

HEALTH BOARD

Item of Business	Executive Lead	Reporting period / Additional Information	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024	April 2024	May 2024
Welcome, Introductions and Apologies	Chair	All Regular Meetings	✓		✓		✓		✓		✓		✓
Declarations of Interest	Chair	All Regular Meetings	✓		✓		✓		✓		✓		✓
Documents signed under seal	Board Secretary	As required			✓						✓		✓
Minutes of the previous Board Meeting	Chair	All Regular Meetings	✓		✓		✓		✓		✓		✓
Action Log	Chair	All Regular Meetings	✓		✓		✓		✓		✓		✓
Patient / Staff Story	Dependant on Story / Theme	All Regular Meetings Link to QSE	✓		✓		✓		✓		✓		✓
Questions from the Public	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓
Report of the Chair	Chair	All Regular Meetings	✓		✓		✓		✓		✓		✓
Report of the CEO	Chief Executive	All Regular Meetings	✓		✓		✓		✓		✓		✓
Special Measures Report	Chief Executive	All Regular Meetings	✓		✓		✓		✓		✓		✓
Annual Plan	Executive Director of Transformation & Strategic Planning	To be confirmed Link to PFIG	✓ For info		✓ Planning for 23/24								
Risk Strategy – including risk appetite statements	Board Secretary	Annually	✓										
Board Assurance Framework	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓
Corporate Risk Register	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓
Committee Assurance Report – Audit Committee	Chair of Committee	All Regular Meetings Link to Audit Committee	✓		✓		✓		✓		✓		✓
Annual Report & Accounts (Including Annual Governance Statement and Annual Quality Statement)	Executive Director of Finance	Annually	✓										
Annual Reports of Board Committees and Advisory Groups	Board Secretary	Annually									✓		
Charitable Funds Audited Accounts and Annual Report	Board Secretary / Independent Member	Annually							✓				
Gifts and Hospitality	Board Secretary	Annually	✓										
Integrated Performance Report	Executive Director of Finance	All Regular Meetings	✓		✓		✓		✓		✓		✓
Finance Report	Executive Director of Finance	All Regular Meetings Link to PFIG	✓		✓		✓		✓		✓		✓
Committee Assurance Report – PFIG	Chair of Committee	All Regular Meetings Link to PFIG	✓		✓		✓		✓		✓		✓
Quality & Patient Safety Report	Executive Director of Nursing & Medical Director	All Regular Meetings Link to QSE	✓		✓		✓		✓		✓		✓
Committee Assurance Report – QSE	Chair of Committee	All Regular Meetings Link to QSE	✓		✓		✓		✓		✓		✓
Committee Assurance Report – Remuneration	Chair of Committee	All Regular Meetings Link to Remuneration	✓		✓		✓		✓		✓		✓
Chairs Reports from Committees and Advisory Groups	Chair of Committee	All Regular Meetings	✓		✓		✓		✓		✓		✓
Terms of Reference for Committees	Board Secretary	Annually			✓								
Review of Partnerships, Engagement and Communications Strategy	Director of Partnerships, Engagement and Communications	Annually			✓								
Winter Plan	Executive Director of Nursing	As required			✓		✓		✓				
Estates Strategy Review	Executive Director of Finance	Annually							✓				
Digital Strategy Review	Chief Digital and Information Officer	Annually					✓						

PERFORMANCE, FINANCE & INFORMATION GOVERNANCE COMMITTEE (PFIG)

