

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	26 Sep 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*	BR	JW	✓			✓	✓		✓	✓	✓	✓
<ul style="list-style-type: none"> Chair's Action Parliamentary Review of Health & Social Care Our Big NHS Change NHS70 Revised BPPAC TORs Finance Committee TORs 			✓			✓			✓			
Report of the Chief Executive*	SM	SMJ	✓			✓	✓		✓	✓	✓	✓
<ul style="list-style-type: none"> Register of Sealings Consultations Update WHC's Zero Based Review TCS Update Gender Pay Comparison Annual Report from Healthcare Inspectorate Wales (HIW) 2017/18 			✓			✓	✓					

AGENDA ITEM/ ISSUE	LEAD	OFFICER	29 Mar 2018	19 Apr 2018	30 May 2018	31 May 2018	26 July 2018	26 Sep 2018	27 Sep 2018	29 Nov 2018	31 Jan 2019	28 Mar 2019
• Learning from the PAC										✓		
Committee Annual Reports	Chairs	Lead Execs JW			✓							
• Audit & Risk Assurance Committee												
• Business Planning & Performance Assurance Committee												
• Charitable Funds Committee												
• 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 General Meeting	BR	JW					✓					
Board Development Programme	Chair	JW										✓
Organ Donation Annual Report	JT									✓		
HDdUHB Therapies Annual Report	AS									✓		

AGENDA ITEM/ ISSUE	LEAD	OFFICER	29 Mar 2018	19 Apr 2018	30 May 2018	31 May 2018	26 July 2018	26 Sep 2018	27 Sep 2018	29 Nov 2018	31 Jan 2019	28 Mar 2019
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	✓			✓ PCAC	✓ RTSC		✓ BPPAC Fin C			✓
QUALITY, SAFETY & PERFORMANCE												
Focus on Hospital & Community Services*	JT	County Director	✓ Cere			✓ Carms	✓ Pembs		✓ Cere	✓ Carms	✓ Pembs	✓ Cere
Integrated Performance Assurance Report (to include)* • 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/HT		✓			✓	✓		✓	✓	✓	✓
Update on Nurse Staffing Levels (Wales) Act	MR		✓			✓	✓					✓
Dementia Diagnostic Rate	AS		✓									
Allocation and Performance Profile in Relation to the RTT, Diagnostics and Therapy Waits	JT						✓					
Therapies Update Report	AS						✓					
Quality Improvement Framework	MR						✓					

AGENDA ITEM/ ISSUE	LEAD	OFFICER	29 Mar 2018	19 Apr 2018	30 May 2018	31 May 2018	26 July 2018	26 Sep 2018	27 Sep 2018	29 Nov 2018	31 Jan 2019	28 Mar 2019
Bi-Annual Improving Experience Report • PSOW Section 16 Report (Case 201607619)	MR	LO'C					✓				✓	
Safeguarding in Hospitals	MR	SP					✓					
HDdUHB Primary Care Annual Report 2017/18	JP	EL							✓			
Medical Revalidation and Appraisal Annual Report 2017/18	PK	HW							✓			
Paediatric Care Task & Finish Group – Progress Update	JT									✓		
Mid Year Review of Annual Plan	KM	PW								✓		
HDdUHB Director of Public Health Annual Report	RJ									✓		
Directors of Primary, Community & Mental Health (DPCMH) Annual Report	JP	EL								✓		
Tenby Walk-in Centre Evaluation	JP	EL								✓		
Improving Patient Experience	MR									✓		
Mental Health Fragilities	JT									✓		
Carers Annual Report	SJ	GM									✓	
Health Board Revenue Allocations	HT										✓	
Ombudsman Reports**	MR	LO'C										
STRATEGIC ISSUES/FOR DECISION												
Well-being Statement & Objectives	SJ	AB				✓						
Ceredigion Community Equipment Services: Section 33 Agreement	JT	SMJ	✓									✓
Annual & Financial Plan 2018/19	KM		✓			✓						✓
Financial Plan & Budget Strategy	SF			✓								
Transforming Clinical Services	PK	LRD		✓			✓	✓	✓	✓	✓	✓
Transforming Mental Health Services Programme	JT	LC							✓			

