



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 <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 | Lead Execs JW | | ✓ | | ✓ MHLAC | | | | |
| 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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