

People and Organisational Development Work Plan 2024-2025

Category	Item	Exec Lead	Approval Route	Date of approval	Apr	Jul	Oct	Feb	Purpose of the report
Deep Dive	Deep Dive	Director People and Organisational Development	Exec Lead			✓	✓	✓	To be determined.
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.
	Performance Assurance Dashboard		Exec Lead		✓	✓	✓	✓	Presentation of the dashboard for assurance , and to highlight any emerging themes. To cover in particular recruitment, sickness absence.
Staff Engagement and Partnerships and working with Trade Unions	Culture Action Plan	Director People and Organisational Development	Exec Lead		✓				Linked to SRR
	Culture and Experience (NHS Wales Staff Survey Results)		Exec Lead / BET	Exec Dev May		✓			
	People Strategy		LT					✓	Progress update on implementation for assurance
	Staff Engagement Plan and Outcomes		LT					✓	To include: Specific asks from the Committee: - Board level engagement - Anti Racism Plan
	Staff Network: Update on Actions		BET		✓			✓	Update on Staff Network requests.
	Trade Union Partnership Working Forums - Update		Exec Lead		✓	✓		✓	Update on the work of the various TU forums for assurance.
	Local Partnership Forum Annual Report		BET		✓				Annual report from the Local Partnership Forum to Board/People and OD Committee.
	Local Partnership Forum Terms of Reference		BET						For recommendation to Board, reviewed every 2 years. <i>Currently on hold</i>
Revalidation and Job Planning	Regulated Professional Review of compliance with regulatory requirements such as professional appraisal and revalidation.	Joint: National Director Health Protection and Screening Services, Executive Medical Director & Executive Director of Quality, Nursing and Allied Health Professionals	Exec Lead				✓		For assurance of the arrangements in place to ensure relevant medical professionals registration in line with statutory requirements.
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.
	Equalities Annual Report (2022-23)		BET				✓		For approval of the annual report.
	Workforce Annual Report (2023-24)		BET				✓		For approval of the annual report.
	Gender Pay Gap Annual Report (2024)		BET					✓	For approval of the annual report.
	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
	More Than Words Annual Report						✓		(Links to SRR 3). PODC asked for regular updates from the last review.
Change Programme and Organisational Design	Organisational Change Management Update	Director People and Organisational Development	LT			✗	✓	✓	Update on intended benefits of the programme that have been realised (action from PODC 08.11.23 PODC 2023/27).
	Strategic Risk	Executive Director Quality, Nursing and Allied Health	BET		✓	✓	✓	✓	For assurance that risks within the remit of the Committee are

Managing Risk		Professionals							
	Corporate Risk Register		LT		✓	✓	✓	✓	Remit of the Committee are management appropriately (SR4)
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
	Policies for approval (as required)		Exec Lead		✓	✓	✓	✓	To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written
	Committee Annual Report		Exec Lead		✓				For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference.
	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)
	Committee Work Plan		Exec Lead		✓	✓	✓	✓	For information, and for assurance that the Committee is fulfilling its terms of reference.
	Speaking Up Safely Annual Report		BET					✓	
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 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.