

Enw'r Pwyllgor / Name of Committee	People, Planning & Performance Assurance Committee (PPPAC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Professor John Gammon
Cyfnod Adrodd/ Reporting Period:	Meeting Held on 27 th August 2020
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Capital Estates & IM&T Sub-Committee (CEIM&TSC) Update Report – The Committee received the CEIM&T Sub-Committee update report from its meeting held on 20th July 2020. The significant challenges associated with capital funding placing considerable demand on addressing key risks such as fire safety and social distancing compliance were acknowledged, with the availability of capital funding being raised as a corporate risk, with substantial work to be undertaken in relation to re-prioritisation. Members were assured that discussions are taking place with Welsh Government (WG) regarding the availability of additional funding, with it anticipated that certain works will be undertaken by local workforces in order to support the local economy. Members were also assured of CEIM&TSC's focus on managing the key risks identified to support the Discretionary Capital Programme prioritisation for 2021/22 and their management, noting the improved position relating to the reduced estimated costs associated with the backlog of replacement medical devices, with £400k allocated for the replacement of defibrillators, subject to continued investment over the next 2 years. • Information Governance Sub-Committee Update Report (IGSC) - The Committee received the IGSC update report from its meeting held on 10th July 2020. It was noted that additional Clinical Coders have now been appointed, with discussions underway to establish the opportunities that can be pursued in the interim to manage the backlog concerned. With reference to the sustained water damage of records at Tregaron Hospital, Members were assured that actions in response to the findings of the recent audit are being progressed. The Committee ratified the Access to Health Records Policy subject to the rectification of a minor error. • Corporate Risks Allocated to PPPAC – The Committee received and discussed the Corporate Risks allocated to PPPAC, noting the mitigations associated with each, and acknowledging the significant amount of work undertaken. The Committee was pleased to note that the Executive Team has re-established the process of reviewing risks collectively on a monthly basis. • Operational Risks Related to Planning, Performance and Workforce & OD – The Committee received and scrutinised the Operational Risks related to Planning, Performance and Workforce & OD, noting that following discussion at the June 2020 PPPAC meeting, risks have been updated, timelines reviewed and actions amended appropriately in terms of their detail. • Workforce & Organisational Development Update – The Committee received the Workforce & OD report, providing an update on the contributions to performance delivery captured under the 4 organisational pillars of the Workforce & OD function. This enabled organisational performance during Q1 and plans in place for Q2 to continue and sustain organisational impact in line with HDdUHB's Organisation Development and Education Strategy. Whilst recognising the substantial amount of work undertaken by the Workforce & OD Department captured within the report, 	

further detail on how Workforce & OD learning and workforce plans impact upon the delivery and performance of services, and how people can influence this would be welcomed by the Committee in the future. Members recognised the challenges faced in terms of planning, delivery and performance as part of the current social distancing requirements to create safe environments for staff and patients, with the report providing assurance of how this is being managed. The challenges relating to recruitment and the trajectory HDdUHB needs to move to were noted.

- **Strategic Equality Plan Annual Report & Workforce Equality Annual Report** – The Committee received the Strategic Equality Plan (SEP) Annual Report for the period April 2019 – March 2020, reporting progress on the final year of the 4 year life span of HDdUHB’s Strategic Equality Plan and Objectives 2016-20, together with the Workforce Equality Annual Report for the period April 2019 – 31 March 2020. Members endorsed the informative reports and were assured on the work which has been undertaken to meet the Public Sector Equality Duty and HDdUHB’s equality objectives.
- **Welsh Language Standards: Impact on Workforce Arrangements** - The Committee received the Update on Compliance with the Welsh Language Standards (No. 7) 2018 Regulations report, demonstrating the work undertaken in terms of the 93 standards which are applicable to Workforce & OD. The Committee acknowledged the amber RAG-rated compliance relating to the HDdUHB website and assurance was provided that this is in hand, with a substantial amount of work already undertaken. The Committee noted the assurance provided within the report in relation to the Workforce & OD Directorate’s compliance with the Welsh Language Standards.
- **Internal Audit Reports (PADR) 2019 & 2020 – Implementation Plan** - The Committee received the PADR Implementation Plan report following reviews undertaken by Internal Audit in May 2019 and May 2020, and were assured that progress to support PADR quality and training is being made. The interventions in place to address both internal audit reports were acknowledged by the Committee.
- **Quarterly Annual Plan Monitoring Return** - The Committee received the Quarterly Annual Plan Monitoring Return report for Q4 2019/20 and Q1 2020/21, providing an update on the current situation in relation to the planning cycle and monitoring of plans. It was noted that given the current COVID-19 pandemic, processes routinely in place with respect to the planning cycle, including the monitoring of plans, have been suspended by WG, and that guidance relating to Q3 and Q4 reporting is awaited. Members were assured that within the Q3 and Q4 response, there would be a section mapping back to planned action for Q2 to check progress in order to enable PPPAC to monitor the plans and actions.
- **Report on the Discretionary Capital Programme (DCP) 2020/21 & Capital Governance Update** – The Committee received the report on the Discretionary Capital Programme 2020/21 & Capital Governance update, setting out the position with regard to the approved split of the available discretionary capital funding for the financial year 2020/21, and the risks emerging in relation to capital pressures which may begin to challenge the position and mitigations available. Members acknowledged the achievement of both Estates and Operational colleagues in regard to the upgrading of the x-ray rooms at Glangwili General Hospital, Worthybush General Hospital and Prince Phillip Hospital, recognising the positive impact this will have on the quality of services.

