

Planning, Performance & Finance Committee

Cycle of Business

(1st February 2022 – 31st March 2023)

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 February 2022 to 31st 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.

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 February 2022 – 31st March 2023)

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	Jan 2023	Feb 2023	Mar 2023
Preliminary Matters																	
Minutes of the previous Board Meeting	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Action Log	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Internal Control & Risk Management																	
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						✓									
Committee Forward Work Programme	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓				✓		✓	
Committee Highlight Report	Director of Corporate Governance	All Regular Meetings		✓				✓		✓				✓		✓	
Planning, Performance & Finance Committee Annual Cycle of Business	Director of Corporate Governance	Annually		✓												✓	
Planning																	
Integrated Medium Term Plan	Director of Strategy & Transformation/ Chief Operating Officer/Director of Finance	Quarterly		✓						✓						✓	
Health Emergency Planning Annual Report	Director of Strategy and Transformation	Annually														✓	



Performance																
Performance Dashboard	Director of Strategy & Transformation/ Chief Operating Officer/Director of Finance/ Director of Nursing	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓
Delivery of Planned Elective Care Recovery Programme	Chief Operating Officer	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓
Finance																
Finance Report	Director of Finance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓
Monthly Monitoring Returns to Welsh Government	Director of Finance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓
Governance and Assurance																
Organisational Risk Register	Director of Governance	Bi-Monthly		✓				✓				✓				✓