

HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2018 – MARCH 2019

The Board meets in public bi-monthly. The following table sets out the Board's business for 2018/19, 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	29 Mar 2018	19 Apr 2018	30 May 2018	31 May 2018	26 July 2018	27 Sep 2018	29 Nov 2018	31 Jan 2019	28 Mar 2019
GOVERNANCE											
Public Forum Questions*	BR	JW	✓			✓	✓	✓	✓	✓	✓
Patient/Staff Story/Presentation*	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 • Parliamentary Review of Health & Social Care • Our Big NHS Change • NHS70	BR	JW	✓ ✓ ✓ ✓			✓ ✓ ✓	✓	✓	✓	✓	✓
Report of the Chief Executive* • Register of Sealings • Consultations Update • WHC's • Zero Based Review • Transforming Clinical Services	SM	SMJ	✓ ✓ ✓ ✓			✓ ✓ ✓ ✓	✓	✓	✓	✓	✓
Committee Annual Reports • Audit & Risk Assurance Committee • Business Planning & Performance Assurance Committee • Charitable Funds Committee	Chairs	Lead Execs JW			✓						

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<ul style="list-style-type: none"> Mental Health Legislation Assurance Committee Quality, Safety & Experience Assurance Committee University Partnership Board Primary Care Applications Committee 											
Governance, Leadership & Accountability Standard	SM	JW			✓						
Annual Governance Statement	SM	JW			✓						
Accountability Report	SM	JW			✓						
Final Accounts for 2017/18	SF	SF			✓						
Letter of Representation	SF	DE			✓						
Wales Audit Office ISA 260	WAO	SF			✓						
Approval of Charitable Funds Annual Report & Accounts	SJ	NLI			✓						
Health & Care Standards Fundamentals of Care Audit 2017	MR	CH				✓					
HDdUHB Annual Report 2017/18	Chair	SJ					✓				
HDdUHB Annual Quality Statement	MR	SM					✓				
HDdUHB Annual Report from Healthcare Inspectorate Wales (HIW) 2017/18	MR	MR					✓				
HDdUHB Annual General Meeting	BR	JW					✓				
Board Development Programme	Chair	JW									✓
Organ Donation Annual Report	JT								✓		
HDdUHB Therapies Annual Report	JP								✓		
CHC Annual Report	CHC								✓		
WAO Annual Audit Report	WAO	JW								✓	
WAO Structured Assessment	WAO	JW								✓	
Standing Orders/Standing Financial Instructions/Committee Terms of Reference	SM	JW	✓								✓

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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	✓				✓		✓		✓
Turnaround and Financial Update	AC/SF		✓			✓	✓	✓	✓	✓	✓
Update on Nurse Staffing Levels (Wales) Act	MR		✓			✓		✓		✓	
Bi-Annual Improving Experience Report	MR	LO'C					✓		✓		
HDdUHB Director of Public Health Annual Report	RJ								✓		
Primary Care Cluster Delivery 2016-17	JP	EL									
HDdUHB Primary Care Annual Report	JP	EL					✓				
Revalidation and Appraisal Annual Report	PK	HW					✓				
Safeguarding in Hospitals	MR	SP					✓				
Paediatric Care Task & Finish Group – Progress Update	JT										
RCPCH Action Plan Update	JT	KJ									
Annual Review of Organisational Values	LG							✓			
Mid Year Review of Annual Plan	KM	PW						✓			
Directors of Primary, Community & Mental Health (DPCMH) Annual Report	JP	EL							✓		
Carers Annual Report	SJ	GM								✓	
Health Board Revenue Allocations	SF									✓	

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Ombudsman Reports**	MR	LO'C									
STRATEGIC ISSUES/FOR DECISION											
Well-being Statement & Well-being Objectives	SJ	AB				✓					
Ceredigion Community Equipment Services: Section 33 Agreement	JT	SMJ	✓								✓
Annual & Financial Plan 2018/19	KM	SF	✓			✓					✓
Financial Plan & Budget Strategy	SF			✓							
Transforming Clinical Services	PK	LRD		✓			✓	✓	✓	✓	✓
Transforming Mental Health Services Programme	JT	LC									
HDdUHB Emergency Planning and Major Incident Response	RJ	SH					✓				
Pooled Budgets/Funding Arrangements	JP		✓								
Public Services Boards Well-being Plans	SJ	AB	✓								
HDdUHB Seasonal Influenza Plan 2018/19	RJ							✓			
Performance Management Assurance Framework	KM					✓					
Winter Preparedness 2018/19	JT								✓		
Strategic Equality Plan Annual Report	SJ	JH	✓								✓
West Wales Regional Partnership Board Area Plan	JP		✓								✓
Major Trauma	SM		✓								
Together for Health Delivery Plans**	KM	PW									
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 Mental Health Legislation Assurance 	Chairs	JW	✓	✓		✓	✓	✓	✓	✓	✓

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HDdUHB Advisory Groups Update Reports (to include)* <ul style="list-style-type: none"> Stakeholder Reference Group Healthcare Professionals Forum Hywel Dda Partnership Forum <ul style="list-style-type: none"> New Ways of Working 	Chairs	JW	✓	✓		✓	✓	✓	✓	✓	✓
HDdUHB Joint Committees Update Report (to include)* <ul style="list-style-type: none"> EASC NWSSP WHSSC JRPDC 	Chairs	JW	✓	✓		✓	✓	✓	✓	✓	✓
Update Report from Public Services Boards	SJ	RF		✓		✓	✓	✓	✓	✓	✓
Mid Wales Joint Committee (MWJC) Update Report			✓				✓		✓	✓	✓
Collaborative Leadership Forum Minutes and Terms of Reference	SM		✓								
FOR INFORMATION											
Board Annual Workplan	JW	CM	✓	✓		✓	✓	✓	✓	✓	✓
Ombudsman Annual Letter	MR	LO'C									

Initials

AC – Andrew Carruthers
 AG – Alison Gittins
 AS – Alison Shakeshaft
 BG – Beverley Gardner
 BR – Bernardine Rees
 CH – Chris Hayes

LO'C – Louise O'Connor
 LG – Lisa Gostling
 LRD – Libby Ryan-Davies
 LW – Linda Williams
 MD – Mandy Davies
 MR – Mandy Rayani

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