

Unconfirmed Minutes of the HEIW Board Meeting
held at 2pm on 10 June 2021
via Zoom/Teleconferencing, through Ty Dysgu, Nantgarw

Present:

Dr Chris Jones	Chair
John Hill Tout	Vice Chair, Independent Member
Tina Donnelly	Independent Member
Gill Lewis	Independent Member
Alex Howells	Chief Executive
Angela Parry	Interim Director of Nursing
Julie Rogers	Director of Workforce and OD
Eifion Williams	Director of Finance
Professor Pushpinder Mangat	Medical Director

In attendance:

Dafydd Bebb	Board Secretary
Sian Richards	Director of Digital
Nicola Johnson	Director of Planning, Performance and Customer Services
Huw Owen	Welsh Language Service Manager
Catherine English	Corporate Governance Manager (Secretariat)

PART 1	PRELIMINARY MATTERS	Action
1006/1.1	Welcome and Introductions	
	The Chair welcomed everyone to the meeting and a quorum was confirmed present.	
1006/1.2	Apologies for absence	
	Apologies were received from Dr Heidi Phillips, Dr Ruth Hall and Lisa Llewelyn.	
1006/1.3	Declaration of interest	
	No declarations of interest were received.	
1006/1.4	To receive and confirm the minutes of the Board held on 27 May 2021	
Resolved	The minutes were received and approved as an accurate record of the meeting subject to the following amendment: 2705/4.5 to be amended to read 'John Hill-Tout introduced the report noting the Committee had received <i>the</i> draft Annual Accounts 2020/21 and <i>the</i> draft Head of Internal Audit Opinion and Annual Report 2020/21.'	DB
1006/1.5	Action Log from the Board meeting held on 27 May 2021	
	The Board received the Action Log and noted the actions were either complete, within the forward work programme or matters for consideration on today's agenda.	
Resolved	The Board noted the Action Log	

1006/1.6	Matters Arising	
	There were no matters arising.	
PART 2	GOVERNANCE, PERFORMANCE AND ASSURANCE	
1006/2.1.1	Annual Plan 2021/22	
	<p>The Board received the report.</p> <p>In introducing the report, Nicola Johnson explained the final draft Annual Plan 2021/22 was approved by the HEIW Board in March for sharing with Welsh Government. It was confirmed the final Board-approved Annual Plans were required to be submitted to Welsh Government by 30th June 2021 although Welsh Government would not approve the plans formally due to the COVID-19 pandemic.</p> <p>Positive informal feedback has been received from Welsh Government on the draft Plan in relation to it being an ambitious and confident plan with a strong focus on reducing inequalities and the delivery of the Workforce Strategy. This feedback was reiterated at the end of year Joint Executive Team meeting on 8th June.</p> <p>The feedback highlighted a small number of areas of improvement, and these had been strengthened in the final document. In particular, the Finance Plan and national Minimum Dataset had been updated, and the Annual Plan had been revised to reflect the end of year performance report.</p> <p>The Board considered the Welsh Government feedback letter.</p> <p>The Board thanked Nicola Johnson and her team for their work in drafting an aspirational Annual Plan for 2021/22.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • Approved the Annual Plan 2021/22 for submission to Welsh Government by 30 June. 	NJ
1006/2.1.1	Resource Plan 2021/22	
	<p>The Board received the report.</p> <p>In presenting the report, Eifion Williams explained it set out the approach to be taken to establish the 2021/22 budgets and to delegate to budget holders, in line with the Annual Plan agreed by the HEIW Board.</p> <p>Following receipt of the WG allocation letter for 2021-22 and a detailed review of the resources available, the Financial Plan within the Annual Plan was revised, and the detail is shown in Appendix 1 of the report. While the revised core funding allocation for 2021/22 was £270m it was noted that further non recurrent funding to support specific business cases and additional posts and initiatives had been submitted to WG and to be pursued in-year. Additionally, £600k of development funding</p>	

	<p>was to be carried forward into 2021-22 as a non-recurrent adjustment to the allocation in year.</p> <p>Eifion Williams noted that discussions with Welsh Government were taking place around the proposed establishment changes that had been agreed as necessary to deliver the core work of HEIW. These establishment changes had been funded from development funding available recurrently, but the recurrent nature of substantive appointments meant that unless these were recognised within the core allocation the flexibility afforded through the development funding would be eroded.</p> <p>It was confirmed that pay awards and associated inflation would be covered by Welsh Government within the revenue allocation. In terms of non-pay related inflation, Eifion Williams explained that the budgets only contained a small element of non-pay expenditure and so the risks associated with inflation were minimal. The majority of HEIW's non-pay related spend was associated with commissioning and these activities were well controlled with those contracts.</p> <p>The Board commended the work of Finance Team in the development of a Resource Plan aligned to the aspirations of the Annual Plan.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • Agreed the methodology used in establishing the 2021/22 delegated budgets. • Noted the financial framework as set out in the Annual Plan. • Noted the Welsh Government Allocation. • Noted and considered the key risks outlined. 	
1006/2.2	Annual Accountability Report	
	<p>The Board received the report.</p> <p>In presenting the report Dafydd Bebb explained the Accountability Report provided an outline of HEIW's programme in relation to the Board's governance arrangements and included three key documents: the Annual Governance Statement, the Remuneration and Staff Report and the National Assembly of Wales Accountability and Audit Report.</p> <p>It was confirmed the Annual Accountability Report had been considered by the Audit and Assurance Committee on the 9 June and recommended for approval by the Board subject to the following two amendments:</p> <ul style="list-style-type: none"> • Reference to the Internal Audit Report on Governance, which focused on the HEIW groups, be included at page 24 of the Annual Governance Statement; and 	

