



## HYWEL DDA UNIVERSITY HEALTH BOARD – STAKEHOLDER REFERENCE GROUP

### WORKPLAN 2025-2026

Updated: May 2025

Agenda Item/Issue/Notes	Lead	Report Author	1 May 2025	7 Aug 2025	24 Nov 2025	5 Feb 2026
* Standing agenda items						
<b>GOVERNANCE</b>						
Welcome and Apologies*	Chair		✓	✓	✓	✓
Declarations of Interests*	Chair		✓	✓	✓	✓
Minutes from Previous Meeting*	Chair	CSO	✓	✓	✓	✓
Matters Arising and Table of Actions*	Chair	CSO	✓	✓	✓	✓
Annual Review of Terms of Reference	Chair	CSO	✓	✓		
Annual Review of SRG Membership	Chair	Clare James		✓		
Nominations for role of Chair	Chair	Clare James		✓		
Nominations for role of Vice Chair	Chair	Clare James		✓		
Appointment of Chair	Chair	Clare James		✓	✓	
Appointment of Vice Chair	Chair	Clare James		✓	✓	
Self Assessment (take place and feedback)	Joanne Wilson	Karen Richardson				✓
<b>OUR SERVICES</b>						
<i>(For information prior to consultation commencement in order to obtain feedback on behalf of SRG organisations and/or individual members)</i>						
<b>Current and Future Planned Consultations and Engagement Update</b> <i>(List and schedule of current and future service consultations/engagements with update on each)</i>	Alwena to advise		✓	✓	✓	✓
<b>Continuous Engagement Programme Update</b> <i>(List/schedule of current and future service consultations/engagements with update on activity for each)</i>	Alwena to advise		✓	✓	✓	✓
<b>Transformation/Consultation/Engagement Programmes</b> <i>(To be decided at agenda setting meetings if a specific programme will be an agenda item)</i>	Alwena to advise					



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<b>Have Your Say on the Clinical Services Plan</b>	Lee Davies	Ben Rogers/Nicola Couceiro		✓		
<b>Primary Care – How our GP Managed Practices Work</b>	Jill Paterson	Rhian Bond		✓		
<b>Research &amp; Innovation = How our Patients Benefit from Research – From Strategy to Action</b>	Leighton Phillips	Sally Hore/Chris Hopkins		✓		
<b>DELIVERY OF OBJECTIVES AND PRIORITIES</b> <i>(For information)</i>						
<b>OUR COMMUNITIES</b>						
Clinical Services Plan	Lee Davies		✓	✓	✓	✓
Prince Phillip Hospital MIU	Andrew Carruthers		✓	✓	✓	
Waiting List Support	Sharon Daniel	Mandy Davies	✓			
<b>FOR INFORMATION</b>						
Integrated Performance Assurance Report (IPAR)* <i>(this is the report that went to the Public Board prior to SRG)</i>	CSO		✓	✓	✓	✓
Board Update Report* <i>this is the SRG Update that went to Public Board)</i>	CSO		✓	✓	✓	✓
SRG Annual Workplan	CSO		✓	✓	✓	✓
<b>ONE-OFF MATTERS</b>			✓	✓	✓	
<b>ADMINISTRATION</b>			✓	✓	✓	✓
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	CSO	✓	✓	✓	✓
Call for papers (within 2 days of agenda setting)	CSO	CSO	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	CSO	CSO	✓	✓	✓	✓
Share draft TOA within 2 working days of the meeting	CSO	CSO	✓	✓	✓	✓
Circulate minutes & TOA for comments within 10 working days of the meeting	CSO	CSO	✓	✓	✓	✓
Check & send final version of minutes to the Committee Chair following comments received.	CSO	CSO	✓	✓	✓	✓



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Chase updates on TOA before the next meeting	CSO	CSO	✓	✓	✓	✓
Produce Board Update Report within 10 working days	CSO	CSO	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO	✓	✓	✓	✓

