

<b>Enw'r Pwyllgor / Name of Committee</b>	People, Planning & Performance Assurance Committee (PPPAC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Professor John Gammon
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting Held on 27 <sup>th</sup> April 2021
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<ul style="list-style-type: none"> <li>• <b>Self-Assessment of Committee Effectiveness Questionnaire 2020/21</b> – The Committee received the Outcome of PPPAC Self-Assessment of Committee Effectiveness 2020/21 report, identifying the outcomes from the annual self-assessment exercise. It was noted that the responses would be discussed with the PPPAC Chair, Board Secretary and lead Executives for PPPAC in regard to any areas of improvement and learning with an agreed action plan, ensuring that any changes to the governance structure of PPPAC are taken forward.</li> <li>• <b>PPPAC Annual Report to Board</b> - The Committee received and endorsed the PPPAC Annual Report 2020/21 for onward submission for approval to the June 2021 Public Board.</li> <li>• <b>Workforce &amp; Organisational Development (OD) Update</b> – The Committee received a Workforce &amp; OD update report relating to the planning objectives agreed for Workforce &amp; OD to lead on, as part of Hywel Dda University Health Board's (HDdUHB's) Annual Plan for 2021/22. It was noted that a plan on a page had been developed for each objective detailing the project scope, key phases, project governance, risks, outcomes, etc., in order that progress could be performance managed and to gain assurance that the targets and objectives are on track.</li> <li>• <b>Nursing Climate Survey</b> – The Committee was presented with the Your Wellbeing Matters: Nursing and Midwifery Study 2020 on Workplace Wellbeing and Environment report, identifying the findings of an independent online survey of nursing staff in HDdUHB conducted over a six-week period during January and February 2020. The Committee endorsed the recommendations for action and the arrangements being put in place for these to be taken forward, noting that an implementation/action plan would be presented to PPPAC in August 2021 for scrutiny purposes.</li> <li>• <b>Outcomes of NHS Wales Staff Survey</b> – The Committee was presented with the outcomes from the staff survey undertaken throughout November 2020, noting the change of focus from previous national staff surveys, with more emphasis upon staff experience and reduced quantitative measures, with the number of questions significantly reduced from 91 to 21 to encourage increased completion with 1,759 surveys completed. The Committee was pleased to note that the Black Asian and Minority Ethnic Staff (BAME) Group results had been extremely positive and would be discussed with the BAME Advisory Group and an action plan developed. It was further noted that the outcome report would be submitted to the Staff Partnership Forum/County Forums for discussion and to build upon organisational actions to develop enhanced staff experiences for HDdUHB. It was noted that an implementation/action plan would be presented to PPPAC in August 2021 for scrutiny purposes. The Committee noted that common themes exist between the Nursing Climate Survey and NHS Wales Staff Survey and requested that the imperative and importance of staff wellbeing be escalated to Board.</li> </ul>	

