



**PWYLLGOR IECHYD A DIOGELWCH  
HEALTH & SAFETY COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	12 September 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Planning Objectives Update
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Mandy Rayani, Director of Nursing, Quality and Patient Experience
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Dr Daniel Warm, Head of Planning

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA**

**SBAR REPORT**

**Sefyllfa / Situation**

A revised set of Planning Objectives has now been incorporated into Hywel Dda University Health Board's (HDdUHB) plan for 2022/25 that set out the aims of the organisation, *i.e.* the horizon that HDdUHB is driving towards over the long term, as well as a set of specific, measurable Planning Objectives, which move the organisation towards that horizon over the next three years.

Each of the Planning Objectives has an Executive Lead and this report is to provide the Health & Safety Committee (HSC) with an update on the progress made in the development (delivery) of the Planning Objectives that are aligned to HSC, for onward assurance to the Board.

**Cefndir / Background**

This report is presented as an update to demonstrate where progress has been made in delivering those Planning Objectives aligned to the HSC.

There are 2 Planning Objectives in total which are attributed to the following Executive Lead:

Director of Nursing, Quality and Patient Experience

- **3L:** By March 2023 to undertake a review of the existing security arrangements within the Health Board with particular reference to strengthening the following areas:
  - Physical Security
  - Automated locks
  - CCTV
  - Access Control Systems
  - Intruder Alarms
  - Communication Systems
  - Human Factors
  - Patient and Staff Personal Property
  - Local Management and staff ownership

Once completed, develop a plan to address any issues identified for Board approval and delivery in 2023/24 at the latest.

Director of Public Health

- **4H:** Review and refresh the Health Board’s emergency planning and civil contingencies / public protection strategies and present to Board by December 2022. This should include learning from the COVID 19 pandemic. The specific requirement set out in 4.H.i will be addressed as part of this.

### Asesiad / Assessment

Appendix 1 attached provides an update on each of the Planning Objectives aligned to the HSC, identifying their current status, whether these are achieving/not achieving against their key deliverables, together with a summary of progress to date.

A summary of this information is set out below:

Planning Objectives	Lead Executive	Status	If Planning Objective is 'behind'	Date of next Planning Objective 'deep-dive' by Committee
3L	Director of Nursing, Quality and Patient Experience	On-track	Not applicable	March 2023
4H	Director of Public Health	On-track	Not applicable	November 2022

### Argymhelliad / Recommendation

The HSC is asked to receive an assurance on the current position in regard to the progress of the Planning Objectives aligned to the HSC, in order to onwardly assure the Board where Planning Objectives are progressing and are on target, and to raise any concerns where Planning Objectives are identified as behind in their status and/or not achieving against their key deliverables.

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.5 To receive an assurance on delivery against relevant Planning Objectives aligned to the Committee (see Appendix 1), in accordance with Board approved timescales, as set out in HDdUHB's Annual Plan.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	All Health & Care Standards Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	3. Striving to deliver and develop excellent services 4. The best health and wellbeing for our individuals, families and communities
Amcanion Cynllunio Planning Objectives	3L Review of existing security arrangements 4H emergency planning and civil contingencies
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	9. All HDdUHB Well-being Objectives apply

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	3 Year Plan and Annual Plan Decisions made by the Board since 2017-18 Recent <i>Discover</i> report, published in July 2020 Gold Command requirements for COVID-19 Input from the Executive Team Paper provided to Public Board in September 2020
Rhestr Termiau: Glossary of Terms:	Explanation of terms is included within the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Public Board - September 2020 Executive Team

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	Any financial impacts and considerations are identified in the report

<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Any issues are identified in the report
<b>Gweithlu: Workforce:</b>	Any issues are identified in the report
<b>Risg: Risk:</b>	Consideration and focus on risk is inherent within the report. A sound system of internal control helps to ensure any risks are identified, assessed and managed.
<b>Cyfreithiol: Legal:</b>	Any issues are identified in the report
<b>Enw Da: Reputational:</b>	Any issues are identified in the report
<b>Gyfrinachedd: Privacy:</b>	Not applicable
<b>Cydraddoldeb: Equality:</b>	Not applicable

## APPENDIX 1 – Update of Planning Objectives (PO) aligned to the Health and Safety Committee as at 22<sup>nd</sup> August 2022

PO Ref	Planning Objective	Executive Lead	Date of Completion of PO	Current Status of achieving PO within Completion Date	<ul style="list-style-type: none"> <li>Summary of Progress to date (including barriers to delivery)</li> <li>For actions behind schedule, please provide an explanation</li> <li>For actions behind schedule, what quarter will these now be achieved</li> </ul>
3L	<p>By March 2023 to undertake a review of the existing security arrangements within the Health Board with particular reference to strengthening the following areas:</p> <ul style="list-style-type: none"> <li>Physical Security</li> <li>Automated locks</li> <li>CCTV</li> <li>Access Control Systems</li> <li>Intruder Alarms</li> <li>Communication Systems</li> <li>Human Factors</li> <li>Patient and Staff Personal Property</li> <li>Local Management and staff ownership</li> </ul> <p>Once completed, develop a plan to address any issues identified for Board approval and delivery in 2023/24 at the latest.</p>	Director of Nursing, Quality, and Patient Experience	31/03/23	On track	<p>Progress would be accelerated if a capital business case for funding in next financial year were to be submitted</p> <p>However, progress on the current Planning Objective is being continued:</p> <ul style="list-style-type: none"> <li>Progress with the CCTV review the recent meeting of the Security Management Group (SMG)</li> <li>Work is concentrating on two topics, namely CCTV and Access Control management.</li> <li>A draft Security Management Policy has been written and was discussed at the SMG meeting.</li> <li>Some Project Management support has been provided</li> </ul>
4H	<p>Review and refresh the Health Board’s emergency planning and civil contingencies / public protection strategies and present to Board by December 2022. This should include learning from the COVID 19 pandemic. The specific requirement set out in 4.H.i will be addressed as part of this</p>	Director of Public Health	31/12/22	On track	<ul style="list-style-type: none"> <li>Work has been undertaken regarding a comprehensive review of the Major Incident Plan co-ordinated via the new Emergency Preparedness Resilience and Response (EPRR) Group (made up of the 3 former county Emergency Planning Groups).</li> <li>As a result of this work, the reviewed Major Incident Plan was presented to the Health &amp; Safety Committee on 11<sup>th</sup> July 2022 where it received approval to progress to Board (on 28<sup>th</sup> July 2022) for final ratification.</li> </ul>