



## HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2020 – MARCH 2021

The Board meets in public bi-monthly. The following table sets out the Board’s business for 2020/21, 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	26 Mar 2020	16 Apr 2020	28 May 2020	23 Jun 2020	30 Jul 2020	24 Sep 2020	26 Nov 2020	28 Jan 2021	25 Mar 2021
Patient/Staff Story *	<b>MR</b>	<b>LO’C</b>	✓							✓	✓
Public Forum Questions*	<b>Chair</b>	<b>JW</b>	✓							✓	✓
<b>GOVERNANCE</b>											
Apologies*	<b>Chair</b>	<b>CM</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	<b>Chair</b>	<b>All</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	<b>Chair</b>	<b>CM</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	<b>Chair</b>	<b>CM</b>	✓		✓	✓	✓	✓	✓	✓	✓
Report of the Chair*	<b>Chair</b>	<b>JW</b>	✓		✓		✓	✓	✓	✓	✓
Report of the Chief Executive*	<b>SM</b>	<b>SMJ</b>	✓		✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>• Register of Sealings</li> <li>• Consultations Update</li> <li>• Targeted Intervention</li> <li>• Nurse Staffing Levels Act</li> <li>• Ombudsman Annual Letter</li> <li>• South Wales Trauma Network</li> </ul>			✓		✓		✓	✓	✓	✓	✓
Report of the Audit & Risk Assurance Committee	<b>PN</b>	<b>JW</b>	✓		✓		✓	✓	✓	✓	✓
Revised Governance Framework/ Committee Terms of Reference	<b>SM</b>	<b>JW</b>	✓								✓
Maintaining Good Governance COVID-19	<b>MB</b>	<b>JW</b>		✓	✓		✓	✓			
HDdUHB Annual Quality Statement	<b>MR</b>	<b>SM</b>			✓						
Board Effectiveness Report	<b>SM</b>	<b>JW</b>				✓					
HDdUHB Annual Report 2019/20	<b>Chair</b>	<b>EDs</b>				✓					
Performance Report	<b>KM/SJ</b>	<b>TP/AWF</b>				✓					

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Accountability Report	<b>SM</b>	<b>JW</b>				✓					
Final Accounts for 2019/20	<b>HT</b>	<b>HT</b>				✓					
Audit Wales ISA 260 and Letter of Representation	<b>AW</b>	<b>HT</b>				✓					
Approval of Charitable Funds Annual Report & Accounts	<b>SJ</b>	<b>NLI</b>				✓					
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>• Finance Committee</li> <li>• Mental Health Legislation Assurance Committee</li> <li>• Primary Care Applications Committee</li> <li>• Quality, Safety &amp; Experience Assurance Committee</li> <li>• University Partnership Board</li> </ul>	<b>Chairs</b>	<b>Lead Execs JW</b>				✓					
Advisory Group Annual Reports: <ul style="list-style-type: none"> <li>• Healthcare Professionals Forum</li> <li>• Staff Partnership Forum</li> <li>• Stakeholder Reference Group</li> </ul>	<b>Chairs</b>	<b>Lead Execs</b>				✓					
Minutes from Annual General Meeting	<b>Chair</b>	<b>CM</b>						✓			
Audit Wales Structured Assessment	<b>SM</b>	<b>JW</b>						✓			
Standing Orders/Standing Financial Instructions	<b>SM</b>	<b>JW</b>							✓		
Audit Wales Annual Audit Report	<b>AW</b>	<b>JW</b>								✓	

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<b>STRATEGIC ISSUES</b>											
Health & Care Strategy: A Healthier Mid and West Wales	PK/RJ	PK/RJ	✓				✓	✓	✓	✓	✓
Three Year Plan & Financial Plan	SM KM/HT		✓					✓			
Primary Care Delivery Milestones	JP		✓								
Winter Planning 2020/21	AC						✓	✓	✓	✓	
Strategic Equality Plan Annual Report 2019/20	SJ	JH						✓			
HDdUHB Major Incident Plan 2020/21	RJ	SH							✓		
Cylch Caron Business Case	KM									✓	
<b>DELIVERING THE HERE AND NOW</b>											
Improving Patient Experience Report	MR	LO'C	✓		✓		✓	✓	✓	✓	✓
Report of the Quality, Safety & Experience Assurance Committee	JG/AL	MR	✓		✓		✓	✓	✓	✓	✓
Report of the Health & Safety Assurance Committee	JH	MR			✓		✓	✓	✓	✓	✓
Report of the Business, Planning & Performance Assurance Committee	JH	KM	✓								
Report of the People, Planning & Performance Assurance Committee	JG	KM/LG			✓		✓	✓	✓	✓	✓
Performance Update (IPAR)	KM	TP	✓		✓		✓	✓	✓	✓	✓
Report of the Finance Committee	MH	HT	✓		✓		✓	✓	✓	✓	✓
Finance Update	HT		✓	✓	✓		✓	✓	✓	✓	✓
Strategic Equality Plan and Objectives 2020-2024	SJ	JH	✓								
Corporate Risk Register	SM	JW	✓				✓				✓