- **Speciality and Associate Specialist Contract Reform** - The Committee received the Speciality & Associate Specialist (SAS) Contract Reform report, following the agreement to enter joint negotiations with counterparts in England and Northern Ireland on the development of new Speciality Doctor and Senior SAS Doctor Contracts. The Committee welcomed the report, representing a good example of where the scope of practice and the re-designing of medical roles can be demonstrated. It was noted that a further update would be provided to PPPAC in August 2021 in regard to the operational implementation, career opportunities and the impact upon the quality of care provided to the population of HDdUHB.
- **Integrated Performance Assurance Report (IPAR)** – The Committee received the IPAR for Month 12 (2020/21), incorporating COVID-19 elements and focusing primarily on HDdUHB’s key delivery areas. The Committee welcomed the use of statistical process control (SPC) charts to better support the understanding of the data involved. Service pressures across HDdUHB and the effect these have had on the number of job plans and performance appraisal and development reviews (PADRs) undertaken were noted, together with the performance variation relating to stroke patients receiving speech and language therapy. In terms of the COVID-19 vaccination programme, the Committee was pleased to note that 68% of the HDdUHB adult population have received at least one dose of the vaccination, with the milestone for completing the adult population being 31<sup>st</sup> July 2021.
- **Quarterly Annual Plan Monitoring Return (Quarter 4 2020/21)** – The Committee received the Quarterly Annual Plan Monitoring Return (Q4 2020/21), providing assurance on delivery of the actions from the 2020/21 Q4 plan. It was noted that as HDdUHB progresses into recovery in 2021/22, the Board Assurance Framework would be realigned to new strategic objectives and the delivery of the planning objectives outlined within the Annual Plan. This would provide the mechanism to ensure that planning objectives remain on target, can be monitored and reported to the appropriate Committee of the Board. In turn, this will be supported by the development of a dashboard to take account of planning actions, associated risks and ‘performance dials’.
- **Welsh Language Standards Update** – The Committee received the Update on Compliance with the Welsh Language Standards (No. 7) 2018 Regulations report, focusing on progress made since the report presented to PPPAC in December 2020. It was noted that, to date, only 60% of responses had been received from directorates following the distribution of the assessment tool with it noted that while some directorates require some improvement, as a whole, HDdUHB has made good progress against a number of the standards. However, due to the lack of a trajectory or timeline within the update report, full assurance could not be provided relating to HDdUHB’s strategic objectives to achieving Welsh Language Act compliance and the Committee requested a further update in June 2021.
- **Monitoring of Welsh Health Circulars (WHCs)** - The Committee received the WHC report, providing an update on progress in relation to the implementation of WHCs which fall under the remit of PPPAC with only two amber rated WHCs ascribed to the Committee. The Committee gained assurance in terms of the WHCs under the remit of PPPAC and supported the escalation of matters on an All Wales basis where progress is beyond the control of HDdUHB.
- **Report on the Discretionary Capital Programme (DCP) 2020/21 & Capital Governance Update** – The Committee received the DCP 2020/21 & Capital Governance update report, detailing the final report on the 2020/21 capital

programme and investments made, and the capital schemes governance update. Members noted that whilst the total available discretionary capital resource is insufficient to make a significant input into the estates equipment and digital backlog in place, 2020/21 has enabled HDdUHB to progress some of the equipment backlog sooner than anticipated. Members further noted the delay to All Wales capital schemes relating to those in business case development and in construction. The Committee acknowledged the completion of the South Pembrokeshire Hospital Sunderland Ward refurbishment, advanced fire code works in Withybush General Hospital (WGH), and two general x-ray rooms and fluoroscopy room in Glangwili General Hospital (GGH) during 2020/21. In terms of the red RAG rated Cylch Caron scheme, the Committee noted the recent change in partnership group and that it had been agreed to close the project in its original form; a further update was requested at a future PPPAC meeting. The Committee received an update on the Women and Children Phase II scheme, noting that the complexity of delivering a multi-phased project and constraints of building in a confined space on a live site had contributed to time delays to the overall scheme. It was further noted that concerns had been escalated to the Managing Director of UK Building with monthly performance review meetings ongoing and additional resources allocated to the project in the form of a new on-site Project Manager and a Construction Planner. The Committee welcomed the update and were assured by the current position.

- **Report on the Discretionary Capital Programme (DCP) 2021/22** – The Committee received the Discretionary Capital Programme (DCP) for 2021/22 report, noting that Welsh Government (WG) have confirmed that the HDdUHB discretionary capital allocation would be £7.421m in line with the previous year's allocations. Concerns were expressed concerning the level of DCP funding for 2021/22 and the Committee requested that the concerns and challenges, in particular the allocation in terms of equipment and projects, be escalated to the Board. Referring to the bids submitted by HDdUHB to the Estates Funding Advisory Board valued at £9.865m, the Committee was disappointed to note that only £5.4m had been allocated.
- **A Regional Collaboration for Health (ARCH)** - The Committee received the ARCH Portfolio Update report, highlighting the activities undertaken over the period February to April 2021 and the regional discussions that have taken place between HDdUHB, Swansea University and Swansea Bay University Health Board (SBUHB). It was noted that the ARCH Partnership Board has reaffirmed their commitment to the ARCH collaboration and agreed shared strategic priorities from each of the three partners for the next phase of delivery through ARCH. The equal regional partnership was reiterated and Executive Directors were requested to influence the shaping of ARCH for the benefit of HDdUHB. Members noted that the Director of Strategic Development & Operational Planning would assume Executive Director responsibility for Pentre Awel.
- **Pentre Awel Development** - The Committee received the Pentre Awel – Update and Health Board Considerations report, forming part of the cycle of regular progress provided to PPPAC with emphasis on the implications for HDdUHB across all the individual elements of Pentre Awel and how the synergies and partnerships can be optimised. It was noted that a Health and Wellbeing Implementation Group had been established to progress the detailed business planning required. A Health Technology Hub has been specified within Pentre Awel and, learning from the

COVID-19 pandemic, the plan is to expand this facility to enhance the capability to provide remote access to services and information and to act as a base for monitoring care, in line with HDdUHB's annual plan and objectives.

- **A Healthier Mid & West Wales Programme Business Case (PBC)** – The Committee was presented with “A Healthier Mid & West Wales Programme Business Case (PBC)” update, identifying the overarching timeline and the expectant timescale for the completion of the Full Business Cases (FBC) as March 2024. It was noted, however, that there remains a risk that the FBC process may be delayed due to a revenue or part revenue infrastructure funding solution, which may need to be considered for some of the projects being progressed. It was further noted that the Clinical Case for Change (part of the Strategic case) has been drafted and is undergoing clinical review, and a Modelling Sub Group has been established and Land Team meetings undertaken. The Committee welcomed further updates in the future to include an assurance on compliance with timescales.
- **Fire Enforcement at Withybush General Hospital (WGH) Business Justification Case** – The Committee received the Business Justification Case (BJC) for Phase I of Fire Enforcement Notices (FENs) and Letters of Fire Safety Matters (LoFSMs) at WGH report, setting out the next stage in delivering the capital investment necessary to comply with the FENs and LoFSMs in place on the WGH site, noting the total capital cost of £12,957,367. The Committee supported the submission of the Fire Enforcement at WGH BJC, to WG seeking approval to progress with the work, prior to Board ratification via Chair's Action
- **Capital Estates & IM&T Sub-Committee (CE&IM&TSC)** – The Committee received and noted the CE&IM&TSC Update Report following the meeting held on 30<sup>th</sup> March 2021 and received and endorsed the CE&IM&TSC Annual Report (2020/21).
- **Information Governance Sub-Committee (IGSC)** - The Committee received and noted the IGSC update report dated 13<sup>th</sup> April 2021, and ratified the All Wales Information Governance Policy, All Wales Information Security Policy, and the All Wales Internet Policy.
- **Corporate & Employment Policies** – The Committee approved the Managing Safeguarding Allegations and Professional Concerns raised against Hywel Dda University Health Board Staff Policy (246), the Recovery of Overpayments and Management of Underpayments Policy (002), the Central Pool Car Scheme User (479), and the Central Pool Car Scheme Administration Procedure (480).
- **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 2nd February and 7<sup>th</sup> April 2021 and approved the appointments on behalf of the Board.

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

- PPPAC Annual Report 2020/21 (June 2021 Public Board).

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

- **Outcomes of NHS Wales Staff Survey** - The imperative and importance of staff wellbeing and the need to demonstrate to the workforce that findings and actions have been addressed.
- **Report on the Discretionary Capital Programme (DCP) 2021/22** – Concerns and challenges in terms of DCP funding for 2021/22, in particular the allocation in terms

of equipment and projects, and the options for funding that are being considered and explored, including further discussions with WG.

**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:**

24<sup>th</sup> June 2021