



HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE PLANNING & PERFORMANCE ASSURANCE COMMITTEE WORK PLAN APRIL 2021 – APRIL 2022

The following table sets out the Committee's proposed work programme for 2021-22, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	27th April 2021	24th June 2021	26 th Aug 2021	26th Oct 2021	15th Dec 2021	24th Feb 2022	EOY April 2022
GOVERNANCE AND RISK								
Apologies*	Chair	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	✓	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	✓	✓	✓	✓	✓	✓	✓
PPPAC Terms of Reference	Chair						✓	
Sub-Committee Terms of Reference								
<ul style="list-style-type: none"> Capital, Estates and IM&T Sub-Committee Information Governance Sub-Committee 	Chair					✓ ✓		
Self-Assessment of Committee Effectiveness – Process	Chair						✓	
Self-Assessment of Committee Effectiveness – Outcome	Chair	✓						✓
PPPAC Annual Report to Board	Chair	✓						✓
Sub-Committee Update Reports*								
<ul style="list-style-type: none"> Capital, Estates and IM&T 	LD	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Information Governance 	HT	✓	✓	✓	✓	✓	✓	✓
Sub-Committee Annual Reports								
<ul style="list-style-type: none"> Capital, Estates and IM&T 	LD	✓						✓
<ul style="list-style-type: none"> Information Governance 	HT	✓ (Deferred to 06/21)	✓					✓
Corporate Risks Allocated to PPPAC	AC/HT/RJ	✓ (Deferred to 06/21)	✓	✓		✓		✓
Operational Risks Related to PPPAC	AC/HT/RJ/	✓	✓	✓		✓		✓

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	LG	(Deferred to 06/21)						
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	AC/RJ	✓ (Deferred from Feb '21)		✓			✓	
PEOPLE								
Workforce & Organisational Development Update	LG	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> • Workforce Performance & Wellbeing • Organisational Development and Design • Resourcing & Utilisation • Workforce Development & Education 								
Nursing Climate Survey	LG	✓						
Outcomes of NHS Wales Staff Survey	LG	✓						
Outcomes of NHS Wales Staff Survey and Nursing Climate Survey Implementation/Action Plan	LG			✓				
Speciality and Associate Specialist Contract Reform	LG	✓						
Speciality and Associate Specialist Contract Reform Implementation Update	LG			✓				
Workforce & OD Planning Objectives Update	LG		✓					
PERFORMANCE								
Integrated Performance Assurance Report	HT/EDs	✓	✓	✓	✓	✓	✓	✓
Evaluation of Winter 2020/21	AC		✓					
Welsh Language Standards/Compliance Update	YB	✓	✓	✓		✓	✓	
Welsh Language Annual Report 2020/21	YB		✓					
End of Season Influenza Report	RJ		✓					

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Performance - Planning Objectives Update	HT		✓					
PLANNING								
2021/22 Annual Plan	LD	✓						
2022/23 Draft Annual Plan	LD						✓	
Planning Cycle 2021/22 Update	LD		✓					
Developing the 3 Year Plan for the Period 2021/22 – 2023/24	LD				✓			
Quarterly Annual Plan Monitoring Returns:								
Q4 2020/21 (Apr 2021)	LD/DW	✓						
Q1 2021/22 (Aug 2021)	LD/DW			✓				
Q2 2021/22 (Dec 2021)	LD/DW					✓		
Q3 2021/22 (Feb 2022)	LD/DW						✓	
Q4 2021/22 (Apr 2022)	LD/DW							✓
Report on the Discretionary Capital Programme 2021/22	PW	✓	✓	✓ (to include Cylch Caron update)	✓	✓	✓	✓
Influenza Season 2021/22: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season	RJ			✓				
Winter Plan 2021/22	AC			✓				
BREXIT	HT							
Demountable Business Case (as and when required)	AC/HT							
Contact First/Urgent Primary Care Update	JP			✓				
CE&IM&T – Isolation Facilities Review Update	PW		✓					
Women & Children's Phase II Project Update	PW	✓	✓					
A Healthier Mid & West Wales PBC Update	LT/PW	✓						
Fire Enforcement at WGH Business Justification Case	AC	✓						
Pharmaceutical Needs Assessment	JP			✓				
Planning - Planning Objectives Update	LD		✓					
Delivery Plan – Vaccination Programme for	RJ		✓					

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Prevention & Response Plan								
FOR APPROVAL								
Major Incident Plan	RJ		✓					
Corporate & Employment Policies	LG	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG	✓	✓	✓	✓	✓	✓	✓
REGIONAL WORKING/COLLABORATIVE WORKING								
ARCH	HT	✓	✓	✓	✓	✓	✓	✓
Llanelli Wellness Village (Pentre Awel) (update as and when required)	HT	✓						
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PPPAC Workplan 2021/22*	CSO	✓	✓	✓	✓	✓	✓	✓

Initials:

AC – Andrew Carruthers
EDs – Executive Directors
DW – Daniel Warm
LD – Lee Davies
LG – Lisa Gostling
JP – Jill Paterson

PW – Paul Williams
RJ – Ros Jervis
HT – Huw Thomas
CSO – Committee Services Officer