

Unconfirmed Minutes of the HEIW Board Meeting
held at 10am on 29 July 2021
via Zoom/Teleconferencing, through Ty Dysgu, Nantgarw

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
Lisa Llewelyn	Director of Nurse and Health Professional Education
Julie Rogers	Director of Workforce and Organisational Development
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 Corporate Services
Huw Owen	Welsh Language Service Manager
Catherine English	Corporate Governance Manager (Secretariat)
Angharad?	

PART 1	PRELIMINARY MATTERS	Action
2907/1.1	Welcome and Introductions	
	The Chair welcomed everyone to the meeting, and a quorum was confirmed present.	
2907/1.2	Apologies for absence	
	Apologies were received from John Hill-Tout.	
2907/1.3	Declaration of interest	
	<p>The following members declared an interest through their connections with universities with reference to agenda item 2.1, the Chair's Report, and specifically ratification of the Chair's action to award the Phase 1 contracts to Universities.</p> <ul style="list-style-type: none"> • Dr Ruth Hall, Independent Member - Advisory Board Member, Centre for Public Policy Wales, Cardiff University • Dr Heidi Phillips, Independent Member – Associate Professor for Primary Care, Swansea University. • Tina Donnelly, Independent Member – Fellow, University of South Wales. • Eifion Williams, Director of Finance – Member of the Finance Committee, Swansea University. 	

	<ul style="list-style-type: none"> • Professor Pushpinder Mangat, Medical Director – Honorary Chair, Swansea University Medical Board. <p>The Chair noted that all declarations were included in the Declaration of Interest Register and had previously been declared.</p>	
2907/1.4	To receive and confirm the minutes of the Board held on 10 June 2021	
Resolved	The minutes were received and approved as an accurate record of the meeting.	
2907/1.5	Action Log from the Board meeting held on 10 June 2021	
	The Board received the Action Log and noted all but one of the actions were complete. The outstanding action would be reviewed in September.	
Resolved	The Board noted the Action Log	
2907/1.6	Matters Arising	
	There were no matters arising.	
PART 2	CHAIR AND CHIEF EXECUTIVE REPORTS	
2907/2.1	Chairs Report	
	<p>The Board received the report.</p> <p>The Chair reflected on how the pandemic had affected health and social care services across Wales and the need to build on the innovations, relationships, and opportunities presented by past year. He stated that building a skilled, more inclusive, and diverse workforce and embedding the principles of Compassionate Leadership would be a key task for HEIW.</p> <p>It was confirmed the Chairs and Chief Executives of NHS Wales had recently met with the Minister and Deputy Ministers for Health and Social Services, where there were focused discussions around ministerial priorities. HEIW’s Chair and Chief Executive subsequently met with the Minister for Health and Social Services, which provided an opportunity to reflect upon the organisation's role during the pandemic and its key position in supporting the recovery and reset of the wider health and care sector going forward.</p> <p>The Chair thanked everyone who had signed up to attend the Annual General Meeting and explained it demonstrated the breadth of partnership, not only within NHS Wales, but also the education sector and wider population.</p> <p>The Chair confirmed that the midyear reviews of Board members had now concluded and expressed his gratitude to the Independent Board Members for their continued passion and commitment.</p> <p>The Chair confirmed that he had attended the HEIW staff conference on the 15 July, where the Chief Executive of Hywel Dda Health Board, Steve Moore, gave a humbling insight into his experiences of leading the frontline NHS during the pandemic.</p>	

	<p>Outlining some of the opportunities and challenges faced by the HEIW workforce as they planned a return to the office, the Chair expressed his hope that the organisation would continue to embrace the technical advantages gained from our experiences of remote working.</p> <p>Finally, the Chair asked the Board to ratify the two Chairs Actions as detailed on pages five and six of his report. It was confirmed that in accordance with HEIW's Standing Orders, each Chair's Action was undertaken by the Chair and Chief Executive after consulting with two Independent Members.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • noted the report for information. • ratified Chair's Action taken on 25 June to confirm that the new education contracts, relating to Phase 1 of the Strategic Review of Health Professional Education, be awarded based on the successful bids that resulted from the extensive procurement and robust evaluation process recently undertaken by HEIW and NWSSP; and • ratified the Chair's Action taken on 29 June for the Board to support that HEIW's function be amended so that it may host the Office of Chief Digital Officer. 	
2907/2.1	Chief Executives Report	
	<p>The Board received the report.</p> <p>Briefly outlining her report, Alex Howells reaffirmed the pressures currently facing the NHS and the important role HEIW had to play in contributing to the reset and recovery agenda.</p>	
Resolved	The Board noted the report.	
PART 3	STRATEGIC MATTERS	
2907/3.1	Annual Education and Training Plan 2022/23	
	<p>The Board received the report.</p> <p>In presenting the Annual Education and Training Plan 2022/23, Lisa Llewelyn explained that the development of the Plan was a HEIW statutory function of HEIW which supported the continued investment in health education and training in Wales. It was confirmed the plan was based on several assumptions, including maintaining the growth of students and trainees, considering the impact of Covid-19 and the reset and recovery of services following the pandemic.</p> <p>It was confirmed that HEIW consulted upon the changing strategic context for the development of this year's Plan through a series of presentations to Chief Executives, Executive peer</p>	

