

## 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
<b>GOVERNANCE</b>										
Public Forum Questions*	<b>Chair</b>	<b>JW</b>	✓		✓	✓	✓	✓	✓	✓
Patient/Staff Story *	<b>MR</b>	<b>LO'C</b>	✓		✓	✓	✓	✓	✓	✓
Apologies*	<b>Chair</b>	<b>CM</b>	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	<b>Chair</b>	<b>All</b>	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	<b>Chair</b>	<b>CM</b>	✓		✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	<b>Chair</b>	<b>CM</b>	✓		✓	✓	✓	✓	✓	✓
Report of the Chair* • Chair's Action	<b>Chair</b>	<b>JW</b>	✓		✓	✓	✓	✓	✓	✓
Report of the Chief Executive* • Register of Sealings • Consultations Update • Brexit • Apprenticeship Update • Annual Report from Healthcare Inspectorate Wales (HIW) 2017/18 • Thoracic Surgery • Major Trauma • Health & Care Strategy	<b>SM</b>	<b>SMJ</b>	✓ ✓ ✓ ✓ ✓		✓ ✓ ✓ ✓	✓  ✓	✓	✓	✓	✓
Committee Annual Reports • Audit & Risk Assurance Committee • Business Planning & Performance Assurance	<b>Chairs</b>	<b>Lead Execs JW</b>		✓		✓ MHLAC				

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Committee • Charitable Funds Committee • Finance Committee • Mental Health Legislation Assurance Committee • Primary Care Applications Committee • Quality, Safety & Experience Assurance Committee • University Partnership Board										
Governance, Leadership & Accountability Standard	<b>SM</b>	<b>JW</b>		✓						
Annual Governance Statement	<b>SM</b>	<b>JW</b>		✓						
Accountability Report	<b>SM</b>	<b>JW</b>		✓						
Final Accounts for 2018/19	<b>HT</b>	<b>HT</b>		✓						
Letter of Representation	<b>HT</b>	<b>HT</b>		✓						
Wales Audit Office ISA 260	<b>WAO</b>	<b>HT</b>		✓						
Approval of Charitable Funds Annual Report & Accounts	<b>SJ</b>	<b>NLI</b>		✓						
HDdUHB Annual Quality Statement	<b>MR</b>	<b>SM</b>		✓						
HDdUHB Annual Report 2018/19	<b>Chair</b>	<b>SJ</b>				✓				
HDdUHB Annual General Meeting	<b>Chair</b>	<b>JW</b>				✓				
CHC Annual Report	<b>CHC</b>						✓			
Organ Donation Annual Report	<b>JT</b>							✓		
WAO Annual Audit Report	<b>WAO</b>	<b>JW</b>							✓	
WAO Structured Assessment	<b>WAO</b>	<b>JW</b>							✓	

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Standing Orders/Standing Financial Instructions	SM	JW	✓		✓	✓	✓			
Committee Terms of Reference	SM	JW	✓ ARAC BPPAC QSEAC SRG		✓ CFC Fin C PCAC HPF	✓ UPB MHLAC RTSC	✓ PF			
<b>STRATEGIC ISSUES/FOR DECISION</b>										
Ceredigion Community Equipment Services: Section 33 Agreement	SJ	SMJ			✓					
Carmarthenshire Section 33 Agreement	SJ	SMJ				✓				
Annual & Financial Plan 2019/20	KM		✓							✓
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				✓					
Retention and Attraction Strategy	LG					✓				
Sexual Assault Referral Centre (SARC)	SM					✓				
Performance Management Assurance Framework	KM					✓				
Strategic Equality Plan Annual Report 2018/19	SJ	JH				✓				

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Winter Planning 2019/20	JT					✓	✓	✓		
Bronglais CDU	JT					✓				
OOH/MIU PPH	JT					✓				
HDdUHB Major Incident Plan	RJ	SH					✓			
HDdUHB Seasonal Influenza Plan 2019/20	RJ						✓			
Well-being Objectives Annual Report 2018/19	SJ	AB						✓		
<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	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			✓					

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Paediatric Care Task & Finish Group – Progress Update	JT					✓				
Learning Disability Services	JT					✓				
Maternity Services	JT					✓				
Staff Survey	LG					✓				
Bi-Annual Improving Experience Report	MR	LO'C				✓			✓	
Medical Revalidation and Appraisal Annual Report 2018/19	PK	HW				✓				
HDdUHB Primary Care Annual Report 2018/19	JP	EL				✓				
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						✓		
Ombudsman Reports**	MR	LO'C								
<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>• Finance Committee</li> <li>• Mental Health Legislation Assurance Committee</li> <li>• Primary Care Applications Committee</li> </ul>	Chairs	JW	✓		✓	✓	✓	✓	✓	✓

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<ul style="list-style-type: none"> <li>Quality, Safety &amp; Experience Assurance Committee</li> <li>University Partnership Board</li> </ul>										
In-Committee Board Update Report	<b>Chair</b>	<b>JW</b>	✓		✓	✓	✓	✓	✓	✓
HDdUHB Advisory Groups Update Reports (to include)* <ul style="list-style-type: none"> <li>Stakeholder Reference Group</li> <li>Healthcare Professionals Forum</li> <li>Local Partnership Forum               <ul style="list-style-type: none"> <li>New Ways of Working</li> </ul> </li> </ul>	<b>Chairs</b>	<b>JW</b>	✓		✓	✓	✓	✓	✓	✓
HDdUHB Joint Committees & Collaboratives Update Report (to include)* <ul style="list-style-type: none"> <li>EASC</li> <li>NWSSP</li> <li>WHSSC</li> <li>JRPDC</li> <li>MWJC</li> <li>Collaborative Leadership Forum</li> </ul>	<b>Chairs</b>	<b>RF</b>	✓		✓	✓	✓	✓	✓	✓
Update Report from Public Services Boards	<b>SJ</b>	<b>AB</b>	✓							
Statutory Partnerships Update (incl Public Services Boards)	<b>SJ</b>	<b>AB</b>			✓	✓	✓	✓	✓	✓
<b>FOR INFORMATION</b>										
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓		✓	✓	✓	✓	✓	✓
Head of Internal Audit Opinion	<b>JW</b>			✓						
Ombudsman Annual Letter **	<b>MR</b>	<b>LO'C</b>								

**Initials**

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