



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* • Thoracic Surgery • Chair's Action	Chair	JW	✓		✓	✓	✓ ✓	✓	✓	✓
Report of the Chief Executive* • Register of Sealings • Consultations Update • Brexit • Apprenticeship Update • Thoracic Surgery • Major Trauma • Health & Care Strategy • Llanelli Wellness Village • QI Framework • Paediatric Care Task & Finish Group – Progress Update	SM	SMJ	✓ ✓ ✓ ✓		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓	✓

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Committee Annual Reports	Chairs	Lead Execs JW		✓		✓ MHLAC				
• 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										
• 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				✓				
Minutes from Annual General Meeting	Chair	CM					✓			
WAO Annual Audit Report	WAO	JW							✓	
WAO Structured Assessment	WAO	JW							✓	
Standing Orders/Standing Financial Instructions	SM	JW			✓		✓	✓		

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International Health Partnerships Governance Framework	RJ	RF							✓	
Committee Terms of Reference	SM	JW	✓ ARAC BPPAC QSEAC SRG		✓ CFC Fin C PCAC HPF	✓ RTSC HCSDG	✓ SRG		✓ UPB MHLAC SPF	
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	✓		✓	✓	✓	✓	✓	✓
Bronglais General Hospital (BGH) Strategy	PK					✓		✓		
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 Network	SM/KM				✓		✓	✓		
Sexual Assault Referral Centre (SARC)	SM						✓			
Bronglais Chemotherapy Day Unit Capital Scheme	JT	PS					✓			
Inpatient Malnutrition Business Care	AS						✓			
HDdUHB Major Incident Plan 2019/20	RJ	SH					✓			

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HDdUHB Seasonal Influenza Plan 2019/20	RJ						✓			
Strategic Equality Plan Annual Report 2018/19	SJ	JH					✓			
Winter Planning 2019/20	JT							✓		
Carmarthenshire Section 33 Agreement	SJ	SMJ							✓	
Performance Management Assurance Framework	KM									✓
Strategic Equality Plan and Objectives 2020-2024	SJ	JH								✓
QUALITY, SAFETY & PERFORMANCE/DELIVERING THE HERE AND NOW										
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				✓					

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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 Independent Review of Maternity Services at the former Cwm Taf UHB	JT					✓				
Bi-Annual Improving Experience Report	MR	LO'C				✓			✓	
Fragility of Mental Health Services	JT	LC					✓			
HDdUHB Director of Public Health Annual Report	RJ						✓			
NHS Delivery Unit (DU) Audit on Primary Mental Health Services for Children and Adolescent Mental Health Services (SCAMHS)	JT	LC						✓		
Mid Year Review of Annual Plan	KM	PW						✓		
Working to improve the Health of Vulnerable Groups	SJ							✓		
Ombudsman Annual Letter	MR	LO'C						✓		
Funded Nursing Care	JP							✓		
Well-being Objectives Annual Report 2018/19	SJ	AB						✓		
Patient Charter	MR	LO'C							✓	
Ombudsman Reports**	MR	LO'C								

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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 • University Partnership Board 	Chairs	JW	✓		✓	✓	✓	✓	✓	✓
In-Committee Board Update Report	Chair	JW	✓		✓	✓	✓	✓	✓	✓
HDdUHB Advisory Groups Update Reports (to include)* <ul style="list-style-type: none"> • Stakeholder Reference Group • Healthcare Professionals Forum • Local Partnership Forum 	Chairs	JW	✓		✓	✓	✓	✓	✓	✓
HDdUHB Joint Committees & Collaboratives Update Report (to include)* <ul style="list-style-type: none"> • EASC • NWSSP • WHSSC • JRPDC • MWJC 	Chairs	RF	✓		✓	✓	✓	✓	✓	✓

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• Collaborative Leadership Forum										
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				✓				
NHS Wales Fighting Fraud Strategy						✓				
Organ Donation Annual Report	JT							✓		
Community Health Council (CHC) Annual Report	CHC							✓		

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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