	<p>groups, and the Wales Partnership Forum, and was refined as a result of these discussions.</p> <p>It was reported that the plan had been scrutinised by the Education, Commissioning and Quality Committee and reviewed by the Executive Team prior to being submitted to the NHS Executive Board.</p> <p>The Board considered the importance of professional clinical placements and opportunities to increase capacity and enrich learner experiences. It was explained that there is a need for institutions to work collaboratively across Wales to address the issues associated with clinical placements, particularly in terms of capacity.</p> <p>The Board also considered the financial implications of the Plan, noting the resources required to deliver the 2022/23 Plan would increase from £251m to £262m.</p> <p>The Board thanked Lisa Llewelyn and her team for their work on developing the Plan. It was confirmed work is underway to consider how it can be better aligned to other NHS Integrated Medium Term Plans (IMTP's) in the future.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • Noted the current position with regard to the 2022/23 Education and Training plan; • Supported the submission of the plan to Welsh Government subject to feedback from the NHS Executive Board; and • Noted that there will be a review of the process to identify lessons learned for next year. 	<p style="text-align: center;">LL</p> <p style="text-align: center;">LL</p>
2907/3.2	Pharmacy Strategic Outline Case and Associated Business Cases	
	<p>The Board received the report.</p> <p>In presenting the report, Pushpinder Mangat explained the Strategic Outline Case (SOC) had been developed by the Pharmacy Deanery and scrutinised by the Pharmacy Initial Education and Training of Pharmacists Steering Group, Executive Team, and Board at a Board Briefing held earlier in July. He explained the SOC outlined the path to Independent Prescribing Status for all newly registered Pharmacists by 2026, the need for new undergraduate clinical placements, the need for transforming the current multi-sector pre-registration year into a different Foundation Year, the need for a new postgraduate programme together with the steps required to achieve this.</p> <p>It was confirmed that the SOC would therefore guide the implantation of the new standards for the Initial Education and</p>	

	<p>Training of Pharmacists (IETP) as mandated by the General Pharmaceutical Council.</p> <p>The Board highlighted the importance of ensuring a well-developed communication strategy underpinned the implementation of the new standards for the IETP, explaining it was essential professionals, students, and other groups understood the changes and why they were necessary.</p>	
Resolved	The Board endorsed the Initial Education and Training of Pharmacists (IETP) Programme Strategic Outline Case and its submission to Welsh Government.	PM
2907/3.3	Re-purposing of Pharmacy Pre-Registration Funds	
	<p>The Board received the report.</p> <p>In presenting the report on re-purposing of Pharmacy pre-registration funds, Pushpinder Mangat explained the report was the first business case referred to in the Pharmacy IETP Strategic Outline Case (SOC) and one that required immediate Welsh Government approval. It was confirmed the previous business case approved by Welsh Government in 2019, in respect of this subject matter, secured funding for pre-reg foundation pharmacist programme training in Wales up to 2023/24 based on increasing the placements each year.</p> <p>However, the unexpected impact of Covid and the accelerated introduction of IETP in January 2021 had placed significant pressures on the training organisations and HEIW staff, which was not foreseen in 2019. Given this, it was proposed that the foundation training numbers for the next two years be reduced from 160 to 130, to allow a period of stabilisation and evaluation, and the existing funds be re-purposed.</p> <p>It was confirmed the re-purposing of funds would ensure Wales can establish stable trainee numbers and standards whilst managing the significant changes to the initial education and training standards outlined in the HEIWSOC.</p> <p>The Board considered the proposal and discussed opportunities to maintain foundation training numbers at 160 while re-purposing underspend from other areas of the business. It was clarified that 130 placements represented a more realistic and sustainable position for HEIW and that reducing the numbers would still result in Wales having the highest pre-registration recruitment rate within the United Kingdom.</p>	
Resolved	The Board noted the report and the change of Foundation training numbers from 160 to 130.	
2907/3.4	Biodiversity and Decarbonisation Strategy	
	The Board received the Biodiversity and Decarbonisation Strategy.	

