



## HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2021 – MARCH 2022

The Board meets in public bi-monthly. The following table sets out the Board’s business for 2021/22, 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	25 Mar 2021	27 May 2021	10 Jun 2021	29 Jul 2021	30 Sep 2021	25 Nov 2021	27 Jan 2022	31 Mar 2022
Patient/Staff Story *	MR	LO’C								
Public Forum Questions*	Chair	JW								
<b>GOVERNANCE</b>										
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	CM	✓	✓		✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	CM	✓	✓		✓	✓	✓	✓	✓
Report of the Chair*	Chair	JW	✓	✓		✓	✓	✓	✓	✓
Report of the Chief Executive*	SM	SMJ	✓	✓		✓	✓	✓	✓	✓
• Register of Sealings			✓	✓		✓	✓	✓	✓	✓
• Consultations Update			✓	✓		✓	✓	✓	✓	✓
• Major Incident Plan				✓						
• Update from TSG						✓	✓	✓	✓	✓
Report of the Audit & Risk Assurance Committee	PN	JW	✓	✓		✓	✓	✓	✓	✓
Maintaining Good Governance COVID-19	MB	JW	✓	✓						
Board Effectiveness Report	SM	JW			✓					
HDdUHB Annual Report 2020/21	Chair	EDs			✓					
Performance Report	HT	TP			✓					
Accountability Report	SM	JW			✓					
Final Accounts for 2020/21	HT	HT			✓					
Audit Wales ISA 260 and Letter of Representation	AW	HT			✓					

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Approval of Charitable Funds Annual Report & Accounts	<b>MR</b>	<b>NLI</b>			✓					
Committee Annual Reports: <ul style="list-style-type: none"> <li>• Audit &amp; Risk Assurance Committee</li> <li>• Charitable Funds Committee</li> <li>• Finance Committee</li> <li>• Health &amp; Safety Assurance Committee</li> <li>• Mental Health Legislation Assurance Committee</li> <li>• People, Planning &amp; Performance Assurance Committee</li> <li>• Quality, Safety &amp; Experience Assurance Committee</li> </ul>	<b>Chairs</b>	<b>Lead Execs JW</b>			✓					
Revised Governance Framework/ Committee Terms of Reference	<b>SM</b>	<b>JW</b>				✓				
Minutes from Corporate Trustee Meeting	<b>Chair</b>	<b>CM</b>		✓						
Minutes from Annual General Meeting	<b>Chair</b>	<b>CM</b>					✓			
Audit Wales Structured Assessment	<b>SM</b>	<b>JW</b>					✓			
Audit Wales Annual Audit Report	<b>AW</b>	<b>JW</b>							✓	
Standing Orders/Standing Financial Instructions	<b>SM</b>	<b>JW</b>		✓					✓	
<b>DELIVERING OUR STRATEGY</b>										
Health & Care Strategy: A Healthier Mid and West Wales	<b>PK/RJ</b>	<b>PK/RJ</b>	✓	✓	✓	✓	✓	✓	✓	✓
HDdUHB Annual Plan 2021/22	<b>SM</b>		✓	✓	✓	✓	✓	✓	✓	✓
Winter Planning 2021/22	<b>AC</b>					✓	✓	✓	✓	

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Strategic Equality Plan Annual Report 2020/21	<b>RJ</b>	<b>JH</b>					✓			
Programme Business Case – Implementing the Healthier Mid and West Wales Strategy	<b>HT</b>				✓		✓		✓	
Three Year Draft Plan for Children’s Services	<b>AC</b>					✓				
Transforming Mental Health Services Update	<b>AC</b>					✓				
<b>DELIVERING THE HERE AND NOW</b>										
Improving Patient Experience Report	<b>MR</b>	<b>LO’C</b>	✓	✓		✓	✓	✓	✓	✓
COVID-19 Report	<b>SM</b>		✓	✓		✓				
Report of the People, Planning & Performance Assurance Committee	<b>JG</b>	<b>HT/LD LG</b>	✓	✓		✓	✓	✓	✓	✓
Report of the Quality, Safety & Experience Assurance Committee	<b>AL</b>	<b>MR</b>	✓	✓		✓	✓	✓	✓	✓
Report of the Health & Safety Assurance Committee	<b>JH</b>	<b>MR</b>	✓			✓	✓	✓	✓	✓
Report of the Finance Committee	<b>MH</b>	<b>HT</b>	✓	✓		✓	✓	✓	✓	✓
Performance Report (IPAR)	<b>HT</b>	<b>TP</b>	✓	✓		✓	✓	✓	✓	✓
Financial Report	<b>HT</b>		✓	✓		✓	✓	✓	✓	✓
Corporate Risk Register	<b>SM</b>	<b>JW</b>	✓			✓		✓		✓
Board Assurance Framework	<b>SM</b>	<b>JW</b>	✓		✓					
LTAs - Contract Values and Approach in 2020/21	<b>HT</b>	<b>SA</b>		✓						
Nurse Staffing Levels (Wales) Act Compliance	<b>MR</b>	<b>CH</b>		✓			✓			
Well-being Objectives Annual Report 2020/21	<b>RJ</b>	<b>AB</b>				✓				

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HDdUHB Seasonal Influenza Plan 2021/22	<b>RJ</b>						✓			
Ombudsman Annual Letter	<b>MR</b>	<b>LO'C</b>					✓			
Single Point of Contact	<b>MR</b>		✓							
Cleaning Standards Enhancement	<b>AC</b>	<b>RE</b>	✓							
Pharmaceutical Needs Assessment	<b>JP</b>		✓				✓			
Pooled Funding Agreement	<b>JP</b>	<b>SMJ</b>	✓							
Funded Nursing Care	<b>JP</b>		✓							
National Laboratory Information Management System (LIMS) Full Business Case	<b>HT</b>					✓				
HDdUHB Major Incident Plan	<b>RJ</b>	<b>SH</b>				✓				
Chemotherapy Day Unit at BGH – Update	<b>AC</b>					✓				
HDdUHB Director of Public Health Annual Report	<b>RJ</b>						✓			
Radiology Informatics System Outline Business Case	<b>HT</b>						✓			
Stroke Business Plan/Business Case	<b>AS</b>						✓			
HDdUHB Primary Care Annual Report	<b>JP</b>									
Ombudsman Reports**	<b>MR</b>	<b>LO'C</b>								
<b>COMMITTEE UPDATE REPORTS</b>										
Board Level Committees: • Charitable Funds Committee • Mental Health Legislation Assurance Committee	<b>Chairs</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
In-Committee Board	<b>Chair</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓

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HDdUHB Advisory Groups: <ul style="list-style-type: none"> <li>• Healthcare Professionals Forum</li> <li>• Staff Partnership Forum</li> <li>• Stakeholder Reference Group</li> <li>• BAME Advisory Group</li> <li>• Enfys Network</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>CM</b>	✓	✓		✓	✓	✓	✓	✓
Statutory Partnerships Update (incl Public Services Boards)	<b>RJ/JP</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 2020/21	<b>JW</b>				✓					
West Wales Carers Development Group Annual Report 2020/21	<b>RJ</b>					✓				
Organ Donation Annual Report 2020/21	<b>AC</b>							✓		

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Community Health Council (CHC) Annual Report 2020/21	<b>CHC</b>							✓		
Healthcare Inspectorate Wales (HIW) Annual Report 2020/21	<b>HIW</b>							✓		

**Initials**

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