

## 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
<b>GOVERNANCE</b>											
Public Forum Questions*	BR	JW	✓	✓			✓	✓	✓	✓	✓
Patient/Staff Story/Presentation*	MD/MR	LO'C		✓			✓	✓	✓		
Apologies*	BR	CM	✓	✓	✓		✓	✓	✓	✓	✓
Declaration of Interests*	BR	AI	✓	✓	✓		✓	✓	✓	✓	✓
Minutes from previous meeting*	BR	CM	✓	✓			✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	BR	CM	✓	✓			✓	✓	✓	✓	✓
Report of the Chair* • Chair's Action • Response to White Paper • Parliamentary Review of Health & Social Care • Patient Safety Walkabout Programme	BR	JW	✓ ✓	✓			✓ ✓	✓ ✓ ✓	✓	✓	✓
Report of the Chief Executive* • 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 Arrangements • Zero Based Review	SM	SMJ	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓			✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓ ✓

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
Committee Annual Reports <ul style="list-style-type: none"> <li>Audit &amp; Risk Assurance Committee</li> <li>Business Planning &amp; Performance Assurance Committee</li> <li>Charitable Funds Committee</li> <li>Mental Health Legislation Assurance Committee</li> <li>Quality, Safety &amp; Experience Assurance Committee</li> <li>University Partnership Board</li> <li>Primary Care Applications Committee</li> </ul>	<b>Chairs</b>	<b>JW</b>			✓						
Update on Financial Handling Plan 2016/17	<b>SF</b>		✓								
Governance, Leadership & Accountability Standard	<b>SJ</b>	<b>JW</b>			✓						
Annual Governance Statement	<b>SM</b>	<b>JW</b>			✓						
Accountability Report	<b>KM/SJ/ LG</b>	<b>JW/DE/ SM</b>			✓						
Final Accounts for 2016/17	<b>SF</b>				✓						
Letter of Representation	<b>SF</b>	<b>DE</b>			✓						
Wales Audit Office ISA 260	<b>WAO</b>	<b>JW</b>			✓						
Approval of Charitable Funds Annual Report & Accounts	<b>SJ</b>	<b>NLI</b>			✓						
HDdUHB Annual Report 2016/17	<b>Chair</b>	<b>BG</b>					✓				
HDdUHB Annual Quality Statement	<b>MR</b>						✓				
HDdUHB Annual Report from Healthcare Inspectorate Wales (HIW) 2016/17	<b>MD/MR</b>						✓				
HDdUHB Annual General Meeting	<b>SJ</b>	<b>BG</b>					✓				
Board Development Programme	<b>Chair</b>							✓			
Organ Donation Annual Report	<b>JT</b>								✓		
HDdUHB Therapies Annual Report	<b>JP</b>								✓		
CHC Annual Report	<b>CHC</b>								✓		
WAO Annual Audit Report	<b>WAO</b>									✓	

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WAO Structured Assessment	WAO									✓	
Internal Audit Report GP Practices Serving Contractual Notice (Reasonable Assurance)										✓	
Standing Orders/Standing Financial Instructions/Committee Terms of Reference	SJ	JW									✓
<b>QUALITY, SAFETY &amp; PERFORMANCE</b>											
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"> <li>• Performance</li> <li>• Finance</li> <li>• Workforce &amp; OD (including AAC)</li> <li>• Concerns</li> <li>• Six Monthly Individual Patient Funding Request (IPFR) Data</li> <li>• CHC Quarterly Performance</li> </ul>	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			✓							
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					✓				
Paediatric Care Task & Finish Group – Progress Update	JT						✓		✓	✓	

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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/AC								✓	✓	✓
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									✓	
Dementia Diagnostic Rate	AS										✓
Ombudsman Reports**	MR	LO'C									
<b>STRATEGIC ISSUES/FOR DECISION</b>											
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				✓	✓	✓	✓	✓	
Transforming Mental Health Services Programme	JT	LRD				✓	✓	✓	✓	✓	

