

**Audit Committee Cycle of Business  
(March 2024 – March 2025)**



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Bwrdd Iechyd Prifysgol  
Betsi Cadwaladr  
University Health Board

Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
<b>Opening Business</b>									
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: • Chair's action • Feedback from Board	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
<b>Strategic Priorities</b>									
Review and oversight of process for establishing Strategic Plans for BCUHB						✓			
<i>Placeholder for consideration of issues arising from the Strategic Planning Process or Plans</i>	Placeholder for requirement		#	#	#	#	#	#	
<b>Issues Related to Key Risks</b>									
Chair of Risk Management Group Assurance Report		Director of Corporate Governance / Head of Risk Management	✓	✓	✓	✓	✓	✓	

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Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
Board Assurance Framework related to Committee		Director of Corporate Governance / Head of Risk Management	✓	✓	✓	✓	✓	✓	
Corporate Risk Register related to Committee		Director of Corporate Governance / Head of Risk Management	✓	✓	✓	✓	✓	✓	
Placeholder for any agenda items deriving from the BAF & CRR		Director of Corporate Governance	#	#	#	#	#	#	
Annual Risk Management Framework Review /Board Assurance Framework		Director of Corporate Governance / Head of Risk Management		✓					
<b>For Assurance</b>									
<b>Corporate Governance</b>									
Review and Recommend Organisation's Annual Report		Director of Corporate Governance	✓						
Review Draft Annual Governance Statement		Director of Corporate Governance	✓						
Review of Amendments to Standing Orders		Director of Corporate Governance			✓				
Details of Breaches of SO's (late papers etc)		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Declarations of Interest and Gifts & Hospitality Report		Director of Corporate Governance	✓		✓		✓		

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University Health Board

Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
Annual Review of Gifts & Hospitality and DoI Registers		Director of Corporate Governance							
Annual Review of Submissions on Database to capture externally commissioned reports etc. E.g. DU, CHC etc.		Director of Corporate Governance			✓				
Audit Reports Recommendation Tracking Other sources of assurance (audit reports, regulatory body reports, external reviews, shared services reports, ombudsman)		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Special Measures Progress Update on relevant areas		Director of Transformation & Improvement	✓	✓	✓	✓	✓	✓	
<b>Finance</b>									
Review of Amendments to SFIs, Scheme of Delegation and SOs		Executive Director of Finance			✓				
Details of Breaches of SFIs, Scheme of Delegation and SOs		Executive Director of Finance	✓	✓	✓	✓	✓	✓	

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University Health Board

Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
Post payment verification Progress Report (Annual Report / Mid-Year Report)		Executive Director of Finance	✓			✓			
Financial Conformance report (inc review of losses & special payments, review of risks and controls and reporting of any SO breaches)		Executive Director of Finance	✓	✓	✓	✓	✓	✓	
Review annual accounting progress and note financial accounting timetable		Executive Director of Finance					✓		
Review and Recommendation of audited annual accounts and financial statements		Executive Director of Finance		✓					
Annual Accounts Workshop			✓						The workshop will be held in late May 2024
<b>Internal Audit</b>									
Review Effectiveness of Internal Audit		Chair	✓	✓	✓	✓	✓	✓	
Head of Internal Audit Opinion and Annual Report		Internal Audit							
Review and approval of internal audit plan		Internal Audit							

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University Health Board

Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
including Internal Audit Charter									
Internal Audit Progress Report		Internal Audit	✓	✓	✓	✓	✓	✓	
Internal Audit Reviews Limited/No Assurance Reports in Full		Internal Audit	#	#	#	#	#	#	
<b>External Audit</b>									
Review Effectiveness of External Audit		Chair	✓	✓	✓	✓	✓	✓	
Audit & Risk Committee Update		Audit Wales	✓	✓	✓	✓	✓	✓	
Audit Wales Review Reports		Audit Wales						✓	
Audit Wales Annual Audit Report		Audit Wales						✓	
Audit Wales Audit Plan Review and approval		Audit Wales						✓	
Audit Wales Audit of the Financial Statements (ISA 260) Report (Including the letter of representation and Audit Opinion)			✓ (in Extraordinary Meeting)						
Structured Assessment								✓	
Audit of Financial Statements Addendum Report (if required)			#	#	#	#	#	#	

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Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
National audit reports for information			#	#	#	#	#	#	
<b>Counter Fraud</b>									
Local Counter Fraud Report		Head of Local Counter Fraud	✓	✓	✓	✓	✓	✓	
Agree Counter Fraud Annual Work Plan		Executive Director of Finance/ Head of Local Counter Fraud	✓						
Review effectiveness of LCFS Specialist (through Counter Fraud Authority Quality Assessment)		Executive Director of Finance		✓					
LCFS Specialist (through Counter Fraud Authority Quality Assessment)									
Counter Fraud Annual Report		Head of Local Counter Fraud		✓					
<b>Clinical Audit</b>									
Clinical Audit Annual Plan		Executive Medical Director			✓				
Clinical Audit Annual Report		Executive Medical Director			✓				
<b>Audit Committee</b>									
Plan How To Discharge Audit Committee Duties		Chair	✓	✓	✓	✓	✓	✓	
Briefings And Update Sessions (As Appropriate)		Chair	✓	✓	✓	✓	✓	✓	
Members Discussion with Head of Counter Fraud		Chair	✓	✓	✓	✓	✓	✓	

