

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 29 th October 2020
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Welcome & Introduction – The Chair paid tribute to Mrs Karen Miles as the Executive Lead for PPPAC and previously the Business, Planning & Performance Assurance Committee, commending her commitment to the work of both her portfolio and her team, who held her in high regard. The Committee also conveyed their appreciation, wishing Mrs Miles well in her forthcoming retirement. • Capital Estates & IM&T Sub-Committee (CEIM&TSC) Update Report – The Committee received the CEIM&TSC update report from its meeting held on 22/09/20. Key highlights from the report were provided including two additional All Wales Capital programme allocations of funding for advance fire compliance at Withybush General Hospital and for COVID-19 digital devices. It was noted that whilst three digital imaging schemes have been successfully completed despite the impact of COVID-19, risks remain regarding the four computerised tomography scanners, with further discussions with Welsh Government (WG) to be held regarding the next possible allocation of funding. Whilst welcoming the additional funding, assurance was requested on whether the increased demands relating to COVID-19 in addition to the discretionary capital programme (DCP) had been mapped. It was acknowledged that should the funding applications submitted to WG be successful, the impact of COVID-19 would be limited, however should funding not be received, the effect on the DCP would be significant. It was agreed that PPPAC should be made aware of any risks presenting from this in order for these to be escalated. • Information Governance Sub-Committee Update Report (IGSC) - The Committee received the IGSC update report from its meeting held on 02/10/20. Noting an anomaly within the current IGSC Terms of Reference, it was agreed for these to be reviewed. • Workforce & Organisational Development Update – The Committee received an update apprising Members on a number of factors which have impacted on the Workforce Plan during 2020-21. Concerns were raised at the possible increase in sickness levels due to COVID-19, and assurance was provided that additional capacity has been put in place within the Wellbeing Team to support staff, with discussions undertaken with both the Chair and Chief Executive regarding staff morale. The Committee was further assured at the series of measures put in place to reduce the level of risk involved and to ensure that HDdUHB could respond to the challenge in a planned way. • Psychological Wellbeing Report – The Committee received the Psychological Wellbeing Service report, providing an update on an evaluation of the service between 01/04/14 and 03/02/20. Noting that the report related to the pre-COVID-19 period, it was agreed that the service should be sustained and forward planned to take into account the likely demand over the next few years. Members were assured that since publication of the report, the number of counsellors within the Psychological Wellbeing Service had been increased and a care line introduced. 	

- **Staff Attendance/Absence During COVID-19** – The Committee received the Staff Attendance/Absence during COVID-19 report, focusing upon staff absence during the COVID-19 pandemic and highlighting how the pandemic has impacted upon attendance and wellbeing between the period March to September 2020. Given the concerns raised in relation to the low number of BAME risk assessments completed, it was agreed for the Director of Workforce & OD to raise the matter at the next BAME Advisory Group.
- **Report on the Discretionary Capital Programme (DCP) 2020/21 & Capital Governance Update** – The Committee received the DCP 2020/21 & Capital Governance update report, 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 the mitigations being explored. Concerns were expressed at the greater backlog of the DCP and the continuing escalation of risks and it was agreed that a discussion would take place between the PPPAC and Quality, Safety & Experience Assurance Committee (QSEAC) Chair to consider whether the shortfalls in the estate should be more closely linked to the QSEAC agenda.
- **Estates Major Infrastructure Programme Business Case (PBC)** – The Committee was presented with the Business Continuity/Major Infrastructure PBC, highlighting both current pressures and the pressures ahead, providing assurance of enabling continuity of services over the coming years. The risk was highlighted that should the PBC not proceed, there may be an impact on how services are delivered, however Members were assured that the PBC and priorities for the individual acute hospitals would then be revisited. The Committee supported the submission of the PBC to WG to seek endorsement, noting this would also be presented to the Board for approval on 26/11/20.
- **A Healthier Mid & West Wales Programme Business Case (PBC)** – The Committee received the report and noted the work that has commenced, in particular the programme start up activities for the development and production of the PBC; the process for the acquisition of the land for the new urgent and planned care hospital; the work underway to establish the programme governance; and the headline risks. It was agreed that this matter be a standing agenda item for PPPAC between now and March 2021.
- **Women & Children’s Development Phase II** – The Committee received the Women & Children’s Development Phase II report, providing an update on the scheme which is routinely monitored and scrutinised by the Capital, Estates and IM&T Sub-Committee (CEIM&TSC). It was noted that Phase 1 of the scheme is now complete and the remaining phases are due to be completed in February 2022. Concerns were raised on the consequential time delay of approximately six months to the overall scheme, however assurance was received that this is monitored and reported monthly to the Project Team, bi-monthly to the Project Group and to the CEIM&TSC via regular updates. Assurance was provided that based on the engagement work that continues to be undertaken, there is no evidence that the delays involved are having an adverse effect on patients or staff experience. In terms of the additional costs involved, it was noted that confirmation is awaited on whether these would be funded from WG.
- **Brexit Preparedness** – The Committee received a verbal update relating to Brexit preparedness, noting the 31/10/20 deadline for negotiations to conclude between the UK and the EU. Members were assured that whilst the situation remains

