

**TABLE OF ACTIONS FROM  
HEALTH BOARD MEETING IN PUBLIC  
HELD ON 30<sup>TH</sup> JULY 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
<b>PM(20)123</b>	<b>REPORT OF THE CHAIR:</b> <ul style="list-style-type: none"> <li>To include a Primary Care representative in the membership of the BAME Advisory Group.</li> </ul>	MB	September 2020	Completed.
<b>PM(20)125</b>	<b>REPORT OF THE CHIEF EXECUTIVE:</b> <ul style="list-style-type: none"> <li>To raise concerns regarding pedestrianisation and its impact on social distancing with Local Authority partners and feed back on discussions.</li> </ul>	RJ	September 2020	<p>Pedestrianisation being used as a control measure by Local Authorities to support effective social distancing in public areas has been raised and discussed a number of times in the various scoping and development meetings for the Hywel Dda Prevention &amp; Response Plan. The timelines for submission were tight with the first iteration of the Hywel Dda Prevention &amp; Response Plan being submitted on the due date of the 12<sup>th</sup> August 2020. This type of control measure falls under the 'protect' section of our plan, very much led by our local authority partners and the third sector and future iterations of our plan will be informed by lessons learned and feedback received across a large number of (linked) control measures, this one included.</p>

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PM(20)126	<b>REPORT OF THE AUDIT &amp; RISK ASSURANCE COMMITTEE:</b> <ul style="list-style-type: none"> <li>To discuss how major capital projects will be reported to Board;</li> <li>To prepare a 'lessons learnt' report on capital projects for a future Board meeting.</li> </ul>	MB/JW	September 2020	Meeting with Paul Newman, Huw Thomas and Paul Williams planned for 15 <sup>th</sup> September 2020 with an agreed way forward agreed. Scope and timing of report to be discussed by Chair and Board Secretary, following above meeting.
		KM	September 2020	
PM(20)127	<b>IMPROVING PATIENT EXPERIENCE REPORT:</b> <ul style="list-style-type: none"> <li>To identify the allocation of Family Liaison Officers (FLOs) to dementia wards;</li> <li>To establish whether initial feedback from the pilot of the form to capture compliments is available;</li> <li>To address the patient quotes of concern in the next Improving Patient Experience report.</li> </ul>	MR	September 2020	There are FLOs on wards which are dedicated to the care of patients with dementia. In hospitals where there is no dedicated ward, there is a good spread of FLO support across the ward areas where there will be a number of patients with dementia. Initial feedback has been very positive; capturing information using the new form is quick and easy. The importance of capturing the information centrally is appreciated and managers feel this will have a positive impact on the staff and their wellbeing. The outcomes following the patient quotes from the July 2020 Board Report will be included in the next Board report for September 2020 and will be the approach adopted going forward.
		MR	August 2020	
		MR	September 2020	
PM(20)128	<b>COVID-19 REPORT:</b> <ul style="list-style-type: none"> <li>To expand work across Primary and Secondary Care boundaries, to take into</li> </ul>	JP/MR	September 2020	Work by the Patient Experience team in relation to primary and community care patient

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	account the patient experience perspective;			experience feedback is progressing, and will be reported in future Patient Experience Board Reports.
	<ul style="list-style-type: none"> <li>To provide assurance that steps are being taken to ensure that older people can access Primary Care services, in view of the increased usage of technology.</li> </ul>	JP	September 2020	A response/update was provided to the CHC Service Planning meeting and a comprehensive discussion took place.
<b>PM(20)129</b>	<b>STRATEGIC DISCOVER REPORT:</b> <ul style="list-style-type: none"> <li>To reference the three local universities in the TSG terms of reference.</li> </ul>	SM/ LRD	August 2020	Completed.
<b>PM(20)131</b>	<b>REPORT OF THE HEALTH &amp; SAFETY ASSURANCE COMMITTEE:</b> <ul style="list-style-type: none"> <li>To update the HSAC Chair on feedback regarding the UHB's response to HSE visits.</li> </ul>	MR	August 2020	Contact has been made with the HSE to ascertain feedback on the update provided to them. No feedback provided to date but contact will be maintained and information provided to Chair of HSAC as soon as received.
<b>PM(20)133</b>	<b>PERFORMANCE UPDATE – MONTH 3 2020/21:</b> <ul style="list-style-type: none"> <li>To ensure clear, effective communications with patients regarding their care;</li> <li>To present future projections of 36 week waits to PPPAC.</li> </ul>	AC  AC/ KM	August 2020  August 2020	Director of Nursing, Quality and Patient Experience and Director of Operations establishing a group to develop and impart a proposal on effective communications with patients. Paper submitted to Gold Command on 1 <sup>st</sup> September 2020. To be incorporated into future iterations of the IPAR/ Performance Report.