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Committee Annual Report to Board		Secretariat						✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓					✓	
<b>Closing Business</b>									
Agree Items for referral to Board / other Committees		Committee Members	✓	✓	✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group		Committee Members	✓	✓	✓	✓	✓	✓	
Agree items for Chairs Assurance Report		Chair	✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public		Chair	#	#	#	#	#	#	
Review of Meeting Effectiveness		Committee Members	✓	✓	✓	✓	✓	✓	
Date of Next Meeting		Secretariat	✓	✓	✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>									
TBC									
TBC									
<b># = As Required</b>									

**Charitable Funds Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Jan 2025	March 2025	Notes
<b>Opening Business</b>								
Apologies			✓	✓	✓		✓	
Declarations of Interest			✓	✓	✓		✓	
Minutes from the Previous Meeting			✓	✓	✓		✓	
Matters Arising & Table of Actions			✓	✓	✓		✓	
Report of the Chair: • Chair's action • Feedback from Board	This can be used as a placeholder if required (by exception)		✓	✓	✓		✓	
Notification of matters referred from other Committees			#	#	#		#	
<b>Strategic Priorities</b>								
Charitable Funds Committee Development Session (February 2024)	To determine the role of the Trustees To determine the strategic objectives of the Committee	Executive Director of Finance						NB: This session will take place in February 2024
Invited Speaker			✓		✓			
Finance Report			✓	✓	✓		✓	
Strategic Guide & Operational Plan Progress Report			✓	✓	✓		✓	



**Charitable Funds Committee Cycle of Business**  
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University Health Board

Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Jan 2025	March 2025	Notes
Charity & Charitable Partnerships Support Team Report			✓	✓	✓		✓	
Investment Managers Portfolio Report			✓	✓	✓		✓	
Overview of Expenditure Approvals (pre-approved applications for information)			✓	✓	✓		✓	
Charity Strategy & Operational Priorities (Annual Review, including evaluation of impacts)					✓			
Forward Plans for Fund Holders							✓	
<b>Issues Related to Key Risks</b>								
Board Assurance Framework related to Committee		Director of Corporate Governance	✓	✓	✓		✓	
Corporate Risk Register related to Committee		Director of Corporate Governance	✓	✓	✓		✓	
Placeholder for any agenda items deriving from the BAF & CRR		Director of Corporate Governance	#	#	#		#	
Charity Risk Register		Executive Director of Finance	✓	✓	✓		✓	

**Charitable Funds Committee Cycle of Business**  
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Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Jan 2025	March 2025	Notes
<b>For Assurance</b>								
Request for Expenditure Approvals <i>(applications considered by Committee members requiring decision)</i>			✓	✓	✓			
Budget for Forthcoming Year			✓		✓		✓	
Audited Accounts and Annual Report						✓		
Wales Audit Office ISA 260 Report						✓		
Review of Charity Financial Procedures			✓				✓	
Investment Manager Presentation				✓				
Review of Reserves Policy			✓				✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓				✓	
Committee Annual Report to Board		Secretariat	✓					
Charity Development Action Plan (for approval)			✓					

**Charitable Funds Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Jan 2025	March 2025	Notes
<b>Closing Business</b>								
Agree Items for referral to Board / other Committees			✓	✓	✓		✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓		✓	
Agree items for Chairs Assurance Report			✓	✓	✓		✓	
Summary of Private Business to be reported in Public			#	#	#		#	
Review of Meeting Effectiveness			✓	✓	✓		✓	
Date of Next Meeting			✓	✓	✓		✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>								
TBC								
TBC								
<b># = As Required</b>								

**Mental Health Legislation Committee**  
**Cycle of Business (April 2024 – March 2025)**



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Betsi Cadwaladr  
University Health Board

Item of Business	Purpose	Lead	April 2024	July 2024	Oct 2024	Jan 2025	Notes
<b>Opening Business</b>							
Apologies			✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> <li>Chair's action</li> <li>Feedback from Board</li> </ul>	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	
<b>For Assurance</b>							
Mental Health Assurance Report			✓	✓	✓	✓	
Mental Capacity Assurance Report			✓	✓	✓	✓	
HIW Assurance Report			✓	✓	✓	✓	
Associate Hospital Managers Update Report			✓	✓	✓	✓	
Advocates Update Report							
Report from the Power of Discharge (Associate Managers) Report			✓	✓	✓	✓	

**Mental Health Legislation Committee**  
**Cycle of Business (April 2024 – March 2025)**



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University Health Board

Item of Business	Purpose	Lead	April 2024	July 2024	Oct 2024	Jan 2025	Notes
Criminal Justice Liaison Report (North Wales Police Invited)				✓		✓	
Patient Story			✓	✓	✓	✓	If available
Committee Annual Report to Board			✓				
Review Committee Terms of Reference & Cycle of Business		Secretariat				✓	
Court of Protection (frequency as arise) Plus Annual Report			#	#	#	# Annual Report	
<b>Strategy Development</b>							
New Mental Health Act – Impact to the Health Board and Plans (as needed)			#	#	#	#	
Liberty, Protection and Safeguarding – Impact to the Health Board and Plans (as needed)			#	#	#	#	
<b>Risk Management</b>							
Board Assurance Framework related to Committee		Director of Corporate Governance	✓	✓	✓	✓	
Corporate Risk Register related to Committee		Director of Corporate Governance	✓	✓	✓	✓	

