

## Health Board – Annual Cycle of Business

(1<sup>st</sup> April 2024 to the 31<sup>st</sup> March 2025)

The Annual Cycle of Business has been developed to help plan the management of Health Board matters and facilitate the management of agendas and Health Board business. The Annual Cycle of Business will be complemented by a “Non-Routine Board Business (Forward Work Plan)” for ‘one-off’ Ad-hoc items raised during the course of meetings.

The role of the Health Board is set out in the standing orders which is available here: [Standing Orders and Financial instructions link](#)

The **Health Board** meets bi-monthly.

<b>Board Chair</b> Dyfed Edwards  <b>Board Vice Chair</b> Gareth Williams	<b>Independent Members</b> Karen Balmer Clare Budden Urtha Felda Chris Field Dyfed Jones Mike Larvin Billy Nichols Caroline Turner Rhian Watcyn Jones  <b>Associate Members</b> Mike Parry Fôn Roberts Jane Wild	<b>Executive Members</b> Russell Caldicott (Executive Director of Finance – Interim) Gareth Evans (Executive Director of Therapies & Health Sciences – Acting) Nick Lyons (Executive Medical Director / Deputy Chief Executive) Jane Moore (Executive Director Public Health – Interim) Carol Shillabeer (Chief Executive) Chris Stockport (Executive Director Transformation & Strategic Planning) Angela Wood (Executive Director Nursing & Midwifery) Vacant (Executive Director Operations)	<b>In Attendance</b> Jason Brannan (Deputy Director People Services) Helen Stevens-Jones (Director Partnerships, Engagement & Communications) Dylan Roberts (Chief Digital & Information Officer) Teresa Owen (Executive Lead for Mental Health & Learning Disabilities) Pam Wenger (Director Corporate Governance)	<b>Preliminary matters to be included on agenda:</b> Welcome & Apologies Declarations of Interest Unconfirmed minutes of meeting held on xxxx Matters Arising & Action Log Patient/Staff Story Citizens Experience Report (alternate meetings) Report of the Chair Report of the Chief Executive Report of the Vice Chair
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	MAY (Q1)	JULY (Q2)	SEPTEMBER (Q2)	NOVEMBER (Q3)	JANUARY (Q4)	MARCH (Q4)
<b>PRELIMINARY MATTERS</b>						
<b>STRATEGIC PRIORITIES</b>						
Operating Model (1C)						
10 Year Strategy (2A)						
Prioritisation (2F)						
Urgent & Emergency Care (4G)						
<b>QUALITY</b>						
Clinical Services Plan (2B)						
Patient Experience (4A)						
Adult Mental Health, Learning Disability, Children and Adolescent Mental Health Services (CAMHS) & Neurodevelopment (4I)						
Currently Challenged Services (4J)						
Women’s Services (4K)						
Children (4L)						
<b>GOVERNANCE &amp; ASSURANCE</b>						
Annual Plan / IMTP						
Board Effectiveness (1A)						
Legislative Improvements (1F)						
Capital Priorities (2D)						
Digital, Data & Technology (2E)						
Strengthening Planning (2H)						
Finance Governance Environment (2I)						
Citizen Engagement (3B)						
Learning Organisation (5E)						
Civil Contingencies						
<b>ROUTINE REPORTING</b>						
Annual Delivery Plan						

	MAY (Q1)	JULY (Q2)	SEPTEMBER (Q2)	NOVEMBER (Q3)	JANUARY (Q4)	MARCH (Q4)
Integrated Performance Report						
Quality Report						
Finance Report						
Corporate Governance Report						
Corporate Risk Register						
Board Assurance Framework						
Internal Audit Reports (as required)						
Board Policies for Approval (as required)						
Business Cases for Approval (as required)						
<b>ANNUAL REPORTING</b>						
Annual Report to Board*						
Head of Internal Audit Reporting* (as part of the Annual Reporting Submission)						
Annual Audit Report & Structured Assessment						
Public Health Annual Report						
Health and Safety Annual Report						
Research & Development Annual Report						
Duty of Candour Annual Report						
Duty of Quality Annual Report						
Ombudsman Annual Letter						
<b>FOR INFORMATION</b>						
Committee & Advisory Group Chairs Reports						
Committee Workplan						
Cycle of Business						
<b>CLOSING BUSINESS</b>						
Review of meeting effectiveness						
Date of the next meeting						
Resolution to exclude the Press and Public						
<b>PRIVATE AGENDA</b>						

\*These items will be part of the additional Health Board in June / July