

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 24 th June 2021
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<ul style="list-style-type: none"> • Self-Assessment of Committee Effectiveness Findings 2020/21 – The Committee received the findings from the PPPAC Self-Assessment of Committee Effectiveness 2020/21 report, taking assurance that the actions from the exercise would be taken forward as part of a wider governance review. • Approvals made outside the meeting via Chair's Action – The Committee ratified the approval made via Chair's Action to the Risk Management Procedure and Respect & Resolution Policy. • Workforce & Organisational Development (OD) Update – Planning Objectives Update – The Committee received a Workforce & OD update on the planning objectives agreed for Workforce & OD to lead on, as part of Hywel Dda University Health Board's (HDdUHB's) Annual Recovery Plan for 2021/22, and received assurance that the actions put in place are in accordance with the agreed plan. • Integrated Performance Assurance Report (IPAR) – The Committee received the IPAR for Month 2 (2021/22), noting that the report itself is being developed in a phased approach to assist Board and Committee members to more easily identify areas of concern, to streamline the reporting process to make efficiency savings for staff and to make better use of technology. 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 planned care and unscheduled care pressures arising from the COVID-19 pandemic. In terms of the COVID-19 vaccination programme, the Committee was pleased to note that as at 31/05/21, 405,942 vaccinations have been administered. • Evaluation of Winter – The Committee received the Integrated Winter Plan 2020/21 report, providing an evaluation of the schemes delivered through the 2020/21 Integrated Winter Plan for West Wales, and identifying the benefits received by HDdUHB patients accessing unscheduled and scheduled care pathways during a period of intense pressure on the local care system. It was noted that next steps will be to ensure patients are discharged from hospital quicker, with additional funding provided from Welsh Government (WG) to support this. Recognising that pressures continue across the system throughout the year, it was further noted that winter planning is being transitioned into a year round planning process, with bids submitted to WG for a whole system approach. The Committee was assured that discussions are being undertaken across HDdUHB to establish how to progress the recovery process at pace, prior to WG funding ratification. • End of Season (2020/21) Influenza Report – The Committee received an update on the influenza (flu) season for HDdUHB during 2020/21, noting the extra-ordinary nature of the year in terms of circulating virus and the vaccination 	

programme. It was further noted that due to the COVID-19 pandemic, innovative new delivery models in terms of the flu season have been required to inform the way in which the flu programme is supported and improved upon. The Committee welcomed the breadth of the infrastructure utilised and received assurance that the experience of the COVID-19 vaccination programme would support performance in terms of the forthcoming flu season.

- **Welsh Language Standards/Compliance Update** – The Committee received a verbal update with regard to Welsh language standards/compliance, recognising the additional work to be undertaken, and noting that timelines would be developed and reported back to Committee level. The Committee was content in regard to the strategic direction of travel and how Welsh language standards compliance and the culture of the Welsh language are supported across HDdUHB.
- **Welsh Language Annual Report 2020/21** – The Committee received and approved the Welsh Language Annual Report 2020/21, providing an insight into how HDdUHB has implemented and promoted the Welsh language standards during the past year. The Committee gained assurance by the substantial work undertaken by the Welsh Language Team, emphasising the requirement to underpin the work undertaken with strategic content.
- **Performance – Planning Objectives Update** – The Committee was presented with the Improving Together (encompassing Planning Objectives 3A and 2F) update report, noting that the aim of Improving Together is to implement a wide-ranging strategic improvement approach, with implementation to commence from June 2021 for roll out across HDdUHB over the next three years. The Committee received assurance that the actions put in place would impact positively upon performance are in accordance with the agreed plan.
- **Discretionary Capital Programme (DCP) 2021/22** – The Committee received the DCP 2021/22 report, providing detail on the 2021/22 capital programme and investments planned, together with the capital schemes governance update. It was noted that confirmation had been received for WG on the recovery of fees totalling £1.2 million for the fire enforcement work undertaken at Wityhush General Hospital. However, the backlog of informatics and digital infrastructure and equipment, and estates and statutory infrastructure continues to prove challenging to address; and the transforming mental health risk has been escalated from amber to red as a consequence of COVID-19.
- **A Regional Collaboration for Health (ARCH)** - The Committee received the ARCH Portfolio Update report, highlighting the activities undertaken over the period April to June 2021, together with an update on the regional discussions taken place between HDdUHB and Swansea Bay UHB.
- **Planning Cycle 2021/22 Update** – The Committee received the Planning Cycle 2021/22 report, providing an update on the development of the Annual Recovery Plan which would be considered for approval at an extra-ordinary Public Board meeting scheduled for 24/06/21, prior to submission to WG on 30/06/21.
- **Women & Children Phase II Project** – The Committee received the Women & Children Phase II Project report and associated risk assessment, providing an update to the previous update received in April 2021. It was noted that risks remain in place in terms of delivery, with the current anticipated completion date for the project scheduled for September 2022. It was further noted that the cost report reflects a recent review of the Project Risk Register, identifying that an increase in the contribution required from HDdUHB's discretionary capital may

