



HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2023 – MARCH 2024

The Board meets in public bi-monthly. The following table sets out the Board’s business for 2023/24, 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	30 Mar 2023	25 May 2023	27 Jul 2023	24 Aug 2023	28 Sep 2023	30 Nov 2023	25 Jan 2024	28 Mar 2024
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			✓	✓	✓		✓	✓	✓	✓
• COVID-19 Public Inquiry			✓		✓					
• Further, Faster, Together			✓							
• Citizen Voice Body			✓							
• South Wales Spinal Network MOU			✓							
• National Imaging Academy Wales Hosting Agreement			✓							
• Annual Plan Submission				✓						
• Joint Escalation/Targeted Intervention Arrangements				✓						
• Ethics Panel TORs				✓						
• Submission of Draft Annual Report and Accounts				✓						

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Report of the Audit & Risk Assurance Committee	RE	JW	✓	✓	✓		✓	✓	✓	✓
Report of the Quality, Safety & Experience Committee	AL	MR	✓	✓	✓		✓	✓	✓	✓
Governance Review	JW				✓					
Board Effectiveness Report	SM	JW			✓					
HDdUHB Annual Report	Chair	EDs			✓					
Performance Report	HT	TP			✓					
Accountability Report	SM	JW			✓					
Final Accounts	HT	HT			✓					
Audit Wales ISA 260 and Letter of Representation	AW	HT			✓					
Committee Annual Reports: <ul style="list-style-type: none"> • Audit & Risk Assurance C'ttee • Charitable Funds Committee • Health & Safety Committee • Mental Health Legislation Committee • People, OD & Culture C'ttee • Quality, Safety & Experience Committee • Strategic Development & Operational Delivery C'ttee • Sustainable Resources C'ttee 	Chairs	Lead Execs JW			✓					
Standing Orders/Standing Financial Instructions	JW	CJ			✓					
Committee Terms of Reference	JW	CJ			✓					
Minutes from Corporate Trustee	Chair	CM		✓						
Minutes from AGM	Chair	CM						✓		
Audit Wales Annual Audit Report	AW	JW							✓	
Audit Wales Structured Assessment	SM	JW							✓	

AGENDA ITEM/ISSUE	LEAD	OFFICER	30 Mar 2023	25 May 2023	27 Jul 2023	24 Aug 2023	28 Sep 2023	30 Nov 2023	25 Jan 2024	28 Mar 2024
DELIVERING ON OUR PURPOSE										
Board Assurance Framework	SM	JW	✓		✓			✓		✓
Improving Patient Experience Report	MR	LO'C	✓	✓	✓		✓	✓	✓	✓
Patient Experience Charter	MR	LO'C					✓			
Integrated Medium Term Plan (IMTP)/Annual/Three Year Plan	LD	DW	✓	✓	✓		✓	✓	✓	✓
Annual Plan – Closure Report	LD	DW		✓						
Financial Roadmap to Recovery	HT						✓			
Implementing the A Healthier Mid and West Wales Strategy (incl Programme Business Case)	LD	ER	✓	✓	✓		✓	✓	✓	✓
Land Consultation	LD	ER				✓				
Nurse Staffing Levels (Wales) Act Compliance	MR	HH		✓				✓		
Transformation Steering Group Update	SM			✓						
Quality Improvement and Quality Management System	MR	MD	✓							
Digital Transformation Plan	HT	AT			✓					
Further, Faster, Together	AC				✓					
Laboratory Information Network Cymru (LINC) Update	HT				✓					
Mental & Emotional Wellbeing	DPH							✓		
Ombudsman Reports**	MR	LO'C								
DELIVERING OUR PLAN										
Integrated Performance Assurance Report (IPAR)	HT	TP	✓	✓ (M1&12)	✓		✓	✓	✓	✓
Financial Report	HT	RH	✓	✓ (M1&12)	✓		✓	✓	✓	✓
Operational Update	AC/JP	GS	✓	✓	✓		✓	✓	✓	✓
Corporate Risk Register	SM	JW		✓			✓		✓	

