

Digital Health and Care Wales

Special Health Authority

Cycle of Business

(1st April 2024 – 31st May 2025)

The Special Health Authority (SHA) should, on annual basis, receive a cycle of business which identifies the items which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Special Health Authority is effectively carrying out its role.

The Cycle of Business covers the period 1st April 2024 to 31st May 2025.

The Cycle of Business has been developed to help plan the management of Board matters and facilitate the management of agendas and committee business.

The principal role of the Special Health Authority is set out in the Standing Orders 1.0.1. The Board's main role is to add value to the organisation through the exercise of strong leadership and control, including:

- Setting the organisation's strategic direction
- Establishing and upholding the organisation's governance and accountability framework, including its values and standards of behaviour
- Ensuring delivery of the organisation's aims and objectives through effective challenge and scrutiny of the Health Authority performance across all areas of activity.

SHA Board Cycle of Business (1st April 2024 – 31st May 2025)

Item of Business	Executive Lead	Reporting period	Mar 2024	April 2024	May 2024	June 2024 (Extra - ordinary)	July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	April 2025	May 2025
Preliminary Matters																	
Minutes of the previous Board Meeting	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Action Log	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Shared Listening & Learning Presentation	Executive Medical Director	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Chair & Vice Chair Report <i>(Including affixing of the Common Seal and Chairs Urgent Action Requests)</i>	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Chief Executive Report	Chief Executive	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Governance, Risk & Assurance																	
Forward Workplan	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
SHA Board Cycle of Business	Board Secretary	Annually	✓												✓		
Annual Review of Standing Orders	Board Secretary	Annually	✓												✓		
Standing Orders Approval	Board Secretary	Annually	✓												✓		
Board & Committee Self-Effectiveness	Board Secretary	Annually	✓												✓		
Committee & Advisory Groups Annual Reports	Board Secretary	Annually	✓												✓		
End of Year Reporting Approach	Board Secretary	Annually											✓				
Annual Report	Board Secretary	Annually					✓										
Accountability Report	Board Secretary	Annually				✓	✓										
Board Champion Annual Report	Board Secretary	Annually											✓				
Annual Quality Report	Executive Director of Finance	Annually															✓
Senior Information Risk Owner Annual Report	Executive Director of Operations	Annually					✓										
Welsh Language Scheme Annual Report	Board Secretary	Annually															✓
Audit Wales Structured Assessment and Audit Letter	Board Secretary	Annually	✓														
Shared Listening & Learning Annual Review	Executive Medical Director	Annually					✓										
Welsh Government Decarbonisation Return	Executive Director of Finance	Annually					✓										
Corporate Risk Register	Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓

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Corporate Risk Trending Analysis	Board Secretary	Annually									✓						
Annual Review of Risk Appetite and Risk Tolerance	Board Secretary	Annually			✓												✓
Board Assurance Framework Report	Board Secretary	Bi-Annually			✓						✓						✓
Adoption of Corporate Policies	Board Secretary	As Required															
Committee & Advisory Group Highlight Reports	Board Secretary	All Regular Meetings as Required	✓		✓		✓		✓		✓		✓		✓		✓
People & Organisational Development																	
Strategic Equality Plan Annual Report	Director of People & Organisational Development	Bi-Annually	✓						✓								✓
People and Organisational Development Strategy Action Plan Update	Director of People & Organisational Development	Bi-Annually	✓						✓								
Gender Pay Gap Annual Report	Director of People & Organisational Development	Annually													✓		
DHCW and NHS Staff Survey Feedback	Director of People & Organisational Development	Annually	✓														
Planning, Performance & Strategy																	
Integrated Medium Term Plan – Approval	Executive Director of Strategy	Annually	✓										✓		✓		
Half Year Performance Against Plan	Executive Director of Strategy										✓						
Emergency Planning Annual Report	Executive Director of Strategy	Annually	✓												✓		
Performance Management Framework	Executive Director of Finance	Annually											✓				
Integrated Organisational Performance Report including Annual Plan Progress Updates	Executive Director of Finance	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Stakeholder Engagement Plan Update	Executive Director of Strategy	Bi-Annually			✓						✓						✓
Communications Strategy Action Plan Update	Board Secretary	Bi-Annually			✓						✓						
DHCW Long Term Strategy Action Plan Update (for areas not monitored via the IMTP)	Executive Director of Strategy	Bi-Annually	✓						✓								
Product Strategy	Executive Director of Operations	One Off			✓												
Data Centre 2 Move Update	Executive Director of Operations	One Off					✓										
Community Strategy	Director of Primary, Community and Mental Health Digital Services	One Off											✓				
Mental Health Strategy	Director of Primary, Community and Mental Health Digital Services	One Off											✓				

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Primary Care Strategy Action Plan Updates	Director of Primary, Community and Mental Health Digital Services	Bi-Annually					✓						✓				
Finance & Procurement																	
Finance Report	Executive Director of Finance	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓
Annual Statutory Accounts	Executive Director of Finance	Annually				✓	✓										
Strategic Procurement Report	Executive Director of Finance	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓		✓