

TABLE OF ACTIONS FROM  
HEALTH BOARD MEETING IN PUBLIC  
HELD ON 24<sup>TH</sup> NOVEMBER 2022

| MINUTE REFERENCE | ACTION   | LEAD  | TIMESCALE     | PROGRESS  |
|------------------|--|-------|---------------|---|
| PM(22)195        | <p><b>MATTERS ARISING &amp; TABLE OF ACTIONS FROM THE MEETING HELD ON 29<sup>TH</sup> SEPTEMBER 2022:</b></p> <ul style="list-style-type: none"> <li><b>PM(22)157</b> - To prepare a report providing detail around individuals in the Health Board's hospitals who could be discharged, including how long they were waiting and the cause of delays</li> </ul> | AC/JP | January 2023  | A high level summary is included, within the Operational Update report, of the Sharepoint dashboard, which provides a breakdown of numbers waiting and the reason. Whilst it would be inappropriate to provide this information on an individual patient basis due to GDPR concerns; assurance can be offered that, at a County and site level, every patient is reviewed as part of numerous daily operational meetings and each patient has a discharge plan. Albeit some will take longer to transact than others, dependent on the needs and place/service to which the patient is being discharged. The performance monitoring process and Sharepoint dashboard captures the relevant information. |
| PM(22)197        | <p><b>REPORT OF THE CHIEF EXECUTIVE:</b></p> <ul style="list-style-type: none"> <li>To provide updates on industrial action, and its potential impact, to Board Members between meetings</li> </ul>  | AS    | December 2022 | Update provided within Operational Update report and through monthly meetings with  |

| MINUTE REFERENCE | ACTION  | LEAD                    | TIMESCALE    | PROGRESS   |
|------------------|---|-------------------------|--------------|--|
|                  |   |                         |              | the Independent Members and Chief Executive Officer.   |
| PM(22)199        | <b>REPORT OF THE AUDIT &amp; RISK ASSURANCE COMMITTEE:</b> <ul style="list-style-type: none"> <li>To raise with the Minister for Health and Social Services issues around the Welsh Community Care Information System (WCCIS) and to invite the Minister to join meetings with users of the system</li> </ul> | MB                      | January 2023 | The Chair is planning to visit front line staff who are users of WCCIS and will invite the Minister subsequently.  |
| PM(22)200        | <b>REPORT OF THE QUALITY, SAFETY &amp; EXPERIENCE COMMITTEE (QSEC):</b> <ul style="list-style-type: none"> <li>For the December QSEC meeting to revisit each of the Targeted Intervention topics and to prepare a more detailed Update Report for the January 2023 Board meeting to reflect this</li> </ul>   | MR                      | January 2023 | <p>Enhanced monitoring items discussed in detail at December 2022 QSEC meeting.</p> <p>Detail included within QSEC report to Board which is on the agenda.</p>   |
|                  | <ul style="list-style-type: none"> <li>Noting that quality and financial performance are intrinsically linked, for Chairs and Executive Leads from QSEC, SRC and SDODC to meet to consider whether any issues/actions are being overlooked</li> </ul>   | AL/MR<br>WW/HT<br>MD/LD | January 2023 | Meeting was held on 16 <sup>th</sup> December 2022 and further work is being undertaken to triangulate information to the committees.  |
| PM(22)201        | <b>BOARD ASSURANCE FRAMEWORK:</b> <ul style="list-style-type: none"> <li>To provide an update on Planning Objective 5K (Clinical effectiveness self-assessment process)</li> </ul>  | PK                      | January 2023 | <p>Amendments to wording of PO5k have been agreed:</p> <p><i>Establish a process to ensure effective clinical practice is embedded within individual practice and clinical service areas. The process is part of the Health Board's Quality Management System, alongside Clinical Audit and Quality Improvement, and sits within the</i></p> |

| MINUTE REFERENCE | ACTION | LEAD | TIMESCALE | PROGRESS  |
|------------------|--------|------|-----------|---|
|                  |        |      |           | <p><i>Quality and Governance structure, by the end of 2022/23. This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>• <i>Supporting the assessment of practice against local and national clinical effectiveness standards and ensuing that findings are used improve the services provided to our patients;</i></li> <li>• <i>Supporting services to identify, understand and act upon findings from external reviews that are relevant to effective clinical practice e.g. GIRFT, Royal College Peer Reviews</i></li> </ul> <p>The Effective Clinical Practice Strategic Plan has been approved, which sets out the Health Board's overarching vision for clinical effectiveness. An Effective Clinical Practice Delivery Plan is being finalised, which articulates the mechanism for delivery via a set of deliverable annual targets. This plan will be developed and updated annually.</p> <p>Local systems and processes have been developed to support delivery, including:</p> |

