

## Annual Programme of Board Business for 2022-23

This Annual Programme of Business has been developed with reference to:

- Powys Teaching Health Board's Standing Orders;
- the Health Board's Integrated Medium Term Plan for 2022-25 and related Annual Delivery Plan for 2022-23;
- the Board's Assurance Framework and Corporate Risk Register; and
- key statutory, national and best practice requirements and reporting arrangements.

Key:

	Matters of essential governance
	Matters related to risks and assurance (including performance reporting)
	Strategic Plans and significant strategic investment decisions

			Scheduled Public Board Meeting Dates						
MATTER TO BE CONSIDERED BY BOARD	Lead	Reason why included in the programme	25 May 2022	14 June 2022	27 July 2022	28 Sept 2022	30 Nov 2022	25 Jan 2023	29 Mar 2023
BOARD MEETING GOVERNANCE									
Welcome and Apologies	Chair	Good Practice	Every Meeting						
Declarations of Interest	Chair	Standing Orders	Every Meeting						
Minutes of the previous meeting	Chair	Standing Orders	Every Meeting						
Matters Arising	Chair	Good Practice	Every Meeting						
Board Action Log	BS	Good Practice	Every Meeting						
Story (Patient/Staff/ Partner)	DoTHS	Good Practice	✓		-	✓	✓	✓	✓
STANDING ORDER, STATUTORY AND WELSH GOVERNMENT REQUIREMENTS									
Policies for Board Approval	BS	Standing Orders	As Required						
Annual Report for 2021-22, including: <ul style="list-style-type: none"><li>Corporate Governance Report</li><li>Directors Report</li></ul>	BS	Treasury and Welsh Government set out in Manual for Accounts		✓ final					

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			25 May 2022	14 June 2022	27 July 2022	28 Sept 2022	30 Nov 2022	25 Jan 2023	29 Mar 2023
<ul style="list-style-type: none"> <li>Remuneration Report</li> <li>Performance Report</li> </ul>									
Annual Accounts for 2021-22, including: <ul style="list-style-type: none"> <li>Audit of Financial Statements</li> <li>Letter of Representation</li> </ul>	DFI&IT	Treasury and Welsh Government set out in Manual for Accounts		✓ final					
Annual General Meeting	BS on behalf of Chair and CEO	Standing Orders			✓				
Annual Programme of Board Business	BS	Standing Orders	✓ 2022-23						✓ 2023-24
Annual Report for 2021-22 (AGM)	CEO	Standing Orders			✓				
Annual Reports of Board Committees	BS	Standing Orders							✓
Auditor General's Annual Report for 2022	BS	Audit Wales/Welsh Government requirement							✓
Board Development Framework	BS	Standing Orders		✓ 2022-23					✓ 2023-24

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			25 May 2022	14 June 2022	27 July 2022	28 Sept 2022	30 Nov 2022	25 Jan 2023	29 Mar 2023
Board Governance Framework for 2022-23. Annual Review of: <ul style="list-style-type: none"> <li>Standing Orders</li> <li>Scheme of Reservation and Delegation of Powers</li> <li>Terms of Reference of Committees of the Board</li> </ul>	BS	Standing Orders	✓				✓		✓
Chair's Report, including: <ul style="list-style-type: none"> <li>Ratification of Chairs Action</li> </ul>	Chair	Standing Orders	Every Meeting						
Charitable Funds Annual Report and Annual Accounts for 2022-23	DFI&IT	Charities Act Requirement						✓	
Chief Executive's Report	CEO	Good Practice	Every Meeting						

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			25 May 2022	14 June 2022	27 July 2022	28 Sept 2022	30 Nov 2022	25 Jan 2023	29 Mar 2023
Committee Annual Programme of Business	BS	Standing Orders	✓ 2022-23						✓ 2023-24
Committee Chair's Assurance Reports	BS	Standing Orders	Every Meeting						
Board Advisory Group/Forum Reports	BS	Standing Orders	Every Meeting						
Annual Delivery Plan for 2023-24	DPP	Welsh Government requirement					✓ Draft	✓ Final	
Development and Approval of IMTP for 2023-2026, including: ▪ Capital Programme ▪ Budget Strategy ▪ Finance Plan	DPP	Welsh Government requirement					✓ Draft	✓ Final	
Health and Safety Annual Report	DE	Statutory requirement HSE Regulations							✓
Healthcare Inspectorate Wales	DoNM	Welsh Government requirement			✓				

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Annual Report for 2021-22									
Joint Committee Reports: <ul style="list-style-type: none"> <li>▪ Emergency Ambulance Services Committee</li> <li>▪ Welsh Health Specialised Services Committee</li> <li>▪ NHS Wales Shared Services Partnership Board</li> <li>▪ Mid Wales Joint Health and Care Committee</li> </ul>	CEO	Standing Orders	Every Meeting						
Partnership Board Reports: <ul style="list-style-type: none"> <li>▪ Joint Partnership Board</li> <li>▪ Public Services Board</li> </ul>	CEO		Every Meeting						

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▪ Regional Partnership Board									
Revenue Allocation Letter for 2023-24	DFI&IT	Welsh Government requirement						✓	
Report of Board Secretary to include: <ul style="list-style-type: none"> <li>▪ Affixing the Common Seal</li> <li>▪ Welsh Health Circulars</li> <li>▪ Board Champion Reports</li> <li>▪ Governance updates</li> <li>▪ Consultations</li> </ul>	BS	Standing Orders and Procedural	Every Meeting						
Audit Wales Structured Assessment for 2022	BS	Wales Audit Office/Welsh Government requirement						✓	
<b>Items Cutting Across all Well-being Objectives</b>									
Risk and Assurance Report:	BS	Welsh Government requirement This report will include:	Every Meeting						