**Mental Health Legislation Committee**  
**Cycle of Business (April 2024 – March 2025)**



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 University Health Board

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<b>Closing Business</b>							
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>							
TBC							
TBC							
<b># = As Required</b>							

**People and Culture Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>Opening Business</b>									
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	✓	✓	
Matters arising & Table of Actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> <li>Chair's action</li> <li>Feedback from Board</li> </ul>	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
<b>Strategic Priorities</b>									
Committee Development Session	To develop the priorities for consideration of the Committee								This session will take place in February 2024
Staff Stories	Influence understanding of strategic priorities of the Committee	Executive Director of Workforce & OD	✓	✓	✓	✓	✓	✓	
Annual Review of People & OD Strategy		Executive Director of Workforce & OD				✓			Suggest include in People report
<b>Issues Related to Key Risks</b>									
Board Assurance Framework related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	

**People and Culture Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Corporate Risk Register related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Placeholder for any agenda items deriving from the BAF & CRR		Director of Corporate Governance	#	#	#	#	#	#	
<b>For Assurance</b>									
People Report		Executive Director of Workforce & OD	✓	✓	✓	✓	✓	✓	
Speak Out Safely Report		Executive Director of Workforce & OD				✓			Suggest this is included as appendix to People report above
Corporate Health at Work		Executive Director of Workforce & OD			✓			✓	Suggest this is included as appendix to People report above
Equality Annual Report		Executive Director of Workforce & OD			✓				
Health and Safety Report / Update		Executive Director of Workforce & OD / CEO	✓	✓	✓	✓	✓	✓	
Strategic Occupational Health & Safety Group Chair's Assurance Report		Executive Director of Workforce & OD		✓			✓		
Organisational Development report		Executive Director of Workforce & OD	✓	✓	✓	✓	✓	✓	Review regularity after 6 months
Education and Training report		Executive Director of Workforce & OD		✓		✓		✓	



**People and Culture Committee Cycle of Business**  
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Research and Innovation report		Executive Director Therapies & Health Sciences	✓		✓		✓		
Professional Registration monitoring report		Clinical Executive Directors / Executive Director of Workforce & OD							To be discussed
Workforce (People) Annual Report		Executive Director of Workforce & OD							
Chairs Assurance Reports from Strategic and Tactical Delivery Groups: Strategic Equalities Forum									
Committee Annual Report to Board		Secretariat						✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓					✓	
<b>Closing Business</b>									
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	#	#	

**People and Culture Committee Cycle of Business**  
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Review of Meeting Effectiveness			✓	✓	✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>									
TBC									
TBC									
<b># = As Required</b>									

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**Performance, Finance & Information Governance Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>Opening Business</b>									
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: • Chair's action • Feedback from Board	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
<b>Strategic Priorities</b>									
Tier 1 Strategies for Board approval that require review by PFIG -Financial / Sustainability Strategy -Information Governance Strategy Annual Review			✓			✓	✓		
Tier 2 Strategies for Committee approval/review -Estates -Performance Management Framework									

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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Special Measures Report			✓	✓	✓	✓	✓	✓	
Special Measures – Finance			✓	✓	✓	✓	✓	✓	
Annual Financial Plan							✓	✓	
Corporate Strategy – Financial				✓					
Financial Planning process Budget Setting (BS)					BS	✓	✓		
Financial Instructions Review							✓		
Draft Annual Capital Programme 2024/25							✓		
Finance Report incl appendices Finance report Welsh Government Monthly Monitoring Return Savings Capital programme monitoring			✓	✓	✓	✓	✓	✓	
Divisional Finance and Performance reports in rotation				Deep Dive Discussion		C	W		
External Contracts Assurance Report			✓			✓			
Capital and Estates Business Cases (See below)			#	#	#	#	#	#	

**Performance, Finance & Information Governance Committee Cycle of Business**  
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Business Case Benefits Realisation Gateway Reviews			#	#	#	#	#	#	
Business Case Tracker				✓			✓		
IMTP Development					✓	✓	✓	✓	
BCUHB Draft Integrated Medium Term Plan 2024-2027	There will be a short meeting in Jan & March 2025 to consider the Plan only								There will be a short meeting in Jan & March 2025 to consider the Plan only
Transformation and Improvement Programme inc T&I EDG chair assurance report			✓	✓	✓	✓	✓	✓	
Performance Report			✓	✓	✓	✓	✓	✓	
People Performance Report Incl People plan monitoring report			✓		✓		✓		
Assurance reports on Particular Areas of Concern – time limited • As requested by Committee									
Shared Services Partnership Assurance Report									For short meeting in March 2025

**Performance, Finance & Information Governance Committee Cycle of Business**  
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Modified to twice annual reporting supported by NWSSP representative in attendance [June decision]									
<b>Information Governance</b>									
Information Governance KPI report inc IGG Chair assurance report as appendix				✓		✓		✓	
Information Governance Annual report					✓				
Information Governance Toolkit Assessment					✓				
<b>Issues Related to Key Risks</b>									
Board Assurance Framework related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Corporate Risk Register related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Placeholder for any agenda items deriving from the BAF & CRR		Director of Corporate Governance	#	#	#	#	#	#	
<b>For Assurance</b>									
Primary Care Panel - new GP practices recommendations			#	#	#	#	#	#	
Chairs Assurance Reports (for assurance) <ul style="list-style-type: none"> <li>Integrated Performance EDG (CEO)</li> </ul>					✓	✓	✓	✓	

