

TABLE OF ACTIONS

People, Planning & Performance Assurance Committee (PPPAC) meeting held on 27th August 2020

| MINUTE REFERENCE | ACTION | LEAD | TIMESCALE | PROGRESS |
|------------------|---|------|-----------|---|
| PPPAC (20)23 | Capital Estates & IM&T Sub-Committee Update Report <ul style="list-style-type: none"> To inform stakeholders who have invested in the Chemotherapy Day Unit at Bronglais General Hospital of the current situation relating to the funding of the project. To modify information relating to the RAG rating contained within future reporting where the RAG rating remains the same, to include an indication of whether the position is deteriorating or improving. To request the Assistant Director of Informatics provide a regular update report in terms of the progress made on implementing digital plans and the tracking of outcomes which have a clear impact on patients and staff. To pursue whether the updates relating to the progress of implementing digital plans and the tracking of outcomes which have a clear impact on patients and staff would be more appropriately dealt with under the remit of QSEAC. To convey PPPAC's gratitude to the Information Technology Team and Digital Team in terms of supporting the initiatives contained within the CE&IM&T SC Report. | PW | 15/10/20 | Complete |
| | | HT | 15/10/20 | Complete |
| | | HT | 15/10/20 | Complete - Undertaken by the Digital Group which reports into the Finance Committee for assurance. |
| | | JG | 15/10/20 | Complete |
| | | PW | 15/10/20 | Complete |
| PPPAC 20(24) | Information Governance Sub-Committee Update Report <ul style="list-style-type: none"> To present a detailed clinical coding report to the next IGSC meeting. To establish whether there are any sanctions in place for non-compliance with the GDPR target. | AT | 19/09/20 | Complete – A detailed report, with the performance metrics, is forward planned for the November IGSC meeting. |
| | | HT | 15/10/20 | Complete – No sanctions will be applied for non-compliance provided progress towards compliance can be evidenced. |

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| | <ul style="list-style-type: none"> To establish how many service areas in total were identified as part of the GDPR requirement to be visited and mapped. | HT | 15/10/20 | Complete – 49 in total. |
| PPPAC 20(25) | Corporate Risks Allocated to PPPAC <ul style="list-style-type: none"> To correct the error within the risk score allocated to Risk 371 on page 6 of the report. To clarify with the Director of Operations the rationale for Risk 892 – “Delivery of Q2 Operating Plan - Inability to recruit sufficient registered nurses affecting the whole Health Board” being added to the risk register. To discuss with the Head of Assurance & Risk the transfer of Risk 291 – “Lack of 24 hour access to Thrombectomy services” to QSEAC. To review Risk 890 “Delivery of Q2 Operating Plan – Ability to respond effectively and swiftly to changes in workforce demand as COVID-19 progresses” and Risk 892 “Delivery of Q2 Operating Plan - Inability to recruit sufficient registered nurses affecting the whole Health Board” prior to discussion at the next Executive risk review meeting. To reflect within the risk statement the rationale for having two separate risks relating to a HDdUHB-wide transformation programme and a mental health transformation programme. | JW | 19/09/20 | Complete |
| | | LG | 15/10/20 | Complete (as per joint action below – risk 890). |
| | | JW | 19/09/20 | Complete |
| | | LG/AC | 19/09/20 | Complete – agreed to develop a single workforce risk related to COVID-19 which will be undertaken as part of the NHS Wales COVID-19 Operating Framework Q3&4 response. |
| | | HT | 19/09/20 | Complete – This has been discussed at the monthly Executive Risk Session and will be reviewed further at the November 2020 meeting to ensure that it reflects the current and real risks facing HDdUHB. |
| PPPAC 20(27) | Workforce & Organisational Development Update <ul style="list-style-type: none"> To obtain further information to understand why the number of individuals who have received coaching is only 21%. | LG | 15/10/20 | Complete - Coaching was made available from 01/04/20 to a cohort of 112 leaders. Due to being in the height of the pandemic and diary commitments, some of these individuals were unable to release themselves to take part in this opportunity. The methods of communication were: <ul style="list-style-type: none"> Initial emails with the coaching invitation Follow-up reminder emails ‘check in’ wellbeing emails Telephone calls Teams calls |

