Programmes Delivery Committee

Cycle of Business
(1 April 2024 – 31 March 2025)

The Programmes Delivery Committee should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Programmes Delivery Committee is effectively carrying out its role.

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

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

The principal role of the DHCW Board is set out in the Standing Orders 1.0.1.

The Committee is an Independent Member Committee of the Board and has no executive powers, other than those specifically delegated in the Terms of Reference.

The purpose of the Committee is to advise and assure the Board on whether effective arrangements are in place with regard to DHCW major programmes.

Programmes Delivery Committee Cycle of Business (1st April 2024 – 31st March 2025)

Item of Business	Executive Lead	Reporting period	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2024
Preliminary Matters														
Minutes of the previous Committee Meeting	Board Secretary	All Regular Meetings		✓			✓			✓			✓	
Action Log	Board Secretary	All Regular Meetings		✓			✓			✓			✓	
Forward Workplan	Board Secretary	All Regular Meetings		✓			✓			✓			✓	
Governance & Risk														
Programmes Delivery Committee Annual Report	Board Secretary	Annually											✓	
Programmes Delivery Committee Effectiveness Self-Assessment	Board Secretary	Annually											✓	
Programmes Delivery Committee Terms of Reference	Board Secretary	Annually											✓	
Programmes Delivery Committee Cycle of Business	Board Secretary	Annually											✓	
Programmes Delivery Committee Forward Work Plan	Board Secretary	All Regular Meetings		✓			✓			✓			✓	
Corporate Risk Register - Risks assigned to Programmes Delivery Committee	Board Secretary	All Regular Meetings		✓			✓			✓			✓	
Corporate Risk Tending Analysis	Board Secretary	Annually								✓				
Audit Reports	Relevant Lead	As required at all Regular Meetings		✓			✓			✓			✓	
Policy Report	Board Secretary	As required												
Programmes Performance and Assurance														
Programmes Overview Report	Executive Director of Strategy	All Regular Meetings		✓			✓			✓			✓	
Annual Assurance Reports	Executive Director of Strategy (&	All Regular Meetings		✓			✓			✓			✓	

Item of Business	Executive Lead	Reporting period	April 2024	May 2024	June 2024	July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2024
	Relevant Leads)													
Learning from Programmes	Executive Director of Strategy (& Relevant Leads)	As required												