

**Planning Performance and Finance (PPF) Sub-Committee
2025-2026 Action Log for Meeting 8 April 2025**

Action Ref	Minute Ref and Action	Owner	Due Date	Progress	Status
11 February 2025					
PPF25/001	<p>PPF25/005 – Forward Plan of Business</p> <p>ST highlighted that the Welsh Government Financial Allocation letters were noted on the work programme for 11 February 2025, but these were not on the agenda. ST suggested that she would circulate these to ensure members were sighted.</p> <p>ACTION: Circulate the Financial Allocation letters.</p>	ST	April 2025	<p>02.04.2025 – The financial allocation letters have been shared. Action Completed.</p>	CLOSED
PPF25/002	<p>PPF25/005 – Forward Plan of Business</p> <p>The Chair noted that several items will recur regularly in meetings. It was suggested there will be a need to indicate the purpose of each item.</p> <p>ACTION: Incorporate the review of the Terms of Reference (ToR) into the work plan and to ensure clarity in the documentation of the work plan items.</p>	JM	April 2025	<p>01.04.2024 – The forward work plan has been updated and will be kept updated and discussed at each agenda planning meeting to ensure it is a living document. The review of the ToR has been added. Action Completed.</p>	CLOSED

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PPF25/003	<p>PPF25/011 Performance Report – December 2024</p> <p>IG confirmed that it was unnecessary to review a report that the JCC has already seen, as this committee is set up to provide the JCC with assurance. Therefore, he agreed that the report should go to the PPF sub-committee first. The timelines for this process would need to be reviewed and discussed.</p> <p>ACTION: Discuss the timelines to ensure reports are reviewed at sub-committees before being presented to JCC.</p>	JM	June 2025	<p>01.04.2024 – The timings of sub-committee meetings have been sequenced into reporting into the bi-monthly JCC meetings. Deadlines for gathering performance information do not always coincide with the timing of sub-committee meetings and the Committee Secretary will review this. In addition, work is ongoing to develop the format of the Performance Report.</p> <p>Not yet due</p>	OPEN
PPF25/004	<p>PPF25/012 Service Change Update</p> <p>CH provided an overview on the position against current service changes across the JCC portfolio. The same updates have been shared with Llais at its quarterly interface meeting. Members noted that, except for Recommendation 4, all service changes fall within the specialised services portfolio.</p> <p>ACTION: Circulate service change update paper once finalised.</p>	HT	April 2025	<p>02.04.2025 – The service change report has been shared.</p> <p>Action Completed.</p>	CLOSED