



HYWEL DDA UNIVERSITY HEALTH BOARD – STAKEHOLDER REFERENCE GROUP

WORKPLAN 2025-2026

Updated: March 2025

| Agenda Item/Issue/Notes | Lead | Report Author | 1 May 2025 | 7 Aug 2025 | 6 Nov 2025 | 5 Feb 2026 |
|---|------------------|------------------|------------|------------|------------|------------|
| * Standing agenda items | | | | | | |
| GOVERNANCE | | | | | | |
| 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 | | | | ✓ |
| OUR SERVICES | | | | | | |
| <i>(For information prior to consultation commencement in order to obtain feedback on behalf of SRG organisations and/or individual members)</i> | | | | | | |
| Current and Future Planned Consultations and Engagement Update <i>(List and schedule of current and future service consultations/engagements with update on each)</i> | Alwena to advise | | ✓ | ✓ | ✓ | ✓ |
| Continuous Engagement Programme Update <i>(List/schedule of current and future service consultations/engagements with update on activity for each)</i> | Alwena to advise | | ✓ | ✓ | ✓ | ✓ |
| Transformation/Consultation/Engagement Programmes <i>(To be decided at agenda setting meetings if a specific programme will be an agenda item)</i> | Alwena to advise | | | | | |
| DELIVERY OF OBJECTIVES AND PRIORITIES <i>(For information)</i> | | | | | | |



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| OUR COMMUNITIES | | | | | | |
| Presentation by Chair of the Health Board | Dr Neil Wooding | | | | | |
| Clinical Services Plan | Lee Davies | | ✓ | | | |
| Prince Phillip Hospital MIU | Andrew Carruthers | | ✓ | | | |
| Waiting List Support | Sharon Daniel | Mandy Davies | ✓ | | | |
| FOR INFORMATION | | | | | | |
| 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 | | ✓ | ✓ | ✓ | ✓ |
| ONE-OFF MATTERS | | | | | | |
| | | | ✓ | ✓ | ✓ | |
| ADMINISTRATION | | | | | | |
| 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 | ✓ | ✓ | ✓ | ✓ |
| 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 | ✓ | ✓ | ✓ | ✓ |



| 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"> 1F: HR offer (induction, policies, employee relations, access to training) |
| | | | 1b Develop career progression opportunities | <ul style="list-style-type: none"> 2D: Clinical Education Plan 2J: "Future Shot" Leadership Programmes |
| | | | 2a Engage with and listen to our people | <ul style="list-style-type: none"> 1H: "Making a Difference" Customer Service programme 2A: Regional Carers Strategy response 2B: Strategic Equality Plan and Objectives establishment 2K: organisational listening, learning and cultural humility 2L: Staff engagement strategic plan 4I: Armed Forces Covenant |
| | | | 2b Continue to strive to be an employer of choice | <ul style="list-style-type: none"> 2I: integrated Occupational Health & Staff psychological wellbeing offer |
| | | | 2c Develop and maintain an overarching workforce, OD and partnerships plan | <ul style="list-style-type: none"> 1G: OD Relationship Manager rollout |
| 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"> 6B: Value improvement and income opportunity 6D: Value Based Healthcare and Patient Reported Outcome Programme |
| | | | 8b Local Economic and Social Impact | <ul style="list-style-type: none"> 6H: Supply chain analysis |
| | | | 8c Financial Roadmap | <ul style="list-style-type: none"> 6I: Interim Budget 2022/23 6L: workforce, clinical service and financial sustainability |
| 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"> 4P: Recovery and Rehabilitation Service 4Q: Community Care Support to reduce non-elective acute bed capacity 5A: NHS Wales Delivery Framework Targets 5B: Local Performance Targets 5J: 24/7 emergency care model for Community and Primary Care |
| 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"> 1B: Single Point of Contact 1E: Personalised care for patients waiting 5A: NHS Wales Delivery Framework Targets 5B: Local Performance Targets 5F: Bronglais Strategy 5N: Implement National Network and Joint Committee Plans 6K: Design Assumptions |
| | | | 4b Regional Diagnostics Plan | <ul style="list-style-type: none"> 5F: Bronglais Strategy |



| 2024/25 POs | SOs | | 2023/24 POs | 2022/23 POs |
|--|--|---------------|--|--|
| 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"> 5G: Transforming Mental Health and LD implementation |
| PO 6: Clinical services plan | 5: Safe, sustainable, accessible and kind care | SDOD C | 6a Clinical Services Plan | <ul style="list-style-type: none"> 5F: Bronglais Strategy 5O: Fragile Services |
| 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"> 3I: Primary Care Contract Reform 4C: Transformation fund schemes 5H: Integrated locality plans 5T: Complex health and care needs |
| 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"> 5C: Business Case for A Healthier Mid and West Wales 5U: Community and non-clinical estates strategy |
| | | | 8a Decarbonisation & Sustainability | <ul style="list-style-type: none"> 4R: Green Health and Sustainability 6G: Decarbonisation and green initiatives plan |
| PO 9: Digital strategic plan | 6: Sustainable use of our resources | SRC | 5c Digital Strategy | <ul style="list-style-type: none"> 3E: Business intelligence and modelling 5M: Implementation of clinical and all Wales IT systems 5R: Digital Inclusion 6M: Cyber Security Framework 6N: Intelligent Automation |
| 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"> 4A: Public Health Delivery Targets 4B: Public Health Local Performance Targets 4D: Public Health Screening 4G: Healthy Weight: Healthy Wales 4H: emergency planning and civil contingencies 4J: Regional Well-being Plans 4K: Health Inequalities 4M: Health Protection 4S: Improvement in Population Health 4V: One Health 4W: Whole School Approach to Mental Health and Emotional Wellbeing |
| | | | 7c Social Model for Health and Wellbeing | <ul style="list-style-type: none"> 4L: Social Model for Health and Wellbeing 4N: Food Systems 4U: Community proposals for place-based action |



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