

**TABLE OF ACTIONS FROM  
HEALTH BOARD MEETING IN PUBLIC  
HELD ON 27 JULY 2023**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PM(23)122	<b>MATTERS ARISING &amp; TABLE OF ACTIONS FROM THE MEETINGS HELD ON 25 AND 31 MAY 2023:</b>			
	<ul style="list-style-type: none"> <li><b>PM(23)83 (PM(23)65)</b> – To discuss with the Chair and Chief Executive a date for the Board Seminar discussion on Primary Care</li> </ul>	JW	September 2023	Forward planned for 19 October 2023 Board Seminar.
	<ul style="list-style-type: none"> <li><b>PM(23)86</b> – To schedule a discussion with the Chief Executive around whether an Ethical Framework should be developed and/or whether the Ethics Panel should be involved in development of the organisation’s Annual Plan</li> </ul>	PK	September 2023	<p>Completed.</p> <p>Discussion between the Chair and Vice-Chair of the Ethics Panel and the Chief Executive has now taken place. It was agreed that the specificity associated with an ethical framework might make it too broad or too narrow and therefore might not be helpful. Furthermore, making decisions during moments of crisis might mean that second or third order implications are not considered. Actions from the meeting were as follows:</p> <ul style="list-style-type: none"> <li>Ethics Panel to consider the types of decisions they could and should help with.</li> </ul>

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				<ul style="list-style-type: none"> <li>Ethics Panel to consider the type of ethical approach that they will take.</li> <li>Board Seminar - Ethics in Action. What do we mean by Ethics? What is the basis for our Ethical thinking?</li> </ul>
	<ul style="list-style-type: none"> <li><b>PM(23)91</b> – To issue a follow-up/ reminder to the Health Board’s letter to Welsh Government</li> </ul>	LD	September 2023	Completed. Letter sent to Welsh Government on 13 September 2023.
<b>PM(23)124</b>	<b>REPORT OF THE CHIEF EXECUTIVE:</b> <ul style="list-style-type: none"> <li>To highlight any delay to the revised timescale for agreeing the RIF MOU</li> </ul>	HT	September 2023	Completed. This has been escalated to the new Programme Manager of the Regional Partnership Board who is raising it with Local Authority Partners.
<b>PM(23)125</b>	<b>REPORT OF THE AUDIT &amp; RISK ASSURANCE COMMITTEE:</b> <ul style="list-style-type: none"> <li>To provide an update in relation to the Theatre Loan Trays process</li> </ul>	AC	September 2023	Completed. The theatre loan trays process has been suspended since 23 May 2023, and as at September 2023 there are no plans to re-instate. Physical folders are now located in every theatre location across the Health Board, with clear instructions noted therein outlining the process to be followed should a request from the private sector for an emergent emergency piece of equipment or consumable be made. Items of equipment loaned requires to be returned to Hospital Sterilisation and Decontamination Unit (HSDU), and to be tracked via

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				<p>Healthedge. Consumables are not required to be returned, and invoices are sent for these items. The HSDU service is currently working with finance colleagues to review costs associated with the reprocessing of private sector owned instrument sets. As of 19 September 2023, no emergency requests have been received for theatre loan trays. The inventory management system "Scan for Safety" has been launched in Bronglais Hospital, with roll-outs across other acute sites scheduled for completion by December 2024. Current consignment locations have been confirmed, and assessment undertaken to agree suitable independent storage areas and due for completion by 27 October 2023.</p> <p>A follow-up audit is scheduled to be undertaken during latter part of 2023/24. As at September 2023, 5 recommendations remain outstanding of the 16 raised, pertaining to the 8 matters arising from the Theatre Loan Trays &amp; Consumables Internal Audit report, issued in June 2023, with dates for completion ranging from October 2023 – December 2024.</p>

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PM(23)128	<b>UPDATE ON ANNUAL PLAN 2023/24:</b> <ul style="list-style-type: none"> <li>To include in future reports information/narrative around the impact on patients</li> </ul>	HT	September 2023	Completed. This will be included in future reports on savings, and in future reports to the Sustainable Resources Committee and the Board.
	<ul style="list-style-type: none"> <li>To consider issuing communication to operational staff in services around quality and safety</li> </ul>	AHM	September 2023	In Progress. Communications Plan under development.
	<ul style="list-style-type: none"> <li>To present a formal update on the status of Planning Objectives to the 28 September 2023 Public Board meeting</li> </ul>	LD	September 2023	Forward planned for 28 September 2023 Public Board meeting.
PM(23)130	<b>INTEGRATED PERFORMANCE ASSURANCE REPORT:</b> <ul style="list-style-type: none"> <li>To take forward consideration of improved communications around the Waiting List Support Service (WLSS)</li> </ul>	MR	September 2023	Completed. Discussed with the WLSS team. Process of continuous improvement in place and new ways of working to enhance contact with patients/families considered. Engagement with Delta also in place to ensure collaborative one stop call arrangement between services (different client groups). Patient Advice and Liaison Service (PALS) contact hub connection also expected to go live by the end of September 2023 to further enhance caller experience. Connection made with plans for digitalisation of switchboards.
	<ul style="list-style-type: none"> <li>To share with Board Members the Recovery Funding response/allocation letter from Welsh Government</li> </ul>	JW	September 2023	Completed. Shared via email on 27 July 2023.
	<ul style="list-style-type: none"> <li>To provide (if feasible) an update to SDODC's August 2023 meeting outlining</li> </ul>	AC	September 2023	Completed.

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	the potential impact of the allocation on Health Board plans and performance			Planned Care Recovery Update presented to 31 August 2023 SDODC meeting.
	<ul style="list-style-type: none"> <li>To issue a communication to members of the Planned Care team to recognise and thank them for their efforts</li> </ul>	MB/SM	September 2023	Completed.
<b>PM(23)137</b>	<b>IMPROVING SERVICE USER EXPERIENCE REPORT:</b> <ul style="list-style-type: none"> <li>To have a conversation around evaluating evidence in relation to Arts in Health</li> </ul>	AG	September 2023	In Progress. Email correspondence has been exchanged and a meeting is scheduled for 8 September 2023.
	<ul style="list-style-type: none"> <li>To consider how work within MHL D around how the organisation contacts and engages with the carers of patients without the 'barrier' of patient confidentiality might be transferred to the wider acute healthcare setting</li> </ul>	MR	September 2023	In Progress. This has been raised through Senior Nursing & Midwifery Team (SNMT) with the Heads of Nursing and Senior Nursing & Midwifery Teams and will be a further agenda item (scheduled for October 2023 SNMT) to also include the Workforce & Organisational Development (WOD) team leading Investors in Carers accreditation in order that that a consistent approach to implementation across the organisation can be agreed.. Discussion to be held with Director of Operations in September 2023 regarding senior leadership team engagement.
<b>PM(23)144</b>	<b>REPORT OF THE HEALTH &amp; SAFETY COMMITTEE:</b> <ul style="list-style-type: none"> <li>To provide dates for CCTV installation</li> </ul>	MR	September 2023	In Progress. The Digital Director has advised that the date for installation should be available by

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				<p>September 2023, together with full implementation plan.</p> <p>The Digital Director was invited to attend 11 September 2023 HSC meeting to provide an update.</p>