be required in 2022/23 – an additional £0.300m subject to agreement and confirmation. It was confirmed that performance issues in respect of the contractor have been escalated to WG and the contractor's management team. The Committee requested a timescale be included within the next iteration of the report, and given the concerns that remain in place, it was agreed to escalate these and their associated risks to the Board.

- **Planning – Planning Objectives Update** – The Committee received the Planning – Planning Objectives update report, noting the substantial work that is being undertaken on the four planning objectives that sit within the portfolio of the Director of Strategic Development and Operational Planning, with task and finish groups established.
- **A Healthier Mid & West Wales Programme Business Case (PBC)** – The Committee received an update on “A Healthier Mid & West Wales Programme Business Case (PBC)”, identifying timescales and providing feedback on the land identification engagement undertaken with the public prior to a shortlisting process. It was noted that the September 2021 deadline for the PBC submission to Board remains a high risk as a consequence of the activity modelling delay resulting in some technical challenges to address.
- **Delivery Plan – Vaccination Programme for Prevention & Response Plan** – The Committee received the updated West Wales Prevention & Response Plan, developed from a partnership between public and third sector organisations across the region, and regularly updated based on learning and changes to the epidemiological picture across the UK, Wales and West Wales. It was noted that the milestone three requirement for all adults aged over 18 to receive a COVID-19 vaccination is on track, with the next key milestone for phase three involving the administering of a booster vaccination. The Committee was assured by the work undertaken and thanked the teams involved for the work undertaken to date.
- **Corporate Risks Allocated to PPPAC** – The Committee received the Corporate Risks Allocated to PPPAC report, noting the eight corporate risks aligned to PPPAC, including the addition of two new risks, and received assurance on the controls and mitigations in place.
- **Operational Risks Allocated to PPPAC** – The Committee received the Operational Risk Report, noting the eight directorate level risks and thirty service level risks allocated to Planning, Performance and Workforce & OD as at 07/06/21. It was further noted that *Risk 245 – inadequate facilities to store patient records and investment in electronic solution for sustainable solution*, remains an extreme risk in terms of medical records storage, and the Committee received assurance that a Planning Objective is being developed to address this.
- **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 04/06/21.
- **Isolation Facilities Review Update** – The Committee received a verbal update on the isolation facilities review undertaken following concerns raised at PPPAC on 25/02/21 on the non-compliance against requirements. It was noted that a new member of staff had been recruited to the Infection, Prevention & Control team to lead on this work.
- **Information Governance Sub-Committee (IGSC)** - The Committee received and noted the IGSC Update Report following the meeting held on 15/06/2021, and endorsed the IGSC Annual Report (2020/21). The Committee further noted

the increase in the number of data protection impact assessments and the backlog issues associated with clinical coding, both of which present an area of concern.

- **Corporate & Employment Policies** – The Committee approved the proposed extensions to review dates in the Employment Policies Update Report, and the Starting Salaries 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 7th April and 1st June 2021, and approved the appointment of Dr Ankita Jain and Dr Padmavathy Gopinath on behalf of the Board.
- **Major Incident Plan (MIP)** -The Committee received an MIP update report, noting that the annual review of the MIP had been postponed during the COVID-19 pandemic, and a series of addendums produced identifying any necessary changes to the MIP to comply with COVID-19 measures. The Committee was assured by the arrangements put in place by HDdUHB to support a major incident response.

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:

- **Women & Children Phase II Project** – Concerns regarding the Women & Children Phase II project's increasingly deteriorating position in terms of the risks posed to HDdUHB, with performance issues in respect of the contractor being escalated to WG and the contractor's management team.

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:

To be confirmed, recognising that PPPAC would be replaced by the People, Organisational Development & Culture Committee and the Strategic Development & Operational Delivery Committee.