challenging, in terms of the clinical supply chain, stock levels have been increased from a four-week to a twelve-week supply. Whilst there is likely to be a cost implication for this, it is not anticipated to be significant for the current financial year. It was agreed for a further report to be provided to the December 2020 meeting to include proposals relating to mitigations and a planning response to the outcome of Brexit consequences.

- **Developing the 3 Year Plan for the Period 2021/22-2023/24** – The Committee received the Developing the 3 Year Plan for the Period 2021/22 – 2023/24 – Strategic and Planning Objectives Report, providing assurance relating to the process of dealing with the 500 pre-existing Board commitments and how these have been mapped into new planning objectives for Board ratification. The Committee supported the process whereby the Planning Objectives had been agreed and noted the intention to develop an Annual Plan for 2021/22 for onward submission to WG.
- **Welsh Government Guidance – NHS Wales COVID-19 Operating Framework Quarters 3 and 4** - The Committee received the HDdUHB Response to Coronavirus (COVID-19): NHS Wales Operating Framework for Quarters 3 and 4 (2020/21) report, noting this had been submitted in draft to WG on 19/10/20 prior to formal submission to the Public Board on 26/11/20. The complexity and challenges associated with the planning and the re-establishment of services were recognised and the Committee was reassured that the implementation of the plan would be tracked to provide assurance in terms of timelines to Committees and the Board.
- **Integrated Performance Assurance Report (IPAR)** – The Committee received the IPAR for Month 6 (2020/21), noting both the improving and deteriorating trends in performance. In terms of the deteriorating position relating to referral to treatment times (RTT) for planned care, Members were assured that focus has been placed upon patients with the most urgent need and cancer related pathways, with conversations commenced on how services might be managed in the short to medium term. The Committee acknowledged the pressures staff are under and reiterated the importance of supporting staff in order for performance to improve.
- **Corporate & Employment Policies** – The Committee approved the Waste Management Policy, a minor amendment to the Retirement Policy, and the proposed extension to the expiry dates of the written control documentation presented to the Committee, on the understanding that reviews would be completed within the stipulated timeframe.
- **Outcome of Advisory Appointments Committee** – The Committee received the Advisory Appointments Committee (AAC) report, providing an update on the outcome of the AACs held between 10/08/20 and 12/10/20, and approved the appointments on behalf of the Board.
- **A Regional Collaboration for Health (ARCH)** - The Committee received the A Regional Collaboration for Health (ARCH) Portfolio Update Report, providing an update on the activities of the ARCH portfolio from August to October 2020.
- **Llanelli Wellness Village** – The Committee received the Llanelli Wellness and Life Science Village (Pentre Awel) update report and agreed to a reduced frequency of reporting.

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

- Approve the submission of the Estates Major Infrastructure PBC to WG to seek endorsement for onward ratification by the Board at its meeting on 26th November

2020.Receipt of the HDdUHB Response to Coronavirus (COVID-19): NHS Wales Operating Framework for Quarters 3 and 4 (2020/21) report, prior to formal submission to the Public Board on 26/11/20.

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

- **Capital Estates & IM&T Sub-Committee (CEIM&TSC) Update Report** - risks regarding the funding of four computerised tomography scanners, with discussions to be undertaken with Welsh Government regarding the next possible allocation of funding.
- **Staff Attendance/Absence During COVID-19** - concerns raised in relation to the low number of BAME risk assessments completed with it agreed for the Director of Workforce & OD to raise these at the next BAME Advisory Group meeting.
- **Report on the Discretionary Capital Programme (DCP) 2020/21 & Capital Governance Update** - concerns raised in regard to the greater backlog of the DCP and the continuing escalation of risks, with it agreed for a discussion to take place between the PPPAC and QSEAC Chair to consider whether the shortfalls in the estate should be more closely linked to the QSEAC agenda.

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:

17th December 2020