**Performance, Finance & Information Governance Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
• Financial Oversight Group (EDOF)									
Endorse relevant policies reserved for Board approval			#	#	#	#	#	#	
Agree relevant policies reserved for Committee approval			#	#	#	#	#	#	
<b>Closing Business</b>									
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	✓	✓	
<b>Private Business</b>									
Leases – commercial sensitivity			#	#	#	#	#	#	
Tenders – commercial sensitivity			#	#	#	#	#	#	
Contracts – commercial sensitivity			#	#	#	#	#	#	

**Performance, Finance & Information Governance Committee Cycle of Business  
(April 2024 – March 2025)**



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Business Cases – commercial sensitivity			#	#	#	#	#	#	
Consultant Frameworks – commercial sensitivity									For short meeting in March 2025
<b>Part B Rolling Programme of Ad-hoc Items (Timing of agenda items to be agreed by the Chair &amp; Executive Lead)</b>									
Corporate Strategy – financial monitoring									
Planned Care Strategy									
Financial Planning – budget setting									
Finance Strategy									
External Review of Information Governance and Corporate Records Management									
Bangor Well Being Centre BC									
Hanmer Medical Practice Business Case									
Helipad YG includes Charitable Funds									
<b># = As Required</b>									



**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>Opening Business</b>									
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> <li>Chair's action</li> <li>Feedback from Board</li> </ul>	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
<b>Strategic Priorities</b>									
Committee Development Session	To develop the priorities for consideration of the Committee								This session will take place in February 2024
Strategies for scrutiny prior to submission to Board for approval including:		Executive Lead / Strategic Lead	#	#	#	#	#	#	
Annual Review of Digital Strategy		Chief Digital Information Officer	✓						
Annual Plan 2024/25		Executive Lead			✓	✓	✓	✓	

**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Transformation Plans		Executive Lead	✓					✓	
Asset Management (non-Estate)		CEO		✓					
Annual Winter Resilience Planning		Executive Director of Operations			✓				
Annual Flu & Covid Vaccination Plan		Executive Director of Public Health			✓				
Monitoring Strategies on behalf of the Board including:		Executive Lead / Strategic Lead	#	#	#	#	#	#	
Clinical Services Strategy		Executive Medical Director	✓		✓		✓		
Corporate Strategy: Living Healthier, Staying Well (bi-annual refresh)		Executive Lead		✓			✓		
Annual Review of Estates Strategy		Executive Director of Finance					✓		There will be a need to consider this as an enabler for this Committee. PFIG Committee oversees Finance of Estates Strategy
NHS Wales Decarbonisation Strategic Delivery Plan 2021-2030		Executive Director of Finance		✓					
No Wrong Door Strategy		IHC					✓		
IMTP / Annual Operational Plan / Operational Plan Monitoring Report		Lead Executive	✓	✓	✓	✓	✓	✓	

**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Mental Health Strategy		Executive Director of Public Health			✓				Suggest this could be a composite report taken to October meeting
Learning Disability Strategy		Executive Director of Public Health				✓			
Dementia Strategy		Executive Director of Public Health					✓		
Issues Related to Key Risks									
Board Assurance Framework related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Corporate Risk Register related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Placeholder for any agenda items deriving from the BAF & CRR		Director of Corporate Governance	#	#	#	#	#	#	
Audit Wales Reports to be monitored by Committee			#	#	#	#	#	#	
Partnership Governance Arrangements		Director of Corporate Governance	✓			✓			
For Assurance									
Medical & Health Sciences School progress update		Executive Medical Director		✓		✓		✓	
Research & Development Annual Report		Executive Director of Therapies & Health Sciences					✓		Consider incorporation of Innovation within this report

**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
University Status Update		Executive Director of Therapies & Health Sciences		✓					
EPRR - Civil contingency / business continuity progress & end of year update (inc Major Incident Plan)		Executive Director of Operations	✓			✓			
Partners Strategy Presentation - T4MH		Executive Director of Public Health	#	#	#	#	#	#	
Endorse relevant policies reserved for Board approval		Director of Corporate Governance	#	#	#	#	#	#	
Agree relevant policies / guidance reserved for Committee approval		Director of Corporate Governance	#	#	#	#	#	#	
Policy status update including relevant policies reserved for Executive approval		Director of Corporate Governance		✓			✓		
Population Health Assurance Report (Including Adverse Child Experience, Smoking Cessation, Healthy Lives, Well North Wales Inequalities, Alcohol Use, Vulnerable Groups – <i>scheduling to be advised</i> )		Executive Director of Public Health	✓	✓	✓	✓	✓	✓	
Digital Assurance Report (inc KPIs)		Chief Digital Information Officer		✓		✓		✓	

**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
CEO Digital Health & Care Wales Update		External (CEO of DHCW)		✓		✓		✓	
Digital Partner Organisations Arrangements (other partners to be identified)		Chief Digital Information Officer							
Partnerships, Engagement & Communications Strategic Plan Monitoring (by exception) Report (inc Consultations & Engagement Outcomes Report)		Director of Partnerships, Engagement & Communications	✓			✓			
Primary Care Assurance Report (in the context of this Committee)		Executive Director of Operations	✓		✓			✓	
Well Being of Future Generations (WFG Act) Auditor General Wales report and BCUHB response			✓						
Committee Annual Report to Board		Secretariat						✓	
Review Committee Terms of Reference		Secretariat	✓					✓	
Welsh Language Service Annual Monitoring Report inc WL Standards		Executive Director of Public Health			✓				
Public Health Annual Report		Executive Director of Public Health				✓			

