

# People, Planning & Performance Assurance Committee (PPPAC)

Thu 24 June 2021, 09:00 - 12:00

Board Room (via MS Teams)

## Agenda

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### 09:00 - 09:15 1. GOVERNANCE 15 min

#### 1.1. Introductions and Apologies for Absence

*Chair*

#### 1.2. Declarations of Interest

*All*

#### 1.3. Minutes of the Previous Meeting held on 27th April 2021

*Chair*

 PPPAC Minutes 270421 final.pdf (20 pages)

#### 1.4. Table of Actions and Matters Arising from Previous Meeting held on 27th April 2021


*Chair*

 PPPAC Table of Action 270421 v2.pdf (2 pages)

#### 1.5. Self-Assessment of Committee Effectiveness Findings

*Chair/Joanne Wilson*

 PPPAC Findings and Analysis SBAR final.pdf (3 pages)

 Appendix 1 PPPAC Responses split by domain final.pdf (10 pages)

#### 1.6. Approvals made outside the meeting via Chair's Action

*Chair*


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### 09:15 - 09:35 2. PEOPLE 20 min


#### 2.1. Workforce & Organisational Development - Planning Objectives Update


*Lisa Gostling*


 PPPAC Workforce Planning Objectives SBAR final.pdf (13 pages)


 PO 1A - Delivery Targets (AMT).pdf (2 pages)


 PO 1F 1a - Recruitment (AMT).pdf (2 pages)


 PO 1F 1b Induction (AG).pdf (2 pages)


 PO 1C - Customer Service (AG).pdf (2 pages)


 PO 1F 2 - Policy review (SM).pdf (1 pages)

 PO 1F 3- Employe Relations (SM).pdf (2 pages)

 PO 1F 4 - Equitable Access (AG).pdf (2 pages)

 PO 1G - OD Relationship Managers (CD).pdf (2 pages)

 PO 1H - Discovery Phase (CD).pdf (2 pages)

 PO 1I - Charitable funds (CD).pdf (1 pages)

- 📄 PO 2D - Clinical Education (AG).pdf (2 pages)
  - 📄 PO 2G - Future Workforce (AG).pdf (2 pages)
  - 📄 PO 2H - Development programme (CD).pdf (2 pages)
  - 📄 Remploy newsletter.pdf (1 pages)
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## 09:35 - 10:15 **3. PERFORMANCE**

40 min

### **3.1. Integrated Performance Assurance Report**

*Huw Thomas*

- 📄 IPAR SBAR final.pdf (11 pages)

### **3.2. Evaluation of Winter 2020/21**

*Andrew Carruthers*

- 📄 PPAC SBAR winter evaluation June 2021 final.pdf (10 pages)
- 📄 Final Evaluation May 2021 Master.pdf (5 pages)
- 📄 Winter Outcome Measures final.pdf (18 pages)

### **3.3. End of Season (2020/21) Influenza Report**

*Ros Jervis*

- 📄 PPPAC SBAR End of Season Flu Report 2020-21final.pdf (11 pages)

### **3.4. Welsh Language**

#### **3.4.1. Welsh Language Standards/Compliance Update**

*Lisa Gostling*

Verbal Update

#### **3.4.2. Welsh Language Annual Report 2020/21**

*Yvonne Burson/Enfys Williams*

- 📄 PeoplePlanningPerformanceAssuranceCommittee SBAR - WL Annual Report final.pdf (4 pages)
- 📄 Welsh Language Annual Report.pdf (30 pages)

### **3.5. Performance - Planning Objectives Update**

*Huw Thomas*

- 📄 Improving Together PPAC SBAR final.pdf (3 pages)
  - 📄 Plan on a page 160621.pdf (2 pages)
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## 10:15 - 10:55 **4. PLANNING**

40 min

### **4.1. Discretionary Capital Programme 2021/22**

*Lee Davies/Paul Williams*

- 📄 DCP 2021-22 Governance June 2021 final.pdf (8 pages)

### **4.2. ARCH Work Programme**

*Lee Davies*

- 📄 PPPAC SBAR ARCH update June 21 final.pdf (6 pages)

