities.</p> <p>The Board considered the Plan and was content that it covered the summary of work during COVID-19 crisis and the move back to 'business as usual' whilst recognising the need for the new normal.</p> <p>Concerns were noted regarding the lack of access to national workforce data. This had highlighted the need for a suitable, fit for purpose workforce system and for clarity regarding the roles and relationship of NWSSP with HEIW. These concerns had been raised with Welsh Government colleagues.</p> <p>The Board wished to formally record its gratitude to HEIW staff for the support provided to university colleagues in assisting student/trainee deployment as part of the surge capacity for the NHS workforce.</p> <p>In terms of those individuals that had shown interest in returning to the NHS, work was to be undertaken around modelling traditional patterns of retirement and making contact with those individuals who may not have taken up roles to date or were on the temporary register with a view to joining the permanent register.</p> <p>The Board was pleased to see the increasing interface with social care. It was also highlighted that access to the wellbeing and psychological support resources were also being explored for Primary and Secondary Care including clinical staff.</p> <p>The Board welcomed the approach to 'digital by default' as opportunities were explored for education and training to resume in the 'new normal'.</p>	
Resolved	The Board approved the draft Operational Plan.	
2805/3	STRATEGIC ITEMS	
2805/3.1	IMTP Update:	
2805/3.1.1	Review of IMTP 2020/21 to 2022/23 and HEIW Revised Work Programme	
	<p>The Board received the report.</p> <p>In presenting the report, Julie Rogers advised that work across the core functions has reduced and non-essential programmes paused. This enabled HEIW to refocus on supporting the response to COVID 19.</p> <p>In responding to Welsh Government regarding the Q1 Operation Plan previously discussed, the IMTP was reviewed as part of the transition from 'crisis' phase 1 to phase 2 and the resuming of time</p>	

	<p>critical work programmes. Most objectives would be maintained but would be subject to appropriate revision to deliverables and phasing in line with capacity. A small number of objectives that were less time critical would be deferred into the start of 2021/22.</p> <p>The Board wished to formally thank the staff involved in the review and the revised work programme.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • noted the approach undertaken to revise IMTP priorities and work programmes; • approved the changes to the IMTP objectives. 	
2805/3.1.2	Resource Plan 2020/21	
	<p>The Board received the Resource Plan for 2020/21.</p> <p>In presenting the Resource Plan, Eifion Williams provided a brief summary of the reconciliation of the IMTP against the draft funding allocation that had been submitted to Welsh Government for 2020/21. He explained the approach to the delegating of the 2020/21 budgets to budget holders in line with the agreed IMTP and the assumptions that had been made relating to cost pressures, vacancy levels, capacity and the ongoing impact of COVID 19.</p> <p>The Board considered the Resource Plan. In terms of the increase in GP trainees from 160 to 200, it was clarified that, whilst the budget allocation was funded to 160, Welsh Government had agreed to provide the additional funding for those places allocated from 160 up to a maximum of 200.</p> <p>It was clarified that the reduced budget relating to Dental Foundation Training places was because of the delayed commencement of September 2020 instead of April 2020.</p> <p>The Board welcomed the requirement for the Directors to sign budget allocation letters in order for effective and disciplined budgetary control. However, concerns were raised in relation to the unknown impact of COVID 19; the potential for an underspend and the risks to achieving a breakeven position for 2020/21.</p> <p>The Board thanked the Finance Team for the work undertaken to develop the Resource Plan.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • agreed the methodology in establishing the 2020/21 delegated budgets; • noted the financial framework as set out in the IMTP; • noted the Welsh Government Allocation; • noted the key risks outlined; • agreed that an update would be presented to the Board in July 2020. 	EW