Item of Business	Executive Lead	Reporting period / Additional Information	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024 Restricted agenda	Feb 2024	March 2024
Apologies	Chair	All Regular Meetings	✓		✓		✓	✓		✓		✓		✓
Declarations of Interest	Chair	All Regular Meetings	✓		✓		✓	✓		✓		✓		✓
Minutes from previous Meeting	Chair	All Regular Meetings	✓		✓		✓	✓		✓		✓		✓
Matters Arising & Table of Actions	Chair	All Regular Meetings	✓		✓		✓	✓		✓		✓		✓
Report of the Chair • Chair's Action • Feedback from Board	Chair	All Regular Meetings	✓		✓		✓	✓		✓		✓		✓
Report of the Lead Executive	Chair	All Regular Meetings	✓		✓		✓	✓		✓		✓		✓
Notification of Matters referred from other Board Committees on this or future agendas	Board Secretary	As required												
Annual review of ToR	Board Secretary	Annually	✓											
Workplan / COB approval	Board Secretary	Annually	✓											✓
Committee annual report 2022/23	Board Secretary	Annually	✓											
Tier 1 Strategies for Board Approval – to be defined in the corporate strategy (Living Healthier, Staying Well) • Financial / Sustainability Strategy • Information Governance Strategy annual review	Executive Director of Finance / Chief Digital and Information Officer	Bi-annually	✓							✓				
Tier 2 Strategies for committee approval/review – to be defined in the corporate strategy (Living Healthier, Staying Well) • Estates • Performance Management Framework	Executive Director of Finance	As required												
Annual Financial Plan	Executive Director of Finance									✓		✓		✓
Corporate Strategy - Financial	Executive Director of Finance	Annually			✓									
Financial Planning process Budget Setting (BS)	Executive Director of Finance	As required					BS	✓		✓				
Director of Finance advises is audit remit	Executive Director of Finance	As required												✓
Draft Annual Capital Programme 2024/25	Executive Director of Finance	As required												✓
Finance Report incl appendices Finance report Welsh Government Monthly Monitoring Return Savings Capital programme monitoring	Executive Director of Finance	All Regular Meetings			✓		✓	✓		✓				✓
Divisional Finance and Performance reports in rotation	Executive Director of Finance	All Regular Meetings			Deep Dive		✓	✓		✓				✓
External Contracts Assurance Report	Executive Director of Finance	As required	✓					✓						
Capital and Estates Business Cases	Executive Director of Finance	As required												
RTC Development update	Executive Director of Finance	As required			✓ Final									
Benefits Realisation Gateway Review	Executive Director of T&I	As required												
Business Case Tracker	Executive Director of T&I	As required			✓					✓				
IMTP development	Executive Director of T&I	As required					✓	✓		✓		✓		
BCUHB Draft Integrated Medium Term Plan 2024-2027	Executive Director of T&I	As required												✓
Transformation and Improvement Programme incl T&I EDG chair assurance report	Executive Director of T&I	All Regular Meetings	✓		✓		✓	✓		✓		✓		

AUDIT COMMITTEE

Item of Business	Executive Lead	Reporting period / Additional Information	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Members discussions with internal and external audit Held in Private Session		All Regular Meetings	✓			✓		✓		✓		✓
Apologies	Chair	All Regular Meetings	✓			✓		✓		✓		✓
Minutes from previous Meeting	Chair	All Regular Meetings	✓			✓		✓		✓		✓
Matters Arising & Table of Actions	Chair	All Regular Meetings	✓			✓		✓		✓		✓
Chairs Assurance Report – Risk Management Group	Chair	All Regular Meetings	✓			✓		✓		✓		✓
Board Assurance Framework	Board Secretary	As required	✓							✓		✓
Risk Management Strategy Review	Board Secretary	As required	✓									
Review of Corporate Risk Register	Board Secretary	As required								✓		
Performance Accountability Framework	Executive Director of Finance	As required				✓		✓				
Other sources of assurance (audit reports, regulatory body reports, external reviews, shared services reports)	Executive Director of Finance / Board Secretary	As required	✓			✓		✓		✓		✓
Note business of other committees and review inter-relationships	Executive Director of Finance / Board Secretary	As required										
Review of amendments to Standing Orders	Executive Director of Finance / Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Details of Breaches of SOs (late papers etc.)	Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Review draft Annual Governance Statement	Board Secretary	As required	✓									
Review organisation's annual report	Executive Director of Finance / Board Secretary	As required	✓									
Annual review of gifts & hospitality and DoI registers	Board Secretary	As required				✓		✓				
Special Measures Progress Update on relevant areas	Executive Director of T&I	All Regular Meetings	✓			✓		✓		✓		✓
Annual review of submissions on Database to capture externally commissioned reports etc. Eg DU, CHC etc.	As required	As required				✓		✓				
Review of amendments to SFIs	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Details of Breaches of SFIs	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Post payment verification progress report	Executive Director of Finance					✓		✓				✓
Financial Conformance report (inc review of losses & special payments, review of risks and controls and reporting of any SO breaches)	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Financial Conformance Report bi-annual update: Details of Chairs Actions	Executive Director of Finance	As required	✓							✓		
Review annual accounting progress and note financial accounting timetable	Executive Director of Finance	As required								✓		
Schedule of Financial Claims	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Review of audited annual accounts and financial statements including Charitable Funds if ready	Executive Director of Finance	As required	✓							✓		
Internal Audit progress report	Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Report from IA tracker tool	Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓

AUDIT COMMITTEE

Item of Business	Executive Lead	Reporting period / Additional Information	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Review and approval of internal audit plan including Internal Audit Charter	Board Secretary	As required										✓
Receive annual internal audit report (head of IA opinion)	Executive Director of Finance / Board Secretary	As required	✓									
Review effectiveness of internal audit	Executive Director of Finance / Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Any no assurance or limited assurance reports as a substantive item	Executive Director of Finance / Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Auditor General's (external audit) progress reports	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Report from EA tracker tool	Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
National audit reports for information	Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Review and approval of Auditor General's (external audit) plan	Board Secretary	As required										✓
Structured Assessment	Board Secretary	As required								✓		
Receive Auditor General's report to those charged with governance (through letter of representation)	Executive Director of Finance / Board Secretary	As required	✓									
Receive the Auditor General's annual audit report	Executive Director of Finance / Board Secretary	As required								✓		
Review the effectiveness of external audit (through quarterly WAO progress reports)	Executive Director of Finance / Board Secretary	All Regular Meetings	✓			✓		✓		✓		✓
Review counter fraud progress reports	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Agree counter fraud annual work plan	Executive Director of Finance	As required	✓									
Review effectiveness of LCFS Specialist (through Counter Fraud Authority Quality Assessment)	Executive Director of Finance	As required				✓		✓				
Counter fraud annual report	Executive Director of Finance / Board Secretary	As required	✓									
Clinical audit plan	Medical Director	All Regular Meetings	✓			✓		✓		✓		✓
Agree Cycle of Business	Board Secretary	As required										✓
Undertake self-assessment of Committee effectiveness	Executive Director of Finance	As required	✓									
Briefings and update sessions (as appropriate)	Executive Director of Finance	All Regular Meetings	✓			✓		✓		✓		✓
Produce Committee annual report including refresh of ToR	Board Secretary	As required	✓									
Members discussion with Head of Counter Fraud	Executive Director of Finance	As required								✓		
Summary of In Committee business to be reported in public	Chair	All Regular Meetings	✓			✓		✓		✓		✓
Issues of Significance	Chair	All Regular Meetings	✓			✓		✓		✓		✓
Date of Next meeting(s)	Chair	All Regular Meetings	✓			✓		✓		✓		✓

