

HYWEL DDA UNIVERSITY HEALTH BOARD – SUSTAINABLE RESOURCES COMMITTEE WORK PLAN 2023-24

The Committee meets every other month. The following table sets out the Committee’s business for 2023/24, including standing agenda items.

Agenda Item/Issue	Lead	25 April 2023	27 June 2023	29 August 2023	24 October 2023	19 December 2023	27 February 2024
Governance							
Apologies*	WW	✓	✓	✓	✓	✓	✓
Declarations of Interests*	All	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting*	WW	✓	✓	✓	✓	✓	✓
Matters Arising and Table of Actions*	WW	✓	✓	✓	✓	✓	✓
Annual Review of ToR/Membership	WW		✓				
SRC Self-Assessment of Performance Process	WW				✓		
SRC Self-Assessment of Performance –Review of Outcomes	WW						
Sustainable Resources Committee Annual Report	WW	✓					
IGSC Terms of Reference	AT						✓
IGSC Annual Report 2022/23	AT	✓					
For Discussion							
Monthly Finance Report and Forecast (including Monthly Monitoring Return)	RH	✓	✓	✓	✓	✓	✓
Financial Recovery / in year Savings programme (included within Finance Report)	HT			✓	✓	✓	✓
Financial Outlook 2023/24	HT	✓					
Integrated Medium Term Plan Development 2024/25	HT		✓				✓
LTA Outlook 2023/24	HT	✓					
Transforming Urgent and Emergency Care	AC			✓			

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Deep Dive: The Pembrokeshire Model						✓	
Deep Dive: The Carmarthenshire Model							✓
Electronic Prescribing and Medicines Administration (ePMA) System	AT			✓			
Core Delivery Group and Financial Control Group Update	LG				✓	✓	✓
Digitally Enabled Transformation Plan	AT			✓			
Financial Risks and Mitigation <ul style="list-style-type: none"> • Corporate Risks • Operational Risks 	HT	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓
For Assurance							
Assurance over Delivery of the Strategic Programmes of Change	HT						
Healthcare Contracting and Commissioning (and Outsourcing, as required) Update	SA		✓	✓	✓		✓
Social Value and Carbon Reporting	CE					✓	
Primary Care Recovery Plan Update	JP						
Finance TI Actions	HT	✓		✓	✓	✓	✓
Radiology Information Systems (incl. All Wales Picture Archiving Communications System (PACS) Contract)	GR-D	✓ (In-Committee)					

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Ethical Procedures in Finance (Finance Behaviours and Governance)	HT						
Integrated Performance Assurance Report (IPAR)	HT	✓	✓	✓	✓	✓	✓
Quarterly NWSSP Performance Report	HT	✓		✓		✓ (Q2 2023/24)	✓ (Q3 2023/24)
Procurement Update	HT	✓ Plan				✓	✓
Information Governance Sub-Committee Update - Including reports on data accuracy	AT	✓	✓	✓	✓	✓	✓ (With ToRs for SRC Approval)
Decarbonisation Task & Finish Group Update	LD	✓	✓	✓ With ToRs for SRC Approval	✓	✓	✓
Public Sector Emissions Reporting	CE				✓		
Digital Inclusion	AT			✓		✓	
Cyber Security	AT			✓	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)
Value Based Health Care Update	LP	✓		✓			✓
Planning Objectives							
• Update Report (Daniel Warm)	DW	✓	✓		✓		✓
• Deep Dive (Executive Lead for PO)	PO Lead		✓ PO6H Plan on a Page for each PO	✓ PO6B	✓ PO5C	✓ PO6B/8B	✓ PO8A
Welsh Health Circulars	CB			✓			✓

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Consultancy Review	HT		✓		✓		✓
Ministerial Directions (Quarterly)	HT		✓		✓		✓
RAAC Update (Pembrokeshire)	AC			✓			
NSL(W)A Report	MR					✓	
Digital Oversight Group Update	AT					✓	✓
For Approval							
Financial Procedures (as required)	HT	✓	✓	✓	✓	✓	✓
Digital Oversight Group ToR	AT				✓		
For Information							
Balance Sheet	HT	✓			✓		✓
Capital Financial Management	RD	✓	✓	✓	✓	✓	✓
Welsh Value in Health Centre Annual Report 2022-23	HT			✓			
Benefits Realisation	AT				✓		
Digital Medicines Transformation Portfolio Annual Review 2023	HT						✓
Matters for Board Escalation	HT	✓	✓	✓	✓	✓	✓
Sustainable Resources Committee Annual Workplan	HT/CSO	✓	✓	✓	✓	✓	✓
Any Other Business	All	✓	✓	✓	✓	✓	✓

