

TABLE OF ACTIONS

Strategic Development and Operational Delivery Committee (SDODC)

27 April 2023

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
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	Ongoing until report is available	Brought Forward In progress - this is a national reporting tool which Welsh Government are developing. An update will be provided to SDODC when available.
SDODC (23)08	Targeted Intervention To circulate the draft action plan to SDODC members.	LD	ASAP	Brought forward In progress - a more comprehensive action plan will be produced once the Peer Review report has been finalised by Ms Sally Attwood. The Peer Review has now been received and is included on Committee meeting agenda as an appendix to item 2.1.
SDODC (23)08	Targeted Intervention To respond to Mr Lee Davies with comments/view on the action plan.	ALL	4 April 2023	Brought forward (as per above).
SDODC (23)17	PO 3A: Improving Together Framework To review SDODC Terms of Reference which may need to be updated to reflect that the Sustainable Resources Committee (SRC) also provides assurance with regard to data.	JW	4 April 2023	Complete - no amendment required as the SDODC Terms of Reference already include the following: 3.14 Refer matters which impact on data quality and data accuracy to the Sustainable Resources Committee (SRC), and vice versa.
SDODC (23)33	Targeted Intervention Update (Planning) In respect of delivery of the strategy, to provide a report for the next SDODC meeting detailing	LD	June 2023	Complete – the governance arrangements were reported to Board on 25 May 2023 and on Committee meeting agenda as item 2.1.

	formal governance arrangements and indicative timescales, noting primary care as an exception.			
SDODC (23)34	Pharmaceutical Needs Assessment: Annual Review To include Pharmaceutical Needs Assessment: Six Months Review of Services on the workplan as an agenda item for the SDODC meeting on 21 December 2023.	SH	May 2023	Complete - Forward planned on Committee Work Programme for 21/12/2023.
SDODC (23)35	Planned Care Update To obtain formal HDdUHB Board approval of the Memorandum of Understanding between Hywel Dda University Health Board (HDdUHB) and Swansea Bay University Health Board (SBUHB) with regard to agreed project definition, provision of a governance structure and framework to support a regional orthopaedic model.	KJ	May 2023	In progress. The MoU & supporting Project Definition Document (PDD) has been referred to the ARCH Regional Recovery Group. The CEOs are due to meet to agree the project leadership arrangements and details of the proposed governance structure before presentation to Board for formal adoption.
SDODC (23)35	To undertake quarterly deep dives to assess how modern, transformational approaches to managing outpatients, including SOS and PIFU, are impacting outpatient numbers and report outcomes to the October 2023 SDODC meeting.	KJ	October 2023	Complete - forward planned on Committee Work Programme for 26/10/2023.
SDODC (23)35	To include Deep Dive into Managing Outpatients on the workplan as an agenda item for the October 2023 SDODC meeting.	SH	October 2023	Complete - forward planned on Committee Work Programme for 26/10/2023.
SDODC (23)35	To convey SDODC's thanks to colleagues for the work undertaken to achieve success with regard to the 52 weeks and 104 weeks Ministerial priorities.	KJ	May 2023	Complete.
SDODC (23)36	Integrated Performance Assurance Report To provide SDODC with figures and trajectories in relation to the totality of the	HT	May 2023	Complete - it has been agreed, in discussion with the Executive Director of Workforce and Organisational Development, that, to avoid

