

HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2019 – MARCH 2020

The Board meets in public bi-monthly. The following table sets out the Board's business for 2019/20, 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	28 Mar 2019	29 May 2019	30 May 2019	25 Jul 2019	26 Sep 2019	28 Nov 2019	30 Jan 2020	26 Mar 2020
GOVERNANCE										
Public Forum Questions*	Chair	JW	✓		✓	✓	✓	✓	✓	✓
Patient/Staff Story *	MR	LO'C	✓		✓	✓	✓	✓	✓	✓
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	CM	✓		✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	CM	✓		✓	✓	✓	✓	✓	✓
Report of the Chair*	Chair	JW	✓		✓	✓	✓	✓	✓	✓
• Chair's Action										
Report of the Chief Executive*	SM	SMJ	✓		✓	✓	✓	✓	✓	✓
• Register of Sealings			✓		✓	✓				
• Consultations Update			✓		✓	✓				
• Brexit			✓		✓	✓				
• Apprenticeship Update					✓					
• Thoracic Surgery					✓	✓				
• Major Trauma					✓	✓				
• Health & Care Strategy					✓					
Committee Annual Reports	Chairs	Lead Execs JW		✓		✓				
• Audit & Risk Assurance Committee						MHLAC				
• Business Planning & Performance Assurance Committee										
• Charitable Funds Committee										
• Finance Committee										

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<ul style="list-style-type: none"> Mental Health Legislation Assurance Committee Primary Care Applications Committee Quality, Safety & Experience Assurance Committee University Partnership Board 										
Governance, Leadership & Accountability Standard	SM	JW		✓						
Annual Governance Statement	SM	JW		✓						
Accountability Report	SM	JW		✓						
Final Accounts for 2018/19	HT	HT		✓						
Letter of Representation	HT	HT		✓						
Wales Audit Office ISA 260	WAO	HT		✓						
Approval of Charitable Funds Annual Report & Accounts	SJ	NLI		✓						
HDdUHB Annual Quality Statement	MR	SM		✓						
HDdUHB Annual Report 2018/19	Chair	SJ				✓				
Community Health Council (CHC) Annual Report	CHC						✓			
Organ Donation Annual Report	JT							✓		
WAO Annual Audit Report	WAO	JW							✓	
WAO Structured Assessment	WAO	JW							✓	
Standing Orders/Standing Financial Instructions	SM	JW			✓					
Committee Terms of Reference	SM	JW	✓ ARAC BPPAC QSEAC SRG		✓ CFC Fin C PCAC HPF	✓ RTSC	✓ UPB MHLAC PF			

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STRATEGIC ISSUES/FOR DECISION										
Ceredigion Community Equipment Services: Section 33 Agreement	SJ	SMJ			✓					
Annual & Financial Plan 2019/20	KM/HT		✓							✓
Transforming Clinical Services/ Future Health & Care Strategy: A Healthier Mid and West Wales	PK/RJ	PK/RJ	✓		✓	✓	✓	✓	✓	✓
Strengthening Regional Partnership Board Governance	SJ		✓							
Pathology Strategic Outline Case	KM		✓							
Implementing the Welsh Language Standards	SJ		✓							
Thoracic Surgery Consultation	SM				✓					
Pooled Budgets/Funding Arrangements	JP/SJ				✓					
Major Trauma	SM/KM				✓					
Carmarthenshire Section 33 Agreement	SJ	SMJ					✓			
Sexual Assault Referral Centre (SARC)	SM						✓			
Strategic Equality Plan Annual Report 2018/19	SJ	JH					✓			
Bronglais CDU	JT						✓			
HDdUHB Major Incident Plan	RJ	SH					✓			
HDdUHB Seasonal Influenza Plan 2019/20	RJ						✓			
Retention and Attraction Strategy	LG							✓		
Performance Management Assurance Framework	KM							✓		
Winter Planning 2019/20	JT							✓		