| MINUTE REFERENCE | ACTION | LEAD | TIMESCALE | PROGRESS  |
|------------------|--------|------|-----------|---|
|                  |        |      |           | <ul style="list-style-type: none"> <li>• Revision of key policies, such as Dissemination of NICE and other National Guidance Policy; and New Interventional Procedures Policy;</li> <li>• The development of governance including the establishment of a Clinical Standards and Guidelines Group (replacing the previous NICE and National Guidelines Group)</li> <li>• Continued soft roll-out of the AMaT (Audit Management and Tracking) tool in priority areas – including Pelvic Health workstreams, maternity, Heart Failure, Self-Harm etc</li> </ul> <p>Discussions are commencing in January 2023 regarding the development of a toolkit to support clinicians in reviewing and assessing their services and how assurance can be provided that practice is clinically effective – safe, efficient and evidence-based.</p> <p>The Health Board is actively participating in the annual Health Technology Wales Adoption Audit, responses to which are being captured via AMaT.</p> |

| MINUTE REFERENCE | ACTION   | LEAD | TIMESCALE    | PROGRESS   |
|------------------|--|------|--------------|--|
|                  |  |      |              | <p>Health Board Mortality Review processes have been developed, in line with the All-Wales Learning from Mortality Review Framework. This includes a Multidisciplinary Mortality Review Panel, which meets fortnightly to review cases that have been referred from the Medical Examiner Service. Learning from individual cases is shared directly with the relevant sites. The Health Board has processes in place to capture themes emerging from the Medical Examiner Service referrals, and any thematic learning being generated from proportionate investigations requested by the Mortality Review Panel. Thematic reporting will be introduced across the Health Board once there is a standardised process in place across all sites, by April 2023. This will include mechanisms to ensure triangulation with other Health Board data pertinent to mortality.</p> |
| PM(22)202        | <p><b>UPDATE ON ANNUAL PLAN 2022/2023:</b></p> <ul style="list-style-type: none"> <li>In terms of Care Home provision, to consult/compare the contents of the most recent Market Stability Report</li> </ul> | JP   | January 2023 | <p>The Market Stability Report will continue to be used in discussions by the RPB through the commissioning group to inform future planning. The most recent Market Stability Report, however, pre-dates the most</p>  |

| MINUTE REFERENCE | ACTION  | LEAD  | TIMESCALE     | PROGRESS   |
|------------------|---|-------|---------------|--|
|                  |   |       |               | recent Care Home changes that have occurred across the HDdUHB area.  |
|                  | <ul style="list-style-type: none"> <li>To provide the further detail requested around Care Homes at the Board Seminar in February 2023</li> </ul>   | AC/JP | February 2023 | Forward planned for February 2023 Board Seminar.   |
|                  | <ul style="list-style-type: none"> <li>To invite members of the Integrated Executive Group (IEG)/Local Authority Directors of Social Services to attend for this item</li> </ul>  | JW    | February 2023 | This item will be initially discussed at the February 2023 Board Seminar meeting, prior to extending this wider invitation.  |
| <b>PM(22)204</b> | <b>IMPLEMENTING THE 'A HEALTHIER MID AND WEST WALES' STRATEGY - LAND IDENTIFICATION PLAN:</b> <ul style="list-style-type: none"> <li>To provide, when available, further information regarding support from Welsh Government for resource requirements</li> </ul> | LD    | January 2023  | A resource schedule has been submitted to Welsh Government and a response is awaited.  |
| <b>PM(22)205</b> | <b>IMPROVING PATIENT EXPERIENCE REPORT:</b> <ul style="list-style-type: none"> <li>To undertake a deep dive into communications at the Listening &amp; Learning Sub-Committee</li> </ul>  | MR    | January 2023  | This has been scheduled into the work programme for April 2023, given other patient-focused priority agenda items already scheduled.   |
|                  | <ul style="list-style-type: none"> <li>To visit A&amp;E departments to assess the situation and discuss concerns with staff and service users</li> </ul>  | MB    | January 2023  | <p>Visits have commenced, to Glangwili (with the Minister for Health and Social Services) and to the MIU at PPH. Arrangements will be made to visit BGH and WGH.</p> <p>The Chief Executive visited WGH w/c 2<sup>nd</sup> January 2023. The three A&amp;E departments and MIU at PPH have also all been visited recently with a formal patient safety walkabout visit. In addition, regular visits are made</p> |

