



**HYWEL DDA UNIVERSITY HEALTH BOARD – WORK PLAN MARCH 2025 – MARCH 2026**

The Board meets in public bi-monthly. The following table sets out the Board’s business for 2025/26, 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	27 Mar 2025	29 May 2025	26 Jun 2025	31 Jul 2025	25 Sep 2025	27 Nov 2025	29 Jan 2026	26 Mar 2026
<b>INTRODUCTION AND APOLOGIES</b>										
Apologies*	Chair	CM	✓	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓
<b>PRELIMINARY MATTERS</b>										
Minutes from previous meeting*	Chair	CM	✓	✓		✓	✓	✓	✓	✓
Matters Arising and Table of Actions*	Chair	CM	✓	✓		✓	✓	✓	✓	✓
Report of the Chair*	Chair	JW	✓	✓		✓	✓	✓	✓	✓
Report of the Chief Executive*	PK	JW	✓	✓		✓	✓	✓	✓	✓
• Register of Sealings			✓	✓		✓	✓	✓	✓	✓
• Consultations Update			✓	✓		✓	✓	✓	✓	✓
• Executive Team Discussions			✓	✓		✓	✓	✓	✓	✓
• Virtual Pooled Fund Agreement for Adult Care Home Placements			✓							
• Escalation Arrangements/ Targeted Intervention			✓	✓		✓				
• MOU for Procurement of Carers’ Information, Support and Outreach Services in Pembs			✓							
• Executive Director Recruitment			✓	✓						
• Centre for Social Innovation			✓							
• GGH Moulded Case Circuit Breaker Low Voltage Project			✓							
• Risk Tolerance			✓							
• Executive Performance Reviews				✓						

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<ul style="list-style-type: none"> <li>• Joint Executive Team Meeting</li> <li>• End of Temporary Service Change – Angharad Ward, BGH</li> <li>• Ophthalmology Getting It Right First Time (GIRFT) Update</li> <li>• MHLD Ceredigion Service Change Update</li> <li>• Independent Review of NWSSP Accountability and Governance</li> <li>• TrAMS Programme</li> <li>• WITS Collaboration Agreement/ Deed of Variation</li> <li>• Clinical Services Plan</li> <li>• Corporate Risk Register</li> <li>• Deed of Variation, Substance Misuse Service (APB/Barod)</li> <li>• Regional Integration Fund (RIF) Memorandum of Understanding</li> <li>• Lease Agreements (Renal Services)</li> <li>• Impact of New Operational Structure</li> <li>• MAG Progress</li> <li>• Ambulance Handover Preparation</li> <li>• AHMWW Strategy Refresh</li> <li>• Collaborative Agreement: Pentre Awel Hydrotherapy Pool</li> <li>• CEO Appraisal</li> </ul>				<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>			<ul style="list-style-type: none"> <li>✓</li> </ul>			
Standing Orders/Standing Financial Instructions	<b>JW</b>	<b>CW</b>		✓						
Scheme of Delegation	<b>JW</b>	<b>CW</b>		✓						

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Committee Terms of Reference	<b>JW</b>	<b>CW</b>	✓	✓		✓				
Minutes from Corporate Trustee	<b>Chair</b>	<b>CM</b>	✓	✓				✓		✓
Minutes from Annual General Meeting (AGM)	<b>Chair</b>	<b>CM</b>						✓		
Board Effectiveness Report	<b>PK</b>	<b>JW</b>			✓					
HDdUHB Annual Report	<b>Chair</b>	<b>EDs</b>			✓					
Performance Report	<b>HT</b>	<b>TP</b>			✓					
Accountability Report	<b>PK</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	<b>Chairs</b>	<b>Lead Execs JW</b>			✓					
Audit Wales Annual Audit Report	<b>AW</b>	<b>JW</b>							✓	
Audit Wales Structured Assessment	<b>PK</b>	<b>JW</b>							✓	
<b>DELIVERING ON OUR PURPOSE – QUALITY, SAFETY AND PERFORMANCE</b>										
Annual Plan	<b>LD</b>	<b>SA/DW</b>	✓	✓		✓	✓	✓	✓	✓
• Long Term Agreement (LTA) financial values	<b>HT</b>		✓							
• Continuing Healthcare (CHC) and Funded Nursing Care (FNC) financial values	<b>JP</b>		✓							
Annual Plan – Closure Report	<b>LD</b>	<b>SA/DW</b>		✓						
Implementing/Refreshing the A Healthier Mid and West Wales Strategy (incl PBC)	<b>LD</b>	<b>ER</b>	✓	✓		✓	✓	✓	✓	✓
Financial Report	<b>HT</b>	<b>AS/JT</b>	✓	✓ (M1&12)		✓	✓	✓	✓	✓
Financial Choices and Decisions	<b>PK</b>						✓			
3 Year Financial Recovery Plan	<b>HT</b>							✓		