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Update on the Review of Paediatric Services/ Consultation Project Plan for Urgent and Emergency Paediatric Services	PK		✓	✓						
LTA Values and Process	HT	DA/SA		✓						
Critical Care Staffing Position			✓							
HASU/Stroke	AS				✓					
Primary Care Strategy	JP	RB							✓	
Winter Planning	AC						✓	✓	✓	
Winter Respiratory Vaccination Programme (incl Influenza Plan)	DPH						✓			
Clinical Services Plan	LD		✓	✓						
Emergency General Surgery	AC		✓							
Managed Practice Strategy	JP	RB	✓							
Care Home Capacity & Fragility	JP	PL	✓							
Learning Disabilities Engagement	AC	LC								
BUSINESS CASES										
BGH Fire Precaution Works PBC	AC	REI	✓							
Electronic Patient Flow and Electronic Observations OBC	HT	AT	✓							
New Velindre Cancer Centre FBC	LD	DW	✓							
Radiology Informatics System Programme FBC	HT			✓						
Sexual Assault Referral Centre (SARC) BJC	LD				✓					
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	CP	LG	✓	✓	✓		✓	✓	✓	✓

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Report of the Health & Safety Committee	JH	MR	✓	✓	✓		✓	✓	✓	✓
Major Incident Plan	DPH	SH			✓					
Regional/IEG Advocacy Strategy	JP		✓							
Discretionary Capital Programme	HT		✓							
Improving Together Framework	HT		✓							
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	✓	✓	✓		✓	✓	✓	✓
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	✓	✓	✓		✓	✓	✓	✓
WHSSC SOs and SFIs	SM			✓						

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Cochlear Implant and Bone Conduction Hearing Implant – Engagement	SM				✓					
Statutory Partnerships Update (incl Public Services Boards)	JP	AB	✓	✓	✓		✓	✓	✓	✓
PSB Wellbeing Plans	JP		✓							
FOR INFORMATION/ANNUAL REPORTS										
Board Annual Workplan	JW	CM	✓	✓	✓		✓	✓	✓	✓
Internal Audit: Annual Governance Statement Review	JW				✓					
Head of Internal Audit Annual Report and Opinion	JW				✓					
Well-being Objectives Annual Report	DPH	AB			✓					
West Wales Carers Development Group Annual Report	DPH				✓					
HDdUHB Director of Public Health Annual Report	DPH			✓						
Healthcare Inspectorate Wales (HIW) Annual Report	HIW						✓			
Llais/Citizens Voice Body (CVB) Annual Report	CVB							✓		
Strategic Equality Plan Annual Report	DPH	AB							✓	
Organ Donation Annual Report	AC								✓	

Initials

AB – Anna Bird	ER – Eldeg Rosser	MD – Mandy Davies
AC – Andrew Carruthers	GS – Gareth Skye	MR – Mandy Rayani
AL – Anna Lewis	HH – Helen Humphreys HIW – Healthcare	NLI – Nicola Llewellyn
AS – Alison Shakeshaft	Inspectorate Wales	PK – Philip Kloer
AT – Anthony Tracey	HT – Huw Thomas	PL – Penny Lamb
AW – Audit Wales	HW – Helen Williams	RB – Rhian Bond
CJ – Clare James	JH – Judith Hardisty	RE – Rhodri Evans
CM – Clare Moorcroft	JP – Jill Paterson	REI – Rob Elliott
CP – Chantal Patel	JW – Joanne Wilson	RH – Rebecca Hayes
CVB – Llais/Citizens Voice Body	KJ – Keith Jones	SA – Shaun Ayres
DB – Daniel Binding	LC – Liz Carroll	SH – Sam Hussell
DPH – Director of Public Health	LD – Lee Davies	SM – Steve Moore
DW – Dan Warm	LO’C – Louise O’Connor	SMJ – Sian-Marie James
EDs – Executive Directors	LG – Lisa Gostling	TP – Tracy Price