

TABLE OF ACTIONS

Strategic Development and Operational Delivery Committee (SDODC) meeting held on 26th August 2021

MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
SDODC (21) 03	<p>Committee Terms of Reference</p> <p>To further review how the Committee's scrutiny of Capital Resource allocation is reflected within the ToR with any additions to be presented to the September 2021 Board for approval.</p>	LD/ JW	23.09.2021	<p>SDODC ToRs currently reference the following in regard to capital:</p> <ul style="list-style-type: none"> 3.10 <i>Provide assurance to the Board that arrangements for Capital, Estates and Information Management and Technology Sub Committee (CE&IM&TSC) are robust; and</i> 3.11 <i>Consider proposals from the CE&IM&TSC on the allocation of capital and agree recommendations to the Board.</i> <p>Rather than adding further to the ToR, the Committee's scrutiny of Capital Resource allocation will be 'operationalised' through the Committee's Work Programme i.e. by including standing items on the SDODC agenda such as the <i>Report on the Discretionary Capital Programme (DCP) 2020/2021 & Capital Governance Update</i>, and the <i>CE&IM&TSC Update Report</i>, including proposals for the allocation of capital for SDODC to recommend to the Board, together with any bespoke capital agenda items such as the <i>Capital Governance Review</i> included for information on the 26 October 2021 Committee agenda which, going forward, SDODC will monitor delivery against</p>

				a clear action plan and timescales. However, the issue of capital scrutiny will be kept under review in the event that further amendments are required to the Committee's ToR.
SDODC (21) 06	<p>Quarterly Annual Plan Monitoring Return To amend the wording of the monitoring summary relating to delivery of specific elements of Planning Objectives to 'On Track', as opposed to 'Achieved', where applicable.</p>	LD	12.10.2021	Completed: Wording of the monitoring summary relating to delivery of specific elements of Planning Objectives amended to 'On Track', as opposed to 'Achieved', where applicable.
	<p>To discuss with other Executives the adoption of the presentation format used in the Quarterly Annual Plan Monitoring Return to present progress against the objectives assigned to other members of the Executive Team which are reported in other committees.</p>	LD	12.10.2021	Completed: The format has been further developed to align with the Board Assurance Framework (BAF) and is now utilised across each of the committees.
	<p>To provide rationale to contextualise significant changes in 'Amber'- rated planning objective delivery dates, in order to further demonstrate progress and performance.</p>	LD	12.10.2021	Completed: Rationale provided to contextualise significant changes in 'Amber'- rated planning objective delivery dates, in order to further demonstrate progress and performance.
SDODC (21) 13	<p>Integrated Performance Assurance Report To consider how the metrics presented in the IPAR may be linked with specific Planning Objectives and with recovery actions being undertaken, in order to provide a more holistic and contextualised view of performance in future reports.</p>	LD/ HT/ AC	12.10.2021	<p>The measures within the IPAR have been assigned to strategic objectives and reported to the relevant lead Committee. As such, all measures relating to the following strategic objectives:</p> <ul style="list-style-type: none"> • The best health and wellbeing for our communities • Safe, sustainable, accessible and kind care <p>are being reported to SDODC from 26th October 2021.</p>

				In terms of documenting recovery actions, there is functionality within the IPAR dashboard for metric owners to update against context and actions. This allows people to see a more contextualised view. The IPAR measures are currently under review. Measures no longer included in the Delivery Framework are being stood down and the new Improving Together outcome, qualitative and quantitative measures are being incorporated. This revised set of performance measures will be assigned to Planning Objectives and presented in the performance assurance report dashboard from December 2021 onwards.
	To highlight areas in which there is significant movement in performance measures, or the availability of additional measures within the summary sections of the IPAR.	HT	12.10.2021	Completed: Areas in which there is significant movement in performance measures, or the availability of additional measures have been highlighted within the summary sections of the IPAR.
SDODC(21) 15	Planning Objectives Update To discuss how updates relating to specific POs are presented in future SDODC meetings.	LD/ HT	12.10.2021	Planning Objectives forward planned on to the SDODC agenda according to their delivery dates/timescales.
	To reflect the removal of update reports relating to Performance and Planning POs as standing agenda items on the Committee work programme.	SW	23.09.2021	Added to the SDODC agenda as a standing agenda item to include all POs which are aligned to the Committee
SDODC(21) 17	Policy 175: SOP for the Management of Board and Committees To include further detail relating to committee chairing arrangements within Chapter 3 of the SOP.	AG	23.09.2021	Completed: Reference to IM chairing arrangements included in Chapter 3 of the revised SOP.

SDODC(21) 20	SDODC Work Programme 2021/22 To review the Work Programme in order to ensure that agenda items are linked to the Planning Objectives which sit within the Committee's remit.	LD/ JW	23.09.2021	SDODC Work Programme reviewed and on the agenda for 26 October 20201 meeting with Planning Objectives forward planned on to the SDODC agenda according to their delivery dates/timescales.
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LD – Lee Davies

HT – Huw Thomas

PW – Paul Williams

AC- Andrew Carruthers

JW – Jo Wilson

AG - Alison Gittins

SW - Sonja Wright (Secretary)