

People and Organisational Development Committee - Annual Work Plan 2022-23

Category	Item	Exec Lead	07-Apr	07-Jul	06-Oct	12-Jan	Purpose of the report	
Deep Dives / Focused Discussion	People and Organisational Development Priorities (the Big 5)	Director People and Organisational Development	✓	✓	✓	✓	1. Providing Leadership to Shape PHW Culture and Values 2. Developing a Behavioural Framework linked to Values 3. Developing our Employee Value Proposition 4. Supporting Organisational Change 5. Process Transformation	
Workforce	Performance Assurance Dashboard		✓	✓	✓	✓	Presentation of the dashboard, and highlight any emerging themes. To cover in particular recruitment, sickness absence.	
	Work How it works best' Pilot Evaluation					✓	Update following the evaluation of the pilot of work how it works best. Timescales To be confirmed.	
	Staff Survey					✓	Update on planning and timescales for future staff surveys. Timescales To be confirmed.	
Equality, Diversity and Inclusion	Gender Pay Gap Annual Report (2022-23)						✓	For approval of the annual report. (Moved from Oct to Jan)
	Equalities Annual Report (2022-23)				✓			For approval of the annual report.
	Equality, Diversity and Inclusion - Update on Priorities				✓			For discussion / assurance : Focus on the equality objectives and action plan. Note objectives relating service user engagement and wider population health will be reported to the QSI Committee.
	Workforce Annual Report (2022-23)				✓			For approval of the annual report.
Welsh Language	Welsh Language Annual Report (2022-23)			✓				For assurances that there is the appropriate culture and arrangements to allow the Trust to discharge its statutory and mandatory responsibilities with regard to Welsh language provision.
	Welsh Language Update						✓	
Staff Engagement and Partnerships	Local Partnership Forum Update		✓	✓	✓	✓		Update on the work of the Local Partnership Forum for assurance.
	Staff Networks				✓			Update from the Staff Networks, and the progress with the implementation of actions agreed from the Executive Team.
	Staff Engagement						✓	Moved from October - Board Level Staff Engagement
	Engagement with Medical and Dental staff						✓	TBC
	Local Partnership Forum						✓	Annual report from the Local Partnership Forum to Board/People and OD Committee.
Change Programme and Organisational Design	Organisational Design: Directorate Merger	Executive Director of Policy Research and Development and WHO Collaborating Centre / Acting Director Health and Wellbeing	✓		✓		Update on progress, with a focus on planning and timescales, including the elements outside of the scope of the merger and how these are being addressed.	
	Update on LPHT Transfer	Acting Director Health and Wellbeing	✓		✓		Update for assurance in terms of planning and timescales for the transfer	
Managing Risk	Strategic Risk	Executive Director Quality, Nursing	✓	✓	✓	✓	For assurance that risks within the remit of the Committee are management appropriately.	

	Corporate Risk Register	and Allied Health Professionals	✓		✓		
Governance & Accountability	Summary of policies Bi-Annual Update	Board Secretary and Head of Board Business Unit	✓		✓		For assurance on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee and to approve any policies and procedures proposed to be removed from the register.
	Committee Annual Report		✓				For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference.
	Review of Committee Effectiveness		✓				As part of the overall Board and Committee Performance and Effectiveness review, the Committee will consider the outcomes of the Committee effectiveness survey, and identify any areas of improvement for the following year.
	Committee Terms of Reference Review		✓				For recommendation to Board on any proposed changes to the Committee's Terms of reference. (As required under Standing Orders)
	Committee Work Plan		✓	✓	✓	✓	For information, and for assurance that the Committee is fulfilling its terms of reference.
	Policies for approval (as required)		✓	✓	✓	✓	To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written control documents Policy.
	Raising Concerns and Grievances : Update and Assurance Report	Director People and Organisational Development / Board Secretary and Head of Board Business Unit			✓	✓	For assurance on the management of any concerns / grievance are in line with the policy.
	Disciplinary Policy: Update and assurance report	Director People and Organisational Development		✓		✓	For assurance on the management of any disciplinary are in line with the policy.
Audit and other Reviews	Taking Care of Carers - Update on actions	Director People and Organisational Development			✓		Update on the implementation of the maangement response to the audit, for assurance.
	Audit Report (as needed)	Relevant Executive Lead	✓	✓	✓	✓	Where the subject matter of an audit report falls within the remit of one of the other Board Committees, the report is also submitted to that Committee, following consideration at ACGC. (Refer Audit Protocol) The role of the Remit Committee is to receive the report and to consider the recommendations made in the context of its work plan, and the areas of focus within its remit. Where relevant, the information contained in the reports will then be used to inform discussions of items on the work plan for the Committee.

(Note – this is an indicative work plan, final agenda content will be agreed following discussion with the Chair and the Executive Leads.