

## HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE PLANNING & PERFORMANCE ASSURANCE COMMITTEE WORK PLAN APRIL 2020 – APRIL 2021

The following table sets out the Committee's proposed work programme for 2020-21, including standing agenda items (denoted by \*).

AGENDA ITEM/ ISSUE	LEAD	30th April 2020 <span style="color: red; font-size: small;">(Meeting cancelled)</span>	30th June 2020	27 <sup>th</sup> Aug 2020	29th Oct 2020	17th Dec 2020	25th Feb 2021	EOY April 2021
<b>GOVERNANCE AND RISK</b>								
Apologies*	<b>Chair</b>	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	<b>Chair</b>	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	<b>Chair</b>	✓	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	<b>Chair</b>	✓	✓	✓	✓	✓	✓	✓
PPPAC Terms of Reference	<b>Chair</b>		✓				✓	
Sub-Committee Terms of Reference • Capital, Estates and IM&T Sub-Committee • Information Governance Sub-Committee	<b>Chair</b>				✓	✓		
Self-Assessment of Committee Effectiveness – Data Analysis	<b>Chair</b>						✓ process	✓
Self-Assessment of Committee Effectiveness – Outcome	<b>Chair</b>							✓
Annual Report to Board	<b>Chair</b>							✓
Sub-Committee Update Reports*								
• Capital, Estates & IM&T	<b>HT</b>	✓		✓	✓	✓	✓	✓
• Information Governance	<b>HT</b>	✓		✓	✓	✓	✓	✓
Sub-Committee Annual Reports								
• Capital, Estates & IM&T	<b>HT</b>							✓
• Information Governance	<b>HT</b>							✓
Corporate Risks Allocated to PPPAC	<b>AC/HT/RJ</b>	✓	✓	✓		✓		✓
Operational Risks Related to PPPAC	<b>AC/HT/RJ/ LG</b>	✓	✓	✓		✓		✓

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Monitoring of Welsh Health Circulars (WHCs) (2 times per year)	AC/RJ			✓				✓
<b>PEOPLE</b>								
Workforce & Organisational Development Update	LG	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>• Workforce Performance &amp; Wellbeing</li> <li>• Organisational Development and Design</li> <li>• Resourcing &amp; Utilisation</li> <li>• Workforce Development &amp; Education</li> </ul>								
Strategic Equality Plan Annual Report	LG			✓				
Welsh Language Standards: Impact on Workforce Arrangements	LG			✓				
Psychological Wellbeing Service Report	LG				✓			
Staff Attendance/Absence During COVID-19	LG				✓			
<b>PERFORMANCE</b>								
Integrated Performance Assurance Report	HT/EDs	✓	✓	✓	✓	✓	✓	✓
NWSSP Quarterly Performance Report (Transferred to Finance Committee August 2020)	HT/LG			✓				
GMS – Access Forum and Access Questionnaire Data from QAIF Outcome	JP			✓				
Welsh Language Standards Update	HT					✓		✓
<b>PLANNING</b>								
2020/21 Annual Plan	HT	✓						
2021/22 Draft Annual Plan	HT						✓	
Planning Cycle 2020/21 Update	HT		✓					
Developing the 3 Year Plan for the Period 2021/22 – 2023/24	HT				✓	✓ (Update)		

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COVID-19 Planning Instruction						✓		
Quarterly Annual Plan Monitoring Returns:								
Q4 2019/20 (Apr 2020)	HT/DW	✓						
Q1 2020/21 (Aug 2020)	HT/DW							
Q2 2020/21 (Dec 2020)	HT/DW							
Q3 2020/21 (Feb 2021)	KT/DW						✓	
Q4 2020/21 (Apr 2021)	HT/DW							✓
Report on the Discretionary Capital Programme 2020/21	PW	✓	✓	✓	✓	✓	✓	✓
Influenza Season 2020/21: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season	RJ			✓				
Winter Plan 2020/21	AC			✓				
Estates Major Infrastructure Programme Business Case	RE				✓			
Women & Children's Development Phase 2	HT/PW				✓			
BREXIT	HT				✓	✓		
A Healthier Mid & West Wales Programme Business Case	HT/PW				✓	✓	✓	
Demountables Business Case	HT						✓	
Contact First/Urgent Primary Care							✓	
<b>FOR APPROVAL</b>								
Major Incident Plan	RJ			✓ (Deferred)	✓ (Deferred)			✓
Corporate & Employment Policies	LG	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG	✓	✓ (Nil return)	✓ (Nil return)	✓	✓	✓	✓
<b>REGIONAL WORKING/COLLABORATIVE WORKING</b>								
ARCH	HT	✓		✓	✓	✓	✓	✓
Llanelli Wellness Village	HT	✓	✓	✓				

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(update as and when required)								
<b>WELSH GOVERNMENT GUIDANCE</b>								
NHS Wales COVID-19 Operating Framework Quarters 1 and 2	<b>AC</b>		✓					
NHS Wales COVID-19 Operating Framework Quarters 3 and 4	<b>AC</b>				✓	✓ (Update)		
<b>FOR INFORMATION</b>								
PPPAC Workplan 2020/21*	<b>CSO</b>	✓	✓	✓	✓	✓	✓	✓

**Initials:**

AC – Andrew Carruthers EDs – Executive Directors DW – Daniel Warm KM – Karen Miles LG – Lisa Gostling	PW – Paul Williams RJ – Ros Jervis HT –Huw Thomas RE – Rob Elliott CSO – Committee Services Officer
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