

BOARD CYCLE OF ANNUAL BUSINESS AND FORWARD PLANNER

Part 1 – Annual Recurring Business

Agenda Items	Notes	Committee	May	July	July AGM	Sep	Nov	Jan	Mar
All Wales Meetings Minutes (EASC, WHSCC and NHS Wales Health Collaborative)	<i>As required</i>	-	✓	✓		✓	✓	✓	✓
Annual Accounts		A	✓ to delegate authority to AC		✓				
Agency & Locum Deployment in Wales * see note at end	<i>WG requirement WHC2017/042</i>								
Annual Consultations Summary	<i>Procedural</i>					✓			
Annual Cycle of Business	<i>WG requirement (contained in SOs)</i>								✓
Annual General Meeting minutes						✓			
Annual Governance Statement		A	✓ to delegate authority to AC		✓				

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Annual Quality Statement	<i>WG requirement (detailed within MFA)</i>	QSE/A	✓ to delegate authority to AC		Final (as part of ann report)				
Annual Report of the Health Board	<i>WG requirement – has to be presented by end Sept each year</i>	A			✓ Inc AGS and AQS				
Annual Reports of Board Committees	<i>WG requirement as detailed within Standing Orders</i>	Via AC Chair Report		✓					
Approved Clinicians and Section 12(2) Doctors	<i>WG requirement *every other meeting</i>	MHAC	✓	✓		✓	✓	✓	✓
Business Cases/Capital Developments(as appropriate)	<i>Compliance with SFIs and WG requirements</i>	F&P	✓	✓		✓	✓	✓	✓
Chair's Assurance Reports from Committees	<i>Good practice</i>	All	✓	✓		✓	✓	✓	✓
Charitable funds audited accounts and annual report	<i>Requirement under Charities Act</i>	CFC						✓ Via Ch Ass Rep	
Civil contingency and business continuity update (via SPPH Chair's report)	<i>WG requirement</i>	SPPH		✓					

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Collaborative Leadership Forum Minutes (All Wales)	<i>Agreed by Board Secretaries</i>		✓	✓	✓	✓	✓	✓	✓
Corporate Risk & Assurance Framework	<i>WG requirement</i>	A	✓				✓		
Director of Public Health Annual Report	<i>WG requirement</i>	SPPH					✓		
Documents signed under seal	<i>WG requirement as set out in SOs</i>	-		✓				✓	
Engagement Strategy (via SPPH Chair's Report)	<i>WG requirement</i>	SPPH				✓			
Equality & HR Annual report inc Strategic Equality Plan progress	<i>WG requirement</i>	QSE / SPPH						✓ IoS from SPPH	
Finance report	<i>Monthly report in view of deficit</i>	F&P	✓	✓		✓	✓	✓	✓
Finance Strategy/budget and financial framework	<i>WG requirement</i>	F&P							✓
HASCAS Investigation and Ockenden Governance Review Progress Reports		QSE	✓			✓		✓	
Health & Care Standards scrutiny	<i>WG requirement</i>	QSE		✓ via AGS					

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Health and Safety Annual Report	<i>Statutory requirement (HSE regulations)</i>	QSE		✓					
Health Care Inspectorate Wales reports (as appropriate)	<i>WG requirement</i>	QSE	✓	✓		✓	✓	✓	✓
Infection Prevention and Control reports	<i>WG requirement</i>	QSE		✓				✓	
Medicines Management	<i>Requirement of national WAO Audit into medicines management</i>	QSE							✓
Mental Health Progress Reports (<i>via SMIF updates and QSE Chair' reports</i>)	<i>WG requirement and linked to Special Measures</i>	QSE	✓	✓		✓	✓	✓	✓
Mental Health Strategy	<i>WG requirement</i>	SPPH	✓						
Nurse Staffing	<i>Nurse Staffing Act requirement</i>	QSE	✓						
Primary Care Contracts (new awards)	<i>Compliance with Sos (as required)</i>								
Primary Care Updates	<i>Advice from All Wales Board Secretaries and WG that regular reports should be taken</i>	QSE	✓				✓		

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Prison Health Annual Report (through QSE Chair's Report)		QSE					✓		
Putting Things Right Annual Report (incorporating link to Ombudsman Annual Report)	<i>WG/Ombudsman requirement</i>	QSE		✓					
Quality & Performance Report	<i>WG requirements</i>	QSE/ F&P	✓	✓		✓	✓	✓	✓
Research & Development		SPPH					✓		
Risk Management Strategy	<i>WG requirement</i>	A							✓
Review of SOs/SFIs and Scheme of Delegation	<i>WG requirement</i>	A							✓
Service Change (orthopaedics)	<i>Agreed at Board 5.4.18</i>		✓			✓		✓	
Strategy Development	<i>WG requirement To include primary / community care</i>	SPPH (monitoring of AOP)						Final IMTP (3 year plan)	
Safeguarding Updates (as and when via QSE Chair's Report plus annual	<i>WG requirement</i>	QSE		✓ ann rep via Ch rep					

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report also via QSE Chair's report in March)									
Seasonal Plan	<i>WG requirement</i>	SPPH				✓			
Special Measures Progress Reports (via SMIF Chair's report)	<i>WG requirements</i>		✓	✓		✓	✓	✓	✓
Tissue and Organ Donation annual report		QSE							✓ Via QSE Chair Rep
University status of the Health Board	<i>WG requirement every 3 years (due in 2019)</i>						✓		
Wales Audit Office Annual Audit Report	<i>WG/WAO requirement</i>	A							✓
Wales Audit Office Structured Assessment	<i>WG/WAO requirement</i>	A						✓	
Well-being of Future Generations Act	<i>WG requirement</i>	SPPH			✓ as part of corporate annual report				
Welsh Language strategic/annual report(s)	<i>WL Commissioner requirements</i>	SPPH		✓					

Key:

A	Audit Committee
CFC	Charitable Funds Committee
F&P	Finance and Performance Committee
DIG	Digital Information and Governance Committee
MHAC	Mental Health Act Committee
PoD	Power of Discharge Sub-Committee
R&TS	Remuneration and Terms of Service Committee
SPPH	Strategy, Partnerships and Population Health Committee
QSE	Quality, Safety and Experience Committee