REMUNERATION COMMITTEE

Item of Business	Executive Lead	Reporting period / Additional Information	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Apologies	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓
Declarations of Interest	Chair	All Regular Meetings	✓	✓	✓							
Minutes from previous Meeting	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓
Matters Arising & Table of Actions	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓
Committee Annual Report (inc annual review of ToR)	Chair	As required										✓
Speak Out Safely Annual Report	Executive Director of Workforce & OD	As required								✓		
Employee Relations Professional Standards Report	Executive Director of Workforce & OD	As required	✓					✓				
Removal and Relocation Expenses – by exception	Executive Director of Workforce & OD	As required	✓	✓	✓	✓		✓		✓		✓
Remuneration Report	Executive Director of Workforce & OD	As required										✓
Remuneration and Terms of Service issues - Executives and Very Senior Managers	Chair	As required	✓	✓	✓	✓		✓		✓		✓
Objective setting arrangements - Executives and Very Senior Managers	Chair	As required	✓	✓	✓	✓		✓		✓		✓
Performance Management - Executives and Very Senior Managers	Chair	As required	✓	✓	✓	✓		✓		✓		✓
Upholding Professional Standards in Wales (<i>Private</i>) to include Performers List Regulatory Cases (to be referenced even if nil return)	Chair	As required	✓	✓	✓	✓		✓		✓		✓
Monitoring compliance - Professional registration and revalidation updates – NMC/GMC/HPC/GPhC (Pharmacy)	Executive Director of Workforce & OD	As required		✓								
Termination Payments incl VERS	Executive Director of Workforce & OD	As required	✓	✓	✓	✓		✓		✓		✓
Policies	Executive Director of Workforce & OD	As required	✓	✓	✓	✓		✓		✓		✓
Tribunals: quarterly report to include: 1. Cases which may attract media attention 2. Cases under investigation by the Police / other external agency 3. Cases reported to Welsh Government	Executive Director of Workforce & OD	As required	✓	✓	✓	✓		✓		✓		✓
Interims / separate Senior Leadership update	Executive Director of Workforce & OD	As required	✓	✓	✓	✓		✓		✓		✓
Agree Cycle of Business	Board Secretary	As required										✓
Issues of significance to inform Chairs Assurance Report	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓
Summary of In Committee business to be reported in public	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓
Any other business (at Chair's discretion)	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓
Date of Next meeting(s)	Chair	All Regular Meetings	✓	✓	✓	✓		✓		✓		✓

STAKEHOLDER REFERENCE GROUP

Item of Business	Executive Lead	Reporting period / Additional Information	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Apologies	Chair	All Regular Meetings	✓			✓			✓			✓
Declarations of Interest	Chair	All Regular Meetings	✓			✓			✓			✓
Minutes from previous Meeting	Chair	All Regular Meetings	✓			✓			✓			✓
Matters Arising & Table of Actions	Chair	All Regular Meetings	✓			✓			✓			✓
Committee Annual Report(inc annual review of ToR and Cycle of Business)	Director of Partnerships, Communications & Engagement	As required										✓
Special Measures Update	Director of Transformation & Improvement	As required	✓			✓						
Clinical Services Strategy	Medical Director	As required	✓									
Partnership Strategy	Director of Partnerships, Communications & Engagement	As required	✓			✓						
Third Sector	TBC	As required							✓			
Transformation Programme	Director of Transformation & Improvement	As required				✓						
Primary Care Update	Executive Director of Operations	As required							✓			
Business Cases / Capital Development (ad hoc)	TBC	As required	✓			✓			✓			✓
Annual Report of the Health Board	Board Secretary	As required							✓			
Equality & HR Annual Report	Executive Director of Workforce & OD	As required				✓						
Welsh Language Strategic / Annual Report	Executive Director of Public Health	As required							✓			
Director of Public Health Annual Report	Executive Director of Public Health	As required										✓
Issues of significance to inform Advisory Group Assurance Report	Chair	All Regular Meetings	✓			✓			✓			✓
Any Other Business	Chair	All Regular Meetings	✓			✓			✓			✓
Date of Next meeting(s)	Chair	All Regular Meetings	✓			✓			✓			✓