| MINUTE REFERENCE | ACTION   | LEAD  | TIMESCALE     | PROGRESS  |
|------------------|--|-------|---------------|---|
|                  |  |       |               | by both Executive Directors and Independent Board Members.  |
|                  | <ul style="list-style-type: none"> <li>To check whether all cancer patients are allocated a named nurse</li> </ul>   | MR    | January 2023  | The Health Board aims to provide every patient with cancer with a 'Cancer Key Worker' and has a Health Board guideline which supports this. Key Worker allocation should be identified in Multi-Disciplinary Team (MDT) notes and entered onto Cancer Network Information System Cymru (CaNISC). The Health Board guideline includes a Key Worker card, and steps are being taken to improve uniform implementation of this across the Health Board. The Welsh Cancer network is undertaking work around the Key Worker role this year and HDdUHB is ahead in this regard, having a guideline already in place. |
| PM(22)206        | <p><b>ANNUAL PRESENTATION OF NURSE STAFFING LEVELS FOR WARDS COVERED UNDER SECTION 25B OF THE NURSE STAFFING LEVELS (WALES) ACT:</b></p> <ul style="list-style-type: none"> <li>To share information around Band 4 training for Therapies Practitioners with those involved in Nursing Assistant Practitioner development</li> </ul> | AS    | January 2023  | Report to be presented to the April 2023 PODCC meeting.   |
|                  | <ul style="list-style-type: none"> <li>To provide a detailed presentation/report on all of the workforce initiatives and schemes, together with additional actions which might be taken, to a future Board Seminar</li> </ul>  | MR/LG | February 2023 | Workforce Planning update on Board Seminar Agenda for February 2023.  |

| MINUTE REFERENCE | ACTION   | LEAD  | TIMESCALE    | PROGRESS  |
|------------------|--|-------|--------------|---|
|                  | <ul style="list-style-type: none"> <li>For Mrs Chantal Patel and Mrs Lisa Gostling to discuss outside the meeting conversations with Health Education and Improvement Wales (HEIW) around flexibility to fill vacancies through other means, such as Apprentices and 'Grow Your Own' approaches</li> </ul>           | LG    | January 2023 | A meeting is scheduled for 6 <sup>th</sup> February 2023.   |
| <b>PM(22)208</b> | <p><b>COST OF LIVING CRISIS: SUPPORTING OUR STAFF AND COMMUNITIES:</b></p> <ul style="list-style-type: none"> <li>To raise the issue of GPs 'prescribing' payment of heating bills for individuals with life-limiting medical conditions at the national meeting being held, and to report on discussions</li> </ul> | JP    | January 2023 | <p>In a recent press release Welsh Government note:</p> <p>"There are no plans to implement this type of scheme in Wales.</p> <p>"We have increased funding for energy efficiency schemes, including direct support for people with certain health conditions, where their condition could be made worse by living in a cold home."</p> |
| <b>PM(22)213</b> | <p><b>APPROVAL OF AUTISM SPECTRUM DISORDER DIAGNOSTIC ASSESSMENT TENDER:</b></p> <ul style="list-style-type: none"> <li>To scrutinise implementation of the proposal at QSEC</li> </ul>  | MR/AC | January 2023 | To be included on the agenda for the February 2023 QSEC agenda  |
| <b>PM(22)214</b> | <p><b>SOUTH WEST WALES REGIONAL PATHOLOGY SERVICES:</b></p> <ul style="list-style-type: none"> <li>To invite SBUHB representatives to attend a meeting of SDODC to formally present their plans and extend an open invitation to HDdUHB Board Members to attend</li> </ul>   | LD    | January 2023 | SBUHB representatives will be invited to the next SDODC meeting in February 2023.   |
| <b>PM(22)216</b> | <p><b>COMMUNITY HEALTH COUNCIL (CHC) ANNUAL REPORT 2021/22:</b></p>  | MR    | February     |   |



| MINUTE REFERENCE | ACTION   | LEAD  | TIMESCALE    | PROGRESS   |
|------------------|--|-------|--------------|--|
|                  | <ul style="list-style-type: none"> <li>To consider the maternity review findings at a future meeting of QSEC</li> </ul>  |       | 2023         | 'Deep Dive' on maternity services held at the December 2022 QSEC meeting.                              |
| PM(22)220        | <p><b>REPORT OF THE PEOPLE, ORGANISATIONAL DEVELOPMENT &amp; CULTURE COMMITTEE:</b></p> <ul style="list-style-type: none"> <li>For Mr Huw Thomas and Professor Philip Kloer to consider the matter of resources required for Research &amp; Innovation at BGH further</li> </ul> | HT/PK | January 2023 | A solution has been identified and the unit is scheduled to open before the end of the financial year. |