

# Appendix 4

Gateway Report Reference Number	Recommendation	Urgency	Target for Completion	Classification	Action	Lead	SRO	Action Completion	Status
1	Confirm whether a Gold Command structure is still appropriate for managing Covid-19 and other activities through Q3/Q4, and, assuming it is, rapidly implement the revised Gold and Silver command and Covid Escalation Framework	C- Critical	06/11/2020	Governance Structures and Processes	Confirm whether a Gold Command structure remains appropriate for managing Covid-19 and other activities through Q3/Q4	Dorothy Edwards	Pam Wenger, Director of Governance	DE and DG to meet on DG return from A/L to discuss (return to work 4th Nov)	In progress
2	Streamline governance arrangements for the field hospitals, including considering standing down the Establishment Group	E- Essential	Do by 31/10	Governance Structures and Processes	Confirm ongoing governance arrangements for field hospital programme	Chris White	Chris White COO	Completed - Discussed in Field Hospital Establishment Group 15/10, due to the need for oversight and assurance to be provided by the Group during the period of mobilising BFH for activation as and when required, it was formally agreed not to stand down the Establishment Group for the next few weeks.	Completed
3	Seek guidance and consider input from transformation colleagues and military advisors on those tools and techniques which will help accelerate and streamline planning, operational decision making, managing risks and reporting requirements	E- Essential	Do by 31/10	Programme and Project Management methodology and standards	Seek guidance from transformation colleagues and military advisors on use of tools and techniques to enhance programme management approach to delivery of the field hospital programme.	Ruth Tovey	Hilary Dover	RT met with Rich Brown, Head of Transformation to discuss range of PPM tools that could be utilised for FH programme. RB agreed to support the development of Gantt chart using SharePoint software, Fishbone diagram and Integrated Assurance Report. Templates shared, to be completed following finalisation of FH programme project plan developed by RT (for final sign off at FH Op Group 30/10)	Completed
4	WG to sign the Bay Field Hospital Lease	R - Recommended		Governance approvals	WG to the Bay Field Hospital Lease	HB Lead - Darren Griffiths	Chris White	DG to liaise with Welsh Government re progress with action	In progress
5	SBUHB to initiate contingency planning for regional 'super surge' arrangements	E- Essential	Do by 31/10	Context, aim and scope	Initiate contingency planning for regional 'super surge' arrangements	Hilary Dover	Chris White	Ongoing discussions with Hywel Dda UHB via regional partnership mechanisms. Initiated discussions with CTM -HD and CW met Cwm Taf Morgannwg COO 29/10 re potential regional super surge discussions. Ongoing work to inform regional planning	Completed
6	Welsh Government to confirm any planning requirements for regional 'super surge' arrangements	C- Critical	Do now	Context, aim and scope	Welsh Government to confirm any planning requirements for regional 'super surge' arrangements	HB Lead - Darren Griffiths	Chris White	DG to liaise with Welsh Government re progress with action	In progress
7	Develop and implement a high level project plan (providing clarity around functional capacity about each phase of the hospital) and a milestone plan (with key decision points) to enable a shared understanding of the Bay Field Hospital	C- Critical	Do now	Programme and Project Planning	Develop and implement a high level project plan (providing clarity around functional capacity about each phase of the hospital) and a milestone plan (with key decision points) to enable a shared understanding of the Bay Field Hospital	Ruth Tovey	Hilary Dover	Operationalising Bay Field Hospital project plan developed by Planning Lead with ongoing review, oversight and implementation of actions by FH Op Group. Operational action plans developed and in place for implementation - including 72hr Activation Plan, to be enacted in super surge in line with Health Board Escalation Framework	Completed
8	Internal and external communication plans are needed for when and how the Bay Field Hospital will be opened	E- Essential	Do by 31/10	Programme and Project Management Communications	Develop and implement field hospital communication & engagement plan	Ruth Tovey	Hilary Dover	FH Comms plan prepared for sign off at FH Op Group 30/10  Staff & Volunteers Newsletter first edition reviewed at FH Op Group 28/10 - to be circulated 30/10  Wider HB staff and public communications campaign in progress with Comms Team - at 29/10, comms publication due imminently	Completed

**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.