

Charitable Funds Committee

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

The Charitable Funds Committee 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 Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st January 2022 to 31st March 2022.

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 (1st January 2021 – 31st March 2022)

Item of Business	Executive Lead	Reporting period	Jan 2021 Cancelled	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Preliminary Matters																	
Minutes of the previous meeting	Director of Corporate Governance	All regular meetings	√			√			√			√			√		
Action Log	Director of Corporate Governance	All regular meetings	√			√			√			√			√		
Committee Annual Cycle of Business																	
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	√			√											