

**People and Organisational Development Committee
Work Plan 2025-26**

| Category | Item | Exec Lead | Approval Route | Private/ Public | Apr | Jul | Oct | Jan | Purpose of the Report | |
|---------------------------|--|--|----------------|--------------------|-----|-----|-----|--|--|---|
| Deep Dives | POD IMTP commitments for 2025-26 | Director People and Organisational Development | Executive Lead | Public | ✓ | | | | Summary of Focus: Summary of the key areas of focus for 2025/26. Delivery of Plan: Assurance on the development of the implementation plan to deliver commitments. Achievability: Assurance on the timescales, achievability and deliverability of the plan. Risks: Risks or areas of concern identified that may impact delivery, and how these are being managed. | |
| | Culture and Engagement, Including the 2024 Staff Survey Results | | | | | ✓ | | | Summary of Focus: Update on progress with the culture and engagement work undertaken this year. Key achievements / Outcomes / Impact Planned activity for next year. Learning: Summary of any improvements / key learning from this year, and how this is being taken forward. Risks: Risks or areas of concern identified that may impact delivery, and how these are being managed. | |
| | People Strategy – Update on the Development of the Implementation Plan | | | | | | | ✓ | | Summary of Focus: Summary of the key areas of focus for 2025/26 within the Strategy. Delivery of Plan: Assurance on the development of the implementation plan to deliver commitments. Achievability : Assurance on the timescales, achievability and deliverability of the plan. Risks: Risks or areas of concern identified that may impact delivery, and how these are being managed. |
| | Strategic Workforce Planning – Outputs of the 2025-2026 activity which will be part of the integrated planning process | | | | | | | | | ✓ |
| Partnership Working | Staff Network: Update on Actions | Director People and Organisational Development | BET | Public | ✓ | | | | Update on Staff Network requests. | |
| | Local Partnership Forum Annual Report | | BET | Public | ✓ | | | Annual report from the Local Partnership Forum to Board/People and OD Committee. | | |
| | Local Partnership Forum Terms of Reference | | BET | Public | | | ✓ | | For assurance of effective arrangements in place. | |
| | Trade Union Partnership Working Forums - Update | | Exec Lead | Private | ✓ | ✓ | ✓ | ✓ | Update on the work of the various TU forums for assurance. | |
| Workforce | Culture Action Plan | Director People and Organisational Development | Exec Lead | Public | | | ✓ | | To include the results of the planned pulse survey in the context of the action plan. | |
| | Workforce Extract from the Integrated Performance Board Report | | BET | Public | ✓ | ✓ | ✓ | ✓ | For information (not discussed) unless issues identified or remitted from Board. | |
| | Organisational Change Management Update | | LT | Public | ✓ | | ✓ | | For assurance of the management of change within the organisation. | |
| Equalities and Diversity | Strategic Equalities Plan Priorities - Progress Update | Director People and Organisational Development | Exec Lead | Public | | ✓ | | | For discussion/assurance : Focus on the Workforce equality objectives and action plan. | |
| | Workforce Annual Report (2024-25) | | BET | Public | | | ✓ | | For approval of the annual report. | |
| | Equalities Annual Report (2023-24) | | BET | Public | | | ✓ | | For approval of the annual report. | |
| | Gender Pay Gap Annual Report (2025) | | BET | Public | | | | ✓ | For approval of the annual report. | |
| | Welsh Language Update | | LT | Public | | | | ✓ | | |
| | More Than Words Annual Report | | BET | Public | | | ✓ | | 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 Annual Report (2024-25) | | BET | Public | | ✓ | | | | |
| Strategy Delivery | IMTP Commitment Update: Implement the vision to establish Job Families within Public Health Wales | Director People and Organisational Development | Exec Lead | Public | | | ✓ | | For assurance of the progress with the implementation of the IMPT Commitment. | |
| | IMTP Commitment Update: Develop and establish a systemic programme of work which will increase leadership and management skills, capacity and confidence including formal learning | | Exec Lead | Public | | | | ✓ | | |
| | IMTP Commitment Update: Develop the road map for how we will create an employee experience that prioritises well-being, flexible working, opportunities for career progression and makes Public Health Wales an employer of choice | | Exec Lead | Public | | | | ✓ | | |
| Risk | Strategic Risk | Executive Director of Nursing, Quality and Integrated Governance | BET | Public | ✓ | ✓ | ✓ | ✓ | For assurance that risks within the remit of the Committee are management appropriately. | |
| | Corporate Risk Register | | LT | Public | ✓ | ✓ | ✓ | ✓ | | |
| Professional Registration | 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 and Executive Director of Nursing, Quality and Integrated Governance | Exec Leads | Public | | | ✓ | | For assurance of the arrangements in place to ensure relevant medical professionals registration in line with statutory requirements. | |

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| Governance | Committee Annual Report | Board Secretary and Head of Board Business Unit | Exec Lead | Public | | | | ✓ | For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference. |
| | Review of Committee Effectiveness | | Exec Lead | Public | | | | ✓ | 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 | Public | | | | ✓ | For recommendation to Board on any proposed changes to the Committee's Terms of reference. (As required under Standing Orders) |
| | Speaking Up Safely Annual Report | | BET | Public | | | | ✓ | For assurance on the management of any concerns / grievance are in line with the policy. |
| | Summary of policies Bi-Annual Update | | LT | Public | ✓ | | ✓ | | 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. |
| | Policies for approval (as required) | | Exec Lead | Public | ✓ | ✓ | ✓ | ✓ | To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written control documents Policy. |
| | Committee Work Plan | | Exec Lead | Public | ✓ | ✓ | ✓ | ✓ | For information, and for assurance that the Committee is fulfilling its terms of reference. |
| Audit Reports | Audit Report (as needed) | Relevant Executive Lead | Exec Lead | Public | ✓ | ✓ | ✓ | ✓ | Update on the implementation of the management response to the audit, for assurance. |
| | Audit Action Log Progress Update (within the remit of the Committee) | Board Secretary and Head of Board Business Unit | LT | Public | ✓ | ✓ | ✓ | ✓ | 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. |
| NHS Executive | NHS Executive Bi-Annual Assurance Report | Director of the NHS Executive | BET | Public | ✓ | | ✓ | | Seek assurance on the on the relevant governance compliance areas: Equality, Diversity and Inclusion (Bi-Annually) Welsh Language (Bi-Annually) Raising Concerns Process (Annually) Workforce planning (Annually) Grievances (Annually) |
| <p>July Updates:</p> <p>* More Than Words Annual Report has been moved from July to October</p> | | | | | | | | | |