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Well-being Objectives Annual Report 2018/19	SJ	AB						✓		
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	SM	JW			✓				✓	
Corporate Risk Register	SM	JW			✓				✓	
Finance and Turnaround Update	HT/AC		✓		✓	✓	✓	✓	✓	✓
Dental Plan Progress Update	JP		✓			✓				
Update on Nurse Staffing Levels (Wales) Act	MR				✓			✓		
Winter Planning 2018/19 – Evaluation	JT				✓					
Health & Care Standards Fundamentals of Care Audit 2018	MR	CH			✓					
Presentation of Learning Disabilities Charter	JT					✓				
Transforming Learning Disabilities Project	JT					✓				
Internal Assurance Review of Quality and Safety of Maternity Services Following Recent	JT					✓				

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Independent Review of Maternity Services at the former Cwm Taf University Health Board										
Bi-Annual Improving Experience Report	MR	LO'C				✓			✓	
Staff Survey	LG						✓			
Paediatric Care Task & Finish Group – Progress Update	JT						✓			
Quality Improvement Framework	MR						✓			
HDdUHB Director of Public Health Annual Report	RJ						✓			
Mid Year Review of Annual Plan	KM	PW					✓			
International Health Governance Framework	RJ	RF						✓		
Working with Vulnerable Groups	SJ							✓		
Ombudsman Reports**	MR	LO'C								
COMMITTEE UPDATE REPORTS										
HDdUHB Board Level Committees Update Report (to include)* <ul style="list-style-type: none"> • Audit & Risk Assurance Committee • Business, Planning & Performance Assurance Committee • Charitable Funds Committee • Finance Committee • Mental Health Legislation Assurance Committee • Primary Care Applications Committee • Quality, Safety & Experience Assurance Committee 	Chairs	JW	✓		✓	✓	✓	✓	✓	✓

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• University Partnership Board										
In-Committee Board Update Report	Chair	JW	✓		✓	✓	✓	✓	✓	✓
HDdUHB Advisory Groups Update Reports (to include)* • Stakeholder Reference Group • Healthcare Professionals Forum • Local Partnership Forum	Chairs	JW	✓		✓	✓	✓	✓	✓	✓
HDdUHB Joint Committees & Collaboratives Update Report (to include)* • EASC • NWSSP • WHSSC • JRPDC • MWJC • Collaborative Leadership Forum	Chairs	RF	✓		✓	✓	✓	✓	✓	✓
Update Report from Public Services Boards	SJ	AB	✓							
Statutory Partnerships Update (incl Public Services Boards)	SJ	AB			✓	✓	✓	✓	✓	✓
FOR INFORMATION										
Board Annual Workplan	JW	CM	✓		✓	✓	✓	✓	✓	✓
Head of Internal Audit Opinion	JW			✓						
Healthcare Inspectorate Wales (HIW) Annual Report 2018/19						✓	✓			
HDdUHB Primary Care Annual Report 2018/19	JP					✓				
Medical Revalidation and Appraisal Annual Report 2018/19	PK	HW				✓				

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NHS Wales Fighting Fraud Strategy						✓				
Ombudsman Annual Letter **	MR	LO'C								

Initials

AB – Anna Bird AC – Andrew Carruthers AG – Alison Gittins AS – Alison Shakeshaft CH – Chris Hayes CHC – Community Health Council CM – Clare Moorcroft ED's – Executive Directors EL – Elaine Lorton GM – Gareth Morgan HT – Huw Thomas HW – Helen Williams PK – Philip Kloer	JH – Jackie Hooper JP – Jill Paterson JPJ – Jenny Pugh-Jones JT – Joe Teape JW – Joanne Wilson KJ – Keith Jones KM – Karen Miles LC – Liz Carroll LO'C – Louise O'Connor LG – Lisa Gostling LRD – Libby Ryan-Davies MR – Mandy Rayani	NLI – Nicola Llewellyn PS – Peter Skitt PW – Paul Williams RE – Rob Elliott RF – Rosie Frewin RJ – Ros Jervis SH – Sam Hussell SJ – Sarah Jennings SM – Steve Moore SMJ – Sian-Marie James SP – Sian Passey WAO – Wales Audit Office
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