

Planning, Performance & Finance Committee

Cycle of Business

(1st April 2021 – 31st March 2022)

The Planning, Performance & Finance 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 Planning, Performance & Finance Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st April 2021 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.

The Committee is an independent member committee of the Board and has no executive powers, other than those specifically delegated in the Terms of Reference.

The purpose of the Committee is to provide scrutiny on behalf of the Board on all matters relating to planning, performance and Finance. The Committee provides a level of assurance to the Board that all appropriate actions are being taken to reduce risks in these areas.

Planning, Performance & Finance Committee Cycle of Business (1st April 2021 – 31st March 2022)

| Strategic Objectives | Provide high quality, evidence based and accessible care | Work with Communities and partners to reduce inequality, promote well-being and prevent ill health | Ensure sustainability in all that we do, economically, environmentally and socially | Co-create with staff and partners a learning and growing culture |
|--|--|---|---|--|
| Threats to the Strategic Objectives | <ul style="list-style-type: none"> Failure to deliver a high quality, safe and effective service that improves population health Failure to provide timely health and wellbeing care & services Failure to deliver a service user and carer focussed service. | <ul style="list-style-type: none"> Failure to engage effectively with our communities to inform, develop and deliver an effective, safe and responsive service that meets the health needs of our communities Failure to engage, listen and act on issues / feedback that would help to reduce inequalities, promote wellbeing and prevent ill health within our communities. | <ul style="list-style-type: none"> Failure to make robust, informed decisions for our communities and execute them within a sound system of Governance Failure to deliver and maintain financial sustainability Failure to continually adapt and respond to a changing environment. Failure to adopt new technology and innovations to enable change and sustainability | <ul style="list-style-type: none"> Failure to listen, learn and respond appropriately to the views of our staff and partners to enable continual improvement in our services and culture. Failure to engage, listen and act on feedback to shape services and culture. Failure to engage constructively with partners and have a mutual understanding of each other's issues. Failure to sustain an engaged and effective workforce. |
| Principal Risks | <p>1. If: there is a significant deterioration in standards of patient safety and care provided by the Health Board. Then: there could be an increase in incidents across the Health Board Resulting In: Potentially avoidable harm and poor clinical outcomes, reduction in trust and confidence in the service, and regulatory action and intervention.</p> <p>2. If: demand exceeds capacity Then: service quality, safety and performance could deteriorate. Resulting in: Potentially avoidable harm and poor clinical outcomes, reduction in public trust and confidence in the service. Regulatory action and intervention.</p> | <p>1. If: engagement and collaboration with the Health Board's communities does not fully deliver the required outcomes Then: it may have failed to effectively understand the health needs of its communities and reflect them in its services. Resulting In: the inability to reduce inequalities, promote wellbeing and prevent ill health in its communities.</p> | <p>1. If: the Health Board's financial strategy / objectives are not met Then: it will have failed to achieve its agreed financial plans Resulting In: Qualification of the accounts, potential regulatory action, adverse impact on longer term financial sustainability and reduced ability to invest in improvement and take associated financial risks.</p> <p>2. If: the Health Board fails to recognise and adopt advances in digital technology and innovations in the design of its business and clinical services. Then: it its ability to remain competitive and sustainable will be affected. Resulting In: the inability to deliver high quality, safe, effective and robust sustainable services for the future (WBFGA).</p> | <p>1. If: the Health Board does not embed its values and behaviours and develop an engaged and motivated workforce / collaboration with its partners</p> <p>2. Then: there is likely to be a deterioration in patient, staff and partner experience, wellbeing and morale.</p> <p>3. Resulting In: an adverse impact on patient care and the recruitment and retention of an engaged and effective workforce.</p> |

| Item of Business | Executive Lead | Reporting period | Jan 2021 | 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 Board Meeting | Committee Executive Leads | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |
| Action Log | Committee Executive Leads | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |
| Governance, Assurance & Risk | | | | | | | | | | | | | | | | | |
| Planning, Performance & Finance Committee Annual Report | Director of Corporate Governance | Annually | | | | | | ✓ | | | | | | | | | |
| Planning, Performance & Finance Committee Annual Self-Assessment | Director of Corporate Governance | Annually | | | | | | ✓ | | | | | | | | | |
| Planning, Performance & Finance Committee Terms of Reference | Director of Corporate Governance | Annually | | | | | | ✓ | | | | | | | | | |

| Item of Business | Executive Lead | Reporting period | Jan 2021 | 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 |
|--|--|----------------------|----------|----------|----------|------------|----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Planning, Performance & Finance Committee Annual Cycle of Business | Director of Corporate Governance | Annually | | ✓ | | | | | | | | | | | | ✓ | |
| Organisational Risk Register | Director of Corporate Governance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |
| Planning | | | | | | | | | | | | | | | | | |
| Integrated Medium Term Plan – Quarterly Updates | Executive Director of Planning & Performance | Quarterly | | | | ✓ | | | | ✓ | | | | ✓ | | | |
| Integrated Medium Term Plan Development | Executive Director of Planning & Performance | Annually | | ✓ | | | | | | | | | | | | | |
| Performance | | | | | | | | | | | | | | | | | |
| Integrated Performance Dashboard | Executive Director of Planning & Performance /Chief Operating Officer/ Executive Director of Nursing | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |
| Annual Performance Report (Part of the Health Board’s Annual Report Submission including Sustainability, WBFGA). <i>(Depending on timescales set in the Manual for Accounts action may be required "out of committee")</i> | Executive Director of Planning & Performance / Chief Operating Officer | Annually | | | | ✓ | | | | | | | | | | | |
| Finance | | | | | | | | | | | | | | | | | |
| Finance Report | Executive Director of Finance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |
| Monthly Monitoring Returns to Welsh Government | Executive Director of Finance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | |