

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 (Meeting cancelled)	30th June 2020	27th Aug 2020	29th Oct 2020	17th Dec 2020	25th Feb 2021	EOY April 2021
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 • Capital, Estates and IM&T Sub-Committee • Information Governance Sub-Committee	Chair				✓	✓		
Self-Assessment of Committee Effectiveness – Data Analysis	Chair						✓ process	✓
Self-Assessment of Committee Effectiveness – Outcome	Chair							✓
Annual Report to Board	Chair							✓
Sub-Committee Update Reports*								
• Capital, Estates & IM&T	KM	✓		✓	✓	✓	✓	✓
• Information Governance	KM	✓		✓	✓	✓	✓	✓
Sub-Committee Annual Reports								
• Capital, Estates & IM&T	KM							✓
• Information Governance	KM							✓
Corporate Risks Allocated to PPPAC	AC/KM/RJ	✓	✓	✓		✓		✓
Operational Risks Related to Planning, Performance and W&OD	AC/KM/RJ/ LG	✓	✓	✓		✓		✓

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Monitoring of Welsh Health Circulars (WHCs) (2 times per year)	AC/RJ			✓			✓	
PEOPLE								
Workforce & Organisational Development Update	LG	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> • Workforce Performance & Wellbeing • Organisational Development and Design • Resourcing & Utilisation • Workforce Development & Education 								
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				✓			
PERFORMANCE								
Integrated Performance Assurance Report	KM/EDs	✓	✓	✓	✓	✓	✓	✓
Evaluation of Winter 2020/21	AC						✓	
NWSSP Quarterly Performance Report (Transferred to Finance Committee August 2020)	HT/LG			✓				
GMS – Access Forum and Access Questionnaire Data from QAIF Outcome	JP			✓				
PLANNING								
2020/21 Annual Plan	KM	✓						
2021/22 Draft Annual Plan	KM						✓	
Planning Cycle 2020/21 Update	KM		✓					
Developing the 3 Year Plan for the Period 2021/22 – 2023/24	HT				✓			

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Quarterly Annual Plan Monitoring Returns:								
Q4 2019/20 (Apr 2020)	KM/DW	✓						
Q1 2020/21 (Aug 2020)	KM/DW			✓				
Q2 2020/21 (Dec 2020)	KM/DW					✓		
Q3 2020/21 (Feb 2021)	KM/DW						✓	
Q4 2020/21 (Apr 2021)	KM/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				✓			
FOR APPROVAL								
Major Incident Plan	RJ			✓ (Deferred)	✓ (Deferred)			✓
Corporate & Employment Policies	LG	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG	✓	✓ (Nil return)	✓ (Nil return)	✓	✓	✓	✓
REGIONAL WORKING/COLLABORATIVE WORKING								
ARCH	KM	✓		✓	✓	✓	✓	✓
Llanelli Wellness Village	KM	✓	✓	✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
NHS Wales COVID-19 Operating Framework	AC		✓					

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Quarters 1 and 2								
NHS Wales COVID-19 Operating Framework Quarters 3 and 4	AC				✓			
FOR INFORMATION								
PPPAC Workplan 2020/21*	CSO	✓	✓	✓	✓	✓	✓	✓

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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