

Health Board

Cycle of Business (1st January 2022 – 31st December 2022)

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 2022 to 31st December 2022.

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 2022 – 31st December 2022)

Item of Business	Executive Lead	Reporting period	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
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 (Including affixing of the Common Seal and Chairs Urgent Action Requests)	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Chief Executive Report	Chief Executive	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											✓ Deferred to January 2023	
Health & Care Standards Annual Report	Executive Director of Nursing	Annually							✓ Deferred to Sept		✓ Deferred to Nov		✓	
Carers Annual Report	Executive Director of Nursing	Annually					✓							
Clinical Education Annual Report	Executive Medical Director	Annually							✓ Deferred to Nov				✓	
Infection Prevention & Control Annual Report	Executive Director of Nursing	Annually							✓ Deferred to Sept		✓			
Health Emergency Planning Annual Report *	Executive Director of Strategy & Transformation	Annually			✓									
Welsh Language Standards Annual Report	Executive Director for People	Annually			✓ Deferred to Sept Board						✓			
Equality & Monitoring / Strategic Equality Plan Update	Executive Director for People	Annually			✓ Deferred to Sept Board						✓ Deferred to Nov Board		✓ Being captured at People & Culture Committee	
Board Cycle of Business	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓	

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Item of Business	Executive Lead	Reporting period	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
Board Forward Work Programme	Director of Corporate Governance	All Regular Meeting	✓		✓		✓		✓		✓		✓	
Shared Listening & Learning														
Patient or Staff Experience Story	Executive Nurse Director	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Governance														
Audit Wales Structured Assessment & Audit Letter	Director of Corporate Governance	Annually	✓											
Organisational Risk Register	Director of Corporate Governance	Annually (from May onwards)	✓		✓		✓							
Board Assurance Framework	Director of Corporate Governance	All Regular meetings (from May onwards)					✓		✓		✓		✓	
Annual Report (including Performance Report, Accountability Report and Remuneration Report)	Director of Corporate Governance	Annually						✓						
Annual Statutory Accounts	Executive Director of Finance	Annually						✓						
Audit & Risk Committee Highlight Report	Director of Corporate Governance & Executive Director of Finance	All regular meetings following a Committee	✓ Dec 21 Highlight Report		✓ Feb 22 Highlight Report		✓ April 22 Highlight Report		✓ June 22 Highlight Report		✓ Aug 22 Highlight Report		✓ Oct 22 Highlight Report	
Audit & Risk Committee Annual Report	Director of Corporate Governance & Executive Director of Finance	Annually									✓ 2021 – 2022 Annual Report			
Charitable Funds Committee Highlight Report	Director of Corporate Governance & Executive Director of Finance	All regular meetings following a Committee					✓ April 22 Highlight Report		✓ July 22 Highlight Report				✓ Nov 22 Highlight Report	
Charitable Funds Committee Annual Report	Director of Corporate Governance & Executive Director of Finance	Annually							✓ 2021 – 2022 Annual Report					
Mental Health Act Monitoring Committee Highlight Report	Interim Chief Operating Officer	All regular meetings following a Committee			✓ Mar 22 Highlight Report				✓ Jun 22 Highlight Report		✓ Sep 22 Highlight Report			

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Item of Business	Executive Lead	Reporting period	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
Mental Health Act Monitoring Committee Annual Report	Interim Chief Operating Officer	Annually							✓ 2021 – 2022 Annual Report					
Remuneration and Terms of Service Committee Highlight Report	Director of Corporate Governance	As required at all Regular Meetings following a Committee	✓		✓		✓		✓		✓		✓	
Remuneration and Terms of Service Committee Annual Report	Director of Corporate Governance	Annually							✓ (2020-2021 Annual Report)					
Targeted Intervention – Programme for Continuous Improvement in response to Targeted Intervention	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓	
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			✓ Deferred to May Board		✓							
Improving Care														
Quality Dashboard	Executive Director of Nursing	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Integrated Performance Dashboard	Executive Director of Strategy & Transformation	All Regular Meetings	✓		✓		✓		✓		✓		✓	
Quality & Safety Committee Highlight Report	Executive Director of Nursing	All Regular Meetings following a Committee	✓ (Jan 22 Highlight Report)		✓ (Mar 22 Highlight Report)		✓ (May 22 Highlight Report – Verbal Update)		✓ (Jul 22 Highlight Report)		✓ (Sep 22 Highlight Report)		✓ (Nov 22 Highlight Report)	
Quality & Safety Committee Annual Report	Executive Director of Nursing	Annually							✓ (2021-2022 Annual Report)					
Clinical Advisory Group Highlight Report	Executive Director of Strategy & Transformation	All Regular Meetings following a Committee	✓ (Dec 21 Highlight Report)		✓ (Feb 22 Highlight Report)		✓ (Apr 22 Highlight Report)		✓ (Jun 22 Highlight Report)		✓ (Aug 22 Highlight Report)		✓ Deferred to January 2023. Group not yet met	

