

**Unconfirmed Minutes of the HEIW Annual General Meeting
held on 29 July 2021
via Zoom/Teleconferencing**

Present:

Dr Chris Jones	Chair
Tina Donnelly	Independent Member
Gill Lewis	Independent Member
Dr Ruth Hall	Independent Member
Dr Heidi Phillips	Independent Member
Alex Howells	Chief Executive
Julie Rogers	Director of Workforce and Organisational Development
Eifion Williams	Director of Finance
Professor Pushpinder Mangat	Medical Director
Lisa Llewelyn	Director of Nurse and Health Professional Education

In attendance:

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

PART 1	PRELIMINARY MATTERS	Action
AGM 2907/1.1	Welcome and Introductions	
	The Chair welcomed everyone to the Annual General Meeting of HEIW. Apologies were received from John Hill-Tout.	
AGM 2907/1.2	Introductory Remarks	
	<p>The Chair opened the Annual General Meeting and welcomed everyone in attendance. Reflecting on the year, he explained that despite the challenges associated with the pandemic, HEIW had come to feel a part of NHS Wales. He said that the AGM gave HEIW an opportunity to look back and reflect on the past year and look forward to the challenges and opportunities ahead. The Chair confirmed a ten-minute question and answer session with the public would follow the presentation of the Annual Report and Outlook for 2021/22 and highlighted that a Public Showcase event on HEIW's work would follow the AGM.</p> <p>Finally, the Chair thanked HEIW staff, the NHS and partners for their hard work and commitment.</p>	

PART 2	ANNUAL REPORT 2020/21	
AGM 2907/2.1	Chief Executive Overview	
	<p>The AGM received the Chief Executives presentation of the work undertaken by HEIW in 2020/21.</p> <p>In presenting the overview, Alex Howells welcomed that there were so many attendees to the meeting, which was a clear benefit of virtual working. It was explained that the pandemic had presented new challenges for HEIW, particularly in its continued development and integration. Despite this, HEIW continued to develop and demonstrate good financial and corporate governance. HEIW had received positive Structured Assessments during 2020/21, and all Internal Audits received a minimum rating of reasonable assurance. Additionally, all financial targets had been achieved, and HEIW had received positive feedback on all plans from Welsh Government.</p> <p>Alex Howells highlighted that during 2020/21, there had been a continued focus on developing the culture within HEIW with the ambition of making HEIW a great place to work and that the past year had seen an increased focus on equality and diversity. It was confirmed that during 2020/21 HEIW had published its first Strategic Equality Plan and continued to focus on values and behaviours through a programme of executive-led staff engagement.</p> <p>Despite the challenges posed by the pandemic, HEIW had continued its growth and expansion in 2020/21 and had launched the Workforce Strategy for Health and Social Care jointly with Social Care Wales, Compassionate Leadership Principles and reintroduced the Graduate Management Programme. Two new directors had also been appointed: Sian Richards as the new Director of Digital and Nicola Johnson as the new Director of Planning, Performance and Corporate Services.</p> <p>Highlighting HEIW's achievements, Alex Howells confirmed that during 2020/21 HEIW had secured increased investment in commissioning numbers for 2021/22 and completed phase 1 of the Strategic Review of Health Professional Education. HEIW had also implemented single lead employer arrangements in pharmacy, dental and medical secondary care and developed quality frameworks for education and training.</p> <p>Outlining HEIW's contribution to the Covid response, Alex Howells explained how HEIW had embraced new approaches to clinical placements, digitised the delivery of progression and training and effectively managed re-deployment to protect and maintain the education and training provision within Wales. HEIW had also embraced remote working and governance arrangements to ensure business continuity and actively supported the wellbeing of students and trainees.</p>	

	Looking forward, Alex Howells outlined HEIW's ambition to embrace a more strategic approach to segmented and targeted stakeholder engagement, resume multi-stakeholder engagement events and develop new relationships with Higher Education Institutions and Further Education Providers outside of the commissioning process.	
Resolved	The AGM noted the Chief Executives overview.	
AGM 2907/2.2	Director of Finance Overview	
	The AGM received the presentation on the 2020/21 financial performance. In presenting the 2020/21 financial performance, Eifion Williams highlighted that the year-end financial position was an underspend of £95,000 against a revenue allocation of £234,819 million. Against a capital allocation of £105,000, there was an underspend of £21,000 at year end. It was confirmed that HEIW has an annual statutory requirement to achieve a balanced year-end position against the Revenue and Capital Resource Limits set for the year and that this had been achieved. It was also confirmed that HEIW had met its Public Sector Payment Policy target.	
Resolved	The AGM noted the Director of Finance overview.	
AGM 2907/2.3	To received and approve the Annual Report 2020/21	
	The AGM received the Annual Report for 2020/21.	
Resolved	The AGM received and approved the Annual Report 2020/21.	
PART 3	OUTLOOK FOR THIS YEAR 2021/22	
AGM 2907/3.1	Executive Team Outlook for This Year	
	The AGM received presentations from the Executive Team on HEIW's plans for the months ahead.	
Resolved	The AGM noted the Executive Team presentations on the outlook for 2021/22	
PART 4	Question and Answer Session	
AGM 2907/4.1	Board to consider written questions received from observers of the AGM	
	There were no questions received from observers.	
PART 5	MEETING CLOSE	
AGM 2907/5.1	Close	
Resolved	There being no further questions, the Chair closed the Annual General Meeting.	

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Chris Jones (Chairman)

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Date:

