



HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2024 – MARCH 2025

The Board meets in public bi-monthly. The following table sets out the Board’s business for 2024/25, 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	28 Mar 2024	30 May 2024	11 Jul 2024	25 Jul 2024	26 Sep 2024	28 Nov 2024	30 Jan 2025	27 Mar 2025
INTRODUCTION AND APOLOGIES										
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓
PRELIMINARY MATTERS										
Minutes from previous meeting*	Chair	CM	✓	✓		✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	CM	✓	✓		✓	✓	✓	✓	✓
Report of the Chair*	Chair	JW	✓	✓		✓	✓	✓	✓	✓
Report of the Chief Executive*	PK	SMJ	✓	✓		✓	✓	✓	✓	✓
• Register of Sealings			✓	✓		✓	✓	✓	✓	✓
• Consultations Update			✓	✓		✓	✓	✓	✓	✓
• Strategic & Operational Issues			✓	✓		✓				
• HTA Licence Holder			✓							
• Scheme of Delegation Changes			✓							
• Corporate Parent Charter			✓							
• Virtual Pooled Fund Agreement for Adult Care Home Placements			✓			✓				
• Emergency Medical Retrieval and Transfer Service (EMRTS)			✓							
• Accountable Officer Letter				✓						
• Establishment of Joint HDdUHB and SBUHB Committee				✓		✓				
• ET Governance Arrangements				✓						
• RAAC at WGH				✓						
• Blood Service in Llanelli				✓						

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<ul style="list-style-type: none"> • Infected Blood Inquiry • WGH Creche • BGH Meurig & Angharad Wards • St David's Surgery Contract Termination • Critical Care SOP • Collaborative Agreement for Flying Start Healthy Child Wales Programme • Escalation Arrangements/ Targeted Intervention • MOU for Procurement of Carers' Information, Support and Outreach Services in Pembs • Compassionate Leadership Pledge • Pathway of Care Delays (PoCD) Census Data 				✓						
Standing Orders/Standing Financial Instructions	JW	CW		✓				✓		
Scheme of Delegation	JW									
Committee Terms of Reference	JW	CW	✓			✓				
Minutes from Corporate Trustee	Chair	CM	✓	✓						
Minutes from AGM	Chair	CM						✓		
Board Effectiveness Report	PK	JW			✓					
HDdUHB Annual Report	Chair	EDs			✓					
Performance Report	HT	TP			✓					
Accountability Report	PK	JW			✓					
Final Accounts	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			✓					
Audit Wales Annual Audit Report	AW	JW							✓	
Audit Wales Structured Assessment	PK	JW							✓	
DELIVERING ON OUR PURPOSE – QUALITY, SAFETY AND PERFORMANCE										
Integrated Medium Term Plan (IMTP)/Annual/Three Year Plan	LD	DW	✓	✓		✓	✓	✓	✓	✓
Annual Plan – Closure Report	LD	DW		✓						
Implementing the A Healthier Mid and West Wales Strategy (incl Programme Business Case)	LD	ER	✓	✓		✓	✓	✓	✓	✓
Financial Report	HT	RH	✓	✓ (M1&12)		✓	✓	✓	✓	✓
Improving Patient/Service User/People Experience Report	SD	LO'C	✓	✓		✓	✓	✓	✓	✓
Patient Experience Charter	SD	LO'C	✓							
Integrated Performance Assurance Report (IPAR)	HT	TP	✓	✓ (M1&12)		✓	✓	✓	✓	✓
Operational Update	AC/JP	GS	✓							
Clinical Services Plan	LD		✓	✓		✓	✓	✓	✓	✓
Primary Care and Community Services Strategy	JP	RB	✓	✓						✓

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Board Assurance Framework	PK	JW	✓			✓		✓		✓
Corporate Risk Register	PK	JW		✓			✓		✓	
Laugharne Branch Surgery	JP		✓							
Tumble and Cross Hands Surgery Tender Process	JP		✓							
Mental Health S136 Facilities Public Engagement	AC	LC					✓		✓	
Nurse Staffing Levels (Wales) Act Compliance	SD	HH		✓				✓		
Regional Pathology Operational Delivery Network (ODN)	AC			✓						
Funded Nursing Care	JP			✓						
Immunisation Equity Strategic Plan	AG			✓						
Approval for RAAC Works over £1m	AC/LD			✓						
Winter Planning	AC						✓	✓	✓	
Winter Respiratory Vaccination Programme (incl Influenza Plan)	AG						✓			
Ombudsman Letter/Reports	SD	LO'C								
DECISION ITEMS										
St David's Surgery	JP					✓				
Primary Care Governance Review	JP						✓			
BUSINESS CASES										
Electronic Prescribing Medicines Administration (EPMA) OBC	HT	AT	✓							
Sexual Assault Referral Centre (SARC) BJC	LD			✓						
Digital Cellular Pathology BJC	HT						✓			
ANNUAL REPORTS										
Nurse Staffing Levels (Wales) Act Annual Report	SD			✓						

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Internal Audit: Annual Governance Statement Review	JW				✓					
Head of Internal Audit Annual Report and Opinion	JW				✓					
Strategic Equality Plan Annual Report	LG	AB					✓			
HDdUHB Director of Public Health Annual Report	AG							✓		
Well-being Objectives Annual Report	AG							✓		
Organ Donation Annual Report	AC								✓	
MAINTAINING GOOD GOVERNANCE										
Report of the Audit & Risk Assurance Committee	RE	JW	✓	✓		✓	✓	✓	✓	✓
• Risk Management Strategy	JW	CW	✓							
• Risk Assessment Procedure	JW					✓				
Report of the Quality, Safety & Experience Committee	AL	SD	✓	✓		✓	✓	✓	✓	✓
• Eliminating Hepatitis B and C - Joint Recovery Plan	AG					✓				
• Safeguarding Strategy	SD					✓				
• Duty of Quality/Candour	SD						✓			
Report of the Sustainable Resources Committee	WW	HT	✓	✓		✓	✓	✓	✓	✓
• Procurement Report	HT		✓	✓		✓				
• Long Term Agreements	HT					✓				
Report of the Strategic Development & Operational Delivery Committee	MD	LD	✓	✓		✓	✓	✓	✓	✓
• Discretionary Capital Programme	HT		✓							
• WGH Fire Works BJC	AC		✓							
• Planning Maturity Matrix	LD			✓						

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<ul style="list-style-type: none"> Health Improvement & Wellbeing Strategic Plan 	AG					✓				
Report of the People, Organisational Development & Culture Committee	CP	LG	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Strategic Equality Plan and Objectives 2024-28 	LG		✓							
<ul style="list-style-type: none"> Temporary Workforce Utilisation/WHC – Variable Pay Reduction 	LG		✓			✓	✓	✓	✓	✓
Report of the Health & Safety Committee	AM	SD	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Major Incident Plan 	AG	SH				✓				
Board Level Committees:	Chairs	JW	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Charitable Funds Committee Mental Health Legislation Committee Remuneration & Terms of Service Committee 										
In-Committee Board	Chair	JW	✓	✓		✓	✓	✓	✓	✓
HDdUHB Advisory Groups:	Chairs	JW	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Healthcare Professionals Forum Staff Partnership Forum Stakeholder Reference Group 										
WORKING IN PARTNERSHIP										
HDdUHB Joint Committees & Collaboratives:	PK	CM	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Joint Commissioning Committee (JCC) NHS Wales Shared Services Partnership (NWSSP) Mid Wales Joint Cttee for Health & Social Care (MWJC) 										

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Establishment of NHS Wales Joint Commissioning Committee	PK		✓							
Statutory Partnerships Update (incl Public Services Boards)	JP/AG	AB	✓	✓		✓	✓	✓	✓	✓
FOR INFORMATION										
Board Annual Workplan	JW	CM	✓	✓		✓	✓	✓	✓	✓
Improvements Made During the First Year of DITS	HT		✓							
Healthcare Inspectorate Wales (HIW) Annual Report	HIW								✓	
Llais Regional/Annual Report	Llais			✓					✓	

Initials

AB – Anna Bird AC – Andrew Carruthers AG – Ardiana Gjini AHM – Alwena Hughes Moakes AL – Anna Lewis AM – Ann Murphy AT – Anthony Tracey AW – Audit Wales CM – Clare Moorcroft CP – Chantal Patel CW – Charlotte Wilmshurst DR – Delyth Raynsford DW – Dan Warm EDs – Executive Directors EM – Eleanor Marks ER – Eldeg Rosser	GS – Gareth Skye HH – Helen Humphreys HIW – Healthcare Inspectorate Wales HT – Huw Thomas IT – Iwan Thomas JH – Judith Hardisty JP – Jill Paterson JS – James Severs JW – Joanne Wilson KJ – Keith Jones LC – Liz Carroll LD – Lee Davies LG – Lisa Gostling LO’C – Louise O’Connor MD – Maynard Davies	MH – Mark Henwood MI – Michael Imperato NLI – Nicola Llewellyn NW – Neil Wooding PK – Philip Kloer PL – Penny Lamb RB – Rhian Bond RE – Rhodri Evans REI – Rob Elliott SA – Shaun Ayres SD – Sharon Daniel SH – Sam Hussell SMJ – Sian-Marie James TP – Tracy Price WW – Winston Weir
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