



**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	14 Sep 2023	28 Sep 2023	30 Nov 2023	25 Jan 2024	28 Mar 2024
<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			✓	✓	✓		✓	✓	✓	✓
• 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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<ul style="list-style-type: none"> <li>• Joint Executive Team Meeting</li> <li>• RIF MOU</li> <li>• Health Improvement and Wellbeing Centre, Llanelli</li> </ul>					✓			✓		
Report of the Audit & Risk Assurance Committee	<b>RE</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	<b>Chair</b>	<b>EDs</b>			✓					
Performance Report	<b>HT</b>	<b>TP</b>			✓					
Accountability Report	<b>SM</b>	<b>JW</b>			✓					
Final Accounts	<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> <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>	<b>Chairs</b>	<b>Lead Execs JW</b>			✓					
Standing Orders/Standing Financial Instructions	<b>JW</b>	<b>CJ</b>			✓					
Committee Terms of Reference	<b>JW</b>	<b>CJ</b>		✓	✓					
Minutes from Corporate Trustee	<b>Chair</b>	<b>CM</b>		✓						
Minutes from AGM	<b>Chair</b>	<b>CM</b>						✓		

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Audit Wales Annual Audit Report	<b>AW</b>	<b>JW</b>							✓	
Audit Wales Structured Assessment	<b>SM</b>	<b>JW</b>							✓	
<b>DELIVERING ON OUR PURPOSE</b>										
Board Assurance Framework	<b>SM</b>	<b>JW</b>	✓		✓			✓		✓
Improving Patient/Service User Experience Report	<b>MR</b>	<b>LO’C</b>	✓	✓	✓		✓	✓	✓	✓
Patient Experience Charter	<b>MR</b>	<b>LO’C</b>						✓		
Arts and Health Charter	<b>MR</b>							✓		
Integrated Medium Term Plan (IMTP)/Annual/Three Year Plan	<b>LD</b>	<b>DW</b>	✓	✓	✓		✓	✓	✓	✓
Annual Plan – Closure Report	<b>LD</b>	<b>DW</b>		✓						
Implementing the A Healthier Mid and West Wales Strategy (incl Programme Business Case)	<b>LD</b>	<b>ER</b>	✓	✓	✓	✓		✓	✓	✓
Clinical Review & SOC	<b>LD</b>	<b>ER</b>				✓		✓		
Land Consultation	<b>LD</b>	<b>ER</b>				✓				
Nurse Staffing Levels (Wales) Act Compliance	<b>MR</b>	<b>HH</b>		✓				✓		
Transformation Steering Group/ Transformation Launch Update	<b>SM</b>			✓				✓		
Quality Improvement and Quality Management System	<b>MR</b>	<b>MD</b>	✓							
Cylch Caron Project Update	<b>LD</b>	<b>ER</b>			✓					
Further, Faster, Together	<b>AC</b>				✓					
Property Asset Strategy	<b>LD</b>				✓					
Ombudsman Letter/Reports	<b>MR</b>	<b>LO’C</b>					✓			
Digital Transformation Plan	<b>HT</b>	<b>AT</b>						✓		
Mental & Emotional Wellbeing	<b>AG</b>							✓		

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<b>DELIVERING OUR PLAN</b>										
Financial Report	<b>HT</b>	<b>RH</b>	✓	✓ (M1&12)	✓		✓	✓	✓	✓
Financial Roadmap to Recovery	<b>HT</b>							✓		
Integrated Performance Assurance Report (IPAR)	<b>HT</b>	<b>TP</b>	✓	✓ (M1&12)	✓		✓	✓	✓	✓
Operational Update	<b>AC/JP</b>	<b>GS</b>	✓	✓	✓		✓	✓	✓	✓
Corporate Risk Register	<b>SM</b>	<b>JW</b>		✓			✓		✓	
Update on the Review of Paediatric Services/Consultation Project Plan for Urgent and Emergency Paediatric Services	<b>PK</b>		✓	✓				✓		
LTA Values and Process	<b>HT</b>	<b>DA/SA</b>		✓						
Critical Care Staffing Position			✓							
Clinical Services Plan	<b>LD</b>		✓	✓	✓		✓	✓	✓	✓
Emergency General Surgery	<b>AC</b>		✓							
Managed Practice Strategy	<b>JP</b>	<b>RB</b>	✓							
Care Home Capacity & Fragility	<b>JP</b>	<b>PL</b>	✓							
Learning Disabilities Engagement	<b>AC</b>	<b>LC</b>		✓						
Primary Care Strategy	<b>JP</b>	<b>RB</b>					✓		✓	
Winter Planning	<b>AC</b>						✓	✓	✓	
Winter Respiratory Vaccination Programme (incl Influenza Plan)	<b>AG</b>						✓			
DTOC Work Progress Update	<b>AC/JP</b>						✓			
RAAC Group TORs	<b>AC</b>						✓			
Laboratory Information Network Cymru (LINC) Update	<b>AC</b>						✓			
Radiology Informatics System Replacement Programme (RISP) Update	<b>AC</b>						✓			
Obesity	<b>PK/AG</b>							✓		

