

## HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2022 – MARCH 2023

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	31 Mar 2022	26 May 2022	9 Jun 2022	28 Jul 2022	4 Aug 2022	29 Sep 2022	24 Nov 2022	26 Jan 2023	30 Mar 2023
<b>INTRODUCTION AND APOLOGIES</b>											
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>MAINTAINING GOOD GOVERNANCE, QUALITY AND SAFETY</b>											
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			✓	✓		✓		✓	✓	✓	✓
• Q&S Task & Finish Group – Change, Impact & Restoration			✓								
• Bridging Service Evaluation			✓								
• Building 14 SDP Lease			✓								
• Unit 3 Dafen Lease			✓								
• Therapies Assistant Practitioner Diploma			✓								
• Llwynhendy TB Outbreak Review			✓						✓		
• Regional Pathology Programme			✓								
• Joint Escalation/Intervention Arrangements			✓						✓		
• COVID-19 Public Inquiry – draft TORs			✓								

AGENDA ITEM/ISSUE	LEAD	OFFICER	31 Mar 2022	26 May 2022	9 Jun 2022	28 Jul 2022	4 Aug 2022	29 Sep 2022	24 Nov 2022	26 Jan 2023	30 Mar 2023
<ul style="list-style-type: none"> <li>WAST (incl) Review of Service Rosters</li> <li>Proposed new PO from disc at the NHS Leadership Board</li> <li>Petitions Committee</li> <li>Cost of Living support for staff</li> <li>CHC/FNC Fee Uplift</li> <li>ARCH Swansea Bay City Deal</li> <li>WGH Decant Ward BJC</li> <li>New POs Public Health</li> <li>PSOW Annual Letter</li> <li>Cardiovascular Disease Research &amp; Evaluation Project</li> <li>Transfer of Local Public Health teams to HBs</li> <li>Industrial Action</li> <li>IPA Award for Nurturing IPC Talent</li> </ul>			✓	✓		✓		✓	✓		
Report of the Audit & Risk Assurance Committee	<b>PN</b>	<b>JW</b>	✓	✓		✓		✓	✓	✓	✓
Report of the Quality, Safety & Experience Committee	<b>AL</b>	<b>MR</b>	✓	✓		✓		✓	✓	✓	✓
Board Effectiveness Report	<b>SM</b>	<b>JW</b>			✓						
HDdUHB Annual Report 2021/22	<b>Chair</b>	<b>EDs</b>			✓						
Performance Report	<b>HT</b>	<b>TP</b>			✓						
Accountability Report	<b>SM</b>	<b>JW</b>			✓						
Final Accounts for 2021/22	<b>HT</b>	<b>HT</b>			✓						
Audit Wales ISA 260 and Letter of Representation	<b>AW</b>	<b>HT</b>			✓						
Committee Annual Reports: <ul style="list-style-type: none"> <li>Audit &amp; Risk Assurance C'ttee</li> <li>Charitable Funds Committee</li> </ul>	<b>Chairs</b>	<b>Lead Execs JW</b>			✓	✓ (MHLC)					

AGENDA ITEM/ISSUE	LEAD	OFFICER	31 Mar 2022	26 May 2022	9 Jun 2022	28 Jul 2022	4 Aug 2022	29 Sep 2022	24 Nov 2022	26 Jan 2023	30 Mar 2023
<ul style="list-style-type: none"> <li>• Health &amp; Safety Committee</li> <li>• Mental Health Legislation Committee</li> <li>• People, OD &amp; Culture C'ttee</li> <li>• Quality, Safety &amp; Experience Committee</li> <li>• Strategic Development &amp; Operational Delivery C'ttee</li> <li>• Sustainable Resources C'ttee</li> </ul>											
Standing Orders/Standing Financial Instructions	<b>JW</b>					✓					
Committee Terms of Reference	<b>JW</b>					✓					
Risk Management Framework	<b>JW</b>					✓					
Minutes from Corporate Trustee Meeting	<b>Chair</b>	<b>CM</b>	✓	✓				✓	✓		
Minutes from AGM	<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>								✓	
<b>DELIVERING ON OUR PURPOSE</b>											
Board Assurance Framework	<b>SM</b>	<b>JW</b>	✓			✓			✓		✓
Improving Patient Experience Report	<b>MR</b>	<b>LO'C</b>	✓	✓		✓		✓	✓	✓	✓
Integrated Medium Term Plan (IMTP)/Annual/Three Year Plan	<b>LD</b>		✓	✓		✓		✓	✓	✓	✓
Implementing the A Healthier Mid and West Wales Strategy – Programme Business Case	<b>LD</b>		✓	✓		✓		✓	✓	✓	✓
Land Identification Plan	<b>LD</b>						✓		✓		
Land Appraisal Consultation Project Plan	<b>LD</b>							✓			
Nurse Staffing Levels (Wales) Act Compliance	<b>MR</b>	<b>CH/HH</b>		✓					✓		