2805/3.2	Update on the Annual Education and Training Plan 2021/22	
	<p>The Board received a presentation from Stephen Griffiths, which provided an overview of the approach to the annual Education and Training Plan for 2021/22. The impact of COVID 19 had changed the approach and context of the planning and engagement process used to determine the student numbers.</p> <p>The recommendation in terms of the indicative numbers of training places would be based on the review of the recruitment challenges identified from IMTPs, wider workforce intelligence and capacity within the system to support education and training.</p> <p>It was clarified that it was impossible to predict the timeline or map the supply of students/trainees into the NHS workforce due to the complex nature of both full and part time studying as well as those that delay/postpone completion of courses.</p> <p>It was highlighted that the NHS has had a high profile during the COVID 19 Pandemic and that there were opportunities to maximise the career opportunities.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • noted the progress in the development of the Plan for 2021/22; • agreed that the draft Plan be considered by the Education, Commissioning and Quality Committee at its meeting in July 2020; • agreed that the final Plan be considered at the July Board. 	<p style="text-align: right;">AP</p> <p style="text-align: right;">AP</p>
2805/4	GOVERNANCE, PERFORMANCE AND ASSURANCE	
2805/4.1	Final Accounts 2019/2020	
	<p>The Board received the final accounts for 2019/2020.</p> <p>In presenting the accounts, Eifion Williams explained that whilst Welsh Government had revised the timetable for the submitting of the Annual Accounts due to the COVID 19 Pandemic, HEIW had met the original submission date of 28 April 2020.</p> <p>Eifion Williams highlighted the following areas within the accounts:</p> <ul style="list-style-type: none"> • HEIW had met its financial duty to break-even against its Revenue Resource Limit (page 22); • HEIW had met its financial duty to break even against its Capital Resource Limit (page22); • The creditor payment target (Public Sector Payment Policy) was achieved at 95.2% for the reporting period (page 23); • £213.020m net operating costs for the financial period (page 2); • £84k underspend on revenue budget at year end (page 22) • Total non-current assets £2.595m (page 4); • Total current assets £8.539m (page 4); • Total current liabilities £(7.287m) (page 4); • Net current assets/(liabilities) £1.252 (page 4); 	

	<ul style="list-style-type: none"> • Total non-current liabilities £(171k) (page4); • Total assets employed £3.676m. <p>Eifion Williams explained that the auditing of HEIW's financial statements by Audit Wales was largely complete and outlined a number of areas of work still to be completed. Based on the interim audited position, and with no material concerns, it was anticipated that the Auditor General, subject to the satisfactory conclusion to the areas of work outstanding, could provide an unqualified audit opinion.</p> <p>Eifion Williams explained that Welsh Government was deferring the laying of all Health Accounts until early July 2020. The final accounts and financial audit of accounts report would be presented at the June Audit and Assurance Committee and June Board.</p> <p>The Board welcomed the accounts and thanked HEIW's staff and, in particular, the Finance Team for the work undertaken in respect of the accounts.</p>	
Resolved	The Board noted the accounts.	
2805/4.2	Finance Report	
	<p>The Board received the report.</p> <p>In presenting the report, Eifion Williams provided a brief summary of the month 1 financial position for 2020/21, which was an overall underspend of £329k. This was largely due to HEIW's vacancy position within staffing establishments and underspends on commissioning budgets.</p> <p>Although it was early in the financial year, the impact of the COVID-19 pandemic and the lockdown position was already affecting pay and non-pay budgets by limiting opportunities for recruitment, training and education activity. The impact of the pandemic on commissioning budgets was being evaluated and discussed with budget holders in order to establish a revised financial plan.</p>	
Resolved	The Board noted the month 1 financial position.	
2805/4.3	HEIW Integrated Organisational Performance Report 4 – End of Year Report 2019-20	
	<p>The Board received the Report.</p> <p>In presenting the report, Julie Rogers highlighted that the report provided the year-end position against the Annual Plan and Remit Letter actions, and a summary of the delivery of operational performance targets, quality indicators and outcome measures.</p> <p>Julie Rogers commended the staff for their hard work during the year. She explained that of the 39 projects, 22 had been completed in the reporting year; 15 were still in progress and 2 were considered</p>	