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<b>BUSINESS CASES</b>										
Bronglais General Hospital 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				✓					
Provision of NHS Primary Care Personal Dental Services, Tywi/Taf, North Pembroke and Ceredigion	JP						✓			
Electronic Prescribing Medicines Administration (EPMA) System	HT	AT						✓		
<b>ANNUAL REPORTS</b>										
HDdUHB Director of Public Health Annual Report	DPH			✓						
Internal Audit: Annual Governance Statement Review	JW				✓					
Head of Internal Audit Annual Report and Opinion	JW				✓					
West Wales Carers Development Group Annual Report	LG	AB			✓					
Strategic Equality Plan Annual Report	AG	AB					✓			
Well-being Objectives Annual Report	AG							✓		
Healthcare Inspectorate Wales (HIW) Annual Report	HIW							✓		
Llais Annual Report	Llais							✓		
Organ Donation Annual Report	AC								✓	

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<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>CP</b>	<b>LG</b>	✓	✓	✓		✓	✓	✓	✓
Report of the Health & Safety Committee	<b>JH</b>	<b>MR</b>	✓	✓	✓		✓	✓	✓	✓
Major Incident Plan	<b>AG</b>	<b>SH</b>			✓					
Regional/IEG Advocacy Strategy	<b>JP</b>		✓							
Discretionary Capital Programme	<b>HT</b>		✓							
Improving Together Framework	<b>HT</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>	✓	✓	✓		✓	✓	✓	✓
<b>WORKING IN PARTNERSHIP</b>										
HDdUHB Joint Committees & Collaboratives: • Welsh Health Specialised Services Committee (WHSSC) • Emergency Ambulance Services Committee (EASC)	<b>SM</b>	<b>CM</b>	✓	✓	✓		✓	✓	✓	✓

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<ul style="list-style-type: none"> <li>NHS Wales Shared Services Partnership (NWSSP)</li> <li>Mid Wales Joint Cttee for Health &amp; Social Care (MWJC)</li> <li>NHS Wales Collaborative Leadership Forum (CLF)</li> </ul>										
WHSSC SOs/SFIs	<b>SM</b>			✓			✓			
EASC SOs	<b>SM</b>						✓			
WHSSC Cochlear and Bone Conduction Hearing Implant (BCHI) Engagement	<b>LD</b>				✓					
Statutory Partnerships Update (incl Public Services Boards)	<b>JP</b>	<b>AB</b>	✓	✓	✓		✓	✓	✓	✓
PSB Wellbeing Plans	<b>JP</b>		✓							
<b>FOR INFORMATION</b>										
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓	✓	✓		✓	✓	✓	✓

### Initials

<b>AB – Anna Bird</b> <b>AC – Andrew Carruthers</b> <b>AG – Ardiana Gjini</b> <b>AL – Anna Lewis</b> <b>AS – Alison Shakeshaft</b> <b>AT – Anthony Tracey</b> <b>AW – Audit Wales</b> <b>CJ – Clare James</b> <b>CM – Clare Moorcroft</b> <b>CP – Chantal Patel</b> <b>DB – Daniel Binding</b> <b>DPH – Director of Public Health</b> <b>DW – Dan Warm</b> <b>EDs – Executive Directors</b>	<b>ER – Eldeg Rosser</b> <b>GS – Gareth Skye</b> <b>HH – Helen Humphreys HIW – Healthcare Inspectorate Wales</b> <b>HT – Huw Thomas</b> <b>HW – Helen Williams</b> <b>JH – Judith Hardisty</b> <b>JP – Jill Paterson</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>MD – Mandy Davies</b> <b>MR – Mandy Rayani</b> <b>NLI – Nicola Llewellyn</b> <b>PK – Philip Kloer</b> <b>PL – Penny Lamb</b> <b>RB – Rhian Bond</b> <b>RE – Rhodri Evans</b> <b>REI – Rob Elliott</b> <b>RH – Rebecca Hayes</b> <b>SA – Shaun Ayres</b> <b>SH – Sam Hussell</b> <b>SM – Steve Moore</b> <b>SMJ – Sian-Marie James</b> <b>TP – Tracy Price</b>
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