	number of nurses the Health Board would like to employ and the programme of work to achieve full capacity, together with the financial impact this will have as a result of the reduction in agency spend.			duplication, this will be incorporated into a Workforce Plan Report scheduled for PODCC on 11/12/2023.
SDODC (23)36	To follow-up with Ms Alison Shakeshaft the concern expressed at SDODC regarding what may be a blip, or a seriously deteriorating position in therapies, and provide, in a paper to be incorporated in the IPAR for the next SDODC meeting in June 2023, trajectories, in order to be able to measure, and narrative in order to understand, the difficulties, mitigations and actions that are required to address this position.	HT	June 2023	Complete – on Committee meeting agenda as an appendix to item 2.2.
SDODC (23)37	Planning Objectives Closure Report Q4 2022/23 To arrange for additional narrative outlining SDODC's responsibilities and QSEC's and ARAC's role for the Planning Objectives around quality of care as opposed to planning for quality of care.	JW	June 2023	Complete – included within the report to Board on 26/05/2023.
SDODC (23)39	Reinforced Autoclave Aerated Concrete (RAAC) Planks To provide a detailed update to the SDODC meeting on 31 August 2023 and if necessary, a verbal update to the SDODC meeting on 26 June 2023 with regard to the ongoing work relating to RAAC planks.	LD	June 2023	Complete – update included within item 4.1. Further a Reinforced Autoclave Aerated Concrete (RAAC) Planks Report forward planned on Committee workplan for 31/08/2023.
SDODC (23)40	PO 4M: Health Protection To include 'Reporting of Health Protection and TB' as an agenda item for the Committee Chairs' meeting. Discussion to determine	JW	May 2023	Complete - a review of the Terms of Reference (ToRs) was undertaken. 4M currently sits within the remit of SDODC. In relation to the TB review at Llwynhendy the Board delegated monitoring of implementing the actions

	which Board Committee(s) this should be reported to.			contained within the action plan to QSEC due to the impacts for patients.
SDODC (23)40	To forward the draft terms of reference for the re-established TB Operational Group to Mrs Joanne Wilson	MH	May 2023	Complete - draft Terms of Reference forwarded for review. For clarification the TB Operational Group will be a working group rather than a sub-group.
SDODC (23)40	To provide advice with regard to the TB Operational Group's draft terms of reference and Group formal reporting mechanism(s) to Ms Megan Harris.	JW	May 2023	Completed - advice provided on TORs and reporting arrangements as this is a management group and does not form part of the Health Board's formal Board and Committee structure.
SDODC (23)40	To follow up discussions with regard to future funding for health protection.	HT JMcC	May 2023	Complete - the Director of Finance is aware of transition money from WG for health protection for 2023/24. However, the short-term nature of this funding and without understanding future WG funding from 2024 onwards make it extremely difficult to plan health protection services. The Director of Therapies and Health Science recently led on the submission to WG which included our plans for the 2023/24 funding. A system is in place whereby people from different areas are being upskilled to cover multiple roles (e.g., Vaccination team to do TB testing etc).
SDODC (23)44	Capital Sub-Committee held on 24 March 2023 To incorporate 'timely post-project evaluation' into the Capital Sub-Group's Terms of Reference.	ER	May 2023	Complete – the ToRs have been updated to reflect update and were presented to the Capital Sub Committee on 25/05/2023 for completion.
SDODC (23)46	PO 4T: Continuous Engagement Implementation To circulate formally to members the activity document to accompany the Continuous Engagement report.	SH	May 2023	Complete - circulated by the Communications Director on 26/4/23.

SDODC (23)49	Pentre Awel (Llanelli Wellness Centre) To pursue discussions with regard to how Swansea University and HDdUHB can work together beneficially and complement each other and ensure alignment between the two organisations in respect of the Pentre Awel development.	LD/CP	May 2023	Complete - meeting held where it was agreed to facilitate a discussion between the respective service leads.
SDODC (23)50	Corporate Risks To ensure the narrative around Risk 1350: <i>Risk of not meeting the 75% waiting times target for 2022/23 due to diagnostics capacity and delays at tertiary centre</i> is amended (2022/26 and should read 2022/23) and ensure the review of this risk with the Head of Assurance and Risk	JW	May 2023	Complete - the risk refers to a 4 year plan, spanning the period 2022 – 2026. The risk title has been amended to reflect this more clearly. The risk was reviewed in preparedness for Board in May 2023.

CP: Chantal Patel	ER: Eldeg Rosser	HT: Huw Thomas	JMcC: Jo McCarthy	JP: Jill Paterson
JW : Joanne Wilson	KJ: Keith Jones	LD: Lee Davies	MH: Megan Harris	SH: Sally Hurman