**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Area Planning Board – Substance Misuse Annual Report		Executive Director of Public Health			✓				
Independent Assurance Reviews			#	#	#	#	#	#	
Internal Assurance Reviews			#	#	#	#	#	#	
Chairs Assurance Reports from Strategic and Tactical Delivery Groups: Population Health Delivery Group		Executive Director of Public Health	✓	✓	✓	✓	✓	✓	
Partnership Meetings <ul style="list-style-type: none"> <li>Regional Partnership Board</li> <li>Public Service Board – Gwynedd and Anglesey*</li> <li>Public Service Board – Flintshire*</li> <li>Public Service Board – Wrexham*</li> <li>Public Service Board – Conwy and Denbighshire*</li> <li>Together for Mental Health Partnership Board</li> </ul>		To be confirmed	✓+	✓	✓ ✓*	✓+	✓ ✓*	✓ ✓*	NB: Wellbeing plans to be submitted next in 2028 via Committee prior to Board

**Planning, Population Health and Partnerships Committee Cycle of Business**  
(April 2024 – March 2025)



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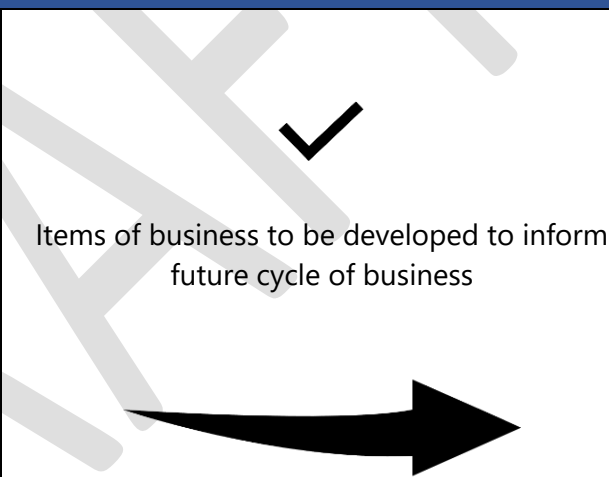
Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<ul style="list-style-type: none"> <li>Mid Wales Joint Committee</li> <li>*= and IHC Director to report Area Integrated Service Board</li> <li>+ = invite Head of Collaboration to support RPB item</li> </ul>			✓		✓		✓		
<b>Closing Business</b>									
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>									
TBC									
TBC									
<b># = As Required</b>									

**Planning, Population Health and Partnerships Committee Cycle of Business  
Summary Version for Committee Development Session in February 2024  
(April 2024 – March 2025)**



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Item of Business	Purpose	Lead	February 2024 Committee Development Session	Informs Future Cycle of Business for April, June, August, October, December, February meetings from the following Items
<b>Overview of BCUHB Strategy and Strategies</b>	Gain an informed picture of the Health Board position on Plans and Strategies.  Promote alignment of strategies under the Health Board Plan	Executive Director Transformation and Strategic Planning	 <p>Items of business to be developed to inform future cycle of business</p>	<b><u>Planning, Population Health and Partnerships Strategic Level Categories of Business</u></b> <ul style="list-style-type: none"><li>• Planning Review</li><li>• Long Term Plan</li><li>• IMTP</li><li>• Capability and Capacity for Planning and Major Programmes</li><li>• Status and impact of partners plans</li><li>• Population Heath influence on plans including wider determinants of Health.</li><li>• Winter Resilience Planning</li><li>• EPRR (Civil Contingencies Act)</li><li>• Service change and engagement</li><li>• Monitoring of strategies by exception</li></ul>
<b>Summary of Population Health in North Wales</b>	An overview of the evidence provided to support the work of the Committee	Director responsible for Public Health		
<b>Overview of key stakeholders and partnerships of the Health Board</b>	This will support the work of the Committee and inclusion in Plans and associated strategies	Director of Partnerships, Communications and Engagement		
<b>Other Business may be determined by the Chair with the support of Exec Leads</b>				



**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>Opening Business</b>									
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> <li>Chair's action</li> <li>Feedback from Board</li> </ul>	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
<b>Strategic Priorities</b>									
Patient Story		Executive Director of Nursing & Midwifery	✓	✓	✓	✓	✓	✓	
Advanced Practitioner Utilisation in the Health Board		Executive Medical Director	#	#	#	#	#	#	Transferred from Board HB23/251
<b>Quality Planning</b>									
Quality Strategy Annual Priorities	Agree annual priorities for quality, underpinning delivery of the overall Quality Strategy or provide update	Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓						

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>Quality Control</b>									
Integrated Quality Report Providing information on key patient safety issues and mitigations in nationally reportable incidents, safety alerts, maternity and neonatal safety and mortality, safeguarding & infection prevention & control		Executive Director of Nursing & Midwifery <i>Deputy Director of Nursing</i>	✓	✓	✓	✓	✓	✓	
Integrated Quality Report Providing information on key patient and carer experience issues and mitigations including complaints, accessible healthcare and patient feedback		Executive Director of Nursing & Midwifery <i>Deputy Director of Nursing</i>	✓	✓	✓	✓	✓	✓	
Integrated Quality Report Providing information on key clinical effectiveness issues and mitigations including clinical audit, NICE guidelines and external peer reviews. The April report will include the proposal annual clinical audit plan		Executive Medical Director <i>Deputy Medical Director</i>	✓	✓	✓	✓	✓	✓	
Clinical Service of Concern Report Providing information on issues, risks, mitigations & improvements for clinical services of concern (to be decided by the Committee)		Executive Medical Director <i>Deputy Medical Director</i>	✓	✓	✓	✓	✓	✓	

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Quality Delivery Group Chair's Report		Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓	✓	✓	✓	✓	✓	
National Commissioning Committees Quality Committee Chair's Report		Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓		✓		✓		
Commissioned Services Quality Report		Executive Director of Nursing and Midwifery <i>Deputy Director of Quality Governance</i>	✓					✓	
IHC/Regional Service Quality Deep Dive		Executive Director of Operations <i>IHC Directors</i>	✓ East IHC	✓ Cancer Diagnostics Womens	✓ West IHC	✓ Primary Care Dental	✓ MHL D	✓ Central IHC	
<b>Issues Related to Key Risks</b>									
Board Assurance Framework related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Corporate Risk Register related to Committee		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	
Placeholder for any agenda items deriving from the BAF & CRR		Director of Corporate Governance	#	#	#	#	#	#	

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>For Assurance</b>									
Special Measures Report		Executive Director of Strategy & Transformation <i>Director of Transformation and Improvement</i>	✓	✓	✓	✓	✓	✓	
Regulatory Report (including Human Tissue Authority – October)	Providing information on regulatory compliance including new HIW, CIW and PSOW reports (including Public Interest Reports) and action plan progress	Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓	✓	✓	✓	✓	✓	
Healthcare Law Report	Providing information on healthcare legal compliance including inquest activity, new Regulation 28 Notices and action progress and WRP compliance	Executive Medical Director <i>Deputy Director of Quality Governance</i>	✓		✓		✓		
Clinical Policy Report		Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓			✓			
Nurse Staffing Act Report	Statutory bi-annual report	Executive Director of Nursing & Midwifery	✓			✓			

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
		<i>Deputy Director of Nursing</i>							
Annual Quality Report	Statutory annual report	Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>		✓					
Annual Putting Things Right Annual Report (including Duty of Candour Annual Report)	Statutory annual report	Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>		✓					
Safeguarding Annual Report	Statutory annual report	Executive Director of Nursing & Midwifery <i>Director of Nursing (Safeguarding)</i>		✓					
IPC Annual Report	Statutory annual report	Executive Director of Nursing & Midwifery <i>Director of Nursing (IPC)</i>		✓					
Research Annual Report		Executive Medical Director <i>Associate Medical Director (Research)</i>		✓					
Organ Donation Annual Report	Statutory annual report	Executive Director of Therapies & Health Sciences		✓					

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Cancer Annual Report (to align with Service Update)				✓					
Quality Strategy Monitoring Report		Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓			✓			
Committee Annual Report to Board		Secretariat						✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓					✓	
<b>Closing Business</b>									
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	✓	✓	

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
Date of Next Meeting			✓	✓	✓	✓	✓	✓	
<b>Private Business</b>									
Confidential Quality Report	Providing information on significant quality issues which may be patient identifiable including Nationally Reportable Incidents and significant emerging quality issues	Executive Director of Nursing & Midwifery <i>Deputy Director of Quality Governance</i>	✓	✓	✓	✓	✓	✓	
Immunisation, Public Health and Safety Report (Consent Item)		TBC				✓			
Controlled Drugs Local Intelligence Network Annual Report		TBC		✓					
Strategic Operational Health & Safety Group Chair's Assurance Report (in relation to the remit of the QSE Committee – ie. Where there is relevance to quality & safety of services provided to the Health Board)		Executive Director of Workforce & OD / Deputy Director of Quality		✓			✓		
Update on Progress Monitoring of Case Notes Review	Action plans & progress reported to Board via Chair Assurance Report	Executive Medical Director	✓	✓	✓	✓	✓	✓	

**Quality, Safety & Experience Committee Cycle of Business**  
(April 2024 – March 2025)



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University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	Oct 2024	Dec 2024	Feb 2025	Notes
<b>Part B Rolling Programme of Ad-hoc Items (Timing of agenda items to be agreed by the Chair &amp; Executive Lead)</b>									
Radiation Safety									
Covid 19 Inquiry Preparedness									
Ombudsman's Annual Letter and Annual Report									
Primary Care Report (to include a cycle of areas to report on as per themes identified)									
Clinical Audit Plan									
Monitoring compliance - Professional registration and revalidation updates NMC/GMC/HPC/GPhC (Pharmacy)									
Historical Inquest Review	To receive assurance on the Review	Executive Medical Director							
IHC Community Pilots relating to MFD		Executive Director of Nursing and Midwifery							
<b># = As Required</b>									



**Remuneration Committee Cycle of Business**  
**(April 2024 – March 2025)**



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Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: • Chair's action • Feedback from Board	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
<b>Core Business (given the nature of this Committee there is a need to be flexible with the cycle of business)</b>									
Pay Uplifts (admin, medical clinical and primary care) to include ad-hoc salaried GPs		Executive Director of Workforce & OD	✓	✓	✓	✓	✓	✓	
Policies relating to VSM and Senior Clinicians NB: Ensure that any requirement for VSM Job Descriptions are	To review if any relate specifically to VSM/Clinicians – Staff Policies to be reviewed at the People Committee	Executive Director of Workforce & OD	#	#	#	#	#	#	

**Remuneration Committee Cycle of Business**  
**(April 2024 – March 2025)**



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Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
scheduled in term time due to JESP availability									
VSM Interims Update		Executive Director of Workforce & OD	✓	✓	✓	✓	✓	✓	
Senior Leadership Update		Executive Director of Workforce & OD	✓	✓	✓	✓	✓	✓	
Employee relations (senior managers) quarterly professional standards report Tribunals report to include: <ul style="list-style-type: none"> <li>Cases which may attract media attention</li> <li>Cases under investigation by the Police or other external agency</li> <li>Cases reported to WG</li> </ul>		Executive Director of Workforce & OD	✓		✓		✓		
Remuneration and Terms of Service issues – Executives	Invitation to EDoF for financial implications per IA recommendation	Executive Director of Workforce & OD	#	#	#	#	#	#	

**Remuneration Committee Cycle of Business**  
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Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
and VSMs to include relocation expenses									
Termination Payments (including VERS)	Invitation to EDoF for financial implications per IA recommendation	Executive Director of Workforce & OD	#	#	#	#	#	#	
Approval of the Remuneration Report								✓	
Pensions			#	#	#	#	#	#	
<b>For Assurance</b>									
Committee Annual Report to Board		Secretariat						✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓						
Approve Advisory Report to the People & Culture Committee in relation to Value for Money			✓					✓	
<b>Closing Business</b>									
Agree Items for referral to Board / other Committees		Committee Members	✓	✓	✓	✓	✓	✓	
Agree Information to be shared with Executive Director of		Director of Corporate Governance	✓	✓	✓	✓	✓	✓	

**Remuneration Committee Cycle of Business**  
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Item of Business	Purpose	Lead	May 2024	July 2024	Sept 2024	Nov 2024	Jan 2025	March 2025	Notes
Finance by the Director of Corporate Governance outside of the meeting									
Review of Risks highlighted in the meeting for referral to Risk Management Group		Committee Members	Unlikely to be utilised						
Agree items for Chairs Assurance Report		Chair	✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public		Chair	#	#	#	#	#	#	
Review of Meeting Effectiveness		Committee Members	✓	✓	✓	✓	✓	✓	
Date of Next Meeting		Secretariat	✓	✓	✓	✓	✓	✓	
# = As Required									

## Healthcare Professionals Forum Cycle of Business (April 2024 – March 2025)



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Item of Business	Purpose	Lead	June 2024	Sept 2024	Dec 2024	March 2025	Notes
<b>Opening Business</b>							
Apologies			✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> <li>Chair's action</li> <li>Feedback from Board</li> </ul>	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	
<b>Strategic Priorities</b>							
Mental Health Strategy						✓	
Primary Care Strategy					✓		
Quality Strategy – TBC							
Clinical Strategy <ul style="list-style-type: none"> <li>Unscheduled Care</li> <li>Scheduled/Planned Care</li> </ul>			✓ ✓				
People Strategy						✓	
Digital Strategy				✓			

## Healthcare Professionals Forum Cycle of Business (April 2024 – March 2025)



Item of Business	Purpose	Lead	June 2024	Sept 2024	Dec 2024	March 2025	Notes
Estates Strategy			✓				
Special Measures			✓				
Chief Executive Update	Annual Discussion with CEO	Chief Executive			✓		
Executive Director Update		Executive Director of Public Health		✓			
<b>For Assurance</b>							
Chairs Written Update		Chair	✓	✓	✓	✓	
Member Written Update		All HPF Members	✓	✓	✓	✓	
Committee Annual Report to Board		Secretariat				✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓			✓	
Workshop - IMTP		Assistant Director Corporate Planning & Planning Team					This workshop will be held in late November 2024
Minutes from QSE Committee meetings		Director of Corporate Governance (to provide)	✓	✓	✓	✓	
Minutes from PPHP Committee meetings		Director of Corporate Governance (to provide)	✓	✓	✓	✓	
Minutes for National Joint Professionals Advisory Committee Vice Chair HPF to attend		Nigel Champ Directorate for Health Policy Business Unit, Health and Social Services Group, WG	✓	✓	✓	✓	Meet 3 x per year (dates to be sought)

# Healthcare Professionals Forum Cycle of Business (April 2024 – March 2025)



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Item of Business	Purpose	Lead	June 2024	Sept 2024	Dec 2024	March 2025	Notes
Executive Director Nursing, Midwifery & Patient Services	Seasonal Plan (for info only)				✓		
Director Quality Assurance Annual Quality Statement	For information only		✓				
Executive Director of Transformation and Planning	Receiving final IMTP		✓				
<b>Closing Business</b>							
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>							
TBC							
TBC							
<b># = As Required</b>							

**Local Partnership Forum Cycle of Business  
(April 2024 – March 2025)**



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Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Feb 2025	Notes
<b>Opening Business</b>							
Apologies			✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	
Matters Arising & Table of Actions			✓	✓	✓	✓	
Report of the Chair: • Chair's action • Feedback from Board	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	
<b>Lead Item for Meeting</b>							
Social Partnerships		Executive Director of Workforce & Organisational Development					
Planning	To include consideration of 3 year approach to planning – 'plan for a plan'	Executive Director of Transformation, Strategic Planning & Commissioning					
NHS Staff Survey Results		Executive Director of Workforce & Organisational Development					
Culture, Leadership and Engagement		Executive Director of Workforce * Organisational Development					



