

## 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance Report Month*	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Plan Development and Draft Financial Plan	HT				✓ (draft)		✓	✓	✓				✓
RTT Month*	KJ	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Establishment Control*	LG	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓
Capital Financial Management	HT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contracting Update	HT		✓			✓			✓			✓	
Year End Debrief	HT		✓										

## 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
Executive Team Opportunities Framework	HT		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Delivery Unit Presentation	HJ			✓									
Opportunities Identified by the Financial Delivery Unit	HT							✓	✓				
Underlying Deficit (included within External Finance Review)	HT					✓							
KPMG Refresh Plan to Financial Delivery Unit	HT							✓	✓				
Corporate Risks	HT		✓			✓			✓				✓
Finance Operational Risks	HT			✓			✓			✓			✓
Winter Planning 2020/21	JT		✓					✓					
Annual Financial Plan/Enabling Plan	HT									✓			
Financial Procedures	HT				✓	✓	✓	✓	✓				
Scheme of Delegation	HT		✓										
Finance Committee Annual Workplan*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Update Reports to Board*	MH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## 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
Strategic Financial Planning Group Update Report to IEG/ SEG	HT			✓		✓			✓	✓	✓		✓
Draft Annual Accounts 2018/19	HT		✓										
Benchmarking Network Summary Report	HT			✓									
International Financial Reporting Standard (IFRS) 16 Update	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	SB/ SW	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## 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 \*).

**Chair: Michael Hearty**

**Vice-Chair: Mike Lewis**

**Lead Executive: Huw Thomas**

**Committee Secretary: Sonja Wright**

<b>MH</b>	<b>Michael Hearty</b>	<b>SB</b>	<b>Sarah Bevan</b>	<b>JPJ</b>	<b>Jenny Pugh-Jones</b>
<b>HT</b>	<b>Huw Thomas</b>	<b>AC</b>	<b>Andrew Carruthers</b>	<b>LG</b>	<b>Lisa Gostling</b>
<b>KJ</b>	<b>Keith Jones</b>	<b>SW</b>	<b>Sonja Wright</b>	<b>MB</b>	<b>Mark Bowling</b>
<b>SA</b>	<b>Shaun Ayres</b>	<b>HJ</b>	<b>Hywel Jones (FDU)</b>	<b>LC</b>	<b>Liz Carroll</b>
<b>JP</b>	<b>Jill Paterson</b>				