

Cardiff and Vale University Health Board - Board Plan of Business 2022-23

App - Approval Ass - Assurance Inf - Information	Committee/ Group	Lead	26-May	28-Jul	29-Sep	24-Nov	26-Jan	30-Mar
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Agenda Item
Strategy and Strategic Plans

Determine/ review UHBs aims, objectives and priorities (as part of SoFW Strategy)	Management Executives	CEO			App			
Approve / Review Values and Standards of Behaviour Framework (part of SoFW Strategy)	Strategy and Delivery	CEO/EDSP			App			
Approve / review action required on delivery of strategic objectives	Strategy and Delivery	CEO			App			
Approve IMTP	Strategy and Delivery	EDSP						App
Approve/ review development and delivery of patient centred clinical services (as part of SoFWS)	Strategy and Delivery	MD/EDSP			App			
Approve/ Review citizen, partnership and stakeholder engagement and involvement strategies	Strategy and Delivery	EDSP				App		
Approve / Review Quality, Safety and Experience Framework	Quality, Safety and Experience	MD/END				Ass		
Approve / Review People and Culture Plan	Strategy and Delivery	EDPC					Ass	
Approve/ Review Estates Strategy	Strategy and Delivery	DoF			App			
Approve / Review Digital Health Intelligence Strategy	Digital Health Intelligence	DT						Ass
Approve / review Capital Strategy (including investment and disposal plans)	Strategy and Delivery	DoF/EDSP		Ass				
Approve/ Review Framework and Strategy for Performance Management	Strategy and Delivery	CEO		App				
Approve Risk Management Strategy	Audit	DCG		App				
Approve / Review Mental Health Strategy	Mental Health Legislation and Mental Capacity Act	COO						App
Approve Population Health Needs assessment and Commissioning Plan	Strategy and Delivery	EDPH/EDSP						App
Approve Joint Area Plan (prepared under direction of RPB in response to Population Needs Assessment)	Board	CEO	App					
Approve / review Wellbeing objectives in accordance with requirements of Wellbeing of Future Generations Act (as part of SoFW Strategy)	Strategy and Delivery	EDPH/EDSP			Ass			
Approve Wellbeing Plan agreed by Public Service Board	Strategy and Delivery	CEO				Ass		

Standing Items

Patient Story	Board	MD/END	Inf	Inf	Inf	Inf	Inf	Inf
Minutes of the previous meeting	Board	DCG	App	App	App	App	App	App
Action Log	Board	DCG	Ass	Ass	Ass	Ass	Ass	Ass
Ratify urgent decisions of the Chair/CEO	Board	CCG	App	App	App	App	App	App
Chairs Report	Board	CJ	Ass	Ass	Ass	Ass	Ass	Ass

Chief Executive's Report	Board	CEO	Ass	Ass	Ass	Ass	Ass	Ass
Integrated Performance report (including quality, finance, activity and workforce)	Quality, Safety and Experience/ Strategy and Delivery /Finance	END/MD/EDPC/ COO/DoF	Ass	Ass	Ass	Ass	Ass	Ass
Board Assurance Framework	Audit	DCG/CEO	App	App	App	App	App	App
Corporate Risk Register	Audit	DCG	Ass	Ass	Ass	Ass	Ass	Ass
Chair's Committee Reports to Board:								
-Audit Committee	Audit	DCG	Ass	Ass	Ass	Ass	Ass	Ass
-Quality, Safety and Experience Committee	Q,S&E	DCG	Ass	Ass	Ass	Ass	Ass	Ass
-Strategy and Delivery Committee	S&D	DCG	Ass	Ass	Ass	Ass	Ass	Ass
- Finance Committee	Finance	DCG	Ass	Ass	Ass	Ass	Ass	Ass
-Health and Safety Committee	H & S	DCG	D	D		D	D	
- Mental Health and Mental Capacity Act Committee	Mental Health	DCG		D		D	D	
- RaTS Committee	RaTS	DCG	-	-	-	-	-	-
- Charitable Funds Committee	CF	DCG	D		D	D		D
-Digital Health Intelligence Committee	DHIC	DCG		D		D		D
-Shaping Our Future Hospitals Committee	SoFH	DCG	D		D			D
Minutes of Committees of the Board:								
-Audit Committee	Audit	DCG	App	App	App	App	App	App
-Quality, Safety and Experience Committee	Q,S&E	DCG	App	App	App	App	App	App
-Strategy and Delivery Committee	S&D	DCG	App	App	App	App	App	App
- Finance Committee	Finance	DCG	App	App	App	App	App	App
-Health and Safety Committee	H&S	DCG	App	App		App	A	
- Mental Health and Mental Capacity Act Committee	Mental Health	DCG		App		App	A	
- RaTS Committee	RaTS	DCG	-	-	-	-	-	-
- Charitable Funds	CF	DCG	App		App	App		App
-Digital Health Intelligence Committee	DHIC	DCG	App	App		App		App
-Shaping our Future Hospitals Committee	SoFH	DCG						
Minutes of Joint Committee:								
- EASC	EASC	DCG	Ass	Ass	Ass	Ass	Ass	Ass
- WHSCC	WHSCC	DCG	Ass	Ass	Ass	Ass	Ass	Ass
Minutes of Advisory Groups:								
- Stakeholder Reference Group	SRG	EDSP	App		App	App		
- Local Partnership Forum	LPF	EDPC	App	App	App	App	App	App
- Healthcare Professional Forum	HPF	EDPC			App	App	App	App
Governance								
Approve Standing Orders, Scheme of Delegation, SFIs	Audit	DCG	App					
Ratify in public failure to comply with SO's	Audit	DCG	App	App	App	App	App	App
Authorise the use of the seal	Board	DCG	App	App	App	App	App	App
Approve proposals for action on litigation (as and when required)	Board	DCG	App	App	App	App	App	App
Receive and determine action in relation to Board Member declarations of interests (and when required)	Audit	DCG	Ass					
Approve the top level organisation structure	Management Executives	CEO			App			
Approve corporate policies (as and when required)	Management Executives	DCG	App	App	App	App	App	App
Appoint and revise Committees of the Board	Board	CHR						App
Note the appointment of Executive Directors including Board Secretary (as and when required)	RaTS	CHR	Inf	Inf	Inf	Inf	Inf	Inf