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Integrated Performance Assurance Report (IPAR)	<b>HT</b>	<b>HT</b>	✓	✓ (M1&12)		✓	✓	✓	✓	✓
Improving Patient/Service User/People Experience Report	<b>SD</b>	<b>LO'C</b>	✓	✓		✓	✓	✓	✓	✓
Clinical Services Plan	<b>LD/MH</b>		✓	✓		✓	✓	✓	✓	✓
Board Assurance Framework	<b>PK</b>	<b>JW</b>	✓			✓		✓		✓
Nurse Staffing Levels (Wales) Act Compliance	<b>SD</b>	<b>HH</b>		✓				✓		
Data and Intelligence on Efficiency and Productivity	<b>HT</b>		✓							
Children's ASD Service Performance Improvement	<b>AC</b>		✓							
Community Engagement	<b>AHM</b>		✓							
Proposed Overnight Closure PPH Minor Injury Unit/Options	<b>AC</b>		✓			✓	✓			
Mental Health Service Provision: Ceredigion	<b>AC</b>		✓				✓	✓		
Eye Health Needs Assessment	<b>JP</b>		✓							
Regional Pathology Operational Delivery Network (ODN)	<b>AC</b>		✓				✓			
Equality, Diversity and Inclusion Taskforce	<b>AL</b>	<b>LG</b>		✓			✓			
Primary Care and Community Services Strategic Plan	<b>JP</b>	<b>RB</b>				✓				
Fragile Services	<b>SD/LD</b>					✓				
Integrated Urgent & Emergency Care (UEC) Model	<b>AC</b>					✓				
Creating a Sustainable Dentistry Service	<b>JP</b>					✓				
National Outpatient Assessments (OPA) Insource Project	<b>AC</b>					✓				

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Centre for Social Innovation/ Social Model for Health and Wellbeing	<b>AG</b>						✓			
Impact of New Operational Structure and Governance	<b>AC</b>						✓			
Management of Waiting Lists	<b>AC</b>						✓			
Mental Health S136 Facilities Public Engagement	<b>AC</b>	<b>LC</b>						✓		
Review of Estates and Facilities	<b>JS</b>									
Single Point of Access (SPOA) Framework	<b>AC</b>									
Ombudsman Letter/Reports**	<b>SD</b>	<b>LO'C</b>					✓	✓		
<b>BUSINESS CASES</b>										
<b>ANNUAL REPORTS</b>										
Nurse Staffing Levels (Wales) Act Annual Report	<b>SD</b>			✓						
Internal Audit: Annual Governance Statement Review	<b>JW</b>				✓					
Head of Internal Audit Annual Report and Opinion	<b>JW</b>				✓					
HDdUHB Director of Public Health Annual Report	<b>AG</b>							✓		
Organ Donation Annual Report	<b>AC</b>								✓	
<b>MAINTAINING GOOD GOVERNANCE</b>										
Report of the Audit and Risk Assurance Committee	<b>RE</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
• Standing Orders/Standing Financial Instructions/Scheme of Delegation	<b>JW</b>	<b>CW</b>		✓		✓				
• Risk Mgmt Framework and Risk Mgmt Strategy	<b>JW</b>						✓			

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Report of the Quality, Safety and Experience Committee	<b>AL</b>	<b>SD</b>	✓	✓		✓	✓	✓	✓	✓
Report of the Sustainable Resources Committee	<b>MI</b>	<b>HT</b>	✓							
• Procurement Report	<b>HT</b>		✓							
• Digital Maternity Cymru BC	<b>HT</b>		✓							
Report of the Strategic Development and Operational Delivery Committee	<b>WW</b>	<b>LD</b>	✓							
• Discretionary Capital Programme	<b>HT</b>		✓							
• BGH Fire Works PBC	<b>AC</b>		✓							
Report of the Finance and Performance Committee	<b>MI</b>	<b>HT</b>		✓		✓	✓	✓	✓	✓
• Procurement Report	<b>HT</b>			✓		✓	✓	✓	✓	✓
• UEC Business Case	<b>AC</b>						✓			
Report of the Strategy and Planning Committee	<b>WW</b>	<b>LD</b>		✓		✓	✓	✓	✓	✓
• WGH Fluoroscopy Project	<b>AC/LD</b>			✓						
• Energy Performance Contract	<b>LD</b>			✓						
• SWWCC – 5th LINAC/6th Bunker Business Case	<b>LD</b>			✓						
• Planning Maturity Matrix	<b>LD</b>					✓				
• WGH Fire Works BJC	<b>JS</b>					✓				
• Winter Respiratory Vaccination Programme	<b>AG</b>						✓			
• GGH Front Door BC	<b>AC/LD</b>						✓			
• Cross Hands FBC	<b>LD</b>							✓		
• Well-being Objectives Annual Report	<b>AG</b>							✓		
• Climate Adaptation Plan	<b>AG</b>							✓		
• PPH Solar Farm Project	<b>LD</b>							✓		
• Discretionary Capital Programme	<b>HT</b>									✓

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Report of the People, Organisational Development and Culture Committee	<b>EM</b>	<b>LG</b>	✓	✓		✓	✓	✓	✓	✓
• Research and Innovation Strategic Plan	<b>MH</b>		✓							
• Staff Survey	<b>LG</b>	<b>RBI</b>		✓						
• Strategic Equality Plan Annual Report	<b>LG</b>	<b>AB</b>					✓			
Report of the Health and Safety Committee	<b>AM</b>	<b>JS</b>	✓	✓		✓	✓	✓	✓	✓
• Major Incident Plan	<b>AG</b>	<b>SH</b>				✓				
Report of the Charitable Funds Committee	<b>TBC</b>	<b>SD</b>	✓	✓		✓	✓	✓	✓	✓
Report of the Digital, Data and Innovation Committee	<b>MD</b>	<b>HT</b>		✓		✓	✓	✓	✓	✓
Report of the Regional Joint Committee	<b>Chair</b>		✓	✓			✓	✓	✓	✓
Board Level Committees:	<b>Chairs</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
• Ethics Panel										
• Mental Health Legislation Committee										
• Remuneration and Terms of Service Committee										
In-Committee Board	<b>Chair</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
HDdUHB Advisory Groups:	<b>Chairs</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
• Healthcare Professionals Forum										
• HB Partnership Forum										
• Stakeholder Reference Group										
<b>WORKING IN PARTNERSHIP</b>										
HDdUHB Joint Committees and Collaboratives:	<b>PK</b>	<b>CM</b>	✓	✓		✓	✓	✓	✓	✓
• Joint Commissioning										

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Committee (JCC) <ul style="list-style-type: none"> <li>NHS Wales Shared Services Partnership (NWSSP)</li> <li>Mid Wales Joint Cttee for Health and Social Care (MWJC)</li> </ul>										
Statutory Partnerships Update (incl Public Services Boards)	<b>JP/AG</b>		✓	✓		✓	✓	✓	✓	✓
<b>FOR INFORMATION</b>										
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓	✓		✓	✓	✓	✓	✓
Healthcare Inspectorate Wales (HIW) Annual Report	<b>HIW</b>							✓		
Llais Regional/Annual Report	<b>Llais</b>			✓				✓		

Initials

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