People and Organisational Development Work Plan 2024-2025 | Cross Cutting Approach | Assurance Mapping

Category	Item	Exec Lead	Approval Route	Apr	Jul	Nov	Feb	Purpose of the report	Remitted (to be populated in year with any referrals to be included in the reporting)	Cross Committee Theme	Cross Cutting Approach	Board Assurance Map	Why is it on the work plan?
Deep Dive	Deep Dive	Director People and Organisational Development	Exec Lead		✓	✓	✓	To be determined.		Workforce	Low risk : no current issues identified	People / Workforce Governance (Joint with Board)	
Workforce	Workforce Planning and Job Families	Director People and Organisational Development	Exec Lead				✓	Update on progress to review Workforce planning, including addressing the recommendations made within the Audit Wales Workforce Planning Report.	QSIC Committee - discussed clinical governance issues, and the impact of these on workforce planning.	Workforce	Low risk : issues idented currently needing further review	People / Workforce Governance (Joint with Board)	Referenced in the Committee TOR: 1.2 - The implications for workforce planning arising from the development of the Trusts strategies and plans or those of its stakeholders and partners, including those arising from joint (sub) committees of the Board
	Performance Assurance Dashboard		Exec Lead	✓	✓	✓	✓	Presentation of the dashboard for assurance , and to highlight any emerging themes. To cover in particular recruitment, sickness absence.	Stat and Mandatory training issues being raised by a number of Committees.	Workforce	Low risk : issues identified currently needing further review		Referenced in the Committee TOR: 1.4 - Provide a forum to consider all issues relating to workforce and organisational development within the Trust and to take decisions on areas delegated by the Board. 1.15 - Development and adoption of a set of key performance indicators against which the Trust will be regularly assessed. It will receive performance reports in support of these indicators.
Staff Engagement and Partnerships and working with Trade Unions	Culture Action Plan	Director People and Organisational Development	Exec Lead	✓				Linked to SRR	None			People / Workforce Governance (Joint with Board)	Referenced in the Committee TOR: 1.3 -The organisational development implications and advise in the development of plans required to deliver the change in culture, leadership and processes required by the Trust
	Culture and Experience (NHS Wales Staff Survey Results)		Exec Lead / BET		✓								Referenced in the Committee TOR: 1.3- The organisational development implications and advise in the development of plans required to deliver the change in culture, leadership and processes required by the Trust
	People Strategy		LT			✓		Progress update on implementation for assurance		Workforce	Low risk : no current issues identified		Referenced in the Committee TOR: 1.1 - The development and subsequent delivery of the Trust's People and Organisational Development strategies and plans ensuring they are consistent with the Boards overall strategic direction and with any requirements and standards set for NHS bodies in Wales.
	Staff Engagement Plan and Outcomes		LT			✓		To include: Specific asks from the Committee: - Board level engagement - Anti Racism Plan		Workforce	Low risk : no current issues identified		
	Staff Network: Update on Actions		BET	✓		✓		Update on Staff Network requests.	Remitted from Board.	Workforce	Low risk : no current issues identified		
	Trade Union Partnership Working Forums - Update		Exec Lead	✓		✓		Update on the work of the various TU forums for assurance.		Workforce	Low risk : no current issues identified		Referenced in the Committee TOR: 1.9- The arrangements for Staff engagement and partnership working with Trade Unions.
	Local Partnership Forum Annual Report		BET	✓				Annual report from the Local Partnership Forum to Board/People and OD Committee.		Workforce	Low risk : no current issues identified		
	Local Partnership Forum Terms of Reference		BET					For recommendation to Board, reviewed every 2 years. *Currently on hold*		Workforce	Low risk : no current issues identified		
Revalidation and Job Planning	Regulated Professional Review of compliance with regulatory requirements such as professional appraisal and revalidation.	National Director Health Protection and Screening Services, Executive Medical Director				✓				Workforce - QSIC	Low risk : no current issues identified		
Equality, Diversity and Inclusion	Equality, Diversity and Inclusion - Update on Priorities	Director People and Organisational Development	Exec Lead	✓	✓	✓	✓	For discussion/assurance : Focus on the Workforce equality objectives and action plan.		Equality	Low risk : no current issues identified	People / Workforce Governance Compliance with Statutory Duties (Joint with Board)	Referenced in the Committee TOR: 1.6 - That there is the appropriate culture and arrangements to allow the Trust to discharge its statutory and mandatory responsibilities with regard to: o Equality, Diversity and Human Rights o Welsh language provision.