Approve TOR for all Committees	All Board Committees	DCG						App
Appoint, equip, review and where appropriate dismiss the Chair and any members of any Committee, Joint Committee or Group set up by the Board (as and when required)	Board	CHR						
Appoint, equip, review and where appropriate dismiss individuals appointed to represent the Board on outside bodies and group (as and when required)	Board/RaTS	CHR/CEO						
Approve arrangements relating to responsibilities as a corporate trustee for funds held on trust	Charitable Funds	CHR						App
Approve Risk Management Strategy and Plans	Audit	DCG		App				
Approve Civil contingency and business continuity update	Strategy and Delivery	EDSP			App			
Receive reports on performance from external regulators and inspectors e.g. WAO, CHC, HIW which raise an issue or concern impacting on ability to delivery objectives (as and when required)	Audit Quality, Safety and Experience	MD/END/DCG						
Receive annual opinion from Head of Internal Audit (HoIA) and approve action required	Audit	DCG	Ass					
Receive annual report from Auditor General for Wales and approve action required	Audit	DCG					Ass	
Receive WAO Structured Assessment	Audit	DCG					Ass	
Approve Annual Report (including Accountability Report and Performance Report)	Audit	DCG	App					
Approve audit and assurance arrangements	Audit	DCG					App	
Approve policies for dealing with complaints and incidents (as and when required)	Quality, Safety and Experience	MD/END						
Annual Cycle of Business	Board	DCG						App
Board Development Plan	Board	DCG	App					
Annual consultations summary	Quality, Safety and Experience/ Strategy and Delivery /Audit	DCG					Ass	
AGM Minutes	AGM	DCG				App		
Annual Reports of Board Committees	All Board Committees	DCG						App
Financial								
Approve cases for write off of losses (as and when required)	Finance	DoF						
Approve cases for making special payments above limits of delegation of CEO (as and when required)	Finance	DoF						
Approve Medium Term Financial Plan	Finance	DoF						App
Approve budget and financial framework	Finance	DoF						App
Approve individual contracts/ business cases above the limit delegated to the CEO	Finance	CEO	App	App	App	App	App	App
Approve Capital Plan	ME	DoF/EDSP	App					
Approve Annual Financial Accounts	Finance	DoF	App					
Primary Care Contracts (new awards)	Strategy and Delivery	COO						
Approve reduction in significant activity or operation (as and when required)	Strategy and Delivery	COO						
Annual Reports								
Approve Director of Public Health Annual Report	Strategy and Delivery	EDPH					App	
Approve Health and Safety Annual Report	H&S	EDPC		App				
Approve Risk Management Strategy	Audit	DCG		App				
Approve / Review Mental Health Strategy	MHCLC	COO						App
Approve Safeguarding updates and Annual Report	Quality, Safety and Experience	END		App				

Approve Tissue and Organ Donation Annual Report	T&OD	MD			App			
Approve Welsh Language Annual Report	Strategy and Delivery	EDPC				App		
Key: Chair - CHR Chief Executive - CEO Executive Director of Finance - DoF Executive Medical Director - MD Executive Nurse Director - END Chief Operating Officer - COO Executive Director of Strategic Planning - EDSP Executive Director of Therapies and Health Science - EDTHS Executive Director of Public Health - EDPH Executive Director of People and Culture - EDPC Director of Corporate Governance - DCG Director of Digital Health Intelligence - DDHI								