CTMUHB Board – Annual Cycle of Board Business

(1st January 2025 to the 31st December 2025)

The Annual Cycle of Committee Business has been developed to help plan the management of Board matters and facilitate the management of agendas and Board business. The Annual Cycle of Board Business will be complemented by a "Non-Routine Board Business (Forward Plan)" for 'one-off' Adhoc items raised during the course of meetings.

The role of the Board is set out in CTMUHB's standing orders which is available here: Standing Orders & Standing Financial Instructions - Cwm Taf Morgannwg University Health Board (nhs.wales)

The Board meets at **least 6 times per annum**.

Board Chair:	**Board Vice Chair**	**Executive Leads for Agenda Planning**
• Jonathan Morgan, UHB Chair	• Kath Palmer, Vice Chair	• Gareth Watts, Director of Corporate Governance & Board Business

CTMUHB Board Business:

Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
Committee Governance Arrangements																
1. Action Log	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓ If all actions are complete	✓ If there are actions in progress / overdue actions
2. Minutes of the previous meeting (Public and Closed Session)	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓	X
3. Non-Routine Committee Business (Forward Plan)	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓	X
4. Annual Cycle of Business	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓ Except for the annual review in November	✓ Annual Review only
5. Annual Report (including Performance Report. Accountability Report and Remuneration Report)	Director of Corporate Governance / Board Secretary	Annually						✓							X	✓
6. Annual Statutory Accounts	Executive Director of Finance	Annually						✓							X	✓

Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
7. Board Effectiveness Self-Assessment	Director of Corporate Governance / Board Secretary	Annually			✓										X	✓
8. Board Assurance Framework	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
9. Board Committee and Advisory Group Highlight Reports	Director of Corporate Governance/Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓ **(where there are no matters to escalate)**	✓ **(where there are matters to escalate)**
10. Board Committee Annual Reports	Director of Corporate Governance & Board Business	Annually							✓						✓	X
11. Annual Review of Standing Orders	Director of Corporate Governance/Board Secretary	Annually									✓ Defer to Jan 2026				X	✓
12. Amendments to Standing Orders	Director of Corporate Governance/Board Secretary	As and when required			✓										✓	X
13. Joint Committee Annual Update	Director of Corporate Governance/Board Secretary	Annually			✓										X	✓
14. Audit Wales Structured Assessment and Audit Letter	Audit Wales	Annually			✓										X	✓
15. Audit Wales Annual Audit Report	Audit Wales	Annually			✓										X	✓
16. Risk Management Strategy	Director of Corporate Governance/Board Secretary	Annually					✓								X	✓
17. Charitable Funds Annual Report and Annual Accounts	Executive Director of Finance	Annually	✓												X	✓
18. Internal Audit Annual Audit Plan	Head of Internal Audit	Annually					✓								✓	X
19. Executive Director of Public Health Annual Report	Executive Director of Public Health	Annually									✓ Defer to Nov Board		✓		X	✓
20. Welsh Language Standards Annual Report	Executive Director for People	Annually									✓ Defer to Nov Board		✓		✓	X

Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
21. Putting Things Right Annual Report	Interim Executive Director of Nursing	Annually									✓				✓	X
22. Safeguarding Annual Report	Interim Executive Director of Nursing	Annually									✓ Defer to Nov 25		✓		✓	X
23. Carers Annual Report	Interim Executive Director of Nursing	Annually									✓				✓	X
24. Clinical Education Annual Report	Interim Executive Director of Nursing	Annually									✓ Defer to Nov 25		✓		✓	X
25. Infection Prevention & Control Annual Report	Interim Executive Director of Nursing	Annually									✓				✓	X
26. Ombudsman's Annual Letter and Annual Report	Interim Executive Director of Nursing	Annually											✓		✓	X
Staff and Service User Experience																
27. Shared Listening & Learning Story	Interim Executive Director of Nursing	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
Setting the Scene – Service Delivery																
28. Chairs Report (including Affixing of the Common Seal and Chairs Urgent Action Requests)	Health Board Chair	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
29. Chief Executives Report (t include updates on Targeted Intervention – Programme of Continuous Improvement in response to Targeted Intervention)	Chief Executive	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
30. Executive Priorities Update/Ministerial Advisory Group Update	Chief Executive	Quarterly							✓				✓ (next report due March 2026)		X	✓
Delivering our Plan																
31. Integrated Performance Report (Quality, People & Operational Performance)	Executive Director of Strategy & Transformation	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
32. Financial Performance Report	Executive Director of Finance	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓

33. Annual Plan Quarterly Update	Executive Director of Strategy & Transformation	Quarterly	✓				✓		✓				✓		✓	X
Items of Business	**Executive Lead / Or External Representative**	**Reporting Frequency**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Consent Agenda**	**Main Agenda**
34. Capital Update	Executive Director of Finance	Quarterly			✓ Defer to May Board		✓		✓ Defer to Nov Board				✓		X	✓
35. Nurse Staffing Levels (Wales) Act Reports	Interim Executive Director of Nursing	Bi-Annually					✓						✓		X	✓
36. Working in Partnerships Updates	Executive Director of Strategy & Transformation	As and When Required													X	✓
37. Regional Partnerships Board 6 Monthly Report	Executive Director of Strategy & Transformation	Bi-Annually					✓						✓		✓	X
38. Public Services Board 6 Monthly Report	Executive Director of Public Health	Bi-Annually					✓						✓		✓	X
Strategic Planning																
39. Integrated Medium Term Plan Approval	Executive Director of Strategy & Transformation	Annually			✓										X	✓
40. Acute Services Clinical Plan Progress Report	Executive Director of Strategy & Transformation	All Regular Meetings	✓		✓ Not required for this meeting		✓ Not required for this meeting		✓		✓		✓ Not required for this meeting		X	✓
41. Winter Plan Update	Executive Director of Strategy & Transformation/ Chief Operating Officer	Annually											✓		X	✓
42. Civil Contingencies & Business Continuity Report	Executive Director of Strategy & Transformation	Annually					✓ Defer to July 25		✓						X	✓
43. Llantrisant Health Park Update	Chief Executive Officer	Bi-Annually					✓ Deferred to EO meeting in June 2025						✓		X	✓