AGENDA ITEM/ISSUE	LEAD	OFFICER	31 Mar 2022	26 May 2022	9 Jun 2022	28 Jul 2022	4 Aug 2022	29 Sep 2022	24 Nov 2022	26 Jan 2023	30 Mar 2023
Continuous Engagement Plan/ Future Engagement Plan	LD			✓							
Making a Difference – Customer Service Programme	LG		✓								
Transformation Steering Group Update				✓						✓	✓
Financial Wellbeing/Cost of Living	LG/ JMcC					✓			✓		
Section 33 Agreement: Joint Eqpt Store Ceredigion CC						✓					
Making Malnutrition Matter Business Case Update	AS							✓			
Paediatrics Issues Paper	PK							✓			
Paediatrics Output Report	PK								✓		
Health & Care Standards Fundamentals of Care Audit	MR									✓	
Listening & Learning	MR									✓	
Ombudsman Reports**	MR	LO'C									
<b>DELIVERING OUR PLAN</b>											
Operational Update	AC/JP			✓		✓		✓	✓	✓	✓
HDdUHB Long COVID-19 Service	AC/JP									✓	
Improving Care, Improving Lives	AC/MR							✓			
Autism Spectrum Disorder Plan	AC							✓			
Learning Disabilities Charter	AC								✓		
Integrated Performance Assurance Report (IPAR)	HT	TP	✓	✓ (M1&12)		✓		✓	✓	✓	✓
Financial Report	HT		✓	✓ (M1&12)		✓		✓	✓	✓	✓
Funded Nursing Care	JP								✓		
Corporate Risk Register	SM	JW	✓					✓		✓	

<b>AGENDA ITEM/ISSUE</b>	<b>LEAD</b>	<b>OFFICER</b>	<b>31 Mar 2022</b>	<b>26 May 2022</b>	<b>9 Jun 2022</b>	<b>28 Jul 2022</b>	<b>4 Aug 2022</b>	<b>29 Sep 2022</b>	<b>24 Nov 2022</b>	<b>26 Jan 2023</b>	<b>30 Mar 2023</b>
Mental Health & Learning Disabilities Update	<b>AC</b>		✓			✓				✓	
Strategic Enabling Group Update	<b>HT</b>		✓	✓					✓	✓	✓
Our Annual Recovery Plan 2021/22 – Closure Report	<b>PK</b>			✓							
Update on the Review of Paediatric Services	<b>PK</b>			✓							
LTA Values and Process for 2022/23	<b>HT</b>			✓							
Provision of Dental Services, Ammanford	<b>JP</b>					✓					
COVID-19 Autumn Booster Campaign	<b>JMcC</b>					✓					
Community Paediatrics Waiting List	<b>AC</b>					✓					
Decarbonisation Plan	<b>LD</b>							✓			
Critical Care Staffing Position								✓		✓	
Primary Care Update	<b>JP</b>							✓			✓
Primary Care Contractual Applications	<b>JP</b>							✓			
Winter Planning 2022/23	<b>AC</b>							✓	✓	✓	
Winter Respiratory Vaccination Programme 2022/23 (incl Influenza Plan)								✓			
ASD Diagnostic Assessment Tender	<b>AC</b>								✓		
Pathology Management Structure	<b>AC</b>								✓		
RTDC Roll Out Plan	<b>MR</b>									✓	
<b>BUSINESS CASES</b>											
Cross Hands Outline Business Case	<b>LD</b>			✓							
RISP Full Business Case	<b>SM</b>										✓

AGENDA ITEM/ISSUE	LEAD	OFFICER	31 Mar 2022	26 May 2022	9 Jun 2022	28 Jul 2022	4 Aug 2022	29 Sep 2022	24 Nov 2022	26 Jan 2023	30 Mar 2023
<b>ASSURANCE</b>											
Report of the Sustainable Resources Committee	<b>WW</b>	<b>HT</b>	✓	✓		✓		✓	✓	✓	✓
Report of the Strategic Development & Operational Delivery Committee	<b>MD</b>	<b>LD</b>	✓	✓		✓		✓	✓	✓	✓
Report of the People, Organisational Development & Culture Committee	<b>JG</b>	<b>LG</b>	✓	✓		✓		✓	✓	✓	✓
Report of the Health & Safety Committee	<b>JH</b>	<b>MR</b>	✓	✓		✓		✓		✓	✓
Llwynhendy TB Outbreak Review	<b>PK</b>		✓						✓	✓	
WWCP: Draft Dementia Strategy	<b>AS</b>		✓							✓	
Palliative & End of Life Care Strategy	<b>JP</b>		✓							✓	
RPB Population Assessment & Market Stability Report	<b>JP</b>		✓								
National CHC Framework	<b>JP</b>			✓							
Major Incident Plan	<b>DPH</b>	<b>SH</b>				✓					
TriTech Business Plan	<b>PK</b>							✓			
Ammanford GDS Contract	<b>JP</b>								✓		
Board Level Committees: • Charitable Funds Committee • Mental Health Legislation Committee • Remuneration & Terms of Service Committee	<b>Chairs</b>	<b>JW</b>	✓	✓		✓		✓	✓	✓	✓
In-Committee Board	<b>Chair</b>	<b>JW</b>	✓	✓		✓		✓	✓	✓	✓
HDdUHB Advisory Groups: • Healthcare Professionals Forum • Staff Partnership Forum • Stakeholder Reference Group	<b>Chairs</b>	<b>JW</b>	✓	✓		✓		✓	✓	✓	✓

AGENDA ITEM/ISSUE	LEAD	OFFICER	31 Mar 2022	26 May 2022	9 Jun 2022	28 Jul 2022	4 Aug 2022	29 Sep 2022	24 Nov 2022	26 Jan 2023	30 Mar 2023
<b>WORKING IN PARTNERSHIP</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>	SM	CM	✓	✓		✓		✓	✓	✓	✓
Cochlear Implant and Bone Conduction Hearing Implant Hearing Device Service – Engagement	LD							✓			
Statutory Partnerships Update (incl Public Services Boards)	JP	AB	✓	✓		✓		✓	✓	✓	✓
PSB Wellbeing Plans	JP										✓
<b>FOR INFORMATION/ANNUAL REPORTS</b>											
Board Annual Workplan	JW	CM	✓	✓		✓		✓	✓	✓	✓
Internal Audit: Annual Governance Statement Review	JW				✓						
Head of Internal Audit Annual Report and Opinion 2021/22	JW				✓						
Well-being Objectives Annual Report 2021/22	DPH	AB				✓					
West Wales Carers Development Group Annual Report 2021/22	DPH					✓					
HDdUHB Director of Public Health Annual Report	DPH							✓			

<b>AGENDA ITEM/ISSUE</b>	<b>LEAD</b>	<b>OFFICER</b>	<b>31 Mar 2022</b>	<b>26 May 2022</b>	<b>9 Jun 2022</b>	<b>28 Jul 2022</b>	<b>4 Aug 2022</b>	<b>29 Sep 2022</b>	<b>24 Nov 2022</b>	<b>26 Jan 2023</b>	<b>30 Mar 2023</b>
Healthcare Inspectorate Wales (HIW) Annual Report 2021/22	<b>HIW</b>							✓			
Community Health Council (CHC) Annual Report 2021/22	<b>CHC</b>								✓		
Strategic Equality Plan Annual Report 2021/22	<b>DPH</b>	<b>AB</b>								✓	
Organ Donation Annual Report 2021/22	<b>AC</b>									✓	

#### Initials

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