	<p>In introducing the report, Nicola Johnson explained Welsh Government had set out its legal commitment to achieve net-zero emissions by 2050 and declared its ambition for a carbon-neutral public sector in Wales by 2030. In response, NHS Wales had published its All-Wales Decarbonisation Strategic Delivery Plan 2020-2030. HEIW's strategy was developed to ensure the organisation delivered change in the areas that will generate the most significant impact and enable appropriate and efficient reporting.</p> <p>It was confirmed that following approval of the strategy, HEIW would develop and implement a 3-year action plan in line with the biodiversity and decarbonisation strategy and develop and implement organisational targets in line with the NHS Wales goal of becoming carbon neutral by 2030.</p> <p>The Board welcomed the report and were pleased to note HEIW's commitment to the decarbonisation agenda. Consideration was given to initiatives aimed at supporting the decarbonisation strategy, including the incentivisation of e-vehicles among staff.</p>	
Resolved	The Board approved the HEIW Biodiversity and Decarbonisation Strategy 2021-24.	
PART 4	GOVERNANCE, PERFORMANCE AND ASSURANCE	
2907/4.1	Director of Finance Report	
	<p>The Board received the Director of Finance Report.</p> <p>In presenting the report, Eifion Williams provided an update on the financial position for the period to 30 of June 2021 and identified the reasons for any financial variation against the budgets set. HEIW reported an underspend of £214,693 against profiled budgets as at 30 June 2021.</p> <p>It was confirmed the underspend in non-pay budgets was a result of reduced face to face training and education activity due to the Covid lockdown restrictions. The underspend on Commissioning budgets was as a result of known under recruitment of trainees to programmes in Pharmacy, Dental Foundation training and the Medical training grades, offset by a small overspend within GP training as a result of protected salaries.</p> <p>It was noted HEIW has a capital allocation of £100k for 2021/22, and an order for IT equipment totalling £15k was raised in June. The cash position at the end of month 3 was £7.4m.</p> <p>It was confirmed that for the period April to June 2021, HEIW cumulatively paid 99.3% of non-NHS invoices and 97.8% of NHS invoices within 30 days.</p> <p>The Committee noted that 'Trade and other payables' continued to be high, totalling £12.5m as at 30 June. It was explained that</p>	

	<p>the main balances included £6.8m for other NHS Wales organisations and £2.1m for GP Trainee payments to NWSSP, which will not be invoiced until the end of the month. The £5.3m to non-NHS creditors primarily related to payments due to universities that have not yet been invoiced. It was confirmed HEIW has been working with universities to improve the billing and payments process, and an update on that work would be provided to the Board later in the year.</p>	
Resolved	The Board noted the financial position reported at month three and the underlying reasons for the key variances to budget.	
2907/4.2	Updated Standing Financial Instructions	
	<p>The Board received the report.</p> <p>In presenting the report, Eifion Williams explained that following an all-Wales review, Welsh Government had issued HEIW with updated model Standing Financial Instructions(SFIs). It was confirmed that HEIW had been in discussions with Welsh Government about further changes to HEIW's SFI's in respect of procurement processes to better reflect its position as an education commissioner. Confirming a change to the report, Eifion Williams explained the Board were being asked to note that updated SFI's had been issued and that HEIW was in discussions with Welsh Government for further amendments that would apply solely to HEIW.</p> <p>It was confirmed that an impact assessment would be undertaken once the HEIW's final SFI's had been agreed with Welsh Government. The final updated SFI's would be brought back to the Board for approval.</p>	
Resolved	The Board noted the model Standing Financial Instructions.	
2907/4.3	Updated Standing Orders	
	<p>The Board received the report.</p> <p>In presenting the report, Dafydd Bebb explained that following a review, revised Model Standing Orders had been issued by Welsh Government. Given this, HEIW's Standing Orders had been updated to account for changes made to the Model Standing Order together with some local amendments including to the delegated financial limits. It was confirmed these amendments were identified within the cover paper and the update Standing Orders attached at Appendix 1.</p> <p>It was confirmed that the amendments had been considered and approved at the July meeting of the Audit and Assurance Committee.</p> <p>It was confirmed a light touch impact assessment had been undertaken.</p>	
Resolved	The Board approved the amended HEIW Standing Orders.	

