

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
INTRODUCTION AND APOLOGIES											
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓	✓
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			✓	✓		✓		✓	✓	✓	✓
• 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			✓								

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• WAST Review of Service Rosters			✓								
• Proposed new PO from disc at the NHS Leadership Board				✓							
• Petitions Committee				✓							
• Cost of Living support for staff				✓		✓					
Report of the Audit & Risk Assurance Committee	PN	JW	✓	✓		✓		✓	✓	✓	✓
Report of the Quality, Safety & Experience Committee	AL	MR	✓	✓		✓		✓	✓	✓	✓
Board Effectiveness Report	SM	JW			✓						
HDdUHB Annual Report 2021/22	Chair	EDs			✓						
Performance Report	HT	TP			✓						
Accountability Report	SM	JW			✓						
Final Accounts for 2021/22	HT	HT			✓						
Audit Wales ISA 260 and Letter of Representation	AW	HT			✓						
Committee Annual Reports: • Audit & Risk Assurance Committee • Charitable Funds Committee • Health & Safety Committee • Mental Health Legislation Committee • People, OD & Culture Committee • Quality, Safety & Experience Assurance Committee • Strategic Development & Operational Delivery Committee • Sustainable Resources Committee	Chairs	Lead Execs JW			✓	✓ (MHLC)					

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Standing Orders/Standing Financial Instructions	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								✓	
DELIVERING ON OUR PURPOSE											
Board Assurance Framework	SM	JW	✓			✓			✓		✓
Improving Patient Experience Report	MR	LO'C	✓	✓		✓		✓	✓	✓	✓
Integrated Medium Term Plan (IMTP)/Three Year Plan	LD		✓	✓		✓		✓	✓	✓	✓
Programme Business Case – Implementing the Healthier Mid and West Wales Strategy	LD		✓	✓		✓		✓	✓	✓	✓
Nurse Staffing Levels (Wales) Act Compliance	MR	CH/HH		✓				✓	✓		
Continuous Engagement Plan	LD			✓							
Land Identification Plan	LD						✓				
Making a Difference – Customer Service Programme	LG		✓								
Transformation Steering Group Update				✓		✓		✓	✓	✓	✓
HDdUHB Major Incident Plan	DPH	SH				✓					
Risk Management Framework	JW					✓					
Section 33 Agreement: Joint Equipment Store Ceredigion CC	JP	SMJ				✓					
Learning Disability Charter	AC					✓					
Health & Care Standards Fundamentals of Care Audit	MR									✓	

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Ombudsman Annual Letter											
Ombudsman Reports**	MR	LO'C									
DELIVERING OUR RECOVERY PLAN											
Operational Update	AC/JP			✓		✓		✓	✓	✓	✓
Integrated Performance Assurance Report (IPAR)	HT	TP	✓	✓ (M1&12)		✓		✓	✓	✓	✓
Financial Report	HT		✓	✓ (M1&12)		✓		✓	✓	✓	✓
Corporate Risk Register	SM	JW	✓					✓		✓	
Mental Health & Learning Disabilities Update	AC		✓			✓					
Strategic Enabling Group Update	HT		✓	✓		✓		✓	✓	✓	✓
Our Annual Recovery Plan 2021/22 – Closure Report	PK			✓							
Update on the Review of Paediatric Services	P			✓							
LTA Values and Process for 2022/23	HT			✓							
Improving Care, Improving Lives	AC/MR					✓					
COVID-19 Autumn Booster Programme	JMcC					✓					
Paediatric Waiting List	AC					✓					
Paediatrics Issues Paper	PK							✓			
Paediatrics Output Report	PK								✓		
Winter Planning 2022/23	AC							✓	✓	✓	
BUSINESS CASES											
Cross Hands Outline Business Case	LD			✓							
Making Malnutrition Matter Business Case Update	AS							✓			

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ASSURANCE											
Report of the Sustainable Resources Committee	WW	HT	✓	✓		✓		✓	✓	✓	✓
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 Committee	JH	MR	✓	✓		✓		✓	✓	✓	✓
Llwynhendy TB Outbreak Review	PK		✓					✓			
WWCP: Draft Dementia Strategy	AS		✓								
Palliative & End of Life Care Strategy	JP		✓								
RPB Population Assessment & Market Stability Report	JP		✓								
National CHC Framework	JP			✓							
HDdUHB Seasonal Influenza Plan 2022/23	DPH							✓			
Board Level Committees: <ul style="list-style-type: none"> • Charitable Funds Committee • Mental Health Legislation 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 	Chairs	JW	✓	✓		✓		✓	✓	✓	✓

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WORKING IN PARTNERSHIP											
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	CM	✓	✓		✓		✓	✓	✓	✓
Statutory Partnerships Update (incl Public Services Boards)	JP	AB	✓	✓		✓		✓	✓	✓	✓
FOR INFORMATION/ANNUAL REPORTS											
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					✓					
Healthcare Inspectorate Wales (HIW) Annual Report 2021/22	HIW							✓			
Strategic Equality Plan Annual Report 2021/22	DPH	AB						✓			
HDdUHB Director of Public Health Annual Report	DPH								✓		

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HDdUHB Primary Care Annual Report	JP										
Community Health Council (CHC) Annual Report 2021/22	CHC								✓		
Organ Donation Annual Report 2021/22	AC									✓	

Initials

AB – Anna Bird AC – Andrew Carruthers AL – Anna Lewis AS – Alison Shakeshaft AW – Audit Wales CH – Chris Hayes CHC – Community Health Council CM – Clare Moorcroft DPH – Director of Public Health EDs – Executive Directors HH – Helen Humphreys HIW – Healthcare Inspectorate Wales HT – Huw Thomas HW – Helen Williams	JG – John Gammon JH – Judith Hardisty JP – Jill Paterson JMcC – Joanne McCarthy JPJ – Jenny Pugh-Jones JW – Joanne Wilson KJ – Keith Jones LC – Liz Carroll LD – Lee Davies 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 PW – Paul Williams RB – Rhian Bond RE – Rob Elliott SA – Shaun Ayres SD – Sharon Daniel SH – Sam Hussell SM – Steve Moore SMJ – Sian-Marie James SP – Sian Passey TP – Tracy Price
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