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Board Assurance Framework	<b>SM</b>	<b>JW</b>									✓
Responding to the COVID-19 Pandemic/COVID-19 Report	<b>SM</b>			✓	✓		✓	✓	✓		
Management of Outstanding Recommendations from Auditors, Inspectorates and Regulators	<b>SM</b>			✓			✓				
Management of Operational and Corporate Risks during the Covid-19 Pandemic	<b>SM</b>			✓							
Update on Nurse Staffing Levels (Wales) Act	<b>MR</b>				✓				✓		
Health & Care Standards Fundamentals of Care Audit 2019	<b>MR</b>	<b>SD</b>			✓						
Care Home Preparedness	<b>JP</b>				✓						
Calculating and Maintaining the Nurse Staffing Levels during the COVID-19 Pandemic	<b>MR</b>	<b>CH</b>			✓						
Financial Governance and Value for Money Considerations – COVID-19	<b>HT</b>				✓						
Strategic Discovery Report	<b>SM</b>	<b>LRD</b>					✓				
Well-being Objectives Annual Report 2019/20	<b>SJ</b>	<b>AB</b>					✓				
HDdUHB Seasonal Influenza Plan 2020/21	<b>RJ</b>							✓			
Children's and Young People's Services in Hywel Dda	<b>AC</b>							✓			
Ombudsman Annual Letter	<b>MR</b>	<b>LO'C</b>						✓			
HDdUHB Primary Care Annual Report 2019/20	<b>JP</b>								✓		
Ombudsman Reports**	<b>MR</b>	<b>LO'C</b>									
HDdUHB Director of Public Health Annual Report 2019/20	<b>RJ</b>										

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<b>COMMITTEE UPDATE REPORTS</b>											
Board Level Committees: <ul style="list-style-type: none"> <li>Charitable Funds Committee</li> <li>Mental Health Legislation Assurance Committee</li> </ul>	<b>Chairs</b>	<b>JW</b>	✓		✓		✓	✓	✓	✓	✓
In-Committee Board	<b>Chair</b>	<b>JW</b>	✓	✓	✓		✓	✓	✓	✓	✓
HDdUHB Advisory Groups: <ul style="list-style-type: none"> <li>Healthcare Professionals Forum</li> <li>Staff Partnership Forum</li> <li>Stakeholder Reference Group</li> </ul>	<b>Chairs</b>	<b>JW</b>	✓				✓	✓	✓	✓	✓
HDdUHB Joint Committees & Collaboratives: <ul style="list-style-type: none"> <li>Welsh Health Specialised Services Committee (WHSSC)</li> <li>Emergency Ambulance Services Committee (EASC)</li> <li>NHS Wales Shared Services Partnership (NWSSP)</li> <li>Mid Wales Joint Committee for Health and Social Care (MWJC)</li> <li>NHS Wales Collaborative Leadership Forum (CLF)</li> </ul>	<b>SM</b>	<b>AG</b>	✓				✓	✓	✓	✓	✓
Statutory Partnerships Update (incl Public Services Boards)	<b>SJ</b>	<b>AB</b>	✓		✓		✓	✓	✓	✓	✓
<b>FOR INFORMATION</b>											
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓		✓		✓	✓	✓	✓	✓
Internal Audit: Annual Governance Statement Review	<b>JW</b>					✓					
Head of Internal Audit Annual Report and Opinion 2019/20	<b>JW</b>					✓					

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West Wales Carers Development Group Annual Report 2019/20	<b>SJ</b>						✓				
Organ Donation Annual Report 2019/20	<b>AC</b>								✓		
Transplant Activity Report 2019/20	<b>AC</b>								✓		
Community Health Council (CHC) Annual Report 2019/20	<b>CHC</b>								✓		

### Initials

<b>AB – Anna Bird</b> <b>AC – Andrew Carruthers</b> <b>AG – Alison Gittins</b> <b>AL – Anna Lewis</b> <b>AS – Alison Shakeshaft</b> <b>AW – Audit Wales</b> <b>AWF – Alexandra Williams-Fry</b> <b>CHC – Community Health Council</b> <b>CM – Clare Moorcroft</b> <b>ED’s – Executive Directors</b> <b>EL – Elaine Lorton</b> <b>GM – Gareth Morgan</b> <b>HIW – Healthcare Inspectorate Wales</b> <b>HT – Huw Thomas</b> <b>HW – Helen Williams</b>	<b>JG – John Gammon</b> <b>JH – Judith Hardisty</b> <b>JHo – Jackie Hooper</b> <b>JP – Jill Paterson</b> <b>JPJ – Jenny Pugh-Jones</b> <b>JW – Joanne Wilson</b> <b>KJ – Keith Jones</b> <b>KM – Karen Miles</b> <b>LC – Liz Carroll</b> <b>LO’C – Louise O’Connor</b> <b>LG – Lisa Gostling</b> <b>LRD – Libby Ryan-Davies</b> <b>MH – Michael Hearty</b> <b>MR – Mandy Rayani</b> <b>NLI – Nicola Llewellyn</b>	<b>PK – Philip Kloer</b> <b>PN – Paul Newman</b> <b>PS – Peter Skitt</b> <b>PW – Paul Williams</b> <b>RE – Rob Elliott</b> <b>RJ – Ros Jervis</b> <b>SD – Sharon Daniel</b> <b>SH – Sam Hussell</b> <b>SJ – Sarah Jennings</b> <b>SM – Steve Moore</b> <b>SMJ – Sian-Marie James</b> <b>SP – Sian Passey</b> <b>TP – Tracy Price</b>
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