

HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2017 – MARCH 2018

The Board meets in public bi-monthly. The following table sets out the Board's business for 2017/18, including standing agenda items (denoted by *); items denoted by ** are those that are reported to the Board as and when required.

AGENDA ITEM/ ISSUE	LEAD	OFFICER	30 Mar 2017	25 May 2017	1 Jun 2017	22 Jun 2017	27 July 2017	28 Sep 2017	21 Nov 2017	25 Jan 2018	29 Mar 2018
GOVERNANCE											
Public Forum Questions*	BR	JW	✓	✓			✓	✓	✓	✓	✓
Patient/Staff Story/Presentation*	MD/MR	LO'C		✓			✓	✓	✓		✓
Apologies*	BR	CM	✓	✓	✓		✓	✓	✓	✓	✓
Declaration of Interests*	BR	All	✓	✓	✓		✓	✓	✓	✓	✓
Minutes from previous meeting*	BR	CM	✓	✓			✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	BR	CM	✓	✓			✓	✓	✓	✓	✓
Report of the Chair*	BR	JW	✓	✓			✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Chair's Action Response to White Paper Parliamentary Review of Health & Social Care Patient Safety Walkabout Programme 			✓				✓	✓			
Report of the Chief Executive*	SM	SMJ	✓	✓			✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Register of Sealings Consultations Update WHC's Update on MWHC Standard Operating Procedure for Board & Committee Papers (including Governance Wiring Diagram) External Review of Financial Governance 			✓	✓			✓	✓	✓	✓	

AGENDA ITEM/ ISSUE	LEAD	OFFICER	30 Mar 2017	25 May 2017	1 Jun 2017	22 Jun 2017	27 July 2017	28 Sep 2017	21 Nov 2017	25 Jan 2018	29 Mar 2018
Arrangements											
Committee Annual Reports	Chairs	JW			✓						
• Audit & Risk Assurance Committee											
• Business Planning & Performance Assurance Committee											
• Charitable Funds Committee											
• Mental Health Legislation Assurance Committee											
• Quality, Safety & Experience Assurance Committee											
• University Partnership Board											
• Primary Care Applications Committee											
Update on Financial Handling Plan 2016/17	SF		✓								
Governance, Leadership & Accountability Standard	SJ	JW			✓						
Annual Governance Statement	SM	JW			✓						
Accountability Report	KM/SJ/LG	JW/DE/SM			✓						
Final Accounts for 2016/17	SF				✓						
Letter of Representation	SF	DE			✓						
Wales Audit Office ISA 260	WAO	JW			✓						
Approval of Charitable Funds Annual Report & Accounts	SJ	NLI			✓						
HDdUHB Annual Report 2016/17	Chair	BG					✓				
HDdUHB Annual Quality Statement	MR						✓				
HDdUHB Annual Report from Healthcare Inspectorate Wales (HIW) 2016/17	MD/MR						✓				
HDdUHB Annual General Meeting	SJ	BG					✓				
Board Development Programme	Chair							✓			
Organ Donation Annual Report	JT								✓		
HDdUHB Therapies Annual Report	JP								✓		
CHC Annual Report	CHC								✓		

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WAO Annual Audit Report	WAO									✓	
WAO Structured Assessment	WAO									✓	
Internal Audit Report GP Practices Serving Contractual Notice (Reasonable Assurance)										✓	
Standing Orders/Standing Financial Instructions/Scheme of Delegation	SJ	JW									✓
QUALITY, SAFETY & PERFORMANCE											
Focus on Hospital & Community Services*	JT	County Director	✓ Cere	✓ Carms			✓ Pembs	✓ Cere	✓ Carms	✓ Pembs	✓ Cere
Integrated Performance Assurance Report (to include)* <ul style="list-style-type: none"> Performance Finance Workforce & OD (including AAC) Concerns Six Monthly Individual Patient Funding Request (IPFR) Data CHC Quarterly Performance 	SM	KM	✓	✓			✓	✓	✓	✓	✓
Board Assurance Framework	SJ	JW	✓	✓			✓		✓		✓
Corporate Risk Register	SJ	JW	✓				✓		✓		✓
RCPCH Neonatal Report	PK		✓								
RCPCH Neonatal Report – Response to Report and Recommendations	PK			✓							
Annual Fundamentals of Care Assessment	MD/MR	CH	✓								✓
Update on Nurse Staffing Levels (Wales) Act 2016	MD/MR		✓				✓		✓		✓
Bi-Annual Improving Experience Report	MD/MR	LO'C		✓					✓		
HDdUHB Director of Public Health Annual Report	BR			✓							
Primary Care Cluster Delivery 2016-17	JP	EL		✓							
HDdUHB Primary Care Annual Report	JP	EL					✓				
Revalidation and Appraisal Annual Report	PK	HW					✓				

