

Cardiff and Vale University Health Board - Work Plan 2021-22

A - Approval D - Discussion I - Information	Committee/ Group	Lead	27-May	29-Jul	30-Sep	25-Nov	27-Jan	31-Mar
Agenda Item								
Standing Items								
Patient Story		RW	I	I	I	I	I	I
Minutes of the previous meeting		NF	A	A	A	A	A	A
Action Log		NF	D	D	D	D	D	D
Ratify urgent decisions of the Chair/CEO		NF	A	A	A	A	A	A
Chairs Report		CJ	D	D	D	D	D	D
Chief Executive's Report		LR	D	D	D	D	D	D
Integrated Performance report (including quality, finance, activity and workforce)	Q,S&E,S&D, Finance	RW/SW/SC/ CP/RG	D	D	D	D	D	D
Board Assurance Framework	Audit	NF	D	D	D	D	D	D
Corporate Risk Register	Audit	NF	D	D	D	D	D	D
Committee Chair Reports to Board:								
-Audit	Audit	JU	D	D	D	D	D	D
-Quality, Safety and Experience	Q,S&E	SE	D	D	D	D	D	D
-Strategy and Delivery	S&D	MI	D	D	D	D	D	D
- Finance	Finance	RT	D	D	D	D	D	D
-Health and Safety	H&S	AH	D	D		D	D	
- Mental Health	Mental Health	SM		D		D	D	
- RaTS	RaTS	CJ	-	-	-	-	-	-
- Charitable Funds	CF	AH	D		D	D		D
-Digital Health Intelligence Committee	DHIC	DT		D		D		D
-UHW2	UHW2	RT	D		D			D
Minutes of Committees of the Board:								
-Audit	Audit	CP						
-Quality, Safety and Experience	Q,S&E	RW	A	A	A	A	A	A
-Strategy and Delivery	S&D	AH	A	A	A	A	A	A
- Finance	Finance	CP	A	A	A	A	A	A
-Health and Safety	H&S	NF	A	A	A	A	A	A
- Mental Health	Mental Health	SC	A	A		A	A	
- RaTS	RaTS	LR		A		A	A	
- Charitable Funds	CF	RW	-	-	-	-	-	-
-Digital Health Intelligence Committee	DHIC	DT	A		A	A		A
-UHW2	UHW2	AH	A	A		A		A
Joint Committee Minutes:								
- EASC	EASC	LR	A	A	A	A	A	A
- WHSCC	WHSCC	LR	A	A	A	A	A	A
Advisory Groups:								
- Stakeholder Reference Group	SRG	AH	A		A	A		
- Local Partnership Forum	LPF	RG	A	A	A	A	A	A
- Healthcare Professional Forum	HPF	FJ			A	A	A	A

Board Champion Reports: - Fire Safety - Emergency Planning - Caldicott - Violence and Agression - Infection, prevention and control - Armed Forces and Veterans - Mental Health - Equality - Children and Young People - Putting Things Right - Raising Concerns - Welsh Language - Older Persons								
Governance								
Approve Standing Orders, Scheme of Delegation, SFIs	Audit	NF	A					
Ratify in public failure to comply with SO's	Audit	NF	A	A	A	A	A	A
Authorise the use of the seal		NF	A	A	A	A	A	A
Approve proposals for action on litigation (as and when required)		NF						
Receive and determine action in relation to Board Member declarations of interests (and when required)	Audit	NF	D					
Approve the top level organisation structure	ME	LR			A			
Approve corporate policies (as and when required)	ME	NF	A	A	A	A	A	A
Appoint and revise Committees of the Board		NF						A
Approve the appointment of Executive Directors including Board Secretary (as and when required)	RaTS	MB	A					
Approve TOR for all Committees	All Board Committees	NF						A
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)		CJ						
Appoint, equip, review and where appropriate dismiss individuals appointed to represent the Board on outside bodies and group (as and when required)		CJ						
Approve arrangements relating to responsibilities as a corporate trustee for funds held on trust	CF	NF						A
Approve Risk Management Strategy and Plans	Audit	NF		A				
Receive reports from Chairs of Committees of the Board, Groups on performance and action required	All Board Committees	NF	D	D	D	D	D	D
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 Q,S&E	RW/NF						
Receive annual opinion from Head of Internal Audit (HoIA) and approve action required	Audit	NF	D					
Receive annual report from Auditor General for Wales and approve action required	Audit	NF					D	
Receive WAO Structured Assessment	Audit	NF						
Approve Annual Report (including Accountability Report and Performance Report)	Audit	NF	A					
Approve audit and assurance arrangements	Audit	NF					A	
Annual Cycle of Business		NF						A
Board Development Plan		NF	A					
Annual consultations summary	Q,S&E, S&D, Audit	NF					A	

AGM Minutes	AGM	NF				A		
Annual Reports of Board Committees	All Board Committees	NF/Chairs						A
Financial								
Approve cases for write off of losses	Finance	CP	A	A	A	A	A	A
Approve cases for making special payments above limits of delegation of CEO (as and when required)	Finance	CP						
Approve Medium Term Financial Plan	Finance	CP						A
Approve budget and financial framework	Finance	CP						A
Approve Annual Financial Accounts	Finance	CP	A					
Primary Care Contracts (new awards)	S&D	SC						
Approve reduction in significant activity or operation	S&D	CP						
Strategies and Annual Reports								
Approve citizen, partnership and stakeholder engagement and involvement strategies	S&D	AH						A
Approve quality and patient safety outcomes strategy	Q,S&E	RW/SW					A	
Approve Workforce and OD Strategy	S&D	RG				A		
Approve Estates Strategy	S&D	AH			A			
Approve Digital Health Strategy	IT&IG	AW						A
Approve Capital Strategy (including investment and disposal plans)	S&D	CP/AH						A
Approve policies for dealing with complaints and incidents	Q,S&E	RW						
Approve Director of Public Health Annual Report	S&D	FK					A	
Approve Workforce and OD Annual Report (including Equality)	S&D	RG			A			
Approve Health and Safety Annual Report	H&S	LR		A				
Approve Risk Management Strategy	Audit	NF		A				
Approve Mental Health Strategy	MHCLC	SC				A		
Approve Safeguarding updates and Annual Report	Q,S&E	RW		A				
Approve Tissue and Organ Donation Annual Report	T&OD	SW			A			
Approve Welsh Language Annual Report	S&D	RG				A		
Approve Research and Development Strategy	R&D	SW						A
Strategic Planning								
Business Cases / capital developments (as appropriate)	BCAG	AH						
Capital Plan	ME	AH	A					
Determine UHBs aims, objectives and priorities	ME	LR						A
Approve IMTP	S&D	AH					A	
Approve Population Health Needs assessment and Commissioning Plan	S&D	AH/FK						
Approve development and delivery of patient centred clinical services	S&D	AH/SW						
Approve action required on delivery of strategic objectives	S&D	LR						
Approve reporting arrangements to citizens, partners and stakeholders	S&D	AH						
Civil contingency and business continuity update	S&D	AH						
University Status of Health Board	S&D	AH	A					
Wellbeing of Future Generations Act	S&D	AH/FK						