



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 *	MR	LO’C	✓								
Public Forum Questions*	Chair	JW	✓								
GOVERNANCE											
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			✓		✓		✓	✓	✓	✓	
• Targeted Intervention								✓	✓		
• Nurse Staffing Levels Act								✓			
• Ombudsman Annual Letter								✓			
• South Wales Trauma Network								✓			
• Major Incident Plan									✓		
• Director of Planning, Performance & Commissioning/ Director of Strategic Planning									✓	✓	
• Update from TSG										✓	
Report of the Audit & Risk Assurance Committee	PN	JW	✓		✓		✓	✓	✓	✓	✓
Revised Governance Framework/ Committee Terms of Reference	SM	JW	✓								✓

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Maintaining Good Governance COVID-19	MB	JW		✓	✓		✓	✓	✓	✓	
HDdUHB Annual Quality Statement	MR	SM			✓						
Board Effectiveness Report	SM	JW				✓					
HDdUHB Annual Report 2019/20	Chair	EDs				✓					
Performance Report	KM/SJ	TP/AWF				✓					
Accountability Report	SM	JW				✓					
Final Accounts for 2019/20	HT	HT				✓					
Audit Wales ISA 260 and Letter of Representation	AW	HT				✓					
Approval of Charitable Funds Annual Report & Accounts	SJ	NLI				✓					
Committee Annual Reports: <ul style="list-style-type: none"> • Audit & Risk Assurance Committee • Business Planning & Performance Assurance Committee • Charitable Funds Committee • Finance Committee • Mental Health Legislation Assurance Committee • Primary Care Applications Committee • Quality, Safety & Experience Assurance Committee • University Partnership Board 	Chairs	Lead Execs JW				✓					
Advisory Group Annual Reports: <ul style="list-style-type: none"> • Healthcare Professionals Forum • Staff Partnership Forum • Stakeholder Reference Group 	Chairs	Lead Execs				✓					

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Minutes from Annual General Meeting	Chair	CM						✓			
Audit Wales Structured Assessment	SM	JW						✓			
Standing Orders/Standing Financial Instructions	SM	JW								✓	
Audit Wales Annual Audit Report	AW	JW								✓	
DELIVERING OUR STRATEGY											
Health & Care Strategy: A Healthier Mid and West Wales Three Year Plan & Financial Plan	PK/RJ	PK/RJ	✓				✓	✓	✓	✓	✓
HDdUHB 2021/22 Plan	SM		✓					✓			✓
Primary Care Delivery Milestones	SM KM/HT		✓					✓			
Winter Planning 2020/21	JP		✓								
Strategic Equality Plan Annual Report 2019/20	AC						✓	✓	✓	✓	
Update from Transformation Steering Group	SJ	JH						✓			
Major Infrastructure Programme Business Case	SM	LRG							✓		
Programme Business Case – Implementing the Healthier Mid and West Wales Strategy	AC	RE							✓		
HDdUHB Major Incident Plan 2020/21	HT									✓	
DELIVERING THE HERE AND NOW											
Improving Patient Experience Report	RJ	SH									✓
Report of the Business, Planning & Performance Assurance Committee	MR	LO'C	✓		✓		✓	✓	✓	✓	✓
	JH	KM	✓								

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Report of the People, Planning & Performance Assurance Committee	JG	KM/HT/LG			✓		✓	✓	✓	✓	✓
Report of the Quality, Safety & Experience Assurance Committee	JG/AL	MR	✓		✓		✓	✓	✓	✓	✓
Report of the Health & Safety Assurance Committee	JH	MR			✓		✓	✓	✓		✓
Report of the Finance Committee	MH	HT	✓		✓		✓	✓	✓	✓	✓
Performance Update (IPAR)	KM/HT	TP	✓		✓		✓	✓	✓	✓	✓
Finance Update	HT		✓	✓	✓		✓	✓	✓	✓	✓
Strategic Equality Plan and Objectives 2020-2024	SJ	JH	✓								
Corporate Risk Register	SM	JW	✓				✓		✓		✓
Board Assurance Framework	SM	JW									✓
Responding to the COVID-19 Pandemic/COVID-19 Report	SM			✓	✓		✓	✓	✓	✓	✓
Management of Outstanding Recommendations from Auditors, Inspectorates and Regulators	SM			✓			✓				
Management of Operational and Corporate Risks during the Covid-19 Pandemic	SM			✓							
Update on Nurse Staffing Levels (Wales) Act	MR				✓				✓		
Health & Care Standards Fundamentals of Care Audit 2019	MR	SD			✓						
Care Home Preparedness	JP				✓						
Calculating and Maintaining the Nurse Staffing Levels during the COVID-19 Pandemic	MR	CH			✓						
Financial Governance and Value for Money Considerations – COVID-19	HT				✓						

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Strategic Discovery Report	SM	LRD					✓				
Well-being Objectives Annual Report 2019/20	SJ	AB					✓				
HDdUHB Seasonal Influenza Plan 2020/21	RJ							✓			
Children's and Young People's Services in Hywel Dda	AC							✓			
Ombudsman Annual Letter	MR	LO'C						✓			
COVID-19 Vaccination Programme	SM									✓	
Procurement of Haematology and Coagulation Managed Service Agreement	HT									✓	
Funded Nursing Care	JP										✓
Pharmaceutical Needs Assessment	JP										✓
Single Point of Contact	MR										✓
HDdUHB Primary Care Annual Report 2019/20	JP										
HDdUHB Director of Public Health Annual Report 2019/20	RJ										
Ombudsman Reports**	MR	LO'C									
COMMITTEE UPDATE REPORTS											
Board Level Committees: • Charitable Funds Committee • Mental Health Legislation Assurance Committee	Chairs	JW	✓		✓		✓	✓	✓	✓	✓
In-Committee Board	Chair	JW	✓	✓	✓		✓	✓	✓	✓	✓
HDdUHB Advisory Groups: • Healthcare Professionals Forum • Staff Partnership Forum • Stakeholder Reference Group	Chairs	JW	✓				✓	✓	✓	✓	✓

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HDdUHB Joint Committees & Collaboratives: <ul style="list-style-type: none"> • Welsh Health Specialised Services Committee (WHSSC) • Emergency Ambulance Services Committee (EASC) • NHS Wales Shared Services Partnership (NWSSP) • Mid Wales Joint Committee for Health and Social Care (MWJC) • NHS Wales Collaborative Leadership Forum (CLF) 	SM	AG	✓				✓	✓	✓	✓	✓
Statutory Partnerships Update (incl Public Services Boards)	SJ	AB	✓		✓		✓	✓	✓	✓	✓
FOR INFORMATION											
Board Annual Workplan	JW	CM	✓		✓		✓	✓	✓	✓	✓
Internal Audit: Annual Governance Statement Review	JW					✓					
Head of Internal Audit Annual Report and Opinion 2019/20	JW					✓					
West Wales Carers Development Group Annual Report 2019/20	SJ						✓				
Organ Donation Annual Report 2019/20	AC								✓		
Community Health Council (CHC) Annual Report 2019/20	CHC								✓		
Healthcare Inspectorate Wales (HIW) Annual Report 2019/20	HIW								✓		

Initials

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