



PWYLLGOR ADNODDAU CYNALIADWY SUSTAINABLE RESOURCES COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 October 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Business Case Process
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Huw Thomas, Director of Finance

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The Sustainable Resources Committee is requested to note the new structure for the scrutiny and approval of business cases and the Use of Resources Group Terms of Reference.

Cefndir / Background

Since the COVID-19 pandemic, the Health Board's approval process for expenditure has largely been managed through the Command structure and the Executive Team.

As we enter a more complex phase of decision making, it has become imperative to implement a new structure for scrutiny and approval of business cases.

Asesiad / Assessment

The Use of Resources Group, reporting to the Executive Team, will discharge this function and ensure alignment between Operations; Planning; Workforce; Finance; Digital and Quality.

The Group's Terms of Reference are attached at Appendix 1.

Argymhelliad / Recommendation

The Committee is requested to note the new structure for the scrutiny and approval of business cases and the Use of Resources Group Terms of Reference.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference:
Cyfeirnod Cylch Gorchwyl y
Pwyllgor:

2.1 To receive an assurance on delivery against all Planning Objectives aligned to the Committee.

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	All Health & Care Standards Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives:	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	3 Year Plan and Annual Plan Decisions made by the Board since 2017-18 Recent <i>Discover</i> report, published in July 2020 Gold Command requirements for COVID-19 Input from the Executive Team
Rhestr Termau: Glossary of Terms:	Explanation of terms is included within the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Executive Team

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Improvements in governance are expected.
Ansawdd / Gofal Claf: Quality / Patient Care:	Improvements in governance are expected.
Gweithlu: Workforce:	Improvements in governance are expected.
Risg: Risk:	Improvements in governance are expected.
Cyfreithiol: Legal:	Not applicable.
Enw Da: Reputational:	Not applicable.
Gyfrinachedd: Privacy:	Not applicable.
Cydraddoldeb: Equality:	Not applicable

**HYWEL DDA
UNIVERSITY
HEALTH BOARD**

Executive Team

Use of Resources Group

TERMS OF REFERENCE

USE OF RESOURCES GROUP

Version	Issued to:	Date	Comments
V.01	Executive Team	8 September 2021	

1. Constitution

- 1.1 The Use of Resources Group (the Group) has been established as a group of Health Board Directors who are tasked with providing scrutiny on the economy, efficiency and effectiveness of the Health Board's Use of Resources.

2. Purpose

- 2.1 The purpose of the Group is to provide a forum to scrutinise the economy, efficiency and effectiveness of the Health Board's Use of Resources.

3. Responsibilities

- 2.2 The Group will:

2.2.1 Scrutinise the monthly financial position and annual forecast.

- 2.2.2 Assess the impact of key drivers to the financial position and what can be done to address.
- 2.2.3 Review the Health Board's opportunities framework and savings plans.
- 2.2.4 Review the Workforce resourcing plans
- 2.2.5 Receive 'deep-dive' reports on key issues.
- 2.2.6 Delegate reviews or responses to key issues and receive recommendations and workplans for action.
- 2.2.7 Review any appointments of management consultants to the organisation.
- 2.2.8 Scrutinise and review all investment business cases that require additional funding that is not able to be managed within the delegated budgets allocated to the Directorate, or are part of additional funding bids to Welsh Government, recommending approval in line with the scheme of delegation. This includes all Health Board funding decisions and funding committed under ringfenced WG allocations; including ICF, Transformation Fund, Cluster Funds, Mental Health funding, Winter Plans, Unscheduled Care funding and Recovery Funding.
- 2.2.9 Capital funding will be excluded as scrutiny is provided through the CEIM&T Sub-Committee.
- 2.2.10 Scrutinise and review approved investment appraisal outcome measurements at the agreed period detailed within the original business case and review the appropriateness for continuing or dis-investing.

4. Membership

4.1 The membership of the Group shall comprise:

Director of Finance (Chair)
Director of Workforce and Organisational Development (Vice-Chair)
Director of Strategic Development and Operational Planning
Director of Operations
Director of Primary Care, Community and Long Term Care
Director of Nursing, Quality & Patient Experience
Board Secretary

5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than a third of the total membership and must include as a minimum the Chair or Vice Chair of the Group.
- 5.2 Any senior manager of the Health Board may be invited to attend by the Group where it is felt appropriate to do so.
- 5.3 The Group may also co-opt additional independent external 'experts' from outside the organisation to provide specialist skills, including specialist legal advice.
- 5.4 Should any Member be unavailable to attend, they may nominate a deputy to attend in their place.
- 5.5 A member of the Corporate Business Partnering Team will provide support to the group. The purpose of having the Corporate Business Partner in attendance is to track and highlight all

investments. This will ensure that the organisation is fully abreast of all investment decisions and committed expenditure via a central repository.

6. Reporting

- 6.1 The Group will report to the Executive Team.

7. Frequency of Meetings

- 7.1 The Group will meet at least monthly, but this may be stepped up to fortnightly as required.

8. Accountability, Responsibility and Authority

- 8.1 The Group is directly accountable to the Executive Team for its performance in exercising the functions set out in these terms of reference.
- 8.2 The Group will report on a bi-monthly basis in summary to the Executive Team for accountability purposes and to the Sustainable Resources Committee for assurance purposes.

9. Secretarial Support

- 9.1 The secretary for the Group shall be appointed by the Chair of the Group.

10. Review Date

- 10.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Group