



TABLE OF ACTIONS

Business Planning & Performance Assurance Committee (BPPAC) meeting held on 20th February 2020

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
BPPAC 20(06)	<p>INFORMATION GOVERNANCE SUB-COMMITTEE UPDATE REPORT</p> <ul style="list-style-type: none"> To provide further information regarding the trend perspective relating to the numbers of reported unauthorised access/disclosure breaches. 	AT	31/03/20	Complete
BPPAC 20(07)	<p>HEALTH & SAFETY AND EMERGENCY PLANNING SUB-COMMITTEE UPDATE REPORT</p> <ul style="list-style-type: none"> To establish the commencement dates of the newly appointed health and safety staff. 	MR	31/03/20	Complete – all commenced in February/March 2020
BPPAC 20(08)	<p>INTEGRATED PERFORMANCE ASSURANCE REPORT MONTH 10 (2019-20)</p> <ul style="list-style-type: none"> To provide Members with an update on mental health performance, including psychological therapies and timescales for actions. To raise with the Quality & Safety Team the potential inappropriate wording on page 7 of the report where the increase in E.coli following the festive period has been attributed to “excessive celebrations”. 	AC	31/03/20	Complete
		MR	31/03/20	Complete
BPPAC 20(09)	<p>NHS WALES SHARED SERVICES PARTNERSHIP (NWSSP) PERFORMANCE REPORT INCLUDING QUARTER 3 PERFORMANCE</p> <ul style="list-style-type: none"> To ascertain the reason for the missed target in relation to Public Sector Payments. To explore the most effective way of providing the NWSSP report to the Committee going forward. 	HT	31/03/20	Complete – A number of items were not booked in quickly within the Health Board which led to a delay in confirming receipt of items in advance of paying invoices. This has since been addressed.
		HT	31/03/20	Complete – A cleared cover sheet will be produced in the future to highlight the key issues emanating from the NWSSP report.

BPPAC 20(10)	CAPITAL, ESTATES AND IM&T SUB-COMMITTEE <ul style="list-style-type: none"> To convey the Committee's thanks to Mr Paul Williams for providing the informative Decarbonisation Agenda Report. 	KM	31/03/20	Complete
BPPAC 20(11)	MONITORING OF WELSH HEALTH CIRCULARS (WHCs) <ul style="list-style-type: none"> To update the information relating to circular WHC 027-17 Clinical Musculoskeletal Assessment Treatment Service (CMATS) based on recent conversations with Wales Audit Office. To issue a further letter (and if needed, a letter on behalf of the Committee) to the Chief Executive Officer of NHS Wales Informatics Service (NWIS) in relation to the WHC 053-15 Introduction of SNOMED CT. To ensure the fact that Executive Directors are held to account at Executive Team meetings in relation to the monitoring of WHCs and is reflected both within the Monitoring of WHCs Update Report and in 	AC	31/03/20	Complete - HDdUHB has a well established CMAT service across all localities and is compliant with the guidance in the WHC/2017/27, including supporting the aims and objectives outlined. The service is also compliant with the majority of the principles outlined. One variation is the suggestion that ideally a Consultant in Sports and Exercise Medicine forms part of the service leadership team. HDdUHB does not have a Consultant with this title, however, the therapy clinical lead does have the required musculoskeletal experience and skills and has an established partnership with a GP working at Associate Director level. As a result, HDdUHB believes it satisfies this criterion outlined within the guidance. HDdUHB reports performance quarterly to Welsh Government and the National Planned Care Board. The service complies with the metrics including waiting times not exceeding 6 weeks. The final step in meeting full compliance with the WHC was the implementation of electronic referral system. This went live in Jan 2020. It allows electronic referral management, triage and timely communication.
		AT	31/03/20	Complete
		AG	31/03/20	Complete

	discussion at Executive Team.			
BPPAC 20(16)	ADOPTION/COVERAGE OF KEY NATIONAL CLINICAL SYSTEMS IN HYWEL DDA UPDATE REPORT <ul style="list-style-type: none"> To raise with NWIS the timescale for electronic referrals for therapies. To facilitate discussion regarding electronic referrals with Cluster Leads. 	AT JP	31/03/20 31/03/20	<p>This has been raised in the Programme Leads meeting with NWIS, and the Health Board is still awaiting a formal response. A formal change notice has been submitted by Hywel Dda for these specialties to be added to the Welsh Clinical Communications Gateway (WCCG). The change was due to be included within the next release of WCCG which has unfortunately been paused due to COVID-19. The Health Board are working with NWIS to confirm a new release date.</p> <p>The National Digital Cell have agreed to pause a number of national projects due to COVID-19.</p> <p>Complete</p>
BPPAC 20(18)	PLANS FOR A NON-URGENT SINGLE CANCER PATHWAY <ul style="list-style-type: none"> To escalate to Board through the BPPAC Update Report the requirement for a harm risk assessment view with more of a quality focus for patients. 	JH/CW	31/03/20	Complete
BPPAC 20(21)	A REGIONAL COLLABORATION FOR HEALTH (ARCH) <ul style="list-style-type: none"> To inform the author of the report of the typing error on page 6 of the report. 	CW	28/02/20	Complete

AC – Andrew Carruthers
AG – Alison Gittins
AT – Anthony Tracey
CW – Claire Williams

HT – Huw Thomas
JH – Judith Hardisty
JP – Jill Paterson
KM – Karen Miles
MR – Mandy Rayani