

## 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	30 Nov 2017	25 Jan 2018	29 Mar 2018
<b>GOVERNANCE</b>											
Public Forum Questions*	<b>BR</b>	<b>JW</b>	✓	✓			✓	✓	✓	✓	✓
Patient/Staff Story/Presentation*	<b>MD/MR</b>	<b>LO'C</b>		✓			✓	✓	✓	✓	✓
Apologies*	<b>BR</b>	<b>CM</b>	✓	✓	✓		✓	✓	✓	✓	✓
Declaration of Interests*	<b>BR</b>	<b>All</b>	✓	✓	✓		✓	✓	✓	✓	✓
Minutes from previous meeting*	<b>BR</b>	<b>CM</b>	✓	✓			✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	<b>BR</b>	<b>CM</b>	✓	✓			✓	✓	✓	✓	✓
Report of the Chair* <ul style="list-style-type: none"> <li>• Chair's Action</li> <li>• Response to White Paper</li> <li>• Parliamentary Review of Health &amp; Social Care</li> </ul>	<b>BR</b>	<b>JW</b>	✓ ✓	✓			✓ ✓	✓ ✓	✓	✓	✓
Report of the Chief Executive* <ul style="list-style-type: none"> <li>• Register of Sealings</li> <li>• Consultations Update</li> <li>• WHC's</li> <li>• Update on MWHC</li> <li>• Standard Operating Procedure for Board &amp; Committee Papers (including Governance Wiring Diagram)</li> <li>• External Review of Financial Governance Arrangements</li> </ul>	<b>SM</b>	<b>SMJ</b>	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓			✓ ✓ ✓	✓ ✓ ✓	✓	✓	✓

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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>							✓			
CHC Annual Report	<b>CHC</b>								✓		
WAO Annual Audit Report	<b>WAO</b>	<b>JW</b>								✓	
Structured Assessment	<b>SJ</b>	<b>JW</b>								✓	

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Standing Orders/Standing Financial Instructions/Scheme of Delegation	<b>SJ</b>	<b>JW</b>								✓	
<b>QUALITY, SAFETY &amp; PERFORMANCE</b>											
Focus on Hospital & Community Services*	<b>JT</b>	<b>County Director</b>	✓ 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>	<b>SM</b>	<b>KM</b>	✓	✓			✓	✓	✓	✓	✓
Board Assurance Framework	<b>SJ</b>	<b>JW</b>	✓	✓			✓		✓		✓
Corporate Risk Register	<b>SJ</b>	<b>JW</b>	✓				✓		✓		✓
RCPCH Neonatal Report	<b>PK</b>		✓								
RCPCH Neonatal Report – Response to Report and Recommendations	<b>PK</b>			✓							
Annual Fundamentals of Care Assessment	<b>MD/MR</b>	<b>CH</b>	✓								✓
Update on Nurse Staffing Levels (Wales) Act 2016	<b>MD/MR</b>		✓				✓		✓		✓
Bi-Annual Improving Experience Report	<b>MD/MR</b>	<b>LO’C</b>		✓					✓		
HDdUHB Director of Public Health Annual Report	<b>BR</b>			✓							
Primary Care Cluster Delivery 2016-17	<b>JP</b>	<b>EL</b>		✓							
HDdUHB Primary Care Annual Report	<b>JP</b>	<b>EL</b>					✓				
Revalidation and Appraisal Annual Report	<b>PK</b>	<b>HW</b>					✓				
Paediatric Care Task & Finish Group – Progress Update	<b>JT</b>						✓				
RCPCH Action Plan Update/Strategic Position Paper	<b>JT</b>	<b>KJ</b>						✓			✓

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Annual Review of Organisational Values	LG							✓			
Mid Year Review of Annual Plan	KM	PW						✓			
Infection Control Update	MR								✓		
Carers Annual Report	SJ	GM							✓		
Financial Contingency Plan									✓		
Directors of Primary, Community & Mental Health (DPCMH) Annual Report	JP	EL							✓		
Health Board Revenue Allocations	SF									✓	
Ombudsman Reports**	MD/MR	LO'C									
Together for Health Annual Reports**	KM	PW									
<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	PW	✓	✓							
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				✓	✓	✓	✓	✓	✓
HDdUHB Emergency Planning and Major Incident Response	JT	SH					✓				
Pooled Budgets	JP						✓				
Pembrokeshire Learning Disabilities Strategy	JT	JD					✓				
Women and Children's Phase 2 Scheme Business Case Update	JT							✓			

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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								✓		
HDdUHB Palliative Care Strategy	JT	LW							✓		
Winter Preparedness 2017/18	JT	LW							✓		
Ombudsman Annual Letter	MD/MR	LO'C							✓		
Sexual Assault Referral Centre – NHS Wales Health	SM								✓		
Strategic Equality Plan Annual Report	SJ	JH								✓	
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> <li>• Primary Care Applications Committee</li> </ul>	Chairs	JW	✓	✓			✓	✓	✓	✓	✓
Joint Regional Planning & Delivery Forum/ Committee	SM						✓	✓			
HDdUHB Advisory Groups Update Reports (to include)* <ul style="list-style-type: none"> <li>• Stakeholder Reference Group</li> <li>• Healthcare Professionals Forum</li> <li>• Hywel Dda Partnership Forum</li> </ul>	Chairs	JW	✓	✓			✓	✓	✓	✓	✓

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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>	✓	✓			✓	✓	✓	✓	✓
<b>FOR INFORMATION</b>											
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓	✓			✓	✓	✓	✓	✓
ARCH Portfolio Delivery Plan	<b>PK</b>			✓							

**Initials**

<b>AG – Alison Gittins</b> <b>BG – Beverley Gardner</b> <b>BR – Bernardine Rees</b> <b>CH – Chris Hayes</b> <b>CM – Clare Moorcroft</b> <b>DE – David Eve</b> <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>L'OC – Louise O' Connor</b> <b>LG – Lisa Gostling</b> <b>LRD – Libby Ryan-Davies</b> <b>LW – Linda Williams</b> <b>MD – Mandy Davies</b> <b>MR – Mandy Rayani</b> <b>NLI – Nicola Llewellyn</b> <b>NW – Nia Williams</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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