



HYWEL DDA UNIVERSITY HEALTH BOARD – STRATEGIC DEVELOPMENT & OPERATIONAL DELIVERY COMMITTEE WORK PLAN APRIL 2021 – APRIL 2022

The following table sets out the Committee's proposed work programme for 2021-22, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	27th April 2021	24th June 2021	26th Aug 2021	26th Oct 2021	15th Dec 2021	24th Feb 2022	EOY April 2022
GOVERNANCE AND RISK								
Apologies*	Chair	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	✓	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	✓	✓	✓	✓	✓	✓	✓
SDODC Terms of Reference	Chair			✓				
Self-Assessment of Committee Effectiveness – Process	Chair						✓	
Self-Assessment of Committee Effectiveness – Outcome	Chair	✓						✓
SDODC Annual Report to Board	Chair	✓						✓
Sub-Committee Terms of Reference • Capital, Estates and IM&T Sub-Committee	Chair					✓		
Sub-Committee Update Reports*								
• Capital, Estates and IM&T	LD	✓	✓	✓	✓	✓	✓	✓
Sub-Committee Annual Reports • Capital, Estates and IM&T	LD	✓						✓
Corporate Risks Allocated to SDODC	AC/ HT/ RJ		✓		✓		✓	
Operational Risks Related to SDODC	AC /HT/ RJ/ LG		✓		✓		✓	
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	AC/RJ	✓		✓			✓	
PERFORMANCE								
Integrated Performance Assurance Report	HT/ EDs	✓	✓	✓	✓	✓	✓	
Evaluation of Winter 2020/21	AC		✓					
Welsh Language Standards/ Compliance Update	YB	✓	✓	✓		✓	✓	

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Welsh Language Annual Report 2020/21	YB		✓					
End of Season Influenza Report	RJ		✓					
Performance - Planning Objectives Update	HT		✓	✓	✓	✓	✓	✓
PLANNING								
2021/22 Annual Plan	LD	✓						
2022/23 Draft Annual Plan	LD						✓	
Planning Cycle 2021/22 Update	LD		✓					
Developing the 3 Year Plan/ IMTP for the Period 2021/22 – 2023/24	LD				✓			
Quarterly Annual Plan Monitoring Returns:								
Q4 2020/21 (Apr 2021)	LD/ DW	✓						
Q1 2021/22 (Aug 2021)	LD/ DW			✓				
Q2 2021/22 (Dec 2021)	LD/ DW				✓			
Q3 2021/22 (Feb 2022)	LD/ DW						✓	
Q4 2021/22 (Apr 2022)	LD/ DW							✓
Report on the Discretionary Capital Programme 2021/22 * (to include Cylch Caron update)	PW	✓	✓	✓*	✓	✓	✓	✓
Influenza Season 2021/22: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season	RJ			✓				
Winter Plan 2021/22	AC			✓				
BREXIT	HT							
Programme Business Cases (BJCs)								
• Demountable Business Case (as and when required)	AC /HT							
• Fire Enforcement at WGH Business Justification Case	AC	✓						
• Women & Children's Phase II Project Update	PW	✓	✓		✓			
• A Healthier Mid & West Wales PBC Update	LT/ PW	✓						
Contact First/ Urgent Primary Care Update (* deferred from August 26 th Meeting).	JP				✓*			
CE&IM&T – Isolation Facilities Review Update	PW		✓					
Pharmaceutical Needs Assessment	JP			✓				

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Planning - Planning Objectives Update	LD		✓	✓	✓	✓	✓	✓
Delivery Plan – Vaccination Programme for Prevention &	RJ		✓					
FOR APPROVAL								
Major Incident Plan	RJ		✓					
Corporate Policies	LD	✓	✓	✓	✓	✓	✓	✓
REGIONAL WORKING/COLLABORATIVE WORKING								
ARCH	HT	✓	✓	✓	✓	✓	✓	✓
Llanelli Wellness Village (Pentre Awel) (update as and when required)	HT	✓		✓				
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
SDODC Workplan 2021/22*	CSO	✓	✓	✓	✓	✓	✓	✓

Initials:

AC – Andrew Carruthers EDs – Executive Directors DW – Daniel Warm LD – Lee Davies JP – Jill Paterson	PW – Paul Williams RJ – Ros Jervis HT – Huw Thomas CSO – Committee Services Officer
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Future topics:

(From Board 29.07.2021): Domiciliary Care Provision

(From Board 29.07.2021): Modelling: Planned Care patients waiting over 36 weeks – modelling of trajectory, showing impact of outsourcing services.

(From CEIMTSC Update Report to August SDODC) Internal Capital Governance Review (this is also going to ARAC in October)