

Health Board

Cycle of Business (1st January 2023 – 31st December 2023)

The Health Board should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Health Board is effectively carrying out its role.

The Cycle of Business covers the period 1st January 2023 to 31st December 2023.

The Cycle of Business has been developed to help plan the management of Board matters and facilitate the management of agendas and committee business.

The principal role of the Health Board is set out in the Standing Orders 1.0.1. The Board's main role is to add value to the organisation through the exercise of strong leadership and control, including:

- Setting the organisation's strategic direction
- Establishing and upholding the organisation's governance and accountability framework, including its values and standards of behaviour
- Ensuring delivery of the organisation's aims and objectives through effective challenge and scrutiny of the Health Board's performance across all areas of activity.

Agenda Item 3.2.2

Board Cycle of Business (1st January 2023 – 31st December 2023)

Item of Business	Executive Lead	Reporting period	26 Jan 2023	Feb 2023	30 Mar 2023	April 2023	25 May 2023	12 June 2023	27 July 2023	Aug 2023	28 Sep 2023	Oct 2023	30 Nov 2023	Dec 2023
Consent Agenda														
Minutes of the previous Board Meeting	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Action Log	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Chairs Report <i>(Including affixing of the Common Seal and Chairs Urgent Action Requests)</i>	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Joint Committee Composite Report (NWSSP, EASC and WHSSC)	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Putting Things Right Annual Report	Director of Corporate Governance	Annually							✓					
Safeguarding Annual Report	Executive Director of Nursing	Annually	✓											
Health & Care Standards Annual Report	Executive Director of Nursing	Annually											✓	
Carers Annual Report	Executive Director of Nursing	Annually						✓ Defer to July	✓					
Clinical Education Annual Report	Executive Medical Director	Annually											✓	
Infection Prevention & Control Annual Report	Executive Director of Nursing	Annually									✓			
Civil Contingencies & Business Continuity Report	Executive Director of Strategy & Transformation	Annually					✓							
Welsh Language Standards Annual Report	Executive Director for People	Annually									✓			
Director of Public Health Annual Report	Director of Public Health	Annually					✓							
Board Cycle of Business	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Board Forward Work Programme	Director of Corporate Governance	All Regular Meeting	✓		✓		✓		✓		✓		✓	
Committee Highlight Reports	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	

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Committee Annual Reports	Director of Corporate Governance	As and when required	✓		✓		✓		✓		✓		✓	
Internal Audit Annual Audit Plan	Head of Internal Audit	Annually					✓							
Shared Listening & Learning														
Listening & Learning Story	Executive Nurse Director	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Governance														
Chief Executives Report – to include updates on Targeted Intervention – Programme for Continuous Improvement in response to Targeted Intervention	Chief Executive	All regular meetings	✓		✓		✓		✓		✓		✓	
Audit Wales Structured Assessment & Audit Letter	Audit Wales	Annually			✓									
Audit Wales Annual Audit Report	Audit Wales	Annually			✓									
Board Assurance Framework	Director of Corporate Governance	All Regular meetings	✓		✓		✓		✓		✓		✓	
Annual Report (including Performance Report, Accountability Report and Remuneration Report)	Director of Corporate Governance	Annually						✓ Defer to July 2023	✓					
Annual Statutory Accounts	Executive Director of Finance	Annually						✓ Defer to July 2023	✓					
Annual Review of the Standing Orders	Director of Corporate Governance	Annually			✓									
Board Effectiveness Self-Assessment	Director of Corporate Governance	Annually			✓									
Risk Management Strategy	Director of Corporate Governance	Annually					✓							
Nurse Staffing Levels (Wales) Act Report – Annual Assurance Report	Executive Director of Nursing	Annually					✓							
Healthcare Inspectorate Wales Annual Report	Healthcare Inspectorate Wales	Annually									✓			
Delivering Our Purpose & Strategic Direction														

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Integrated Performance Dashboard – to include an update on Improving Urgent Care and Planned Care Recovery	Executive Director of Strategy & Transformation	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Monthly Finance Reports	Executive Director of Finance	All Regular meetings	✓		✓		✓		✓		✓		✓	
Clinical Advisory Group Highlight Report	Executive Director of Strategy & Transformation	Quarterly	✓				Defer to July 2023		✓		✓			
Clinical Advisory Group Annual Report	Executive Director of Strategy & Transformation	Annually					Defer to July 2023		✓					
Delivering Our Recovery/Improvement Plan														
Integrated Medium Term Plan – Approval	Executive Director of Strategy & Transformation	Annually			✓									
Annual Plan Quarterly Update	Executive Director of Strategy & Transformation	Quarterly					✓						✓	
Regional Partnerships Board & Public Services Board 6 Monthly Report	Executive Director of Strategy & Transformation	Bi-Annually					✓						✓	
Winter Plan Update	Chief Operating Officer	Annually											✓	
Escalation Status: Special Measures & Targeted Intervention														
Maternity & Neonatal Services Improvement Programme Agreed at the January Board meeting that reports would now be presented to the Board by exception only given the ongoing scrutiny undertaken at the Quality & Safety Committee	Executive Director of Nursing/Executive Medical Director	By exception only	✓											