

HWEL 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	22 nd Oct 2020	30 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reflective Summary*	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance Committee Annual Workplan*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monthly Finance Report and Forecast*	HT/ RH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Capital Financial Management*	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Opportunities Framework*	CW			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Planning 2021/22: Investment in Digital programme plan, and/or Workforce Planning*	AT/ LG						✓	✓	✓	✓	✓	✓	✓
Corporate Risks*	HT		✓			✓				✓			✓
Finance Operational Risks*	HT			✓			✓		✓			✓	
Route Map to Financial Balance*	HT						✓			✓			✓
Healthcare Contracting Update*	SA		✓			✓			✓			✓	
Update from Agile Digital Business Group	AT									✓		✓	
Update from Commissioning Group	HT										✓	✓	✓
NWSSP Performance Report	HT						✓			✓			✓
Annual Review of TORs/Membership	MH												✓



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Finance Committee Outcome of Self-Assessment of Performance	MH		✓										
Finance Committee Annual Report	MH	✓											
Financial Plan Development (and Draft Financial Plan – March 2021)	HT				✓		✓	✓	✓				✓
EU Exit Risks – Financial Impact (IC)	RH						✓						
Locality Reporting	HT							✓					
Procurement	HT							✓					
Underlying Deficit	MB			✓									
Winter Planning 2020/21	AC							✓					
Financial Procedures (ad hoc)	HT												
Scheme of Delegation	HT		✓										
Ministerial Directions	HT				✓				✓			✓	
Balance Sheet (Quarterly) For Assurance	HT							✓			✓		
Draft Annual Accounts 2019/20	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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

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