

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	NOTE	27th April 2021	24th June 2021	26 th 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 Self-Assessment of Committee Effectiveness 2020/21: 6 Monthly Review of Recommendations arising from Outcomes (those aligning with SDODC)	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			✓		✓		✓	

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Monitoring Welsh Health Circulars (WHCs) (Bi-annually)	AC/RJ				✓			✓	
PERFORMANCE									
Integrated Performance Assurance Report*	HT/ED		✓	✓	✓	✓	✓	✓	
Evaluation of Winter 2020/21	AC			✓					
End of Season Influenza Report	RJ			✓					
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 2022/23 – 2024/25	LD					✓			
Quarterly Annual Plan Monitoring Returns:									
Q4 2020/21 (Apr 2021)	LD/ DW		✓						
Q1 2021/22 (Aug 2021)					✓				
Q2 2021/22 (Oct 2021)						✓			
Q3 2021/22 (Feb 2022)								✓	
Q4 2021/22 (Apr 2022)									✓
Planning Objectives Update	LD				✓	✓	✓	✓	✓
Deep Dive on Individual Planning Objectives:									
<ul style="list-style-type: none"> PO 3A (through the Performance - Planning Objectives Update on the August 2021 agenda) 	HT				✓				
<ul style="list-style-type: none"> PO 2C, 5C, 5D, 5E, 6G (now reported through SRC),(through the Planning – Planning Objectives Update on the August 2021 agenda) 	LD				✓				
<ul style="list-style-type: none"> PO 5C, 5D, 5E (through the Programme Business Case Position Update - New Urgent and Planned Care Hospital item on the October 2021 agenda) 	LD					✓			

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<ul style="list-style-type: none"> PO 4J (through the Population Assessment (SSWBA)/PSBs Well-Being Assessments ((WBFGA) item on the February 2022 agenda) 	RJ							✓	
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				✓				
Population Assessment (SSWBA)	RJ							✓	
PSBs Well-Being Assessments (WBFGA)								✓	
Programme Business Cases (BJCs) <ul style="list-style-type: none"> Demountable Business Case (as required) 	AC /HT								
<ul style="list-style-type: none"> Fire Enforcement at WGH Business Justification Case 	AC		✓						
<ul style="list-style-type: none"> Fire Enforcement at GGH Business Justification Case 	AC				✓				
<ul style="list-style-type: none"> Women & Children's Phase II Project Update 	PW		✓	✓		✓			
<ul style="list-style-type: none"> A Healthier Mid & West Wales PBC Update 	LT/ PW		✓						
<ul style="list-style-type: none"> New Urgent and Planned Care Hospital (Position Update) 	LD					✓			
Contact First/ Urgent Primary Care Update	JP					✓			
Domiciliary Care Provision	JP	*** Inclusion will depend upon actions arising from discussion of Domiciliary Care paper(s) presented at PODCC and SRC in October						✓***	
Planned Care Patient waits >36 Weeks	AC					✓			
CE&IM&T – Isolation Facilities Review Update	PW			✓					
Pharmaceutical Needs Assessment	JP				✓				

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Delivery Plan – Vaccination Programme for Prevention & Response Plan	RJ			✓					
Capital Governance Review – Assurance against Action Plan	LD							✓	
FOR APPROVAL									
Major Incident Plan	RJ			✓					
Corporate Policies	LD		✓	✓	✓	✓Nil return	✓	✓	✓
REGIONAL WORKING/ COLLABORATIVE WORKING									
ARCH Update (bi-monthly, except ****)	HT	**** December inclusion dependent upon outcomes of HDdUHB/ SBUHB Board discussions re planning alignment in November 2021	✓	✓	✓	✓	✓****	✓	
Llanelli Wellness Village (Pentre Awel) – bi-monthly, alternating with ARCH report	HT		✓		✓		✓		✓
WELSH GOVERNMENT GUIDANCE									
FOR INFORMATION									
SDODC Work Programme 2021/22*	CSO		✓	✓	✓	✓	✓	✓	✓
Capital Governance Review	PW					✓			

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