			Scheduled Public Board Meeting Dates						
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<ul style="list-style-type: none"><li>Board Assurance Framework</li><li>Corporate Risk Register</li></ul>		<ul style="list-style-type: none"><li>Any escalated matters</li><li>Any risks not being managed/mitigated</li></ul>							
Integrated Performance Report, including IMTP/Delivery Plan Performance	DPP	Welsh Government requirement	Every Meeting						
Report of the Chief Officer of the Community Health Council	CHC	Good Practice	Every Meeting						
Well-being Objective 1: Focus on Well-being									
Population Needs (PSB) and Wellbeing (RPB) Assessments	DPH	Good Practice/Procedural	✓						
Director of Public Health’s Annual Report for 2022-23	DPH	Welsh Government requirement							✓



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Annual Assurance on Progress against A Healthier Wales	CEO	Organisational Delivery Objective						✓	
Focus on Wellbeing Highlight Report	DPH	Organisational Delivery Objective						✓	
Annual Reports on Equality and Welsh Language Standards	DoTHS	Welsh Government Requirement			✓				
<b>Well-being Objective 2: Early Help and Support</b>									
Covid-19 Vaccination Strategy	DPP	Organisational Delivery Objective			✓				
Early Help and Support Highlight Report including Children and Young People Renewal Programme	DPCCMH	Organisational Delivery Objective			✓				
Out of Hours Service Specification	DPCCMH	Good Practice/Procedural				✓			
Significant Service Development proposals/strategic plans	DPP	Organisational Delivery Objective	As required						

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			25 May 2022	14 June 2022	27 July 2022	28 Sept 2022	30 Nov 2022	25 Jan 2023	29 Mar 2023
Delivery of Multi-Agency Plan for Additional Learning Needs (ALN) and Education Tribunal (Wales) Act (2018)	DPCCMH	Good Practice/Procedural			✓				
Cluster Development Plans	DPCCMH	Organisational Delivery Objective			✓				
<b>Well-being Objective 3: Tackling the Big Four</b>									
Overall Renewal Programme Highlight Report	Lead Directors	Organisational Delivery Objective					✓		
Renewal Priority – Breathe Well	DoTHS	Organisational Delivery Objective	✓						
Renewal Priority – Cancer Programme	MD	Organisational Delivery Objective			✓				
Renewal Priority – Circulatory Programme	MD	Organisational Delivery Objective				✓			
Renewal Priority - Mental Health	DPCCMH	Organisational Delivery Objective				✓			
<b>Well-being Objective 4: Joined Up Care</b>									
Joined Up Care Highlight Report	DPCCMH /MD	Organisational Delivery Objective						✓	

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Renewal Priority - Urgent and Emergency Care including Frailty and Community Model	DPCCMH /MD	Organisational Delivery Objective				✓			
Winter Strategic Plan for 2022-23	DPCCMH	Welsh Government requirement					✓		
<b>Well-being Objective 5: Workforce Futures</b>									
Nursing Staffing Levels (Wales) Act	DoNM	Welsh Government requirement						✓	
Workforce Futures Highlight Report	DWOD	Organisational Delivery Objective				✓			
Organisational Development Framework	CEO	Good Practice/Procedural				✓			
<b>Well-being Objective 7: Digital First</b>									
Digital First Highlight Report	DFI&IT	Organisational Delivery Objective					✓		
<b>Well-being Objective 8: Innovative Environments</b>									
Business Cases/Capital Developments	DE	Standing Financial Instructions/ Welsh Government requirement	As Required						

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			25 May 2022	14 June 2022	27 July 2022	28 Sept 2022	30 Nov 2022	25 Jan 2023	29 Mar 2023
Discretionary Capital Programme for 2023-24	DE	Standing Financial Instructions/ Welsh Government requirement							✓
Innovative Environments Highlight Report	DE	Organisational Delivery Objective				✓			
<b>Well-being Objective 9: Transforming in Partnership</b>									
Financial Performance Report	DFI&IT	Standing Financial Instructions/ Welsh Government requirement	Every Meeting						
Transforming in Partnership Highlight Report	Lead Directors	Organisational Delivery Objective					✓		
Pooled Budgets Funding Arrangements	DFI&IT	Standing Financial Instructions		✓ 2022-23					✓ 2023-24
Annual Report on Civil Contingencies Planning 2023-24	DPH	Welsh Government requirement							✓
Policy Management Framework	BS	Good Practice				✓			✓

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Partnership Governance Framework	BS	Good Practice					✓		
Legislative Compliance Framework	BS	Good Practice				✓			
Decision Rights Framework	BS	Good Practice			✓				
Annual Governance Programme 2022-23	BS	Organisational Delivery Objective			✓				

**KEY:**

CEO: Chief Executive  
 DPP: Director of Planning and Performance  
 DFI&IT: Director of Finance, Information and IT  
 DPCCMH: Director of Primary, Community Care and Mental Health  
 MD: Medical Director  
 DoNM: Director of Nursing and Midwifery  
 DoTHS: Director of Therapies and Health Sciences  
 DWOD: Director of Workforce & OD  
 DPH: Director of Public Health  
 BS: Board Secretary  
 DE: Director of Environment