HEALTHCARE PROFESSIONALS FORUM

Item of Business	Executive Lead	Reporting period / Additional Information	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Apologies	Chair	All Regular Meetings	✓			✓			✓			✓
Declarations of Interest	Chair	All Regular Meetings	✓			✓			✓			✓
Minutes from previous Meeting	Chair	All Regular Meetings	✓			✓			✓			✓
Matters Arising & Table of Actions	Chair	All Regular Meetings	✓			✓			✓			✓
Committee Annual Report(inc annual review of ToR and Cycle of Business)	Chair	As required										✓
Corporate Planning – including updates on AOP/IMTP/3 year outlook LHSW Strategy	Assistant Director Planning Assistant Director Health Strategy	As required										✓
Mental Health Strategy	Appropriate Executive Director and/or rep	As required										✓
Primary Care Strategy	Appropriate Executive Director and/or rep	As required				✓						
Clinical Strategy - Unscheduled Care	Appropriate Executive Director and/or rep	As required	✓									
Scheduled/Planned Care	Appropriate Executive Director and/or rep	As required							✓			
People Strategy	Appropriate Executive Director and/or rep	As required										✓
Digital Strategy	Appropriate Executive Director and/or rep	As required	✓									
Estates Strategy - TBC	TBC	As required	✓			✓			✓			✓
Chief Executive Update	Chief Executive	As required							✓			
Public Health Update	Executive Director of Mental Health	As required				✓						
Transformation and Planning Update	Director of Transformation & Improvement	As required	✓									
Chairs written update	Chair	As required	✓			✓			✓			✓
Members written updates	Chair	As required	✓			✓			✓			✓
Issues of significance to inform Advisory Group Assurance Report	Chair	All Regular Meetings	✓			✓			✓			✓
Any Other Business	Chair	All Regular Meetings	✓			✓			✓			✓
Date of Next meeting(s)	Chair	All Regular Meetings	✓			✓			✓			✓

LOCAL PARTNERSHIP FORUM

Item of Business	Executive Lead	Reporting period / Additional Information	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024
Apologies	Chair	All Regular Meetings		✓			✓			✓		
Declarations of Interest	Chair	All Regular Meetings		✓			✓			✓		
Minutes from previous Meeting	Chair	All Regular Meetings		✓			✓			✓		
Matters Arising & Table of Actions	Chair	All Regular Meetings		✓			✓			✓		
Committee Annual Report(inc annual review of ToR and Cycle of Business)	Chair											
Welsh Language Standards	Executive Director of Mental Health	As required					✓					
Health and Safety Management Annual Report	Executive Director of Workforce & OD	As required		✓								
Finance Report	Executive Director of Finance	As required		✓			✓			✓		
Budget Strategy	Executive Director of Finance	As required								✓		
Corporate Planning Update to include: Corporate Plans, Annual Operating Plan	Planning Team	As required		✓			✓			✓		
Prevention and Control of Infection	Infection Prevention Team	As required		✓								
Workforce Report (F&P report)	Executive Director of Workforce & OD	As required		✓			✓					
Employee Relations Report	Executive Director of Workforce & OD	As required		✓			✓					
Workforce Policies Group Report	Workforce & OD Team	As required		✓			✓					
Workforce Partnership Group	Workforce & OD Team	As required		✓			✓					
Workforce Engagement Update	Workforce & OD Team	As required					✓					
Job Evaluation Programme Report	Workforce & OD Team	As required		✓			✓			✓		
Gender Pay Action Plan	Workforce & OD Team	As required					✓					
Equality & Diversity Annual Report	Workforce & OD Team	As required		✓								
Culture & Leadership Update	Executive Director of Workforce & OD	As required					✓					
Speak out Safely Update	Executive Lead	As required					✓					
Health & Wellbeing Update / Annual Report	Workforce & OD Team	As required					✓					
Issues of significance to inform Advisory Group Assurance Report	Chair	All Regular Meetings		✓			✓			✓		
Any Other Business	Chair	All Regular Meetings		✓			✓			✓		
Date of Next meeting(s)	Chair	All Regular Meetings		✓			✓			✓		