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Item of Business	Executive Lead	Reporting period	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
Clinical Advisory Group Annual Report	Executive Director of Strategy & Transformation	Annually					✓							
Maternity & Neonatal Services Improvement Programme	Executive Director of Nursing/Executive Medical Director	All regular meetings	✓		✓		✓		✓		✓		✓	
Sustaining our Future														
Digital & Data Committee Highlight Report	Director of Digital & Data	All Regular Meetings following a Committee			✓ (Mar 22 Highlight Report)				✓ (Jun 22 Highlight Report)				✓ (Sep 22 Highlight Report)	
Digital & Data Committee Annual Report	Director of Digital & Data	Annually							✓ (2021-2022 Annual Report)					
Planning, Performance & Finance Committee Highlight Report	Executive Director of Strategy & Transformation/ Interim Chief Operating Officer/Executive Director of Finance	All Regular Meetings following a Committee			✓ (Feb 22 Highlight Report)		✓		✓		✓		✓	
Planning & Performance & Finance Committee Annual Report	Executive Director of Strategy & Transformation/ Interim Chief Operating Officer /Executive Director of Finance	Annually							✓ (2021-2022 Annual Report)		✓ (2021-2022 Annual Report)			
Nurse Staffing Levels (Wales) Act Report – Annual Assurance Report	Executive Director of Nursing	Annually					✓							
Integrated Medium Term Plan – Approval	Executive Director of Strategy & Transformation	Annually			✓		✓							
Integrated Medium Term Plan (Annual Plan) – Quarterly Updates	Executive Director of Strategy & Transformation	Quarterly			✓ Deferred to May		✓		✓				✓	
Monthly Finance Reports	Executive Director of Finance	All regular meetings	✓		✓		✓		✓		✓		✓	
Inspiring People														

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Item of Business	Executive Lead	Reporting period	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
People & Culture Committee Highlight Report	Executive Director for People	All Regular Meetings following a Committee					✓ (May 22 Highlight Report)				✓ (Aug 22 Highlight Report)		✓ (Nov 22 Highlight Report)	
People & Culture Committee Annual Report	Executive Director for People	Annually									✓ (2021-2022 Annual Report)			
Local Partnership Forum Highlight Report	Executive Director for People	All Regular Meetings following a Committee					✓		✓		✓		✓	
Local Partnership Forum Annual Report	Executive Director for People	Annually					✓							
Creating Health														
Population Health and Partnerships Committee Highlight Report	Interim Chief Operating Officer/Executive Director of Strategy & Transformation	All Regular Meetings following a Committee					✓ (May 22 Highlight Report)				✓ (Jul 22 Highlight Report)		✓ (Nov 22 Highlight Report)	
Population Health and Partnerships Committee Annual Report	Interim Chief Operating Officer/Executive Director of Strategy & Transformation	Annually									✓ (2021-2022 Annual Report)			
Stakeholder Reference Group Highlight Report	Executive Director of Strategy & Transformation	As required at all Regular Meetings following a Committee			✓ (Feb 22 Highlight Report)		✓ (Apr 22 Highlight Report)		✓ (Jun 22 Highlight Report)		✓ (Aug 22 Highlight Report)		✓ (Oct 22 Highlight Report)	
Stakeholder Reference Group Annual Report*	Executive Director of Strategy & Transformation	Annually					✓							
Population Health Report	Executive Director of Public Health	Now Bi-Annually	✓		✓		✓						✓	
Regional Partnerships Board & Public Services Board 6 Monthly Report	Executive Director of Strategy & Transformation	Bi-Annually			✓ Deferred to May		✓ Received at Population Health & Partnerships Committee				✓		✓	

*TBC