	<ul style="list-style-type: none"> The board attendance table at page 7 be updated to reflect Tina Donnelly attended six board meetings rather than five as currently indicated. 	
Resolved	In accordance with the recommendation from the Audit and Assurance Committee, the Board approved the Annual Accountability Report 2020/21 for signature by the Accountable Officer and Chair and submission to Welsh Government subject to the amendments noted.	DB
1006/2.3	Performance Report 2020/21	
	<p>The Board received the report.</p> <p>In presenting the report, Dafydd Bebb explained the purpose of the Performance Report was to provide an update on the organisation's performance in 2020/21, including progress on delivery of HEIW's Strategic Aims and business activities.</p> <p>It was confirmed the Performance Report had been considered by the Audit and Assurance Committee on the 9 June and had been recommended for approval by Board subject to the following amendment:</p> <ul style="list-style-type: none"> The PADR performance rate at page 9 be corrected to show 61.8%. 	
Resolved	In accordance with the recommendation from the Audit and Assurance Committee, the Board approved the Annual Performance Report 2020/21 for submission to Welsh Government subject to the amendment noted.	DB
1006/2.4	Audit and Assurance Committee Review of the Accounts and Public Disclosure Statements	
	Gill Lewis, Chair of the Audit & Assurance Committee, explained that the Committee had carried out a full and robust review of the accounts and public disclosure statements. Any questions regarding the accounts had been addressed and the Audit & Assurance Committee was therefore able to recommend the accounts to the Board for approval.	
Resolved	The Board noted the update from the Chair of the Audit and Assurance Committee.	
1006/2.5	Final Accounts 2020/21	
	<p>The Board received the final accounts 2020/21.</p> <p>In presenting the Final Accounts, Eifion Williams noted:</p> <ul style="list-style-type: none"> Operating costs in 2021 were £254.7m, an increase of £21.7m on the previous year. The largest increase was in Medical, Dental and Pharmacy training expenditure as detailed in note 3.2 of the Accounts. GP Registrar spend increased by £7.2m and trainee doctor spending increased by £2.1m. 	

	<ul style="list-style-type: none"> Dental training was included in the Accounts for the first time having been transferred from Welsh Government funding and increased HEIW's spend by £4.3m. <p>It was highlighted that HEIW had met its statutory duties in 2020/21 by:</p> <ul style="list-style-type: none"> breaking even against the Revenue Resource Limit for the period with an underspend of £95,000, breaking even against the Capital Resources Limit for the accounting period with an underspend of £21,000; and settling 95.9% of non-NHS invoices within thirty days of receipt against the target of 95%. 	
Resolved	The Board noted the Final Accounts 2020/21.	
1006/2.6	Audit Wales – Audit of Financial Statements Report (ISA260) and Letter of Representation	
	<p>The Board received the Audit Wales Audit of Financial Statements Report (ISA 260) which included the Letter of Representation.</p> <p>In presenting the ISA 260, Eifion Williams provided an overview of the key points within the report and confirmed that Audit Wales was issuing an unqualified audit opinion on the HEIW accounts for 2020/2021.</p> <p>The Board noted that there were no:</p> <ul style="list-style-type: none"> non-trivial misstatements identified in the accounts that remain uncorrected, corrections to the Financial Statements; or recommendation arising from the audit. <p>Eifion Williams noted that there was one emphasis of matter relating to Clinicians' Pension Tax Liabilities which was an ongoing all Wales matter and which required a contingent liability be disclosed in 21.1 of the Financial Statements.</p>	
Resolved	The Board noted the content of the ISA260 and Letter of Representation.	
1006/2.7	Formal Approval of the Accounts and Public Disclosure Statements 2020/21	
	<p>The Board considered the Accounts and Public Disclosure Statements for 2020/2021 and the recommendation from the Audit & Assurance Committee.</p> <p>The Board thanked the Finance Team and Audit Wales for delivering an excellent set of final accounts within the agreed Welsh Government timetable.</p> <p>The Board also thanked the Chief Executive and her Executive Team for their leadership and planning during the past year.</p>	

Resolution	The Board: <ul style="list-style-type: none"> • Approved the Accounts and Public Disclosure Statements 2020/21. • Approved the use of electronic signatures for the signing of the Accounts, Public Disclosure Statements, and various elements of the Accountability Report prior to submission to Welsh Government on 11 June 2021. 	EW
1006/2.8	In Committee Decisions	
Resolved	The Board received and noted the report which provided the key issues discussed 'in committee' at the May's Board meeting.	
PART 3	OTHER MATTERS	
1006/3.1	Any Other Urgent Business	
	<p>The Chair asked the Board to ratify a Chairs Action taken on the 4 June to authorise the Chief Executive to approve the Shared Service Monthly Single Lead Employer (SLE) invoice for up to £4 million for each of the following months: June, July, August and September 2021.</p> <p>The SLE invoice covered:</p> <ul style="list-style-type: none"> • GP Trainees • Dental Foundation Trainees; and • Pre-registration Pharmacists (monthly SLE invoice). <p>It was confirmed that, in accordance with HEIW's Standing Orders, the Chairs Action was undertaken by the Chair and Chief Executive following consultation with two Independent Members.</p>	
Resolution	The Board ratified the Chair's Action authorising the Chief Executive to approve the Shared Service Monthly Single Lead Employer (SLE) invoice for up to £4 million for each of the following months: June, July, August and September 2021.	
1006/3.2	Date of next meeting	
	<p>Dates of Next Meetings:</p> <ul style="list-style-type: none"> • HEIW Board Development Session to be held on 17 June 2021 to be held via Microsoft Teams/Teleconference. • HEIW Board to be held on 29 July 2021 to held via Zoom/Teleconference. 	
	There was no resolution to go in-committee.	

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Chris Jones (Chairman)

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Date: