

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 17 th December 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 recognised and acknowledged the relentless pressure and the hard work undertaken by colleagues in these current challenging times and wished colleagues who have been unwell a speedy recovery. Profound sadness was expressed for the loss of Mrs Carol Cotterell, Assistant Director, Operational Nursing & Quality Acute Services, and sincere condolences expressed to Mrs Cotterell's family. • Chair's Action Taken Outside of the Committee meeting – The Committee noted that the Information Governance Sub Committee (IGSC) Terms of Reference had been ratified under Chair's Action. • Workforce & Organisational Development Update – The Committee received an update relating to the Psychological Wellbeing Service, outlining the progress made to date for the provision of the service across HDdUHB and the identification of areas for progression during 2020. The Committee was assured that robust interventions are in place to ensure resilience amongst staff and noted that a targeted approach would be undertaken in response to the feedback received from staff surveys, with the most recent results being analysed and triangulated over the coming month. The Committee was also assured by the plans in place to build upon existing foundations and move proactively forward to meet the continuing needs for the service in 2021. • Integrated Performance Assurance Report (IPAR) – The Committee received the IPAR for Month 8 (2020/21), noting both the improving and the deteriorating trends in performance. The Committee was reassured that clinical teams are regularly reviewing cancer pathways and waiting lists, and categorising these patients in accordance with national guidance. The Health Board is also working with Welsh Government (WG) to develop risk stratification to use intelligence to identify patients and any change to their condition whilst on the waiting list. In addition, the exploration of alternative methods of providing clinics, etc. continues to be pursued, with regular updates provided to all cancer pathway patients and those on orthopaedic waiting lists. Concerns were expressed as to the progress being made in regard to contacting all patients on waiting lists, with the suggestion that this be raised with the Chair of the Quality, Safety & Experience Assurance Committee (QSEAC) to ensure appropriate procedures are in place to communicate with these patients. The Committee acknowledged the challenging workforce position which is impacting upon performance, with a current total of 940 staff on sick leave or self-isolating, whilst recognising that recruitment plans are in place for additional staff. • Welsh Language Standards Update – The Committee was presented with the Update on Compliance with the Welsh Language Standards (No.7) 2018 Regulations report, outlining the legal obligations, values and responsibilities of HDdUHB. It was noted that following implementation of the standards, HDdUHB had been subject to the first investigation by the Welsh Language Commissioner as a consequence of a complaint received from a member of the public having 	

received an English only version of an appointment letter and questionnaire. A thorough review of all letters and forms is currently being undertaken, with assurance anticipated to be in place by March 2021. Due to the lack of detail in relation to timelines for actions plans or whether compliance will be reached, only limited assurance could be gained from the report. It was agreed that an update report would be presented to PPPAC in April 2021.

- **Brexit Update** – The Committee received the European Union (EU) Transition (Brexit) report and gained assurance from the measures being taken to mitigate the risks identified. It was noted that there is a reasonable confidence that initial stock supply chains would be sufficient as demonstrated by the reduction in the supply chain risk from red to amber. However close monitoring will remain in place for those medicines that have been challenging to source during the year. The suggestion was made for the red RAG rated Social Care risk “*negative impact on social care providers could result in a knock-on impact to the Health Board*” to be de-risked.
- **Quarters 3 and 4 Operating Framework Update** - The Committee received a verbal update in relation to the Quarters 3 and 4 Operating Framework, noting the recent impact upon the plans in place due to both COVID-19 and winter pressures. Concerns were expressed regarding the impact upon community services, the significant number of staff self-isolating and the increased levels of infection, all of which are having an impact on the ability to deliver services. The Committee noted that a planned change had been agreed to release staff, where additional harm would not be involved, to provide cover in the most effective way within critical care areas for an initial period of four weeks from 21st December 2020 with a review to be undertaken mid-January 2021 to determine whether to extend the timescale. The ever changing and challenging position was acknowledged by Members.
- **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. Highlights were as follows:
 - Permission has been received from WG for HDdUHB to retain the sale proceeds from Cardigan Hospital and Cardigan Health Centre, estimated to be approximately £300k.
 - The Regional Cellular Pathology Strategic Outline Business Case has been approved by WG and arrangements are underway to commence work on this.
 - The Minaeron Integrated Care Centre scheme won the Ystadau Cymru award in the Integrated Services category.
 - The Cylch Caron scheme has been suspended due to the Barcud Housing Group withdrawing from the scheme.
 - Resolution has been achieved on the time delay at the end of Phase 1 of the Women & Children’s project, providing assurance on the extent of HDdUHB’s financial liability.
 - Funding approval has been received from WG for the Emergency Department Streaming Units.
 - Significant backlog pressures remain which will need to be prioritised for any balance of funding received from WG.
- **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 update report. It was noted that the NHS Planning Framework had only recently been received and that an update would be provided at the Board Seminar scheduled for 17th December 2020.

- **Corporate Risks Allocated to PPPAC** – The Committee received the Corporate Risk Report, identifying a total of nine corporate risks allocated to PPPAC, four of which are new risks, one with a reduction in risk score and four with no change in risk score. It was noted that the additional four risks had been previously discussed at the November 2020 Public Board, and reviewed in a dynamic way by the Executive Team before being placed on the Corporate Risk Register and approved by the Chief Executive. The Committee acknowledged that these new risks threaten the delivery of the Quarter 3/4 (Q3/4) Operating Plan and that there will also be an additional risk concerning planned care. The mitigations in place were noted and accepted, in the main, as appropriate.
- **Operational Risks Allocated to PPPAC** – The Committee received the Operational Risk Report containing the five risks contained within the risk register as at 30th November 2020 and received assurance that HDdUHB is managing the risks effectively.
- **Capital Estates & IM&T Sub-Committee (CEIM&TSC) Update Report & Ratification of Terms of Reference** – The Committee received the CEIM&TSC update report from its meeting held on 19th November 2020, noting that the scope of the meeting had been narrowed due to dealing with the fluid position relating to capital pressures. It was noted that the IM&T Programme Business Case is currently on hold due to funding being utilised elsewhere, which is the case across all Health Boards. However, the matter would continue to be monitored by the CE&IM&TSC.
The Committee approved the CEIM&TSC Terms of Reference.
- **Information Governance Sub-Committee Update Report (IGSC)** - The Committee received the IGSC update report from its meeting held on 20th October 2020 and gained assurance from the activities undertaken. It was noted that an Information Governance consultant had been appointed to support the work to complete the Information Asset Registers, with it anticipated that all registers would be completed by the end of January 2021, followed by ratification by the IGSC. The General Data Protection Regulation compliance Risk 343 is in progress, with it anticipated that the risk will be mitigated to RAG rating amber or green by the next PPPAC meeting. In relation to cyber security, the Information & Communication Technology/Information Governance Teams have completed the self-assessment involving approximately 300 questions, to establish HDdUHB's position against achieving Cyber Essential Plus certification.
- **Corporate & Employment Policies** – The Committee approved the Ethical Employment Policy, Carers Policy and Bilingual Skills Policy.
- **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 12th October and 30th November 2020, and approved the appointments on behalf of the Board.
- **A Regional Collaboration for Health (ARCH)** - The Committee received the ARCH Portfolio Update Report, providing an update on the activities for the period October/November 2020. Concern was expressed regarding the limited HDdUHB representation at meetings and it was agreed for the matter to be discussed at Executive Team to ensure that HDdUHB is appropriately represented in the future.
- **A Healthier Mid & West Wales Programme Business Case (PBC)** – The Committee received an informative presentation, providing clear aspirations and timelines, with regard to the A Healthier Mid & West Wales PBC, commending the stakeholder engagement that had been undertaken.

**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:

- None

**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:

25th February 2021