	Equalities Annual Report (2022-23)		BET			✓		For approval of the annual report.		Equality	Low risk : no current issues identified		
	Workforce Annual Report (2023-24)		BET			✓		For approval of the annual report.		Workforce	Low risk : no current issues identified		
	Gender Pay Gap Annual Report (2024)		BET				✓	For approval of the annual report.		Equality	Low risk : no current issues identified		
	Welsh Language Update		LT				✓	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.		Equality	Low risk : no current issues identified		
	More Than Words Annual Report				✓								
	Welsh Language Annual Report (2023-24)		BET		✓					Equality	Low risk : no current issues identified		
Change Programme and Organisational Design	Organisational Change Management Update	Director People and Organisational Development	LT			✓	✓	(Links to SRR 3). PODC asked for regular updates from the last review. Update on intended benefits of the programme that have been realised (action from PODC 08.11.23 PODC 2023/27).		Workforce	Low risk : no current issues identified	People / Workforce Governance (Joint with Board)	Referenced in the Committee TOR: 1.10 -That the is an appropriate change management process in place within the Organisation, and that this is managed effectively.
Managing Risk	Strategic Risk	Executive Director Quality, Nursing and Allied Health Professionals	BET	✓	✓	✓	✓	For assurance that risks within the remit of the Committee are management appropriately (SR4)		Risk	Low risk : no current issues identified	Risk (Joint with Board and Committees)	Approach to risk outlined in the Risk Protocol and the BAF
	Corporate Risk Register		LT	✓	✓	✓	✓			Risk	Low risk : no current issues identified		
Governance & Accountability	Summary of policies Bi-Annual Update	Board Secretary and Head of Board Business Unit	LT	✓			✓	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		None		Policy and Governance Documents (Joint with Board and other Committees)	Approach to Policies outlined in the Corporate Policies, Procedures and other written control documents Procedure, and the BAF
	Policies for approval (as required)		Exec Lead	✓	✓	✓	✓	To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written control documents Policy.					Approach to Policies outlined in the Corporate Policies, Procedures and other written control documents Procedure, and the BAF
	Committee Annual Report		Exec Lead	✓				For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference.				Board and Committee (Joint with Board and other Committees)	Requirement within each of the Committee TOR to report to Board, and forms part of the assurance to the Board. Also feeds into our Annual Governance Statement.
	Review of Committee Effectiveness		Exec Lead	✓				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		Exec Lead	✓				For recommendation to Board on any proposed changes to the Committee's Terms of reference. (As required under Standing Orders)					Required to be reviewed Annually within Standing Orders
	Committee Work Plan		Exec Lead	✓	✓	✓	✓	For information, and for assurance that the Committee is fulfilling its terms of reference.					Requirement within each of the Committee TOR to report to Board, and forms part of the assurance to the Board. Also feeds into our Annual Governance Statement.
	Speaking Up Safely Annual Report		BET			✓		For assurance on the management of any concerns / grievance are in line with the policy.				Corporate Governance / Culture	Referenced in the TOR: 1.8 Implementation of the Speaking Up Safely Framework, including the management of whistle-blowing (raising concerns) and grievances. Approach to reporting of SUS outlined in the Speaking Up Safely Protocol.

	Agenda Item	Lead						Description		Type	Risk		Assurance
Audit and other Reviews	Audit Action Log Progress Update (within the remit of the Committee)	Board Secretary and Head of Board Business Unit	LT	✓		✓		Update on the implementation of the management response to the audit, for assurance.		Audit	Low risk : no current issues identified		Approach to Audit outlined in the Audit Protocol and within the BAF.
	Audit Report (as needed)	Relevant Executive Lead	Exec 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.		Audit	Low risk : no current issues identified	Audit	Approach to Audit outlined in the Audit Protocol and within the BAF.