



## HYWEL DDA UNIVERSITY HEALTH BOARD – FINANCE COMMITTEE

agenda items (denoted by \*).

Agenda Item/Issue	Lead	29 <sup>th</sup> April 2021	25 <sup>th</sup> May 2021	29 <sup>th</sup> June 2021	27 <sup>th</sup> July 2021	31 <sup>st</sup> Aug 2021	28 <sup>th</sup> Sept 2021	28 <sup>th</sup> Oct 2021	23 <sup>rd</sup> Nov 2021	21 <sup>st</sup> Dec 2021	25 <sup>th</sup> Jan 2022	23 <sup>rd</sup> Feb 2022	29 <sup>th</sup> March 2022
Apologies*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Declarations of Interests*	All	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Matters Arising and Table of Actions*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reflective Summary*	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance Committee Annual Workplan*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Annual Review of TORs/Membership	MH	✓											✓
FC Self-Assessment of Performance – Review of Questions	MH												✓
FC Self-Assessment of Performance – Review of Outcomes	MH	✓											
Finance Committee Annual Report	MH	✓											
Monthly Finance Report & Forecast*	HT/ RH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Capital Financial Management*	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Opportunities Framework*	CW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Digital Planning*	AT			✓			✓			✓			✓
Workforce Planning - Financial Linkage (Quarterly)*	LG												
Corporate Risks (Quarterly)*	HT			✓			✓			✓			✓
Finance Operational Risks (Quarterly)*	HT		✓			✓			✓			✓	
Healthcare Contracting Update*	SA		✓			✓			✓			✓	
Update from Agile Digital Business Group (Bi-Monthly)	AT		✓		✓		✓		✓		✓		✓



## HYWEL DDA UNIVERSITY HEALTH BOARD – FINANCE COMMITTEE

agenda items (denoted by \*).

Agenda Item/Issue	Lead	29 <sup>th</sup> April 2021	25 <sup>th</sup> May 2021	29 <sup>th</sup> June 2021	27 <sup>th</sup> July 2021	31 <sup>st</sup> Aug 2021	28 <sup>th</sup> Sept 2021	28 <sup>th</sup> Oct 2021	23 <sup>rd</sup> Nov 2021	21 <sup>st</sup> Dec 2021	25 <sup>th</sup> Jan 2022	23 <sup>rd</sup> Feb 2022	29 <sup>th</sup> March 2022
Update from Commissioning Group (Bi-Monthly)	SA	✓		✓		✓		✓		✓		✓	
NWSSP Performance Report	HT			✓			✓			✓			✓
Financial Plan Development (and Draft Financial Plan – March 2021)	HT				✓		✓	✓	✓				✓
Procurement (Quarterly)*	HT			✓			✓			✓			✓
Winter Planning 2021/22	AC							✓					
Financial Procedures (ad hoc)*	HT	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Ministerial Directions (Quarterly)	HT	✓			✓			✓			✓		
Balance Sheet (Quarterly) For Assurance	HT	✓			✓			✓			✓		
Draft Annual Accounts 2020/21	HT		✓										
Year End De-Brief	HT		✓										
Any Other Business*	All	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Agenda setting meeting with Chair & Exec Lead (at least 4 weeks before the meeting)	SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team prior to issue	SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



## HYWEL DDA UNIVERSITY HEALTH BOARD – FINANCE COMMITTEE

agenda items (denoted by \*).

Agenda Item/Issue	Lead	29 <sup>th</sup> April 2021	25 <sup>th</sup> May 2021	29 <sup>th</sup> June 2021	27 <sup>th</sup> July 2021	31 <sup>st</sup> Aug 2021	28 <sup>th</sup> Sept 2021	28 <sup>th</sup> Oct 2021	23 <sup>rd</sup> Nov 2021	21 <sup>st</sup> Dec 2021	25 <sup>th</sup> Jan 2022	23 <sup>rd</sup> Feb 2022	29 <sup>th</sup> March 2022
Type up minutes and TOA within 7 days of the meeting	SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Chair: Michael Hearty**

**Vice-Chair: Mike Lewis**

**Lead Executive: Huw Thomas**

**Committee Secretary: Sonja Wright**

<b>MH</b>	<b>Michael Hearty</b>	<b>MB</b>	<b>Mark Bowling</b>
<b>HT</b>	<b>Huw Thomas</b>	<b>SW</b>	<b>Sonja Wright</b>
<b>AC</b>	<b>Andrew Carruthers</b>	<b>CW</b>	<b>Chris Williams</b>
<b>SA</b>	<b>Shaun Ayres</b>	<b>AT</b>	<b>Anthony Tracey</b>
<b>LG</b>	<b>Lisa Gostling</b>	<b>RH</b>	<b>Rebecca Hayes</b>