

HYWEL DDA UNIVERSITY HEALTH BOARD – SUSTAINABLE RESOURCES COMMITTEE WORK PLAN 2024-25

The Committee meets every other month. The following table sets out the Committee’s business for 2024/25, including standing agenda items.

Agenda Item/Issue	Lead	30 April 2024	25 June 2024	27 Aug 2024	22 Oct 2024	17 Dec 2024	25 Feb 2025
GOVERNANCE							
Apologies	WW	✓	✓	✓	✓	✓	✓
Declaration of Interests	WW	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting	WW	✓	✓	✓	✓	✓	✓
Table of Actions	WW	✓	✓	✓	✓	✓	✓
Annual Review of ToR/Membership	WW		✓				
SRC Self-Assessment of Performance Process	WW				✓		
SRC Self-Assessment of Performance Outcome Report	WW	✓ (2023)				✓ (2024)	
SRC Self-Assessment Update Report	WW				✓		
Sustainable Resources Committee Annual Report	WW	✓					
FOR DISCUSSION							
Activity, Productivity and Efficiency Report	GB				✓		
Patient Outcomes Report	SM					✓	
Deep Dive: Nursing Workforce	LG		✓				
Deep Dive: Medical Workforce	LG/MH			✓			
Deep Dive: Medicines Value and Sustainability	CB				✓		
Deep Dive: Non-Pay and Procurement	KF					✓	
Deep Dive: Commissioned Care	JP					✓	
Deep Dive: Clinical Variation and Service Configuration	MH/LD						✓
1. County updates, including Six Goals Programme							✓
2. MHLD							✓

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3. Planned care, including Clinical Services Plan							✓
Deficit drivers annual refresh	HT					✓	
Financial plan and strategy	HT				✓	✓	✓
Finance Report	HT	✓	✓	✓	✓	✓	✓
Savings and Opportunities Report (may merge with the Finance report in future months)	HT		✓	✓	✓	✓	✓
Core Delivery Group and Financial Control Group Update	LG	✓					
Financial Recovery/In-Year Savings Programme (included within Finance Report)	HT	✓					
Financial Outlook 2024/25	HT	✓					
Long Term Agreement Outlook 2024/25	HT	✓					
Business Cases (as and when required for scrutiny before onward ratification at Board)	HT	✓	✓	✓	✓	✓	✓
FOR ASSURANCE							
Finance Targeted Intervention Actions	LD/SA	✓	✓	✓	✓	✓	✓
Financial Risks and Mitigation							
• Corporate Risk Report	HT	✓	✓	✓	✓	✓	✓
• Operational Risk Report	HT	✓		✓		✓	
Procurement Plan	HT	✓					
Procurement Update	HT		✓	✓	✓	✓	✓
Healthcare Contracting and Commissioning (and Outsourcing, as required) Update	SA	✓					

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Information Governance Sub-Committee Update (including reports on data accuracy)	AT	✓	✓	✓	✓	✓	✓
Decarbonisation Task Force Group Update	LD	✓	✓	✓	✓	✓	✓
Digital Oversight Group Update	AT	✓	✓	✓	✓	✓	✓
Social Value and Carbon Reporting	CE					✓	
Public Sector Emissions Reporting	CE				✓		
Digital Inclusion	AT			✓			✓
Value Based Health Care Update	LP	✓		✓			✓
Planning Objectives Update Report	DW	✓	✓		✓		✓
Welsh Health Circulars	RW		✓		✓		✓
Consultancy Review	HT		✓		✓		✓
Ministerial Directions	HT		✓		✓		✓
Balance Sheet Report	HT	✓			✓		✓
Cyber Security	AT	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)
Internal Audit Report on Financial Systems, Financial Managements and Controls	HT					✓	
FOR APPROVAL							
Financial Procedures (as required)	HT	✓	✓	✓	✓	✓	✓
Information Governance Sub-Committee ToR	AT						✓
Decarbonisation Task Force Group ToR	LD					✓	
Digital Oversight Group ToR	AT				✓		
Information Governance Sub-Committee Annual Report	AT			✓			
Decarbonisation Task Force Group Annual Report	LD	✓					

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Digital Oversight Group Annual Report	AT			✓			
FOR INFORMATION							
Integrated Performance Assurance Report (IPAR)	HT/SH	✓	✓	✓	✓	✓	✓
Capital Financial Management Update	RD	✓	✓	✓	✓	✓	✓
Quarterly NWSSP Performance Report	HT		✓ (Q4 2023/24)	✓ (Q1 2024/25)		✓ (Q2 2024/25)	✓ (Q3 2024/25)
Matters for Board Escalation	HT	✓	✓	✓	✓	✓	✓
Sustainable Resources Committee Annual Work Plan	HT/CSO	✓	✓	✓	✓	✓	✓
Any Other Business	WW	✓	✓	✓	✓	✓	✓
PROCEDURAL							
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team prior to issue	CSO	✓	✓	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	✓	✓	✓	✓	✓	✓
Disseminate agenda/papers 7 days prior to meeting	CSO	✓	✓	✓	✓	✓	✓
Type up minutes/TOA within 7 days of meeting	CSO	✓	✓	✓	✓	✓	✓

Chair: Winston Weir **Vice Chair:** Maynard Davies **Lead Executive:** Huw Thomas

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WW	Winston Weir	HT	Huw Thomas	RD	Rhian Davies	CE	Catherine Evans
MH	Mark Henwood	AT	Anthony Tracey	SA	Shaun Ayres	LP	Leighton Peters
DW	Daniel Warm	JP	Jill Paterson	LG	Lisa Gostling	LD	Lee Davies
RW	Rachel Williams	SH	Sally Havard	SM	Simon Mansfield	KF	Katharine Fletcher
CB	Christopher Brown	GB	Gareth Beynon				
CSO	Committee Services Officer						