

HYWEL DDA UNIVERSITY HEALTH BOARD – FINANCE COMMITTEE

The Committee meets on a monthly basis. The following table sets out the Committee’s business for 2020/21, including standing agenda items (denoted by *).

Agenda Item/Issue	Lead	28 th April 2020	26 th May 2020	25 th June 2020	24 th July 2020	26 th Aug 2020	29 th Sept 2020	27 th Oct 2020	24 th Nov 2020	22 nd Dec 2020	26 th Jan 2021	25 th Feb 2021	23 rd March 2021
Apologies*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Declarations of Interests*	All	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Matters Arising and Table of Actions*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Annual Review of TORs/Membership	MH												✓
Finance Committee Outcome of Self-Assessment of Performance (and review of actions)	MH		✓						✓				
Finance Committee Annual Report	MH	✓											
Reflective Summary	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monthly Finance Report	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monthly Financial Forecast	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Plan Development and Draft Financial Plan	HT				✓		✓	✓	✓				✓
Capital Financial Management	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contracting Update	SA		✓			✓			✓			✓	
Opportunities Framework	MB			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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Financial Dashboard Reporting Presentation						✓							
Underlying Deficit	MB			✓									
Corporate Risks	HT		✓			✓			✓				✓
Finance Operational Risks	HT			✓			✓			✓			✓
Winter Planning 2020/21	AC							✓					
Financial Procedures (ad hoc)	HT												
Scheme of Delegation	HT		✓										
Ministerial Directions	HT				✓			✓			✓		
Finance Committee Annual Workplan*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Draft Annual Accounts 2019/20	HT		✓										
Review of Actions from FC Self-Assessment of Effectiveness 2019/20										✓			
Any Other Business*		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Agenda setting meeting with Chair & Exec Lead (at least 4 weeks before the meeting)	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team prior to issue	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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receive papers at least 14 days before the meeting)													
Disseminate agenda & papers 7 days prior to the meeting	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Chair: Michael Hearty

Vice-Chair: Mike Lewis

Lead Executive: Huw Thomas

Committee Secretary: Sonja Wright

MH	Michael Hearty	MB	Mark Bowling
HT	Huw Thomas	SB	Sarah Bevan
AC	Andrew Carruthers	SW	Sonja Wright
SA	Shaun Ayres		