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Paediatric Care Task & Finish Group – Progress Update	JT						✓		✓	✓	
RCPCH Action Plan Update/Strategic Position Paper	JT	KJ						✓			✓
Annual Review of Organisational Values	LG							✓			
Mid Year Review of Annual Plan	KM	PW						✓			
Turnaround and Financial Update	SF								✓	✓	
Directors of Primary, Community & Mental Health (DPCMH) Annual Report	JP	EL							✓		
Risk to Continuity of Emergency Out of Hours Service Provision across HDdUHB	JT								✓		
Colorectal Services	JT								✓		
Carers Annual Report	SJ	GM								✓	
Health Board Revenue Allocations	SF									✓	
Zero Based Review	SF										✓
Dementia Diagnostic Rates	AS										✓
Ombudsman Reports**	MR	LO'C									
STRATEGIC ISSUES/FOR DECISION											
Partnership Governance Framework	SJ	AG/RF	✓					✓			
Withybush Ward 10 Scheme Business Case/Chemotherapy Day Unit/Ward 9	JT	CS	✓					✓			
West Wales Population Needs Assessment	JP		✓								
111/Out of Hours Collaboration Agreement	JT		✓								
Well-being Statement & Well-being Objectives	SJ	AB	✓								✓
Ceredigion Community Equipment Services: Section 33 Agreement	JT	SMJ	✓								
Annual Plan 2017/18	KM	SF	✓	✓							
Annual Operating & Financial Plan 2018/19	KM	SF									✓
Financial Plan & Budget Strategy	SF		✓	✓							
Turnaround	SM			✓					✓		
HDdUHB Patient Access – Elective Care Policy	JT			✓			✓				✓
Transforming Clinical Services	PK	LRD				✓	✓	✓	✓	✓	✓

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Transforming Mental Health Services Programme	JT	LRD				✓	✓	✓	✓	✓	
HDdUHB Emergency Planning and Major Incident Response	JT	SH					✓				
Pooled Budgets/Funding Arrangements	JP						✓		✓	✓	✓
Pembrokeshire Learning Disabilities Strategy	JT	JD					✓				
Women and Children's Phase 2 Scheme Business Case Update	JT							✓			
Public Services Boards Well-being Plans	SJ	RF						✓			✓
HDdUHB Seasonal Influenza Plan 2017/18	RJ	IS						✓			
Risk Management Framework	JW							✓			
Performance Assurance Framework	KM							✓			
HDdUHB Home of Choice Policy	MR								✓		
Winter Preparedness 2017/18	JT	LW							✓		
Welsh Community Care Information Solution (WCCIS) Draft Business Case	KM									✓	✓
Primary Care Vision	JP	EL								✓	
CHC Service Change Protocol											✓
HDdUHB Palliative Care Strategy	JT	LW									✓
Sexual Assault Referral Centre – NHS Wales Health	SM										✓
Strategic Equality Plan Annual Report	SJ	JH									✓
Continuing NHS Funded Healthcare (CHC) Equity and Sustainability Operational Protocol	JP										✓
West Wales Regional Partnership Board Area Plan											✓
Together for Health Delivery Plans**	KM	PW									
COMMITTEE UPDATE REPORTS											
HDdUHB Board Level Committees Update Report (to include)*	Chairs	JW	✓	✓			✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Audit & Risk Assurance Committee Business, Planning & Performance 											

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Assurance Committee • Charitable Funds Committee • Mental Health Legislation Assurance Committee • Quality, Safety & Experience Assurance Committee • University Partnership Board • Primary Care Applications Committee											
Joint Regional Planning & Delivery Forum/ Committee	SM						✓	✓	✓	✓	✓
HDdUHB Advisory Groups Update Reports (to include)* • Stakeholder Reference Group • Healthcare Professionals Forum • Hywel Dda Partnership Forum	Chairs	JW	✓	✓			✓	✓	✓	✓	✓
HDdUHB Joint Committees Update Report (to include)* • EASC • NWSSP • WHSSC	Chairs	JW	✓	✓			✓	✓	✓	✓	✓
Update Report from Public Services Boards	SJ	RF	✓	✓			✓	✓	✓	✓	✓
Mid Wales Healthcare Collaborative (MWHC) Update Report										✓	
Local Partnership Forum: New Ways of Working	LG										✓
FOR INFORMATION											
Board Annual Workplan	JW	CM	✓	✓			✓	✓	✓	✓	✓
ARCH Portfolio Delivery Plan	PK			✓							
Ombudsman Annual Letter	MR	LO'C							✓		
Llanelli Wellness Village	JP									✓	

Initials

AG – Alison Gittins	L'OC – Louise O' Connor
AS – Alison Shakeshaft	LG – Lisa Gostling
BG – Beverley Gardner	LRD – Libby Ryan-Davies
BR – Bernardine Rees	LW – Linda Williams
CH – Chris Hayes	MD – Mandy Davies
CM – Clare Moorcroft	MR – Mandy Rayani
DE – David Eve	NLI – Nicola Llewellyn
DT – Don Thomas	NW – Nia Williams
ED's – Executive Directors	PK – Philip Kloer
EL – Elaine Lorton	PS – Peter Skitt
EW – Enfys Williams	PW – Paul Williams
GM – Gareth Morgan	RE – Rob Elliott
HW – Helen Williams	RJ – Ros Jervis
IS – Ian Scale	SF – Steven Forster
JH - Jackie Hooper	SH – Sam Hussell
JP – Jill Paterson	SJ – Sarah Jennings
JPJ – Jenny Pugh-Jones	SL – Sue Lewis
JT – Joe Teape	SM – Steve Moore
JW – Joanne Wilson	SMJ – Sian-Marie James
KD – Kathryn Davies	SP – Sian Passey
KJ – Keith Jones	SW – Sue Watkins
KM – Karen Miles	WAO – Wales Audit Office