

Summary of HEIW Board and Annual General Meetings held on 24 September 2020

Due to restrictions imposed during the current public health emergency our September Board meeting and 2019 – 20 Annual General Meeting were held virtually. Members of the public were able to view the meeting through accessing livestreaming on the Zoom platform. For those unable to attend we have produced this summary of the meetings. We will also publish the unconfirmed minutes of the meeting within 14 days of the meeting. The papers discussed can be found in the corporate section of the HEIW website <https://heiw.nhs.wales/>.

Although held via videoconferencing technology, both meetings were carried out as normal, in line with due process, with the necessary number of members in attendance for decisions to be made and formally agreed. Instantaneous translation from Welsh to English was available throughout the Board meeting and AGM.

PUBLIC BOARD MEETING

[] members of the public watched the AGM through live streaming.

1. Welcome

The Chair welcomed the public to the meeting.

2. Minutes

The minutes from the previous meeting of HEIW's Board held on 30 July 2020 were approved.

3. Chair's Report

The Board noted the Chair's report and acknowledged the challenges being faced by HEIW's key stakeholders, Health Boards and education providers as a result of COVID 19 and emphasised the importance of HEIW providing support to these organisations going forward.

The Board ratified the Chair's Action to enable the Chief Executive to approve the Shared Services (NWSSP) invoice relating to the Single Lead Employer arrangements for GP Trainees.

4. Chief Executive's Report and COVID 19 Update

The Chief Executive highlighted how HEIW was responding to the significant rise in the number of COVID 19 cases across Wales. This includes escalating our internal response groups and focusing on maintaining core education and training, ensuring preparedness around Winter Protection Planning and engaging with Health Boards to identify how HEIW can maximise support to the wider NHS workforce where possible.

5. Approval of Health Professional Education Contract Specification

It was reported that the Board, at its earlier Closed Session, had approved the Invitation to Tender and contract specification for its Health Professional Education Contracts. In addition, it approved for the Procurement Report to be submitted to the Director of Procurement Services in Shared Services (NWSSP) and the Welsh Government.

These Contracts represent the largest commissioning process undertaken by HEIW and will seek to shape and secure pre-registration health professional education for Wales for the next seven to ten years.

6. Strategic Equality Plan

The Board considered the Strategic Equality Plan, noting that it had been developed following a period of consultation and engagement with HEIW staff and stakeholders. The Plan sets out how HEIW will, over the next four years, strengthen our approach in advancing equality, eliminating discrimination and fostering good relations.

The Board approved the HEIW Strategic Equality Plan and for its publication on the HEIW website in line with statutory duties.

7. Director of Finance Report

The Board noted the financial position for month five and the underlying reasons for the underspend against the budgets, which was predominantly as a result of the continued impact of COVID 19 on pay and non-pay budgets.

The Board noted close links between the teams commissioning education and training and Welsh Government are ensuring we monitor and manage this situation effectively.

8. Performance Report

The Board received and considered performance against the HEIW Quarter 2 Operational Plan objectives and key performance measures.

The Board welcomed the good overall progress across the majority of business area objectives.

9. Corporate Risk Register

The Committee received the Corporate Risk Register and noted the position in relation to the assessment of the risks.

10. Statutes and Ordinances

The Board approved the recommendation from the Remuneration and Terms of Service Committee for the replacement of specific sections of the Statutes and

Ordinances for staff transferred to HEIW from Cardiff University with equivalent NHS Wales policies covering Disciplinary, Capability, Grievance and Dignity at Work.

11. Review of Committee Membership

The Board considered and approved the proposals regarding the appointment of the Chairs, Vice Chairs and membership of the Audit and Assurance Committee and that of the Education and Commissioning Committee.

12. Committee Chair's Key Issue Report from the Education, Commissioning & Quality Committee

The Board noted the Committee Chair's Key Issue Report from the Education, Commissioning and Quality Committee held on 16 September 2020.

13. In Committee decisions

The update in respect of the decision taken at the closed session of the Board on 30 July 2020 was noted by the Committee.

ANNUAL GENERAL MEETING (AGM)

[] members of the public watched the AGM through live streaming.

1. Introductions

The Chair welcomed the public to HEIW's first virtual AGM. It was confirmed that 15 minutes had been allocated at the end of the meeting for a question and answer session with the public. It was further confirmed that a Public Showcase Event on HEIW's work would follow the AGM.

The Board's approval of the Contract Specification for the Health Professional Education Contracts was described as a significant milestone for HEIW. This achievement, together with the Workforce Strategy for Health and Social Care, would have significant impact on supporting the needs of the NHS Wales workforce going forward.

2. Annual Report

2.1 Chief Executive's Overview

The Chief Executive provided an overview of the key achievements and successes of HEIW during 2019-2020, including the organisation's response to the COVID 19 Pandemic.

Alex Howells emphasised that HEIW's underlying vision was to transform the NHS workforce in line with a Healthier Wales and to make HEIW a great place to work. She highlighted that the work undertaken by the organisation in its first full year of 2019-20 had delivered on its objectives. This had placed HEIW in a strong position to support the NHS' response to the pandemic.

2.2 Executive Team Outlook for 2020-2021

Presentations were provided by various members of the Executive Team which included:

- Development of the Workforce Strategy for Health & Social Care;
- Collective and compassionate leadership
- Health and Wellbeing;
- HEIW's education and training function, developments and achievements;
- Strategic review of health professional education
- Looking forwards: HEIW's support during COVID 19 as part of the NHS Wales Winter Protection Plan. Focus on key commitments in the workforce strategy and our IMTP ;
- The HEIW Welsh Language Scheme and the commitment to strengthen Welsh language education as part of the Strategic Review of Health Professional Education Contracts.

2.3 Director of Finance Overview 2019-2020

The Director of Finance provided an overview of HEIW's year-end financial position. It was confirmed HEIW had met its obligations to break-even against the Revenue Resource and Capital Resource Limits and had also met the Public Sector Payment Policy.

2.4 Approval of Annual Report 2019-2020

The Board received and approved the HEIW Annual Report for 2019-2020.