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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								✓	
Strategic Equality Plan Annual Report	SJ	JH									✓
West Wales Regional Partnership Board Area Plan											✓
Major Trauma	PK										✓
Together for Health Delivery Plans**	KM	PW									
<b>COMMITTEE UPDATE REPORTS</b>											
HDdUHB Board Level Committees Update Report (to include)* <ul style="list-style-type: none"> <li>• Audit &amp; Risk Assurance Committee</li> <li>• Business, Planning &amp; Performance Assurance Committee</li> <li>• Charitable Funds Committee</li> <li>• Mental Health Legislation Assurance Committee</li> <li>• Quality, Safety &amp; Experience Assurance Committee</li> <li>• University Partnership Board</li> </ul>	Chairs	JW	✓	✓			✓	✓	✓	✓	✓

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• Primary Care Applications Committee											
Joint Regional Planning & Delivery Forum/ Committee	<b>SM</b>						✓	✓	✓	✓	✓
HDdUHB Advisory Groups Update Reports (to include)* • Stakeholder Reference Group • Healthcare Professionals Forum • Hywel Dda Partnership Forum	<b>Chairs</b>	<b>JW</b>	✓	✓			✓	✓	✓	✓	✓
HDdUHB Joint Committees Update Report (to include)* • EASC • NWSSP • WHSSC	<b>Chairs</b>	<b>JW</b>	✓	✓			✓	✓	✓	✓	✓
Update Report from Public Services Boards	<b>SJ</b>	<b>RF</b>	✓	✓			✓	✓	✓	✓	
Mid Wales Healthcare Collaborative (MWHC) Update Report										✓	✓
Collaborative Leadership Forum Minutes and Terms of Reference	<b>SM</b>										✓
<b>FOR INFORMATION</b>											
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓	✓			✓	✓	✓	✓	✓
ARCH Portfolio Delivery Plan	<b>PK</b>			✓							
Ombudsman Annual Letter	<b>MR</b>	<b>LO'C</b>							✓		
Llanelli Wellness Village	<b>JP</b>									✓	

### Initials

**AC – Andrew Carruthers**  
**AG – Alison Gittins**  
**AS – Alison Shakeshaft**  
**BG – Beverley Gardner**  
**BR – Bernardine Rees**  
**CH – Chris Hayes**  
**CM – Clare Moorcroft**  
**DE – David Eve**

**L'OC – Louise O' Connor**  
**LG – Lisa Gostling**  
**LRD – Libby Ryan-Davies**  
**LW – Linda Williams**  
**MD – Mandy Davies**  
**MR – Mandy Rayani**  
**NLI – Nicola Llewellyn**  
**NW – Nia Williams**

<b>DT – Don Thomas</b> <b>ED's – Executive Directors</b> <b>EL – Elaine Lorton</b> <b>EW – Enfys Williams</b> <b>GM – Gareth Morgan</b> <b>HW – Helen Williams</b> <b>IS – Ian Scale</b> <b>JH - Jackie Hooper</b> <b>JP – Jill Paterson</b> <b>JPJ – Jenny Pugh-Jones</b> <b>JT – Joe Teape</b> <b>JW – Joanne Wilson</b> <b>KD – Kathryn Davies</b> <b>KJ – Keith Jones</b> <b>KM – Karen Miles</b>	<b>PK – Philip Kloer</b> <b>PS – Peter Skitt</b> <b>PW – Paul Williams</b> <b>RE – Rob Elliott</b> <b>RJ – Ros Jervis</b> <b>SF – Steven Forster</b> <b>SH – Sam Hussell</b> <b>SJ – Sarah Jennings</b> <b>SL – Sue Lewis</b> <b>SM – Steve Moore</b> <b>SMJ – Sian-Marie James</b> <b>SP – Sian Passey</b> <b>SW – Sue Watkins</b> <b>WAO – Wales Audit Office</b>
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