

# Charitable Funds Committee

## Cycle of Business (1<sup>st</sup> January 2022 – 31<sup>st</sup> March 2023)

The Charitable Funds Committee should, on an 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 Committee is effectively carrying out its role.

The Cycle of Business covers the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2023.

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

The principal role of the Committee is set out in the Standing Orders 1.0.1.

**Charitable Funds Committee Cycle of Business (1<sup>st</sup> January 2022 – 31<sup>st</sup> March 2023)**

Item of Business	Executive Lead	Reporting period	Jan 2022 Cancelled	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
<b>Preliminary Matters</b>																	
Minutes of the previous meeting	Director of Corporate Governance	All regular meetings	√			√			√			√			√		
Action Log	Director of Corporate Governance	All regular meetings	√			√			√			√			√		
<b>Committee Annual Cycle of Business</b>																	
Committee Annual Cycle of Business	Director of Corporate Governance	Annually	√			√									√		
Committee Terms of Reference	Director of Corporate Governance	Annually	√			√									√		
Committee Annual Report	Director of Corporate Governance	Annually							√								
Committee Annual Self-Assessment	Director of Corporate Governance	Annually							√								
Charitable Funds Committee Annual Report and Accounts (to coincide with Annual Trustees meeting)	Audit Wales	Annually	√ Presented to Jan Board												√		
Annual Update from the Investment Fund Managers	Director of Finance	Annually	√			√									√		
Review of the Charity Objectives	Director of Finance	To be agreed	√			√											
General Charitable Funds Update	Director of Finance	Quarterly	√			√			√			√			√		
Covid-19 Charitable Funds Update	Director of Finance	Quarterly	√			√			√			√			√		
Audit Wales Audit of Accounts Report	Audit Wales	Quarterly	√ Presented to Jan Board			√			√			√			√		
Staff Lottery Update	Director for People	To be agreed	√			√											