



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
INTRODUCTION AND APOLOGIES										
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓
GOVERNANCE/MAINTAINING GOOD GOVERNANCE, QUALITY AND SAFETY										
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/SEG						✓	✓	✓	✓	✓
• PTAS MoU						✓				
• PBC for All Wales PET						✓				
• Commissioning of HPB Surgery							✓			
• Development of Service Spec for Specialised Paediatric Orthopaedic Surgery							✓			
• Ombudsman Annual Letter										
Report of the Audit & Risk Assurance Committee	PN	JW	✓	✓		✓	✓	✓	✓	✓
Report of the Quality, Safety & Experience (Assurance) Committee	AL	MR	✓	✓		✓	✓	✓	✓	✓
Maintaining Good Governance COVID-19	MB	JW	✓	✓						

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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			✓					
Approval of Charitable Funds Annual Report & Accounts	MR	NLI			✓					
Committee Annual Reports: <ul style="list-style-type: none"> • Audit & Risk Assurance Committee • Charitable Funds Committee • Finance Committee • Health & Safety Assurance Committee • Mental Health Legislation Assurance Committee • People, Planning & Performance Assurance Committee • Quality, Safety & Experience Assurance Committee 	Chairs	Lead Execs JW			✓					
Revised Governance Structure/ Committee Terms of Reference	SM	JW				✓				
Minutes from Corporate Trustee Meeting	Chair	CM		✓			✓			
Minutes from Annual General Meeting	Chair	CM					✓			
Audit Wales Structured Assessment	SM	JW						✓		
Audit Wales Annual Audit Report	AW	JW							✓	

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Standing Orders/Standing Financial Instructions	SM	JW		✓					✓	
DELIVERING THE HERE AND NOW/DELIVERING ON OUR PURPOSE										
Board Assurance Framework	SM	JW	✓		✓	✓	✓	✓	✓	✓
Improving Patient Experience Report	MR	LO'C	✓	✓		✓	✓	✓	✓	✓
COVID-19 Report/Update	SM		✓	✓		✓				
Report of the People, Planning & Performance Assurance Committee	JG	HT/LD LG	✓	✓		✓				
Report of the Finance Committee	MH/ WW	HT	✓	✓		✓				
Corporate Risk Register	SM	JW	✓			✓		✓		✓
LTAs - Contract Values and Approach in 2020/21	HT	SA		✓						
Single Point of Contact	MR		✓							
Cleaning Standards Enhancement	AC	RE	✓							
Funded Nursing Care	JP		✓							
Pooled Funding Agreement	JP	SMJ	✓			✓				
HDdUHB Major Incident Plan	RJ	SH				✓				
Outsourcing Arrangements	HT					✓				
Strategic Business Intelligence	HT					✓				
BGH Chemotherapy Day Unit Project – Approval to Develop with Revised Relocation Plans	AC					✓				
Strategic Equality Plan Annual Report 2020/21	RJ	AB					✓			
Discovery Report: Understanding the Staff Experience during the 2020/21 Pandemic	LG						✓			
Integrated Medium Term Plan (IMTP)	LD						✓			
Stroke Business Plan/Business Case	AS							✓		

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HDdUHB Director of Public Health Annual Report	RJ							✓		
HDdUHB Primary Care Annual Report	JP									
Ombudsman Reports**	MR	LO'C								
DELIVERING OUR STRATEGY/DELIVERING OUR RECOVERY PLAN										
Health & Care Strategy: A Healthier Mid and West Wales	PK/RJ	PK/RJ	✓	✓	✓	✓	✓	✓	✓	✓
HDdUHB Annual Plan 2021/22/ Operational Update & Progress Report on Annual Plan	SM		✓	✓	✓	✓	✓	✓	✓	✓
Performance Report (IPAR)	HT	TP	✓	✓		✓	✓	✓	✓	✓
Financial Report	HT		✓	✓		✓	✓	✓	✓	✓
Winter Planning 2021/22	AC						✓	✓	✓	
Nurse Staffing Levels (Wales) Act Compliance	MR	CH		✓			✓			
Transforming Mental Health Services Update	AC					✓			✓	
Three Year Draft Plan for Children's Services/CYP Update	AC					✓			✓	
Paediatric Surge Plans for RSV	PK						✓			
Research & Development and Innovation Update	PK						✓			
Strategic Enabling Group Update	HT						✓			
BUSINESS CASES										
Programme Business Case – Implementing the Healthier Mid and West Wales Strategy	HT/ LD				✓		✓	✓	✓	
National Laboratory Information Management System (LIMS) Full Business Case	HT						✓			
Laundry Business Case	HT						✓			
Glaucoma Business Case	AC/LD						✓			

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Radiology Informatics System Outline Business Case	HT							✓		
COMMITTEE UPDATE REPORTS/ASSURANCE										
Report of the Strategic Development & Operational Delivery Committee	MD	LD					✓	✓	✓	✓
Report of the People, Organisational Development & Culture Committee	JG	LG					✓	✓	✓	✓
Report of the Health & Safety (Assurance) Committee	JH	MR	✓			✓	✓	✓	✓	✓
Report of the Sustainable Resources Committee	WW	HT					✓	✓	✓	✓
Pharmaceutical Needs Assessment	JP		✓				✓			
HDdUHB Seasonal Influenza Plan 2021/22	RJ						✓			
Llwynhendy TB Outbreak Review	PK						✓			
Board Level Committees: <ul style="list-style-type: none"> • Charitable Funds Committee • Mental Health Legislation (Assurance) Committee • Remuneration & Terms of Service Committee 	Chairs	JW	✓	✓		✓	✓	✓	✓	✓
In-Committee Board	Chair	JW	✓	✓		✓	✓	✓	✓	✓
HDdUHB Advisory Groups: <ul style="list-style-type: none"> • Healthcare Professionals Forum • Staff Partnership Forum • Stakeholder Reference Group • BAME Advisory Group 	Chairs	JW	✓	✓		✓	✓	✓	✓	✓
WORKING IN PARTNERSHIP										
HDdUHB Joint Committees & Collaboratives: <ul style="list-style-type: none"> • Welsh Health Specialised Services Committee (WHSSC) 	SM	CM	✓	✓		✓	✓	✓	✓	✓

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<ul style="list-style-type: none"> 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) 										
Statutory Partnerships Update (incl Public Services Boards)	RJ/JP	AB	✓	✓		✓	✓	✓	✓	✓
WWCP: Draft Dementia Strategy	AS					✓		✓		
FOR INFORMATION/ANNUAL REPORTS										
Board Annual Workplan	JW	CM	✓	✓		✓	✓	✓	✓	✓
Internal Audit: Annual Governance Statement Review	JW				✓					
Head of Internal Audit Annual Report and Opinion 2020/21	JW				✓					
Well-being Objectives Annual Report 2020/21	RJ	AB				✓				
Improving Outcomes for Carers – Annual Update & West Wales Carers Development Group Annual Report 2020/21	RJ					✓				
Agile Working Arrangements Policy	LD						✓			
Healthcare Inspectorate Wales (HIW) Annual Report 2020/21	HIW						✓			
Organ Donation Annual Report 2020/21	AC							✓		
Community Health Council (CHC) Annual Report 2020/21	CHC							✓		

Initials

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