

## 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 <sup>th</sup> April 2020	26 <sup>th</sup> May 2020	25 <sup>th</sup> June 2020	28 <sup>th</sup> July 2020	26 <sup>th</sup> Aug 2020	29 <sup>th</sup> Sept 2020	27 <sup>th</sup> Oct 2020	24 <sup>th</sup> Nov 2020	22 <sup>nd</sup> Dec 2020	26 <sup>th</sup> Jan 2021	25 <sup>th</sup> Feb 2021	23 <sup>rd</sup> 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	MH		✓										
Finance Committee Annual Report	MH	✓											
Reflective Summary	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monthly Finance Report	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Plan Development and Draft Financial Plan	HT				✓		✓	✓	✓				✓
Capital Financial Management	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contracting Update	SA		✓			✓			✓			✓	
Opportunities Framework	MB			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Dashboard Reporting Presentation						✓							
Underlying Deficit	MB			✓									

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Corporate Risks	HT		✓			✓			✓				✓
Finance Operational Risks	HT			✓			✓			✓			✓
Winter Planning 2020/21	AC							✓					
Financial Procedures (as and when)	HT												
Scheme of Delegation	HT		✓										
Ministerial Directions	HT				✓			✓			✓		
Finance Committee Annual Workplan*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Update Reports to Board*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Draft Annual Accounts 2019/20	HT		✓										
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 receive papers at least 14 days before the meeting)	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disseminate agenda & papers 7 days prior to the meeting	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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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**

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