

TABLE OF ACTIONS

Strategic Development and Operational Delivery Committee (SDODC) Meeting held on 25th August 2022

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
SDODC (22) 37	Cross Hands Health and Wellbeing Centre To share with Members the outcome of work on the family centre ethos, undertaken with the Family Support Service Manager at Carmarthenshire County Council.	LD/RD	August 2022	Brought Forward: Evaluation of the existing family centres in Llanelli requested and will be shared with Members when available. Update 25.8.22: Mr Lee Davies to follow up with Ms Rhian Dawson and disseminate the outcome to SDODC members via email. Email in hand to circulate to SDODC.
SDODC (22) 42	Continuing NHS Healthcare: The National Framework for Implementation in Wales To present the detail of a national performance tool, to the Committee when available.	JP	July/August 2022	Brought Forward: This is a national reporting tool which Welsh Government are developing. An update will be provided to SDODC when available. Carry forward until available.
SDODC (22) 57	Integrated Performance Assurance Report To discuss and follow-up with the IPAR team reporting on the 62 days target to show the actual first day of treatment as well as achievements on target.	HT/KJ	August 2022	Update 31.8.22: The Performance Team have met with the Cancer Services Delivery Manager. The requested information will be included in the month 5 (September) IPAR to Board. Complete. The requested information was included in the month 5 (September) IPAR SBAR to Board and will continue to be included moving forward.
	To follow-up on discussion, in detail, with regard to data for cancer wait times.	AL/KJ	August 2022	Discussions commenced, detailed follow-up meeting to be scheduled following summer leave. Carry forward for update.
	To discuss with Mr Gareth Skye possibilities around transport/volunteer driver options in	HT	August 2022	Update 22.9.22: Mr Gareth Skye and Mr Keith Jones have met to discuss the use of

	connection with patients' needs for transport to attend appointments and report back to SDODC.			volunteer drivers in supporting clinic access for patient. GS has confirmed that the bringing of patients into clinics is the responsibility of WAST, facilitated through the Non-Emergency Patient Transport Service. WAST do have a volunteer resource to support this, but the number of volunteer drivers has reduced during COVID. WAST are currently seeking to recruit additional volunteers to restore this service to previous levels. The Health Board continues to signpost patients not eligible for NEPT services but in need of transport support due to financial hardship to external 3 rd sector community and volunteer transport providers where appropriate.
	To pursue with Mandy Rayani, Director of Nursing, Quality and Patient Experience, for consideration by QSEC, the waiting times for therapies (with the exception of dietetics and audiology services) which are failing to meet targets in order to better understand the multifactorial drivers of acuity.	MF Reassigned MR	August 2022	Update 9.9.22: Mandy Rayani will include the waiting times for therapies on the forward workplan for QSEC. There will be a deep dive at the December meeting.
SDODC (22) 75	To follow-up at the meeting with the Senior Operational Business Team (27.8.22) why and how the 75% Waiting Times target risk is scored at 12 (which appears low) and report back to SDODC on the outcome and undertake a deep dive for planned recovery to examine risks, mitigations and actions.	AC	October 2022	
SDODC (22) 76	To pursue with the Director of Workforce and Organisational Development how Public Health might potentially feed into some of the work the Workforce team are doing with regard to plans around Strategic Objective 4 in particular communications being undertaken throughout the population and engagement methods/surveys.	JMcC	October 2022	Complete. Discussed with Rob Blake, linked with cost of living crisis work.

	To arrange a meeting between Mr Sam Dentten, Dr Jo McCarthy and colleagues in the Finance and Workforce teams to understand the metrics used to analyse survey responses and align the CHC and HDdUHB in terms of surveys, methodology and engagement.	HT Reassigned JMcC	October 2022	Dr Jo McCarthy has in hand. Mr Simon Mansfield to link with Ms Cath Evans, Ms Jan Batty, Ms Dawn Davies and/or Mr Michael Thomas. Awaiting outcome of meeting.
	To prepare a report for the Executive Team (September 2022 meeting) incorporating SDODC discussion points on ambition, trajectories, predicted outcomes, variables, performance, performance management, digital inclusion and capacity and demand metrics and circulate the report and outcome to SDODC members.	HT	October 2022	In hand. Once finalised, the report will be circulated to SDODC members.
SDODC (22) 76/92	To update Board regarding performance challenges in unscheduled care as shown in the IPAR.	HT	September 2022	Complete , included within Board report.
SDODC (22) 76/92	To ensure the improvement in Mental health and Learning Disabilities for those receiving a mental health assessment within 28 days is highlighted to Board.	SH	September 2022	Included in Board Update for 25 August 2022 meeting.
SDODC (22) 78/92	To ensure that Welsh Government's lack of response to the Planned Business Case submission is highlighted to Board.	SH	September 2022	Included in Board Update for 25 August 2022 meeting
SDODC (22) 79	To follow up with the Head of Strategic Performance Improvement the evaluation of responses to questions asked in connection with the Improving Together framework.	HT	October 2022	Complete. The overall monthly result of each question asked within the monthly staff survey is reported publicly monthly through the IPAR dashboard. The workforce committee also receive regular, more detailed reports on the findings
	To thank Ms Catherine Evans, Head of Strategic Performance Improvement, for her work with regard to the success of the Improving Together programme in the Mental Health directorate.	HT	September 2022	Complete.

SDODC (22) 81	To discuss tertiary case issue with the Health Equity Group and feedback outcomes to SDODC members.	JMcC	October 2022	JMc has in hand and will update.
	To pursue discussions on the work being undertaken regarding health inequalities and the possibility to interface with pathways in primary and secondary care and to align with work in relation to the Planned Business Case.	LD/ JMcC	October 2022	Complete. JMc met with Lee Davies and teams to discuss.
SDODC (22) 82	To follow up on workforce planning around managed practices within Amman Gwendraeth to ensure Mental Health practitioners form part of the core team.	RB	October 2022	7.10.22: In hand.
SDODC (22) 83	To confirm to SDODC members the completion date for the Women and Children's Phase II programme.	PW	October 2022	Current agreed programme C48 has a completion date of 7 th July 2023
SDODC (22) 84	To incorporate a detailed report on medical devices in the Discretionary Capital Programme 2022/23 report for the next SDODC meeting.	PW	October 2022	Included in Agenda Item 4.4.
SDODC (22) 87/92	To obtain a copy of the Welsh Government Chief Scientific officer's paper regarding the winter plan.	LD	September 2022	Complete.
	To update the Board with regard to the timeline for the day surgery unit.	LD	September 2022	Complete. LD to provide further update at SDODC meeting.
SDODC (22) 87/92	To update the Board with regard to risk in relation to the existing/anticipated bed capacity and demand during January/February 2023.	AC	September 2022	

AC – Andrew Carruthers	RB – Rhian Bond	LD – Lee Davies	MD – Maynard Davies	RD – Rhian Dawson
KJ – Keith Jones	PJ – Mr Philip Jones	AL – Anna Lewis	JMcC – Jo McCarthy	JP – Jill Paterson
AS – Alison Shakeshaft	HT - Huw Thomas	IT – Iwan Thomas	PW -Paul Williams	JW -Joanne Wilson
SH – Sally Hurman				