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Agenda setting meeting with Chair & Exec Lead (at least 4 weeks before the meeting)	CSO	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team prior to issue	CSO	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 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

WW	Winston Weir	RD	Rhian Davies	RH	Rebecca Hayes
HT	Huw Thomas	CE	Catherine Evans	DW	Daniel Warm
AC	Andrew Carruthers	AT	Anthony Tracey	CB	Claire Bird
SA	Shaun Ayres	LD	Leighton Phillips	CSO	Committee Services Officer
GR	Gareth Rees	LG	Lisa Gostling	TJ	Timothy John

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

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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	✓	✓	✓	✓	✓	✓
Declarations of Interests	All	✓	✓	✓	✓	✓	✓
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 – Review of Outcomes	WW	✓ (2023)					✓ (2024)
Sustainable Resources Committee Annual Report	WW	✓					
FOR DISCUSSION							
Core Delivery Group and Financial Control Group Update	LG	✓	✓	✓	✓	✓	✓
Finance Report	HT	✓	✓	✓	✓	✓	✓
Financial Recovery/In-Year Savings Programme (included within Finance Report)	HT	✓	✓	✓	✓	✓	✓
Financial Outlook 2024/25	HT	✓					
Long Term Agreement Outlook 2024/25	HT	✓					
Integrated Medium Term Plan Development 2025/26	HT						✓
FOR ASSURANCE							
Finance Targeted Intervention Actions	HT	✓	✓	✓	✓	✓	✓

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Agenda Item/Issue	Lead	30 April 2024	25 June 2024	27 Aug 2024	22 Oct 2024	17 Dec 2024	25 Feb 2025
Financial Risks and Mitigation							
• Corporate Risk Report	HT	✓	✓	✓	✓	✓	✓
• Operational Risk Report	HT	✓	✓	✓	✓	✓	✓
Procurement Plan	HT	✓					
Healthcare Contracting and Commissioning (and Outsourcing, as required) Update	SA	✓	✓	✓	✓	✓	✓
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					✓	
Integrated Performance Assurance Report (IPAR)	HT/SH	✓	✓	✓	✓	✓	✓
Quarterly NWSSP Performance Report	HT	✓(Q4 2023/24)		✓(Q1 2024/25)		✓(Q2 2024/25)	✓(Q3 2024/25)
Procurement Update	HT	✓Plan				✓	
Public Sector Emissions Reporting	CE				✓		
Digital Inclusion	AT			✓		✓	
Value Based Health Care Update	LP	✓		✓			✓
Planning Objectives							
• Update Report	DW	✓	✓		✓		✓
• Deep Dive (Executive Lead for PO) [Planning Objectives 2024/25 TBC]	PO Lead		✓ TBC	✓ TBC	✓ TBC	✓ TBC	✓ TBC
Welsh Health Circulars	RW		✓		✓		✓
Consultancy Review	HT		✓		✓		✓

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Ministerial Directions	HT		✓		✓		✓
Cyber Security	AT	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)	✓ (In-Committee)
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	✓					
Digital Oversight Group Annual Report	AT	✓					
FOR INFORMATION							
Balance Sheet	HT	✓			✓		✓
Capital Financial Management	RD	✓	✓	✓	✓	✓	✓
Welsh Value in Health Centre Annual Report 2023-24	HT			✓			
Matters for Board Escalation	HT	✓	✓	✓	✓	✓	✓
Sustainable Resources Committee Annual Work Plan	HT/CSO	✓	✓	✓	✓	✓	✓
Any Other Business	All	✓	✓	✓	✓	✓	✓
PROCEDURAL							

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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

WW	Winston Weir	HT	Huw Thomas	RD	Rhian Davies	CE	Catherine Evans
DW	Daniel Warm	AT	Anthony Tracey	SA	Shaun Ayres	LP	Leighton Peters
RW	Rachel Williams	SH	Sally Havard	LG	Lisa Gostling	LD	Lee Davies
CSO	Committee Services Officer						