### 4.3. Planning Cycle 2021/22 Update

*Lee Davies*

- Development of the 2021-22 Annual Plan SBAR final.pdf (4 pages)

### 4.4. Women & Children Phase II Project

*Lee Davies/Paul Williams*

- PPPAC - WC Phase II June 2021 final.pdf (7 pages)
- Appendix 1 - Risk Assessment Form.pdf (3 pages)

### 4.5. Planning - Planning Objectives Update

*Lee Davies*

- PPPAC June 2021 SBAR Planning Objectives final.pdf (7 pages)
- Planning Objectives Update 5C 5D - FINAL.pdf (2 pages)
- Planning Objectives - 5E - June 2021 - FINAL.pdf (1 pages)
- 2021.05.29 - Decarbonisation Planning Objective Update.pdf (4 pages)

### 4.6. Programme Business Case

*Paul Williams*

- AHMWW PBC PPPAC Presentation June 21 final.pdf (12 pages)

### 4.7. Delivery Plan - Vaccination Programme for Prevention & Response Plan

*Ros Jervis*

- SBAR Prevention & Response Plan final.pdf (4 pages)
- Appendix 1.pdf (2 pages)
- Appendix 2.pdf (12 pages)
- Appendix 3.pdf (2 pages)
- West Wales Prevention and Response Plan Final - PART 1.pdf (44 pages)
- West Wales Prevention and Response Plan Final - PART 2.pdf (25 pages)

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## 10:55 - 11:05 5. COMFORT BREAK

10 min

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## 11:05 - 11:20 6. RISK

15 min

*Executive Leads*

### 6.1. Corporate Risks Allocated to PPPAC

- PPPAC.SBAR.CorporateRiskReportJun21 final.pdf (11 pages)
- PPPAC CRR 10062021 appendices.pdf (32 pages)

### 6.2. Operational Risks Allocated to PPPAC

- PPPAC.SBAR.OperationalRiskReport final.pdf (12 pages)
- PPPAC ORR appendices.pdf (5 pages)

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## 11:20 - 11:35 7. SUB-COMMITTEE UPDATE REPORTS

15 min

### 7.1. Capital Estates & IM&T Sub-Committee Update Report

*Lee Davies/Paul Williams*

 DRAFT - PPPAC CEIMT Update from May 2021 final.pdf (6 pages)


### **7.1.1. CE&IM&T - Isolation Facilities Review Update**


*Paul Williams*

Verbal Update

### **7.2. Information Governance Sub-Committee Update Report and Annual Report (2020/21)**

*Huw Thomas/Anthony Tracey*

 IGSC - June 2021 final.pdf (3 pages)

 Information Governance Annual Report 2020-2021\_v2.0.pdf (24 pages)

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**11:35 - 11:50**  
15 min

## **8. FOR APPROVAL**

### **8.1. Corporate & Employment Policies**

*Lisa Gostling*

 Employment Policies SBAR June 2021 final.pdf (4 pages)

 042-SBAR PPPAC June 2021 final.pdf (3 pages)

 002-GuidanceonStartingSalariesPolicy-v7 for PPPAC approval final.pdf (11 pages)


### **8.2. Outcome of Advisory Appointments Committee**

*Lisa Gostling*

 PPPAC AAC Report June21 final.pdf (3 pages)

### **8.3. Major Incident Plan**

*Ros Jervis*

 SBAR PPPAC MIP June 2021 final.pdf (3 pages)

 BGH addendum MIP v1.pdf (2 pages)

 GGH addendum MIP v1.pdf (3 pages)

 WGH addendum MIP v1.pdf (3 pages)

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**11:50 - 12:00**  
10 min

## **9. FOR INFORMATION**

### **9.1. PPPAC Workplan 2021/22**

*Chair*

 PPPAC Work Programme 2021 22 v4.pdf (4 pages)

### **9.2. Reflective Summary of Meeting**

*Lisa Gostling/Lee Davies*

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**12:00 - 12:00**  
0 min

## **10. DATE OF NEXT MEETING**

Thursday, 26th August 2021, 9.30 a.m. - 12.30 p.m. - Board Room, Ystwyth Building, Hafan Derwen