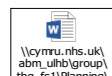**Action Plan following Field Hospital Assurance Review**

Gateway Report Reference Number	Recommendation	Urgency	Target for Completion	Classification	Action	Lead	SRO	Action Completion	Status	Comments
1.	Set out governance and management arrangements below Corporate Board and Gold Command, for the next two quarters, to align any required Covid-19 Major Incident responses with those needed for seasonal demand and the scaling up of routine work	E- Essential	30/09/2020	1.1 Governance Structures and Processes	1. To prepare a report setting out the governance arrangements for the next two quarters, including the terms of reference, operating arrangements, programme management approach and clarity about the identity of the field hospital and the purposes for which it will be used in the next phase.	Hilary Dover	Chris White	Operating Framework first draft to FHOG 09/09		This will build on the governance arrangements put in place and ratified at the Est Group previously.

Re project management arrangements – to list project management tools used to date and what will be used going forward and that a project manager continues to be in place. |
2.	Prepare terms of reference for the field hospital establishment and operational groups	E- Essential	30/09/2020	1.1 Governance Structures and Processes	2. As per Action 1.	Hilary Dover		Terms of Reference for Establishment Group and Operational Group prepared and ratified.	COMPLETE	
3.	Use a Programme and Project Management approach for field hospitals, including a project manager, to provide improved delivery tools, management, control and reporting	E- Essential	30/09/2020	3.7 Programme and Project Management Methodology & Standards	3. As per Action 1.	Hilary Dover				
4.	The field hospitals leases need to be signed and any impacts of consequential losses fully understood in terms of risk, cost and future planning	C- Critical	Do now	1.3 Governance Approvals	4.1 Ensure the leases are signed.	Simon Davies		Lease position TBC with Simon Davies - return from A/L 07/09/20		
					4.2.1 Ensure Llandarcy Collaboration Agreement is signed and that any risks are identified and considered through the Establishment Group.	Pam Wenger		Llandarcy Collaboration Agreement signed	COMPLETE	
					4.2.2 Ensure Bay Collaboration Agreement is signed and any risks are identified and considered through the Establishment Group.	Pam Wenger		Bay agreement approved and with Local Authority for sign off		
5.	Continue to provide the evidence base to secure additional funding for field hospitals including operational costs, decommissioning costs and consequential losses, and further investment for the revised Bay clinical model and capacity	C- Critical	Do now	5 Financial Planning and Management	5.1 Continue to ensure that financial Reporting to the Board and Performance and Finance Committee includes this level of detail.	Darren Griffiths				
					5.2 Report to the Board on Field Hospitals	Chris White		Completed August 2020	COMPLETE	
6.	Work with Welsh Government and other neighbouring Health Boards on options for regional field hospitals and consider the next phase implications for the Bay field hospital	C- Critical	Do now	8.2 Context, Aim and Scope	6. Ensure Field hospital updates to the Board includes the wider regional implications.	Chris White				
7.	Clarify the key messaging and communications, particularly for staff and stakeholders about the identity of the field hospital and the purposes for which it will be used in the next phase.	E- Essential	30/09/2020	3.6 Programme and Project Management Communications	7.1 Chairs action on Llandarcy Field Hospital	Darren Griffiths		Completed August 2020	COMPLETE	
					7.2 Future of field hospitals to be considered by the Board - Paper to Health Board 24th September	Chris White				

Final Report

Critical (Do Now) – To increase the likelihood of a successful outcome it is of the greatest importance that the programme/project should take action immediately
Essential (Do By) – To increase the likelihood of a successful outcome the programme/ project should take action in the near future.

Note that follow up field work is scheduled for 12th October. All actions to be completed by 30th September 2020 to give assurance