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Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Feb 2025	Notes
<b>Strategic Priorities</b>							
Update on Special Measures		Executive Director of Transformation, Strategic Planning & Commissioning	✓		✓		
Finance Report		Executive Director of Finance	✓	✓	✓	✓	
Budget Strategy		Executive Director of Finance				✓	
Corporate Planning Update to include: Corporate Plans, Annual Operating Plan		Executive Director of Transformation, Strategic Planning & Commissioning	✓	✓	✓	✓	
Prevention and Control of Infection		Director of Nursing - Infection Prevention		✓			
<b>For Assurance</b>							
Workforce Report to include the following items:			✓	✓	✓	✓	
• Employee Relations Report		Executive Director of People Services		✓	✓		
• Workforce Policies Group Report		Head of Policy, Practice & Compliance		✓	✓	✓	
• Workforce Partnership Group		Associate Director People Services		✓	✓	✓	
• Workforce Engagement Update		Head of Organisational Development			✓		
• Job Evaluation Programme Report		Job Evaluation Lead	✓	✓	✓	✓	

**Local Partnership Forum Cycle of Business  
(April 2024 – March 2025)**

Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Feb 2025	Notes
• Gender Pay Action Plan		Equality & Inclusion Manager			✓		
Equality and Human Rights Update		Head of Equality & Human Rights	✓	✓	✓	✓	
Culture & Leadership Update		Head of Organisational Development	✓		✓		
Speak Out Safely Update		Senior OD Manager	✓		✓		
Health & Wellbeing Update / Annual Report		Occupational Health					
Workforce Report (F&P report - for information)		Executive Director of People Services	✓	✓	✓	✓	
Equality & Diversity Annual Report		Equality & Inclusion Manager		✓			
Committee Annual Report to Board		Secretariat				✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓			✓	
Welsh Language Standards		Head of Welsh Language Services			✓		
Health and Safety Management Annual Report		Executive Director of People Services		✓			
Issues for Discussion raised by Trade Unions representatives		Trade Unions	✓	✓	✓	✓	
Quality and Performance Report (Board paper link)		Performance Team	✓	✓	✓	✓	

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Item of Business	Purpose	Lead	May 2024	August 2024	Nov 2024	Feb 2025	Notes
Welsh Partnership Forum Minutes		<a href="mailto:Robert.Bailey@wales.nhs.uk">Robert.Bailey@wales.nhs.uk</a> <a href="mailto:Andrew.davies12@wales.nhs.uk">Andrew.davies12@wales.nhs.uk</a>	✓		✓		
Annual Audit Report for WAO		Director of Corporate Governance	✓				
Ombudsman's Annual Report (Board paper link)		Deputy Director of Quality		✓			
Strategic Occupational Health and Safety Group (issues of significance)		Occupational Health	✓	✓	✓	✓	
<b>Closing Business</b>							
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>							
TBC							
TBC							
<b># = As Required</b>							

**Stakeholder Reference Group Cycle of Business**  
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Item of Business	Purpose	Lead	June 2024	Sept 2024	Dec 2024	March 2025	Notes
<b>Opening Business</b>							
Apologies			✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	
Minutes from the Previous Meeting			✓	✓	✓	✓	
Matters Arising & Table of actions			✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> <li>Chair's action</li> <li>Feedback from Board</li> </ul>	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	
<b>Strategic Priorities</b>							
Planning Update(s) - <i>to include updates and seek engagement on the 3 Year Plan</i>		Director of Transformation & Improvement	#	✓	#	✓	
Clinical Services Strategy		Executive Medical Director					
Partnership Strategy		Director of Partnerships, Engagement & Communications		✓			
Third Sector		Vascular Network Manager	#	#	#	#	
Transformation Programme		Director of Transformation & Improvement	#	#	#	#	

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Item of Business	Purpose	Lead	June 2024	Sept 2024	Dec 2024	March 2025	Notes
Primary Care Update		Executive Director of Transformation, Strategic Planning & Commissioning	#	#	#	#	
Business Cases / Capital Development (ad hoc)		Assistant Director, Strategic & Business Analysis	#	#	#	#	
Special Measures Update		Quality Improvement Fellow	✓	✓	✓	✓	
Volunteering Scoping Exercise		Head of Charitable Funds	✓	✓			
<b>For Assurance</b>							
Directors Report		Director of Partnerships, Engagement & Communications	✓	✓	✓	✓	
Committee Annual Report to Board		Secretariat				✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓			✓	
Governance Arrangement for SRG		Director of Corporate Governance	#	#	#	#	
Annual Report of the Health Board	For Information	Public Affairs Manager / Director of Corporate Governance		✓			
Equality & HR Annual Report	For Information	Executive Director of Workforce & OD		✓			
Welsh Language Strategic / Annual Report	For Information	Head of Welsh Language Services / Executive Director of Public Health		✓			

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Item of Business	Purpose	Lead	June 2024	Sept 2024	Dec 2024	March 2025	Notes
Director of Public Health Annual Report	For Information	Executive Director of Public Health		✓			
<b>Closing Business</b>							
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	
Agree items for Chairs Assurance Report			✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	
<b>Part B Rolling Programme of Ad-hoc Items</b>							
TBC							
TBC							
<b># = As Required</b>							