AGENDA ITEM/ ISSUE	LEAD	OFFICER	29 Mar 2018	19 Apr 2018	30 May 2018	31 May 2018	26 July 2018	26 Sep 2018	27 Sep 2018	29 Nov 2018	31 Jan 2019	28 Mar 2019
Pooled Budgets/Funding Arrangements	JP/SJ		✓							✓		
Public Services Boards Well-being Plans	SJ	AB	✓									
Strategic Equality Plan Annual Report 2016/17	SJ	JH	✓									
HDdUHB Major Incident Plan	RJ	SH							✓			
HDdUHB Seasonal Influenza Plan 2018/19	RJ								✓			
Performance Management Assurance Framework	KM					✓						
Winter Planning 2018/19	JT						✓		✓			
Board Assurance Framework, Corporate Risk Register and Risk Appetite	JW								✓			
Pathology Strategic Outline Case	KM									✓		
Pathology Laboratory Information Management System (LIMS) OBC										✓		
Strategic Equality Plan Annual Report 2017/18	SJ	JH								✓		
West Wales Regional Partnership Board Area Plan	JP		✓									✓
Major Trauma	SM		✓									
Transforming Cancer Services	KM		✓									
Funded Nursing Care	JP		✓									
Endorsement of Strategic Partnership Plans	SJ		✓									
COMMITTEE UPDATE REPORTS												
HDdUHB Board Level Committees Update Report (to include)* • Audit & Risk Assurance Committee	Chairs	JW	✓	✓		✓	✓		✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	OFFICER	29 Mar 2018	19 Apr 2018	30 May 2018	31 May 2018	26 July 2018	26 Sep 2018	27 Sep 2018	29 Nov 2018	31 Jan 2019	28 Mar 2019
<ul style="list-style-type: none"> • Business, Planning & Performance Assurance Committee • Charitable Funds Committee • Mental Health Legislation Assurance Committee • Quality, Safety & Experience Assurance Committee • University Partnership Board • Primary Care Applications Committee 												
HDdUHB Advisory Groups Update Reports (to include)* <ul style="list-style-type: none"> • Stakeholder Reference Group • Healthcare Professionals Forum • Local Partnership Forum <ul style="list-style-type: none"> ○ New Ways of Working 	Chairs	JW	✓	✓		✓	✓		✓	✓	✓	✓
HDdUHB Joint Committees & Collaboratives Update Report (to include)* <ul style="list-style-type: none"> • EASC • NWSSP • WHSSC • JRPDC • MWJC • Collaborative Leadership Forum 	Chairs	RF	✓	✓		✓	✓		✓	✓	✓	✓
Update Report from Public Services Boards	SJ	AB		✓		✓	✓			✓	✓	✓
FOR INFORMATION												
Board Annual Workplan	JW	CM	✓	✓		✓	✓		✓	✓	✓	✓
Ombudsman Annual Letter	MR	LO'C										

Initials

AB – Anna Bird AC – Andrew Carruthers AG – Alison Gittins AS – Alison Shakeshaft BR – Bernardine Rees CH – Chris Hayes CHC – Community Health Council CM – Clare Moorcroft DE – David Eve ED’s – Executive Directors EL – Elaine Lorton GM – Gareth Morgan HT – Huw Thomas HW – Helen Williams 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 NW – Nia Williams PK – Philip Kloer PS – Peter Skitt PW – Paul Williams RE – Rob Elliott RF – Rosie Frewin RJ – Ros Jervis SF – Steven Forster SH – Sam Hussell SJ – Sarah Jennings SM – Steve Moore SMJ – Sian-Marie James SP – Sian Passey WAO – Wales Audit Office
--	--