

## 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 <i>(Meeting cancelled)</i>	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>KM</b>	✓		✓	✓	✓	✓	✓
• Information Governance	<b>KM</b>	✓		✓	✓	✓	✓	✓
Sub-Committee Annual Reports								
• Capital, Estates & IM&T	<b>KM</b>	✓						✓
• Information Governance	<b>KM</b>	✓						✓
Corporate Risks Allocated to PPPAC	<b>AC/KM/RJ</b>	✓	✓	✓		✓		✓
Operational Risks Related to Planning, Performance and W&OD	<b>AC/KM/RJ/ LG</b>	✓	✓	✓		✓		✓

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Monitoring of Welsh Health Circulars (WHCs) (2 times per year)	AC/SJ/RJ			✓			✓	
<b>PEOPLE</b>								
Workforce & OD Strategy	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			✓				
<b>PERFORMANCE</b>								
Integrated Performance Assurance Report	KM/EDs	✓	✓	✓	✓	✓	✓	✓
Influenza Season 2020/21: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season	RJ			✓				
Evaluation of Winter 2020/21	AC						✓	
Winter Plan 2020/21	AC			✓				
NWSSP Quarterly Performance Report	HT/LG			✓ (Q4 & Q1)		✓ (Q2)	✓ (Q3)	
GMS – Access Forum and Access Questionnaire Data from QAIF Outcome	JP			✓				
<b>PLANNING</b>								
2020/21 Annual Plan	KM	✓						
2021/22 Draft Annual Plan	KM						✓	

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Planning Cycle 2020/21 Update	KM		✓					
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	✓	✓	✓	✓	✓	✓	✓
Business Cases								
➤								
➤								
Estates Major Infrastructure Programme Business Case	RE			✓				
<b>FOR APPROVAL</b>								
Major Incident Plan	RJ			✓				
Corporate & Employment Policies	LG	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG	✓	✓ (Nil return)	✓	✓	✓	✓	✓
<b>REGIONAL WORKING/COLLABORATIVE WORKING</b>								
ARCH	KM	✓		✓	✓	✓	✓	✓
Llanelli Wellness Village	KM	✓	✓	✓	✓	✓	✓	✓
West Wales Regional Partnership Board	SJ							
<b>WELSH GOVERNMENT GUIDANCE</b>								
NHS Wales COVID-19 Operating Framework Quarters 1 and 2	AC		✓					
<b>FOR INFORMATION</b>								
PPPAC Workplan 2020/21*	CSO	✓	✓	✓	✓	✓	✓	✓

**Initials:**

AC – Andrew Carruthers  
EDs – Executive Directors  
DW – Daniel Warm  
KM – Karen Miles  
LG – Lisa Gostling  
RE – Rob Elliott

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