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| | | | | These communications will continue throughout the Autumn period to a larger cohort consisting of 158 individuals. By the end of October 2020, projections indicate that 53 coaching episodes will have been undertaken. |
| PPPAC 20(28) | Strategic Equality Plan Annual Report <ul style="list-style-type: none"> To include a short summary contextualising the position regarding local demographic communities within the Strategic Equality Plan Annual Report prior to presentation to the September 2020 Board. To discuss further the possibility of HDdUHB becoming a pilot relating to the social economic duty prior to it becoming legislation. | AB | 09/09/20 | Complete |
| | | AB | 15/10/20 | Complete - Discussion undertaken to explore how this can be incorporated into the Engagement, Diversity and Inclusion Strategic Enabling Group of TSG. |
| PPPAC 20(29) | Welsh Language Standards: Impact on Workforce Arrangements <ul style="list-style-type: none"> To establish whether standards that do not relate to Workforce & OD have been allocated to other teams. To establish the definition of the term “large number” used within the compliance section of the Welsh Language Standards: Impact on Workforce Arrangements report and respond directly to Ms Anna Lewis. To raise concerns with NHS Wales Shared Services Partnership and gain assurance that actions outside of HDdUHB’s control are progressing. | HT | 15/10/20 | Complete - The newly appointed Communications & Engagement Director will be invited to the December 2020 PPPAC meeting to provide an update regarding Welsh language standards. |
| | | LG | 15/10/20 | In progress – an update in numerical terms to be provided at the October 2020 PPPAC meeting. |
| | | LG | 15/10/20 | Complete |
| PPPAC 20(31) | Quarterly Annual plan Monitoring Return (Quarter 4 (2019/20) & Quarter 1 (2020/21)) <ul style="list-style-type: none"> To pursue with the Chief Executive, the issuing of a communication to the public relating to the delay of the Crosshands Health & Wellbeing Centre. | HT | 15/10/20 | Complete - Arrangements are in place for HDdUHB representatives to attend the Carmarthenshire CHC meeting in November 2020 to provide an update on scheme progress, followed by a communication to the public. |

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| PPPAC 20(32) | Report on the Discretionary Capital programme 2020/21 <ul style="list-style-type: none"> To provide an update to PPPAC on 29/10/20 regarding the funding of the Women & Children's scheme. | PW | 15/10/20 | Complete |
| PPPAC 20(33) | Influenza Season 2019/20 & 2020/21: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season <ul style="list-style-type: none"> To consider reinforcing within the Influenza Plan for 2020/21, how influenza vaccination rates could be capitalised upon as a consequence of COVID-19, prior to presentation to the September 2020 Board. | RJ | 09/09/20 | Complete |
| PPPAC 20(35) | Integrated Performance Assurance Report (IPAR) <ul style="list-style-type: none"> To arrange a meeting with Prof. John Gammon and Ms Anna Lewis, and any other PPPAC Independent Members who would wish to be involved, to discuss the IPAR terminology and methodology. To provide Mr Keith Jones, General Manager, with specific information relating to cancer treatment concerns in order for these to be addressed. | HT HW | 19/09/20 19/09/20 | In progress - A meeting has been undertaken with Ms Lewis and a meeting will be arranged with Prof. Gammon shortly. The IPAR will be reviewed in line with best practice and Lightfoot Solutions. Complete |
| PPPAC 20(36) | NHS Shared Services Partnership Performance Report <ul style="list-style-type: none"> To transfer the NHS Wales Shared Services Partnership Performance reporting to the domain of the Finance Committee. | HT | 15/10/20 | Complete |
| PPPAC 20(38) | General Medical Services (GMS) Access Forum and Access Questionnaire Data from QAIF Outcome <ul style="list-style-type: none"> To provide an update to PPPAC on access to General Medical Services at a pertinent time. | JP/RB | | |
| PPPAC 20(39) | Corporate & Employment Policies <ul style="list-style-type: none"> To include reference to the West Wales Domestic Abuse Service in Aberystwyth within Appendix 1 of the Domestic Abuse Policy. | LG | 19/09/20 | Complete |
| PPPAC 20(44) | Reflective Summary of Meeting <ul style="list-style-type: none"> To provide a summary of bullet points regarding the key topics discussed at the meeting and to distribute to Members. | HT/CW | 09/09/20 | Complete |

AB – Anna Bird
JG – John Gammon

AC – Andrew Carruthers
JP – Jill Paterson

CW – Claire Williams
JW – Joanne Wilson

HT – Huw Thomas
PW – Paul Williams

HW – Helen Williams
RB – Rhian Bond

LG – Lisa Gostling
RJ – Ros Jervis