

## 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
<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 & 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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• 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						✓				
• NHS Wales JCC							✓	✓		
• IT Outage							✓			
• AHMWW Update (including Community Schemes)							✓	✓	✓	
• Clinical Services Plan							✓			
• Patient Flow/eObs FBC							✓			
• Financial Update							✓			
• CT SIM at SBUHB							✓			
• Access to Medicines Hub – the Beacon							✓			
• Regional Orthopaedic Model							✓			
• TriTech							✓			
• CHC Uplift							✓			

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<ul style="list-style-type: none"> <li>• Corporate Landlord</li> <li>• Pentre Awel</li> <li>• WG Building, Picton Terrace</li> <li>• PPH MIU</li> <li>• Social Innovation Institute BC</li> <li>• FCP Control Panel Update</li> <li>• COVID-19 Public Inquiry</li> <li>• Accountability Review</li> <li>• Cylch Caron/Tregaron Hospital</li> <li>• Planned Care Allocation</li> <li>• 50 Day Integrated Care Winter Challenge</li> </ul>							✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓	
Standing Orders/Standing Financial Instructions	<b>JW</b>	<b>CW</b>		✓						
Scheme of Delegation	<b>JW</b>							✓		
Committee Terms of Reference	<b>JW</b>	<b>CW</b>	✓			✓	✓		✓	
Minutes from Corporate Trustee	<b>Chair</b>	<b>CM</b>	✓	✓				✓		
Minutes from 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: <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> </ul>	<b>Chairs</b>	<b>Lead Execs JW</b>			✓					

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<ul style="list-style-type: none"> <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>										
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>										
Integrated Medium Term Plan (IMTP)/Annual/Three Year Plan/Financial Recovery Actions	<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>	✓	✓		✓		✓	✓	✓
Financial Report	<b>HT</b>	<b>RH</b>	✓	✓ (M1&12)		✓	✓	✓	✓	✓
Strategic Approach to Financial Recovery	<b>HT</b>								✓	
Improving Patient/Service User/People Experience Report	<b>SD</b>	<b>LO'C</b>	✓	✓		✓		✓	✓	✓
Patient Experience Charter	<b>SD</b>	<b>LO'C</b>	✓							
Integrated Performance Assurance Report (IPAR)	<b>HT</b>	<b>TP</b>	✓	✓ (M1&12)		✓	✓	✓	✓	✓
Operational Update	<b>AC/JP</b>	<b>GS</b>	✓							
Clinical Services Plan	<b>LD</b>		✓	✓		✓		✓	✓	✓
Primary Care and Community Services Strategic Plan	<b>JP</b>	<b>RB</b>	✓	✓				✓		
Board Assurance Framework	<b>PK</b>	<b>JW</b>	✓			✓		✓		✓
Corporate Risk Register	<b>PK</b>	<b>JW</b>		✓			✓		✓	

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Laugharne Branch Surgery	<b>JP</b>		✓							
Tumble and Cross Hands Surgery Tender Process	<b>JP</b>		✓							
Nurse Staffing Levels (Wales) Act Compliance	<b>SD</b>	<b>HH</b>		✓				✓		
Regional Pathology Operational Delivery Network (ODN)	<b>AC</b>			✓						
Funded Nursing Care	<b>JP</b>			✓						
Immunisation Equity Strategic Plan	<b>AG</b>			✓						
Approval for RAAC Works over £1m	<b>AC/LD</b>			✓						
St David's Surgery	<b>JP</b>					✓				
Accelerating the Cylch Caron Model of Care	<b>AC</b>						✓			
Proposed Overnight Closure PPH Minor Injury Unit/Options	<b>AC</b>						✓	✓		✓
Paediatric Inpatient Provision BGH	<b>AC</b>						✓			
Property Leases	<b>LD</b>						✓	✓		
Risk Appetite Statement	<b>PK</b>								✓	
Community Engagement	<b>AHM</b>									✓
Mental Health S136 Facilities Public Engagement	<b>AC</b>	<b>LC</b>								✓
Ombudsman Letter/Reports	<b>SD</b>	<b>LO'C</b>								
<b>BUSINESS CASES</b>										
Electronic Prescribing Medicines Administration (EPMA) OBC	<b>HT</b>	<b>AT</b>	✓							
Sexual Assault Referral Centre (SARC) BJC	<b>LD</b>			✓						
<b>ANNUAL REPORTS</b>										
Nurse Staffing Levels (Wales) Act Annual Report	<b>SD</b>			✓						

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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>										
Primary Care Governance Arrangements	<b>JP</b>	<b>RB</b>						✓		
Revised Board Committee Governance	<b>Chair/ PK</b>	<b>JW/CW</b>							✓	
Joint HDdUHB/SBUHB C'ttee/ Regional Joint C'ttee Update	<b>Chair</b>							✓	✓	
Report of the Audit & Risk Assurance Committee	<b>RE</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
• Risk Management Strategy	<b>JW</b>	<b>CW</b>	✓			✓				
• Risk Assessment Procedure	<b>JW</b>	<b>CW</b>				✓				
• Scheme of Delegation	<b>JW</b>	<b>CW</b>						✓		
Report of the Quality, Safety & Experience Committee	<b>AL</b>	<b>SD</b>	✓	✓		✓	✓	✓	✓	✓
• Eliminating Hepatitis B and C - Joint Recovery Plan	<b>AG</b>					✓				
• Safeguarding Strategy	<b>SD</b>					✓				
• Duty of Quality/Duty of Candour	<b>SD</b>						✓			
Report of the Sustainable Resources Committee	<b>WW</b>	<b>HT</b>	✓	✓		✓	✓	✓	✓	✓
• Procurement Report	<b>HT</b>		✓	✓		✓	✓	✓	✓	✓
• Long Term Agreements	<b>HT</b>					✓				
• Patient Flow and eObservations FBC							✓			

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Report of the Strategic Development & Operational Delivery Committee	MD	LD	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Discretionary Capital Programme</li> <li>WGH Fire Works BJC</li> <li>Planning Maturity Matrix</li> <li>Health Improvement &amp; Wellbeing Strategic Plan</li> <li>Winter Respiratory Vaccination Programme</li> <li>Well-being Objectives Annual Report</li> <li>Social Model for Health and Wellbeing</li> <li>Aseptic Project BJC</li> <li>Cross Hands FBC</li> <li>BGH BJC</li> <li>Energy Performance Contract</li> </ul>	HT AC LD AG AG AG AG JP LD AC LD		✓ ✓	✓		✓	✓	✓	✓ ✓	✓ ✓ ✓
Report of the People, Organisational Development & Culture Committee	CP	LG	✓	✓		✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Strategic Equality Plan and Objectives 2024-28</li> <li>Strategic Equality Plan Annual Report</li> <li>Temporary Workforce Utilisation/WHC – Variable Pay Reduction</li> </ul>	LG LG LG	AB	✓			✓	✓			

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Report of the Health & Safety Committee	<b>AM</b>	<b>JS</b>	✓	✓		✓	✓	✓	✓	✓
• Major Incident Plan	<b>AG</b>	<b>SH</b>				✓				
Report of the Charitable Funds Committee	<b>DR</b>	<b>SD</b>						✓	✓	✓
Board Level Committees:	<b>Chairs</b>	<b>JW</b>	✓	✓		✓	✓	✓	✓	✓
• Ethics Panel										
• Mental Health Legislation Committee										
• Remuneration & 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										
• Staff/HB Partnership Forum										
• Stakeholder Reference Group										
<b>WORKING IN PARTNERSHIP</b>										
HDdUHB Joint Committees & Collaboratives:	<b>PK</b>	<b>CM</b>	✓	✓		✓	✓	✓	✓	✓
• Joint Commissioning Committee (JCC)										
• NHS Wales Shared Services Partnership (NWSSP)										
• Mid Wales Joint Cttee for Health & Social Care (MWJC)										
Establishment of/Report from NHS Wales Joint Commissioning Committee	<b>PK</b>		✓							✓
Statutory Partnerships Update (incl Public Services Boards)	<b>JP/AG</b>	<b>AB</b>	✓	✓		✓	✓	✓	✓	✓
<b>FOR INFORMATION</b>										
Board Annual Workplan	<b>JW</b>	<b>CM</b>	✓	✓		✓	✓	✓	✓	✓



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Improvements Made During the First Year of DITS	<b>HT</b>		✓							
Healthcare Inspectorate Wales (HIW) Annual Report	<b>HIW</b>							✓		
A Regional Collaboration for Health (ARCH) Review	<b>ARCH</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>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>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>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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