<b>Chair:</b> Jeremy Hockridge	<b>Vice-Chair:</b> Chesca Ross	<b>Lead Executive:</b> Alwena Hughes-Moakes	<b>Committee Services Officer:</b> Ruth Poynting
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2024/25 POs	SOs		2023/24 POs	2022/23 POs
PO1: Workforce stabilisation	1: Putting people at the heart of everything we do	PODC C/ SRC	1a Develop an attraction & Recruitment plan	<ul style="list-style-type: none"> <li>1F: HR offer (induction, policies, employee relations, access to training)</li> </ul>
			1b Develop career progression opportunities	<ul style="list-style-type: none"> <li>2D: Clinical Education Plan</li> <li>2J: "Future Shot" Leadership Programmes</li> </ul>
			2a Engage with and listen to our people	<ul style="list-style-type: none"> <li>1H: "Making a Difference" Customer Service programme</li> <li>2A: Regional Carers Strategy response</li> <li>2B: Strategic Equality Plan and Objectives establishment</li> <li>2K: organisational listening, learning and cultural humility</li> <li>2L: Staff engagement strategic plan</li> <li>4I: Armed Forces Covenant</li> </ul>
			2b Continue to strive to be an employer of choice	<ul style="list-style-type: none"> <li>2I: integrated Occupational Health &amp; Staff psychological wellbeing offer</li> </ul>
			2c Develop and maintain an overarching workforce, OD and partnerships plan	<ul style="list-style-type: none"> <li>1G: OD Relationship Manager rollout</li> </ul>
PO 2: Financial recovery and roadmap	6: Sustainable use of our resources	SRC	6b Pathways and Value Based Healthcare	<ul style="list-style-type: none"> <li>6B: Value improvement and income opportunity</li> <li>6D: Value Based Healthcare and Patient Reported Outcome Programme</li> </ul>
			8b Local Economic and Social Impact	<ul style="list-style-type: none"> <li>6H: Supply chain analysis</li> </ul>
			8c Financial Roadmap	<ul style="list-style-type: none"> <li>6I: Interim Budget 2022/23</li> <li>6L: workforce, clinical service and financial sustainability</li> </ul>
PO 3: Transforming urgent and emergency care	5: Safe, sustainable, accessible and kind care	SDOD C	3a Transforming Urgent and Emergency Care programme	<ul style="list-style-type: none"> <li>4P: Recovery and Rehabilitation Service</li> <li>4Q: Community Care Support to reduce non-elective acute bed capacity</li> <li>5A: NHS Wales Delivery Framework Targets</li> <li>5B: Local Performance Targets</li> <li>5J: 24/7 emergency care model for Community and Primary Care</li> </ul>



