

# **Planning, Performance & Finance Committee**

## **Cycle of Business** (1<sup>st</sup> February 2023 – 31<sup>st</sup> March 2024)

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 1<sup>st</sup> February 2023 to 31<sup>st</sup> March 2024.

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 (1<sup>st</sup> February 2023 – 31<sup>st</sup> March 2024)

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
<b>Threats to the Strategic Objectives</b>	<ul style="list-style-type: none"> <li>Failure to deliver a high quality, safe and effective service that improves population health</li> <li>Failure to provide timely health and wellbeing care &amp; services</li> <li>Failure to deliver a service user and carer focussed service.</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>Failure to engage, listen and act on issues / feedback that would help to reduce inequalities, promote wellbeing and prevent ill health within our communities.</li> </ul>	<ul style="list-style-type: none"> <li>Failure to make robust, informed decisions for our communities and execute them within a sound system of Governance</li> <li>Failure to deliver and maintain financial sustainability</li> <li>Failure to continually adapt and respond to a changing environment.</li> <li>Failure to adopt new technology and innovations to enable change and sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Failure to listen, learn and respond appropriately to the views of our staff and partners to enable continual improvement in our services and culture.</li> <li>Failure to engage, listen and act on feedback to shape services and culture.</li> <li>Failure to engage constructively with partners and have a mutual understanding of each other's issues.</li> <li>Failure to sustain an engaged and effective workforce.</li> </ul>

Item of Business	Executive Lead	Reporting period	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
<b>Preliminary Matters</b>																	
Minutes of the previous Board Meeting	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Action Log	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
<b>Internal Control &amp; Risk Management</b>																	
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		✓												✓	
<b>Planning</b>																	

Item of Business	Executive Lead	Reporting period	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
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								✓						✓	
<b>Performance</b>																	
Performance Dashboard	Director of Strategy & Transformation/ Chief Operating Officer/Director of Finance/ Director of Nursing	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Deep dive into one aspect of the Performance Dashboard (subject to be confirmed)	Chief Operating Officer	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Estates Operational Performance and Energy Performance	Director of Finance	Annually				✓											
<b>Finance</b>																	
Finance Report	Director of Finance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Monthly Monitoring Returns to Welsh Government	Director of Finance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
<b>Governance and Assurance</b>																	
Organisational Risk Register	Director of Governance	All Regular Meetings		✓				✓				✓		✓		✓	
Targeted Intervention and Improving Care	Chief Operating Officer	As required		✓				✓				✓		✓		✓	
Enhanced Monitoring	Director of Strategy & Transformation	As required		✓				✓				✓		✓		✓	