



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
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			✓	✓	✓		✓	✓	✓	✓
• 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				✓						
• Joint Executive Team Meeting					✓					

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<ul style="list-style-type: none"> • RIF/RPB MOU • Health Improvement and Wellbeing Centre, Llanelli • Escalation Steering Group TORs • South Wales Sexual Assault Referral Centres (SARC) Regionalisation Programme • WHSSC/EASC Governance Arrangements/National Commissioning Joint Committee • All Wales IPFR Policy • Laugharne Surgery • Neyland and Johnston Surgery • De-escalation of Major Incident at WGH • HTA Licence Holder • Scheme of Delegation Changes • Corporate Parent Charter • Virtual Pooled Fund Agreement for Adult Care Home Placements 					✓			✓		
					✓					
								✓		
								✓		
									✓	
									✓	
									✓	
										✓
										✓
										✓
Report of the Audit & Risk Assurance Committee	RE	JW	✓	✓	✓		✓	✓	✓	✓
Report of the Quality, Safety & Experience Committee	AL	MR/SD	✓	✓	✓		✓	✓	✓	✓
Arts and Health Charter	SD								✓	
Board Effectiveness Report	SM	JW			✓					
HDdUHB Annual Report	Chair	EDs			✓					
Performance Report	HT	TP			✓					
Accountability Report	SM	JW			✓					
Final Accounts	HT	HT			✓					
Audit Wales ISA 260 and Letter of Representation	AW	HT			✓					

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
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			✓					
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						✓		
Audit Wales Annual Audit Report	AW	JW							✓	
Audit Wales Structured Assessment	SM	JW							✓	
Risk Management Strategy	JW	CW								✓
DELIVERING ON OUR PURPOSE										
Board Assurance Framework	SM	JW	✓		✓			✓		✓
Improving Patient/Service User Experience Report	MR/SD	LO'C	✓	✓	✓		✓	✓	✓	✓
Patient Experience Charter	SD	LO'C								✓
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	✓	✓	✓	✓		✓		✓

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Clinical Review & SOC	LD	ER				✓				
Land Consultation	LD	ER				✓				
Nurse Staffing Levels (Wales) Act Compliance	MR/SD	HH		✓				✓		
Transformation Steering Group/ Transformation Launch Update	SM			✓						
Quality Improvement and Quality Management System	MR	MD	✓							
Cylch Caron Project Update	LD	ER			✓					
Further, Faster, Together	AC				✓					
Property Asset Strategy	LD				✓					
Ombudsman Letter/Reports	MR/SD	LO'C					✓			
Digital Transformation Plan	HT	AT						✓		
Accommodation	LD								✓	
DELIVERING OUR PLAN										
Financial Report	HT	RH	✓	✓ (M1&12)	✓		✓	✓	✓	✓
Integrated Performance Assurance Report (IPAR)	HT	TP	✓	✓ (M1&12)	✓		✓	✓	✓	✓
Operational Update	AC/JP	GS	✓	✓	✓		✓	✓	✓	✓
Corporate Risk Register	SM	JW		✓			✓		✓	
Risk Appetite Statement	SM	JW							✓	
Update on the Review of Paediatric Services/Consultation Project Plan for Urgent and Emergency Paediatric Services	PK		✓	✓				✓		
LTA Values and Process	HT	DA/SA		✓						
Critical Care Staffing Position			✓							
Clinical Services Plan	LD		✓	✓	✓		✓	✓	✓	✓
Emergency General Surgery	AC		✓							
Managed Practice Strategy	JP	RB	✓							

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Care Home Capacity & Fragility	JP	PL	✓							
Learning Disabilities Engagement	AC	LC		✓						
Primary Care Strategy	JP	RB					✓			✓
Winter Planning	AC						✓	✓	✓	
Winter Respiratory Vaccination Programme (incl Influenza Plan)	AG						✓			
Immunisation Report	AG								✓	
DTOC Work Progress Update	AC/JP						✓			
RAAC Group TORs	AC						✓			
RAAC Works Ward 8 WGH	AC								✓	
Laboratory Information Network Cymru (LINC) Update	AC						✓			
Radiology Informatics System Replacement Programme (RISP) Update	AC						✓			
Temporary Workforce Utilisation	LG									✓
Laugharne Branch Surgery	JP									✓
Tumble and Cross Hands Surgery Tender Process	JP									✓
BUSINESS CASES										
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 & Ceredigion	JP						✓			

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Digitally Enabled Transformation PBC	HT	AT						✓		
Electronic Prescribing Medicines Administration (EPMA) OBC	HT	AT						✓		✓
ANNUAL REPORTS										
HDdUHB Director of Public Health Annual Report	AG			✓						
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	LG	AB					✓			
Well-being Objectives Annual Report	AG							✓		
Organ Donation Annual Report	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	CP	LG	✓	✓	✓		✓	✓	✓	✓
Report of the Health & Safety Committee	JH	MR/SD	✓	✓	✓		✓	✓	✓	✓
Major Incident Plan	AG	SH			✓					
Regional/IEG Advocacy Strategy	JP		✓							
Discretionary Capital Programme	HT		✓							✓
Improving Together Framework	HT		✓							
Palliative & EOL Care Commissioning and Procurement	JP								✓	

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Dementia Connector Service Tender	HT								✓	
Procurement Update	HT									✓
WGH Fire Works BJC	AC									✓
Strategic Equality Plan and Objectives 2024-28	LG									✓
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 Ctee for Health & Social Care (MWJC) • NHS Wales Collaborative Leadership Forum (CLF) 	SM	CM	✓	✓	✓		✓	✓	✓	✓
WHSSC SOs/SFIs	SM			✓			✓			
EASC SOs	SM						✓			

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WHSSC Cochlear and Bone Conduction Hearing Implant (BCHI) Engagement	LD				✓					
Statutory Partnerships Update (incl Public Services Boards)	JP	AB	✓	✓	✓		✓	✓	✓	✓
PSB Wellbeing Plans	JP		✓							
Establishment of NHS Wales Joint Commissioning Committee	PK									✓
FOR INFORMATION										
Board Annual Workplan	JW	CM	✓	✓	✓		✓	✓	✓	✓
Healthcare Inspectorate Wales (HIW) Annual Report	HIW								✓	
Llais Annual Report	Llais								✓	
Improvements Made During the First Year of Directorate Improving Together Sessions	HT									✓

Initials

AB – Anna Bird AC – Andrew Carruthers AG – Ardiana Gjini AL – Anna Lewis AS – Alison Shakeshaft AT – Anthony Tracey AW – Audit Wales CM – Clare Moorcroft CP – Chantal Patel CW – Charlotte Wilmshurst DB – Daniel Binding DW – Dan Warm EDs – Executive Directors ER – Eldeg Rosser	GS – Gareth Skye HH – Helen Humphreys HIW – Healthcare Inspectorate Wales HT – Huw Thomas HW – Helen Williams JH – Judith Hardisty JP – Jill Paterson JW – Joanne Wilson KJ – Keith Jones LC – Liz Carroll LD – Lee Davies LO’C – Louise O’Connor LG – Lisa Gostling MD – Mandy Davies	MR – Mandy Rayani NLI – Nicola Llewellyn PK – Philip Kloer PL – Penny Lamb RB – Rhian Bond RE – Rhodri Evans REI – Rob Elliott RH – Rebecca Hayes SA – Shaun Ayres SD – Sharon Daniel SH – Sam Hussell SM – Steve Moore SMJ – Sian-Marie James TP – Tracy Price
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