2024/25 POs	SOs		2023/24 POs	2022/23 POs
PO 4: Planned care (incl. cancer, diagnostics and therapies performance)	5: Safe, sustainable, accessible and kind care	SDOD C	4a Planned Care and Cancer Recovery	<ul style="list-style-type: none"> <li>1B: Single Point of Contact</li> <li>1E: Personalised care for patients waiting</li> <li>5A: NHS Wales Delivery Framework Targets</li> <li>5B: Local Performance Targets</li> <li>5F: Bronglais Strategy</li> <li>5N: Implement National Network and Joint Committee Plans</li> <li>6K: Design Assumptions</li> </ul>
			4b Regional Diagnostics Plan	<ul style="list-style-type: none"> <li>5F: Bronglais Strategy</li> </ul>
PO 5: Mental health and CAHMS	5: Safe, sustainable, accessible and kind care	SDOD C	4c Mental Health Recovery Plan	<ul style="list-style-type: none"> <li>5G: Transforming Mental Health and LD implementation</li> </ul>
PO 6: Clinical services plan	5: Safe, sustainable, accessible and kind care	SDOD C	6a Clinical Services Plan	<ul style="list-style-type: none"> <li>5F: Bronglais Strategy</li> <li>5O: Fragile Services</li> </ul>
PO 7: Primary care and community strategic plan	4: The best health and wellbeing for our communities	SDOD C	7b Integrated Localities	<ul style="list-style-type: none"> <li>3I: Primary Care Contract Reform</li> <li>4C: Transformation fund schemes</li> <li>5H: Integrated locality plans</li> <li>5T: Complex health and care needs</li> </ul>
PO 8: A Healthier Mid and West Wales infrastructure	6: Sustainable use of our resources	SDOD C/SRC	5a Estates Strategies	<ul style="list-style-type: none"> <li>5C: Business Case for A Healthier Mid and West Wales</li> <li>5U: Community and non-clinical estates strategy</li> </ul>
			8a Decarbonisation & Sustainability	<ul style="list-style-type: none"> <li>4R: Green Health and Sustainability</li> <li>6G: Decarbonisation and green initiatives plan</li> </ul>
PO 9: Digital strategic plan	6: Sustainable use of our resources	SRC	5c Digital Strategy	<ul style="list-style-type: none"> <li>3E: Business intelligence and modelling</li> <li>5M: Implementation of clinical and all Wales IT systems</li> <li>5R: Digital Inclusion</li> <li>6M: Cyber Security Framework</li> <li>6N: Intelligent Automation</li> </ul>
PO 10: Population Health (incl. social model for health and wellbeing)	4: The best health and wellbeing for our communities	SDOD C	7a Population Health	<ul style="list-style-type: none"> <li>4A: Public Health Delivery Targets</li> <li>4B: Public Health Local Performance Targets</li> <li>4D: Public Health Screening</li> <li>4G: Healthy Weight: Healthy Wales</li> <li>4H: emergency planning and civil contingencies</li> <li>4J: Regional Well-being Plans</li> <li>4K: Health Inequalities</li> </ul>



2024/25 POs	SOs		2023/24 POs	2022/23 POs
				<ul style="list-style-type: none"> <li>• 4M: Health Protection</li> <li>• 4S: Improvement in Population Health</li> <li>• 4V: One Health</li> <li>• 4W: Whole School Approach to Mental Health and Emotional Wellbeing</li> </ul>
			7c Social Model for Health and Wellbeing	<ul style="list-style-type: none"> <li>• 4L: Social Model for Health and Wellbeing</li> <li>• 4N: Food Systems</li> <li>• 4U: Community proposals for place-based action</li> </ul>
Orphan POs (not taken forward from 2023/24 into 2024/25)			3b Healthcare Acquired Infection Delivery Plan	<ul style="list-style-type: none"> <li>• 3C: Quality and Engagement Requirements</li> <li>• 5X: Quality Management System</li> </ul>
			5b Research and innovation	<ul style="list-style-type: none"> <li>• 3G Research and Innovation</li> </ul>
			6c Continuous Engagement	<ul style="list-style-type: none"> <li>• 3J: AHM&amp;WW Communications Plan</li> <li>• 3M: UHB Communications Plan</li> <li>• 4T: Continuous engagement implementation</li> </ul>
			8d Welsh Language and Culture	<ul style="list-style-type: none"> <li>• 3N: Welsh Language</li> </ul>
			Orphan POs (not taken forward from 2022/23 into 2023/24)	<ul style="list-style-type: none"> <li>• 1A: NHS Delivery Framework targets</li> <li>• 1I: Family Liaison Service rollout</li> <li>• 2E: Evidencing impact of charitable funds</li> <li>• 2M: Arts in Health Programme development</li> <li>• 3A: Improving Together</li> <li>• 3L: Review of existing security arrangements</li> <li>• 3H: Planning Objective Delivery Learning</li> <li>• 5I: Children and young people services improvement</li> <li>• 5K Clinical effectiveness self-assessment process</li> <li>• 5P: Market Stability Statement</li> <li>• 5Q: Asthma pathway</li> <li>• 5S: Palliative Care and End of Life Care Strategy</li> <li>• 5V: IMTP and Operational Planning</li> <li>• 5W: Liberty Protection Safeguards</li> </ul>