2907/4.4	Hosting of the Office of Chief Digital Officer	
	<p>The Board received the report.</p> <p>In presenting the report, Dafydd Bebb explained it provided an update on locating the Office of the Chief Digital Officer (OCDO) for Health and Care within HEIW and a summary of the progress to date. It was confirmed that a Direction was imminent from the Welsh Minister for Health and Social Services confirming that the OCDO has been added into the functions of HEIW and that Chair's Action (ratified earlier by the July Board under the Chair's Report) has been taken by HEIW to support the extension of HEIW's function to include the permanent hosting of the OCDO.</p> <p>It was confirmed a Memorandum of Understanding (MOU) with Welsh Government outlining the operating arrangements for the OCDO being located within HEIW had been drafted and was close to being finalised. A Project Team had been formed to oversee the establishment of the OCDO together with a Programme Project Board with Welsh Government. The first HEIW Project Steering Group met on the 27 July.</p>	
Resolved	The Board noted the update for information.	
2907/4.5	Education, Commissioning and Quality Committee Annual Report 2020/21	
	<p>The Board received the Education, Commissioning and Quality Committee Annual Report 2020/21.</p> <p>In presenting the report, Ruth Hall explained it summarised the key areas of business activity undertaken by the Committee during 2020/21 and highlighted some of the key issues which the Committee intended to consider over the next twelve months.</p> <p>The Committee thanked everyone who had contributed to the work of the Committee over the past twelve months.</p>	
Resolved	<p>The Board:</p> <ul style="list-style-type: none"> • Noted that the Education Commissioning and Quality Committee had approved the Annual Report 2020/21 for submission to the Board for assurance. • Noted the Education, Commissioning and Quality Committee Annual Report 2020/21 for information. 	
2907/4.6	Key Issues Reports	
2907/4.6.1	Education Commissioning and Quality Committee held on 25 June 2021	
	<p>The Board received the report.</p> <p>In presenting the report, Ruth Hall highlighted that a wide variety of reports had been considered by the Committee and provided a brief overview of the items that had been considered.</p>	

	<p>It was highlighted that the Committee had received the draft National Annual Education and Training Plan 2022/23 and considered a submission provided by the Royal College of Nursing on service priorities and education commissioning figures for nursing. The submission by the Royal College of Nursing raised some important points, and the Committee had discussed the deficit in paediatric nursing recruitment against the IMTP and considered ways to encourage individuals to return to nursing. The Committee had also considered the limits on growth, in particular, placement capacity but noted HEIW continued to make inroads into aligning the IMTP requests with commissioning numbers. It was confirmed a response had been issued to the Royal College of Nursing.</p> <p>It was confirmed that the Committee had recommended the following agenda items to the July Board (which had already been considered by the Board)</p> <ul style="list-style-type: none"> • Approve the Initial Education and Training of Pharmacists Programme Strategic Outline Case (considered under agenda item 3.2 above). • Approve the draft National Annual Education and Training Plan 2022/23 (considered under agenda item 3.1 above). • Review the performance of the Committee as set out in the Committee Annual Report for 2020-21 (considered under agenda item 4.5 above) 	
Resolved	<p>The Board noted the content of the report for assurance.</p> <p>It was agreed future Committee Annual Reports would include a table of Committee recommendations made throughout the year.</p>	
2907/4.6.2	Audit and Assurance Committee held on 21 July 2021.	
	<p>The Board received a verbal update.</p> <p>Gill Lewis explained that the Committee had considered a wide variety of reports and provided a brief overview of the items that had been considered. It was highlighted that:</p> <ul style="list-style-type: none"> • the Information Governance Toolkit Internal Audit Report received 'substantial' assurance. • The Committee had received a report on the Review of HEIW's Procurement Systems and Processes Action Plan and that good progress had been made to address the recommendations arising from the review. • The Committee received and noted the Governance Arrangements Internal Audit Report and Pre-Registration Pharmacy Internal Audit Report noting that the overall assurance level for both was reasonable. 	

	<p>It was confirmed that the Committee had recommended following items for consideration by the Board:</p> <ul style="list-style-type: none"> • Approve the updated Standing Financial Instructions (considered separately under item 4.2 above) • approve the updated Standing Orders and proposed amendments to the Delegated Financial Limits (considered separately under agenda item 4.3 above). 	
Resolved	The Board noted the content of the report for assurance .	
PART 5	OTHER MATTERS	
2907/5.1	Any Other Urgent Business	
	No other urgent business.	
2907/5.2	Date of next meeting	
	<p>Dates of Next Meetings:</p> <ul style="list-style-type: none"> • HEIW Board Development Session to be held on 19 August 2021 to be held via Microsoft Teams/Teleconference. • HEIW Board to be held on 30 September 2021 to held via Zoom/Teleconference. 	
	The Committee resolved to go in-committee.	

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Chris Jones (Chairman)

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Date: