

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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<ul style="list-style-type: none"> • WAST (incl) Review of Service Rosters • Proposed new PO from disc at the NHS Leadership Board • Petitions Committee • Cost of Living support for staff • CHC/FNC Fee Uplift • ARCH Swansea Bay City Deal • WGH Decant Ward BJC • New POs Public Health • PSOW Annual Letter • Cardiovascular Disease Research & Evaluation Project • Transfer of Local Public Health teams to HBs • Industrial Action • IPA Award for Nurturing IPC Talent • Joint Executive Team Meeting • Gold Corporate Health Standard 			✓			✓					
				✓		✓					
				✓		✓					
				✓		✓					
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						✓		✓			
						✓		✓			
						✓		✓			
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			✓						

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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			✓	✓ (MHLC)					
Standing Orders/Standing Financial Instructions	JW					✓					
Committee Terms of Reference	JW					✓					
Risk Management Framework	JW					✓					
Risk Management Strategy	JW									✓	
Minutes from Corporate Trustee Meeting	Chair	CM	✓	✓				✓	✓		
Minutes from AGM	Chair	CM						✓			
Audit Wales Annual Audit Report	AW	JW								✓	
Audit Wales Structured Assessment	SM	JW								✓	
DELIVERING ON OUR PURPOSE											
Board Assurance Framework	SM	JW	✓			✓			✓		✓
Improving Patient Experience Report	MR	LO'C	✓	✓		✓		✓	✓	✓	✓
Integrated Medium Term Plan (IMTP)/Annual/Three Year Plan	LD		✓	✓		✓		✓	✓	✓	✓
Implementing the A Healthier Mid and West Wales Strategy (incl Programme Business Case)	LD		✓	✓		✓		✓	✓	✓	✓
Land Identification Plan	LD						✓		✓		

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Land Appraisal Consultation Project Plan	LD							✓			
Nurse Staffing Levels (Wales) Act Compliance	MR	CH/HH		✓					✓		
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									✓	
Quality Improvement	MR										✓
Ombudsman Reports**	MR	LO’C									
DELIVERING OUR PLAN											
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)		✓		✓	✓	✓	✓

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Financial Report	HT		✓	✓ (M1&12)		✓		✓	✓	✓	✓
Funded Nursing Care	JP								✓		
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/ Consultation Project Plan for Urgent and Emergency Paediatric Services	PK			✓						✓	
LTA Values and Process for 2022/23	HT			✓							
Provision of Dental Services, Ammanford	JP					✓					
COVID-19 Autumn Booster Campaign	JMcC					✓					
Community Paediatrics Waiting List	AC					✓					
Decarbonisation Plan	LD							✓			
Critical Care Staffing Position								✓		✓	
Primary Care Update (incl Managed Practices)	JP							✓			✓
Primary Care Contractual Applications	JP							✓		✓	
Winter Planning 2022/23	AC							✓	✓	✓	
Winter Respiratory Vaccination Programme 2022/23 (incl Influenza Plan)								✓			
ASD Diagnostic Assessment Tender	AC								✓		

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Pathology Management Structure	AC								✓		
RTDC Roll Out Plan	MR									✓	
BUSINESS CASES											
Cross Hands Outline Business Case	LD			✓							
Aseptic Project Business Justification Case										✓	
Renal Service – Dialysis Tendering Process	AC									✓	
RISP Full Business Case	SM										✓
BGH Programme Business Case – Fire Precaution Works	AC										✓
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			✓							
Major Incident Plan	DPH	SH				✓					
TriTech Business Plan	PK							✓			
Ammanford GDS Contract	JP								✓		

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SWW Cancer Centre Strategic Programme Case	LD									✓	
Health Inequalities	JMcC										✓
Population Health	JMcC										✓
Regional/IEG Advocacy Strategy	JP										✓
Property Asset Strategy	LD										✓
Patient Flow & E-Observation Business Case	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 	SM	CM	✓	✓		✓		✓	✓	✓	✓

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Leadership Forum (CLF)											
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										✓
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					✓					
HDdUHB Director of Public Health Annual Report	DPH							✓			
Healthcare Inspectorate Wales (HIW) Annual Report 2021/22	HIW							✓			
Community Health Council (CHC) Annual Report 2021/22	CHC								✓		
Strategic Equality Plan Annual Report 2021/22	DPH	AB								✓	
Organ Donation Annual Report 2021/22	AC									✓	

Initials

AB – Anna Bird	JG – John Gammon	NLI – Nicola Llewellyn
AC – Andrew Carruthers	JH – Judith Hardisty	PK – Philip Kloer
AL – Anna Lewis	JP – Jill Paterson	PN – Paul Newman
AS – Alison Shakeshaft	JMcC – Joanne McCarthy	PW – Paul Williams
AW – Audit Wales	JPJ – Jenny Pugh-Jones	RB – Rhian Bond
CH – Chris Hayes	JW – Joanne Wilson	RE – Rob Elliott
CHC – Community Health Council	KJ – Keith Jones	SA – Shaun Ayres
CM – Clare Moorcroft	LC – Liz Carroll	SD – Sharon Daniel
DPH – Director of Public Health	LD – Lee Davies	SH – Sam Hussell
EDs – Executive Directors	LO’C – Louise O’Connor	SM – Steve Moore
HH – Helen Humphreys	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	