



HYWEL DDA UNIVERSITY HEALTH BOARD – STAKEHOLDER REFERENCE GROUP

WORKPLAN 2024-2025

Updated: 29 October 2024

Agenda Item/Issue/Notes	Lead	Report Author	2 May 2024	16 July 2024	5 Nov 2024	9 Jan 2025
* 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 <i>(to go to May 2024 Board for approval)</i>	Chair	CSO	✓	✓		
Annual Review of SRG Membership <i>Start membership process after January 2025 meeting</i>	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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Annual Plan 2024/25 – Presentation	Lee Davies	Dan Warm	✓			
OUR COMMUNITIES						
Presentation by Chair of the Health Board	Dr Neil Wooding		✓			
Clinical Services Plan	Mark Henwood			✓		
Primary Care Plan	Jill Paterson			D		
Workforce Update	Lisa Gostling			D		
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	✓	✓	✓	✓



Chair: Jeremy Hockridge	Vice-Chair: Chesca Ross	Lead Executive: Alwena Hughes-Moakes	Committee Services Officer: Helen Mitchell
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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"> 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



2024/25 POs	SOs		2023/24 POs	2022/23 POs
			4b Regional Diagnostics Plan	<ul style="list-style-type: none"> 5F: Bronglais Strategy
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



2024/25 POs	SOs	2023/24 POs	2022/23 POs
			<ul style="list-style-type: none"> • 4U: Community proposals for place-based action
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