- **Influenza Season 2019/20 & 2020/21: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season** - The Committee received the Influenza Season 2019/20 & 2020/21: Impact, Vaccine Uptake and Emerging Priorities for the Forthcoming Season report. Referring to performance for the 2019/20 influenza season, it was noted that despite the supply issues that had affected the nasal spray vaccination for 2-3 year olds and school age children, achievements had been made for various cohorts including pregnant women, 2-3 year olds, the over 65s and the under 65s at risk. Teamwork across the system surpassed all expectations in terms of managing the supply issues and placed HDdUHB in good stead for the 2020/21 season. However, the impact of current social distancing requirements on the efficiency of vaccination services was noted. Members commended the plans in place for the influenza programme for 2020/21, acknowledging the work undertaken.
- **Winter Plan 2020/21** - The Committee received the Winter Preparedness 2020/21 report, providing a progress update on HDdUHB's winter planning processes for 2020/21. Members noted that additional information has been received from WG regarding the proposal for a health and social care winter protection plan, with the expectation that the HDdUHB plan would form part of a wider whole system plan coordinated by the Regional Partnership Board, and were assured by the progress made.
- **Integrated Performance Assurance Report (IPAR)** – The Committee discussed the IPAR for Month 4 (2020/21), noting the revised format incorporating COVID-19's impact on performance and reflecting the changed performance monitoring arrangements. In order to fully understand the IPAR and to be able to channel questions appropriately in light of its revised methodology, Independent Members in particular welcomed the opportunity offered for a separate meeting to be arranged to discuss this further, with a view to guiding and influencing the information expected to be included within future reports to ensure that it is meaningful.
- **NHS Wales Shared Services Partnership (NWSSP) Performance Report** - The Committee received the NWSSP Performance Report including Quarter 4 (2019/20) and Quarter 1 (2020/21) Performance Indicators, providing a summary of performance data in respect of the services provided by NWSSP. Following discussion, it was agreed for NWSSP performance to be transferred to the domain of the Finance Committee.
- **Monitoring of Welsh Health Circulars (WHCs)** - The Committee received the Monitoring of WHCs report, providing an update on progress in relation to the implementation of WHCs under the remit of PPPAC. Members noted that a number of the WHCs have now closed, with appropriate actions in place. The Committee was assured on the management of the WHCs presented and that these are being managed effectively.
- **General Medical Services (GMS) Access Forum and Access Questionnaire from QAIF Outcome** - The Committee received the General Medical Services Access Update report regarding the GMS contract changes which came into force in September 2019, setting new requirements on GP Practices under the Quality Assurance and Improvements Framework (QAIF) as well as placing additional responsibilities on health boards for the monitoring and reporting on accessibility to GP Practices. Members commended the informative report, with it suggested that a further update be presented to PPPAC when considered pertinent.

- **Corporate & Employment Policies** – The Committee received the Employment Policies Update report and approved the Use of Overtime Policy and Domestic Abuse Policy and noted the adoption of the All Wales Reserves Forces – Training & Mobilisation Policy via Chair’s Action. The Committee also approved the extension of the review dates of employment and corporate written control documentation on the schedule presented.
- **A Regional Collaboration for Health (ARCH)** - The Committee received the Regional Collaboration for Health (ARCH) Portfolio Update Report, providing an update on the activities of the ARCH portfolio from March to July 2020. It was agreed that reporting would continue via both QSEAC and PPPAC due to the focus on different aspects of regional working regarding tertiary services.
- **Llanelli Wellness Village** – The Committee received the Llanelli Wellness and Life Science Village (Pentre Awel) progress update report.

Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:

- None

Risgiau Allweddol a Materion Pryder /Key Risks and Issues/ Matters of Concern:

- **Workforce & Organisational Development Update** – challenges relating to planning, delivery and performance as part of current social distancing requirements to create safe environments for staff and patients, however the report presented to PPPAC provided assurance of how this is being managed in terms of the robust measures and responses put in place by the Workforce & OD function to ensure an appropriate mobilisation of the existing and new workforce, including the delivery of workforce plans and workforce supply to resume ‘business as usual’ where appropriate, with staff psychological wellbeing support provision being delivered during each stage of the pandemic.

Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf / Planned Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol / Future Reporting:

In addition to the items scheduled to be reviewed as part of the Committee’s work programme, following up progress of the various actions identified above will be undertaken.

Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:

29th October 2020