	<p>at risk at the end of the year. However, these would be picked up as part of the 2020/21 plan.</p> <p>The Board considered the report noting the continued improvement to the performance reporting and the steady progress being made to improve compliance with statutory and mandatory training and PADRs. However, more focussed work was being undertaken to improve compliance across all areas. It was highlighted that the Audit & Assurance Committee would be reviewing the progress of poor areas of performance over the coming year.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • noted the year-end performance report; • noted the update on progress towards the development of the dashboard and the integrated performance framework; • noted the plan for the further engagement of the Board at the appropriate time. 	
2805/4.4	Welsh Language Scheme Consultation Process	
	<p>The Board received the Report.</p> <p>In presenting the report, Dafydd Bebb provided an overview of the current position for HEIW regarding the Welsh Language Standards and the ongoing discussions with the Welsh Language Commissioner.</p> <p>It was highlighted that the Welsh Language Commissioner had requested that HEIW prepare a Statutory Welsh Language Scheme as recommended under the original Welsh Language Act (1993). An overview of the Welsh Language Scheme, Action Plan and the public consultation process was provided. It was noted that the public consultation process would commence on a virtual basis following approval of the HEIW Welsh Language Scheme by the Welsh Language Commissioner.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • approved the draft Welsh Language Scheme; • approved the draft Action Plan; • approved the public consultation process for HEIW's Welsh Language Scheme. 	DB
2805/4.5	Amendment to the Delegated Financial Limits/Standing Orders	
	<p>The Board received the Report.</p> <p>In presenting the report, Dafydd Bebb highlighted that the proposed temporary amendment was in response to the retirement of the Director of Nursing. Although, it was noted that the post was no longer vacant as the Board had earlier in the meeting confirmed the interim appointment of Angela Parry on a part-time basis. However, the temporary amendment was still required and therefore the recommendation was amended to reflect this new aspect and the requirement for a three-month period from 1 June 2020 to 31 August 2020.</p>	

Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • approved the addition of the post of Head of Education, Commissioning and Quality to the list of posts within the delegated financial limits of the Scheme of Delegation; • approved the delegated financial limit for the Head of Education, Commissioning and Quality to be the same as the Director of Nursing within the Scheme of Delegation contained within the Standing Orders for a three-month period starting 1 June 2020 and ending on 31 August 2020. 	<p>DB</p> <p>DB</p>
2805/4.6	Key Issue Reports from Committees:	
2805/4.6.1a	Audit and Assurance Committee held on 1 April 2020	
	<p>The Board received the key issues report.</p> <p>In presenting the report, Gill Lewis highlighted that the Committee had considered the delivery of the internal and external audit plans, in light of the restrictions due to the COVID 19 Pandemic.</p> <p>The Committee considered and approved the Counter Fraud Annual Plan for 2020-2021. The Committee recognised that the fraud threat posed during emergency situations was higher than at other times and was reassured that the Counter Fraud service was raising awareness of the threats.</p>	
Resolved	The Board noted the report for assurance purposes.	
2805/4.6.1b	Audit and Assurance Committee held on 6 May 2020	
	<p>The Board received the key issues report.</p> <p>In presenting the report, Gill Lewis highlighted that the Committee had received a number of internal audit reports that had been assessed as either reasonable or substantial assurance. The draft Head of Internal Opinion had provided an overall draft assessment of reasonable assurance.</p> <p>The Committee received the Procurement Compliance Annual Report and, whilst the number of 'not endorsed' items was reducing, repeated instances had been identified in some areas. The Head of Procurement would be meeting with these areas to enable a better understanding of the reasons for not following the prescribed processes.</p> <p>The Committee was content with the draft accounts, which had been submitted to Welsh Government on 28 April 2020. The Committee commended the Finance Team for their hard work in delivering the draft accounts despite working remotely.</p> <p>The Committee was concerned that without the Director of Digital and an agreed Digital Strategy, caution was required in relation to decision-making around new technologies that may not suit the</p>	

	longer term Information and Communications Technology (ICT) objectives.	
Resolved	The Board noted the report for assurance purposes.	
2805/4.6.1c	Audit and Assurance Committee held on 26 May 2020	
	<p>The Board received a verbal update.</p> <p>In presenting the update, Gill Lewis advised the Committee was pleased with the draft accounts and noted that there had been little change from the draft version that had been previously considered.</p> <p>The Committee received the Counter Fraud Annual Report and noted the actions being taken forward to roll out fraud awareness raising and training. It was highlighted that the poor take up or compliance with statutory and training was a recurring theme and would be considered at the July Committee.</p> <p>The draft Annual Governance Statement was discussed and a number of comments had been made for consideration in the next iteration.</p> <p>Audit Wales had presented their draft audit of financial statements and, as mentioned earlier in the meeting, was anticipating an unqualified audit opinion subject to the satisfactory conclusion to the areas of work outstanding.</p>	
Resolved	The Board noted the update for assurance purposes.	
2805/4.6.2	Education, Commissioning and Quality Committee held on 9 April 2020	
	<p>The Board received the key issues report.</p> <p>In presenting the report, Ruth Hall advised that the Committee had focussed its time on matters relating to COVID 19. She highlighted that the Committee had been updated in relation to the deferment of the tendering process for the Health Professional Education Contracts, and had approved the revised timetable that currently would retain the original September 2022 start date.</p> <p>The Committee received updates in relation to the impact of COVID 19 on nursing, midwifery, medical, dental and pharmacy education provision and the role of students and trainees in helping to support the NHS workforce during the crisis. However, there were concerns in relation to student and trainee wellbeing during these unprecedented times. The Committee was pleased to see how the students and universities had responded to the crisis, and the changes that had been embraced to ensure the continuation and delivery of student training and education. However, the Committee wished to highlight the potential financial implications of the deferment of final exams and medical trainees taking up placement early.</p>	

	<p>It was highlighted that a number of matters had been postponed because of the crisis however; the Committee did receive assurance that whilst the Post Graduate Medical Education quality visits had been suspended, the basis core activities of the Quality Team were being undertaken virtually.</p> <p>In terms of the Major Trauma Network, it was noted that the Committee would be rescheduling its review of the training needs once normal working had been resumed.</p> <p>The Committee Chair raised concern in relation to its working relationship with the Audit & Assurance Committee and the need to periodically revisit the Terms of Reference for both Committees to avoid duplication of effort and to confirm the commitment as set out in the Standing Orders.</p>	
Resolved	The Board noted the report for assurance purposes.	
2805/4.7	Audit and Assurance Committee Annual Report 2019/2020	
	<p>The Board received the Annual Report.</p> <p>In presenting the report, Gill Lewis advised that the report summarised the key areas of business activity undertaken by the Committee during 2019/2020 and highlighted some of the key issues which the Committee intended to give further consideration to over the next 12 months.</p> <p>There had been improvement in the engagement and attendance of all parties and in the support of Committee regarding the forward planning of business and agenda setting which was running smoothly. The minutes and action log had also improved considerably.</p> <p>The Board welcomed the report and for its wider availability to staff.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • noted the report for assurance purposes; • agreed for the wider availability of the report for staff and for its publication on the HEIW intranet. 	DB
2805/4.8	In-Committee Decisions	
	The Board received and noted the report which provided the key issues discussed 'in committee' at the December Board meeting.	
2805/5	OTHER MATTERS	
2805/5.1	Any Other Urgent Business:	
2805/5.1.1	Retirement of the Director of Nursing	
	The Chair reiterated his appreciation to Stephen Griffiths for his hard work and dedication to his role as Director of Nursing and for the legacy he had left for his successor. He expressed his formal thanks to Stephen and that he would be sorely missed as a colleague.	

	<p>The Chair once again welcomed Angela Parry and advised that he and the Board would provide support in her role as interim Director of Nursing.</p> <p>The Chair thanked Alex Howells and Julie Rogers for their leadership and guidance in the Board business during these unprecedented times. He thanked the Executive Team for the quality of the papers presented at the meeting.</p> <p>Stephen Griffiths thanked the Board for their support and for welcoming him into HEIW. He wished HEIW success in the future and thanked colleagues for the flowers, gifts and well wishes.</p> <p>Alex Howells reiterated her thanks to Stephen Griffiths and for the privilege of working with him and for his support in getting HEIW to where it was currently.</p>	
Resolved	The Board:	
2805/5.2	Reflection on Today's Board	
	Members and Officers confirmed that there had been no issues with connecting to the meeting via Skype and were content with the way the Board business had been conducted. It was confirmed that a quorum had been maintained throughout the meeting.	
2805/5.3	Date of Next Meetings	
	<p>The Board received the forthcoming Board dates:</p> <ul style="list-style-type: none"> • HEIW Board to be held on 25 June 2020 to be confirmed either via Skype/Teleconference or to be held in Ty Dysgu, Nantgarw • HEIW Board Development Session to be held on 25 June 2020 to be confirmed either via Skype/Teleconference or in Ty Dysgu, Nantgarw • HEIW Board to be held on 30 July 2020 to be held in Ty Dysgu, Nantgarw 	
2805/5.4	Close	
	There being no other urgent business for the open session the meeting moved into the closed session.	

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Chris Jones (Chairman)

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Date: