

**AGENDA ITEM 2.2.2****PLANNING, PERFORMANCE & FINANCE COMMITTEE  
ACTION LOG – 21 DECEMBER 2020**

<b>MEETING DATE</b>	<b>SUBJECT</b>	<b>KEY ACTIONS/DECISIONS</b>	<b>RESPONSIBLE OFFICER</b>	<b>STATUS</b>
25/07/2019	NHS Benchmarking Reports on Cwm Taf UHB	Discussion to be held with the Interim Chief Executive and the Executive Team as to whether the report should be shared with Board for further discussion	Executive Director of Finance	The report can be shared as it has already been shared informally with PPFC members. The priority is affording time for investigating opportunities in ILGs, and the limited resource in the finance planning team (due to vacancies) to support that work.
21/11/2019	Estates Performance Report	Report on Estates performance for the Bridgend locality element of the Estate to be presented to the February 2020 meeting of the Committee	Executive Director of Finance	Upon review of the data provided by Swansea Bay University Health Board it was found that this could not be used for Health Board reporting. Consequently a

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				complete review and survey of CTM (Bridgend and former Cwm Taf) estate was completed on the 14 <sup>th</sup> October 2020. The findings of this review will be reported at the committee's next meeting.
21/11/2019	Estates Performance Report	Review to be undertaken of proportion of estates calls undertaken on a desk response basis as opposed to yearly statutory maintenance	Executive Director of Finance	Following a detailed review of the Planned preventative maintenance system for CTM a significant piece of work has been undertaken to categorize correctly statutory mandatory and help desk jobs. The analysis of this work will be reported at the committee's next meeting.

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	Stroke Performance Update Report	Update to be presented to a future meeting on progress being made against the actions required to address the issues identified within the report	Executive Director of Therapies & Health Sciences	Added to the forward work programme with date for when this is to be considered TBC
20/02/2020	Unscheduled Care Performance and Progress Against the Winter Plan including Delayed Transfers of Care	Following issues raised in relation to governance and accountability arrangements M Jehu and P Griffiths suggested this be discussed with the Vice Chair of Regional Partnership Programme.	M Jehu & P Griffiths	<b>In progress</b>
19/05/2020	Covid-19 Response and Associated Actions	Members were advised that a governance review into financial decisions was underway, cross checking financial plans and items approved within the Scheme of Delegation. Members suggested a report to the Audit & Risk Committee regarding the issues set out on 21, including a discussion on the involvement of Internal and External Audit. This was to be actioned outside of the meeting.	Director of Finance/ Director of Operations/ Director of Planning & Performance	As with all Health Boards there have been a number of external reviews into Covid and Resetting planning and governance, which have all been reported through Management Board and now Audit Committee. Generally these are positive and good

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				progress is being made against actions recommended.
21/07/2020	Performance Dashboard	Further detail as to the context of the reduction in pCAMHS figures to be sent to Members following the meeting to inform a discussion at the Mental Health Act Monitoring Committee.	Director of Operations	<p>Bridgend ILG Directors have placed the CAMH service into Internal Enhanced Monitoring and Support due to issues of performance, quality and workforce. An improvement plan had been developed, which includes pCAMHS performance.</p> <p>Additional leadership support was being provided and a senior operational leader is due to commence on 2<sup>nd</sup> November 2020.</p> <p>A paper, outlining the concerns and actions</p>

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				taken, is going to Management Board in October 2020 for consideration by the Executive Team.
20/10/2020	Quarter 3/4 Plan	Members discussed whether it would be appropriate for the ILGs to attend a future meeting in terms of scrutiny and it was <b>AGREED</b> that a discussion would be held outside of the meeting with the Chair, C. Williams and A. Lawrie.	MJ/CW/AL	
20/10/2020	Committee Self-Assessment Review of Survey Results	An Action Plan be developed and brought back to the December 2020 meeting.	CH	<b>COMPLETED</b> On Agenda 21.12.20
20/10/2020	Month 6 Finance Report	The report would be revised to make it easier to review for Members for future meetings	SW	
<b>COMPLETED ACTIONS</b>				

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25/07/2019	Matters Arising FPW 19/96	NHS Wales comparative performance data to be shared with Committee Members 2-3 times per year	Executive Director of Planning & Performance	<b>COMPLETED</b> Circulated prior to meeting and on Agenda
21/01/2020	Statutory and Mandatory Training	Delivery Plan in the process of being developed. Plan to be shared with Committee Members once developed	Executive Director of Workforce & Organisational Development	<b>COMPLETED</b> Delivery Plan has been developed and will be discussed and monitored by the People & Organisational Development Committee moving forward.
21/01/2020	Integrated Medium Term Plan 2020 – 2023	Further review to be undertaken to determine whether Digital opportunities were being identified within the plan	Executive Director of Planning & Performance	<b>COMPLETED</b> The ICT and Planning teams have reviewed and strengthened the links between the service change elements of the plan and the digital enablers required to deliver

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				<b>them. The Interim Assistant Director of ICT has also reviewed and strengthened the Digital chapter.</b>
21/01/2020	Workforce Dashboard	Review to be undertaken of the communication being provided to Local Authority colleagues to ensure they are fully sighted on the work being undertaken on international nurse recruitment	Executive Director of Workforce & Organisational Development	<b>COMPLETED</b>
21/01/2020	Welsh Government Quarterly Report on Agency & Locums	Confirmation to be sought as to whether the potential further administrative error highlighted in the report related to the same issue previously reported and whether this also resulted in an overpayment.	Executive Director of Workforce & Organisational Development	<b>COMPLETED Confirmation provided to Paul Griffiths that this related to the same issue previously reported</b>
21/01/2020	Integrated Performance Dashboard Report	Future reports to include a summary of the work being undertaken to address the position and the improvements being made.	Executive Director of Planning & Performance/ Executive Director of Operations	<b>COMPLETED</b> Should be regularly addressed in reports going forward

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20/02/2020	Integrated Medium Term Plan (IMTP) 2020-2023	Confirmation to be sought as to whether the work being undertaken to reduce staff sickness absence had now been reflected within the IMTP 2020 – 2023.	Executive Director of Workforce & Organisational Development	<b>COMPLETED</b> This information was now included within the IMTP 2020 - 2023
19/05/2020	Terms of Reference for the Planning Performance & Finance Committee	Members agreed to take the terms of reference off the agenda and that there would be a further review of all Sub Committee terms of reference in response to learning from the response to Covid-19 using the concept of incept governance and a framework that was fit for purpose. A revised version would be received at the September Board Meeting along with the annual review of standing orders.	Director of Governance/ Board Secretary	<b>COMPLETED</b> Approved at the July 2020 Meeting.
19/05/2020	Covid-19 Response and Associated Actions	Decision Log setting out rationale for and costs of decisions was being developed and could be shared in its current form.	Director of Finance	<b>COMPLETED</b> The decision log was one of the appendices to the report to ARC and then Board in May and June 2020
21/07/2020	FPW Committee Annual Report	Committee Self-Assessment to be undertaken electronically for discussion at the next meeting.	Director of Governance	<b>Completed - On Agenda – October 2020</b>