

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p align="right"> Name of Meeting People and Organisational Development Committee Date of Meeting 29 April 2025 Agenda item: 11 </p>
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NHS Executive – PODC Bi-annual Assurance Report	
Report Sponsor/s:	Claire Green, National Director Financial Planning & Delivery/Responsible Officer Rhiannon Windsor, Deputy Director POD
Report Authors:	Vivienne Thorngate, POD Partner Phillipa Ioannides, Assistant POD Partner Sarah Patmore, Interim Deputy Director POD Rhiannon Windsor, Deputy Director POD
Approval/Scrutiny route:	Approval/scrutiny for the NHS Executive is via the Senior Leadership Team (SLT).

Purpose					
<p>The purpose of this report is to provide a bi-annual assurance report to the People and Organisational Development Committee (PODC), on the relevant governance compliance areas as outlined in the NHS Executive Assurance Schedule.</p> <p>This report provides assurance on the following areas:</p> <p>For the period 1 September 2024 to 31 March 2025 (bi-annual):</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion • Welsh Language <p>For the period 1 April 2024 to 31 March 2025 (annual):</p> <ul style="list-style-type: none"> • Raising Concerns process • Workforce planning • Grievances 					
Recommendation:					
<table border="1" style="width:100%; text-align:center;"> <tr> <td data-bbox="113 1729 341 1805">APPROVE <input type="checkbox"/></td> <td data-bbox="341 1729 585 1805">CONSIDER <input type="checkbox"/></td> <td data-bbox="585 1729 852 1805">RECOMMEND <input type="checkbox"/></td> <td data-bbox="852 1729 1096 1805">ADOPT <input type="checkbox"/></td> <td data-bbox="1096 1729 1461 1805">ASSURANCE <input checked="" type="checkbox"/></td> </tr> </table>	APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>	
<p>The People and Organisational Development Committee is asked to:</p> <ul style="list-style-type: none"> • Note the contents of this report and receive assurance that effective arrangements are in place for related processes: 					



For the period 1 September 2024 to 31 March 2025

Equality, Diversity and Inclusion

- **Take assurance** that there are effective arrangements in place to ensure compliance with Equality, Diversity and Inclusion requirements

Welsh Language

- **Take assurance** that there are effective arrangements in place to ensure compliance with Welsh Language requirements
- **Take assurance** that any areas of non-compliance are being appropriately managed.

For the period 1 April 2024 to 31 March 2025

Raising Concerns

- **Note** that there have been no concerns reported to the NHS Executive during the reporting period

Grievances

- **Note** that there have been four Grievances reported to the NHS Executive during the reporting period
- **Take assurance** that these have been appropriately managed in line with PHW processes

Workforce Planning

- **Take assurance** that the NHS Executive has an appropriate process in place to undertake workforce planning

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales is the Host Organisation for the NHS Wales Executive ('the Hosted Unit'). The *Hosting Agreement ('the Agreement') between Public Health Wales (PHW) NHS Trust and The Welsh Ministers* was approved by the PHW Board on 26th January 2023 and took effect from the launch of the NHS Wales Executive on 1st April 2023. To take account of variations, an Addendum was approved by the PHW Board on 28th March 2024. A revised Agreement has been prepared for 2025/26, which is subject to approval.

PHW is not responsible or accountable for setting the direction for, or the work programme of, the Hosted Unit or for the delivery/quality or management of work undertaken by the Hosted Unit on behalf of Welsh Government.

Summary impact analysis

Equality and Health Impact Assessment

A specific Equality and Health Impact Assessment (EHIA) is not required to support of this report.



Risk and Assurance	This report provides assurance on the implementation of the relevant policy and procedures within the NHS Executive, ensuring good governance is maintained.
Health and Social Care (Quality and Engagement) (Wales) Act	This paper supports the Quality themes.
Financial implications	There are no financial implications as a result of this report.
People implications	The themes of this assurance report relate to staff and stakeholders.



1. Purpose / situation

The purpose of this report is to provide an assurance report to the People and Organisational Development Committee, on the relevant governance compliance areas as outlined in the NHS Executive Assurance Schedule.

This report provides assurance on the following areas:

For the period 1 September 2024 to 31 March 2025 (Bi-annual):

- Equality, Diversity and Inclusion
- Welsh Language

For the period 1 April 2024 to 31 March 2025 (Annual):

- Raising Concerns process
- Workforce planning
- Grievances

The sections below provide a summary of the status for the areas listed above.

2. Equality, Diversity and Inclusion

In line with the NHS Executive Assurance Schedule, the NHS Executive is required to report to the Committee on a bi-annual basis for assurance on the arrangements in place to ensure compliance with the Equality, Diversity and Inclusion (EDI) requirements.

The NHS Executive's work plans for 2024/25 were developed in its response to the Remit Letter from Welsh Government's Health, Social Care and Early Years Group. This outlined that the NHS Executive would engage and work with key delivery partners and stakeholders, at many levels, to successfully deliver on the priority areas. The response to the Remit Letter is supported by individual plans for each directorate and which include specific references to engagement, collaboration and co-production as relevant to the work of directorates.

Protected characteristics and other equality considerations are integrated into the NHS Wales Executive's plans and ways of working, including:

- Engagement of, and co-production with, people with lived or learnt experience of specific health conditions.
- Design of communications and training materials to maximise accessibility, e.g. neurodivergence, dyslexia, visual impairment.
- Selection of external venues on the basis of ensuring inclusion and accessibility.
- Continuing to use recruitment guidelines to ensure the way staff are recruited staff is fully accessible, flexible, and inclusive and that posts are advertised posts in a way that attracts diverse talent.



- Continuation of an NHS Executive corporate induction which includes an overview of the Diversity Networks in place and how to access them. The induction programme also provides information and signposting on speaking up safely, to ensure any concerns are addressed appropriately.
- Widely publicising learning and development opportunities and continuing to encourage staff to attend and complete appropriate equality training.
- Reviewing compliance with statutory and mandatory training in monthly SLT team meetings
- Coaching and training for staff to educate and enable easier updating of EDI information in ESR. POD also took time to explain why this is important and how the data is used.
- Reviewing and strengthening our approach to impact assessments and making service providers and policymakers aware of the benefits of these assessments.
- Using data to gain a better understanding of any pay differences between different groups and taking action to reduce these differences; and
- Continuing to develop an inclusive workplace through our Organisational Development Plan
- The NHS Executive POD team continues to work with PHW on the workforce data dashboard, which is used to create insights and inform strategy. Key information from the dashboard is used to inform SLT reports, and information shared with Welsh Government Executive Director Team (Health Social Care and Early Years Group)
- Worked with colleagues across the organisation to develop a values and behaviour framework, which supports the embedding of inclusive behaviour across the employment lifecycle.
- Established baseline data via a staff engagement survey to track improvement on levels of engagement.
- Delivered 11 'Welcome Connect and Engage'/'Staff Engagement Event' sessions to ensure colleagues feel a sense of connection to each other and to our purpose.

The emerging Communications and Engagement Strategy and NHS Wales Executive Strategy both take account of the public sector equality general duty and the specific duties, which are set out in the *Equality Act 2010 (Statutory Duties)* and the *(Wales) Regulations 2011* and those of the *Equality Act 2010*.

Workforce Data

Workforce data is essential in monitoring Equality, Diversity, and Inclusion (EDI) because it provides a clear understanding of the NHS Executive demographic makeup, helps identify representation gaps, and tracks progress over time. By analysing this data, POD seek to ensure compliance with legal requirements, inform policy development, and enhance employee engagement. Additionally, workforce data supports accountability and transparency in EDI efforts, ultimately contributing to a more inclusive workplace and improved business performance.



The workforce data specific to the NHS Executive indicates the following diversity mix:

	NHS Executive	PHW
Disabled	6%	7.2%
Ethnic Minority	4.5%	8.8%
Lesbian, Gay, and Bisexual (LGB)	5%	5.4%

Targeted initiatives to strengthen Equality, Diversity, and Inclusion

The NHS Executive continues efforts to ensure that it creates an inclusive environment where everyone can be themselves and thrive.

3. Welsh Language

In line with the NHS Executive Assurance Schedule, the NHS Executive is required to report to the Committee on a bi-annual basis for assurance on the arrangements in place.

The Welsh Language declarations by NHS Executive staff as of April 2025 are:

Competence Name	Compliance %
NHS LANG Listening/Speaking Welsh	97.53%
NHS LANG Reading Welsh	96.93%
NHS LANG Writing Welsh	96.93%

Competence Name	Compliance %
NHS LANG Welsh Language Awareness - 3 Years	95.49%

- The NHS Executive must comply with Welsh Language Standards and follow the policies, procedures and guidance offered by PHW’s Welsh Language Team. Staff have access to the Welsh Language Hwb intranet pages for advice, support and guidance. All information relating to Welsh language developments is shared by



PHW with the NHS Executive via the NHS Executive's Welsh Language Coordinator.

- The NHS Executive has a Welsh Language Standards Action Plan, which is used to monitor compliance with the Welsh Language Standards annually and information from this is fed into the PHW Annual Report on the Welsh Language Standards and the annual update on the *More Than Just Words* 5-year Action Plan.
- Compliance with the Welsh Language Standards is monitored across PHW by the PHW Welsh Language Manager, and review of compliance within the NHS Executive is coordinated by our Welsh Language Coordinator. This role is fulfilled by the Assistant Director, Corporate Governance and Business Support.
- The PHW Welsh Language Team support the NHS Executive to fill any identified gaps in compliance and to put processes in place to improve.
- The PHW Welsh language team, via the Welsh Language Group, plays a central role in ensuring advice is shared within the NHS Wales Executive and facilitates opportunities for staff to ensure understanding of the requirements under the Welsh Language Standards.

4. Raising Concerns

In line with the NHS Executive Assurance Schedule, the NHS Executive is required to report to the Committee on an annual basis for assurance on the NHS Executive's response to any Raising Concerns.

This update covers the period 1 April 2024 to 31 March 2025 - for the reporting period, no concerns were raised.

The Speaking Up Safety Lead / Champion role within NHS Executive will be fulfilled by the Deputy Director of People and OD.

5. Grievances

In line with the NHS Executive Assurance Schedule, the NHS Executive is required to report to the Committee on an annual basis for assurance on the NHS Executive's response to any grievances

This update covers the period 1 April 2024 to 31 March 2025.

There were four grievances reported and concluded in this period.

A PHW POD Advisor is allocated to each case and supports the parties and the process through to the conclusion. To ensure continuous improvement, debrief meetings are scheduled with the line manager and the PHW People Support team to discuss lessons learned from each case. This approach enables the team to



refine our processes and strengthen our approach to managing future cases.

6. Workforce Planning

In line with the NHS Executive Assurance Schedule, the NHS Executive is required to report to the Committee on an annual basis for assurance that the NHS Executive has a process in place for workforce planning.

This update covers the period 1 April 2024 to 31 March 2025.

The NHS Wales Executive submitted a workforce planning return to PHW in line with organisational requirements which reflects the immediate workforce required. However, it is acknowledged that this was an interim measure ahead of a review of NHS Executive structures and staffing during the 2025/26 financial year which will reflect the workforce that the NHS Executive requires to deliver strategic ambitions.

7. Conclusion

The report provides assurance to the Committee that the NHS Executive is meeting the requirements for each of the subject areas.

There are no concerns to bring to the attention of the Committee in any of the areas listed.

8. Recommendation

The People and Organisational Development Committee is asked to:

- **Note** the contents of this report and receive assurance that effective arrangements are in place for related processes:

For the period 1 September 2024 to 31 March 2025

Equality, Diversity and Inclusion

- **Take assurance** that there are effective arrangements in place to ensure compliance with Equality, Diversity and Inclusion requirements

Welsh Language

- **Take assurance** that there are effective arrangements in place to ensure compliance with Welsh Language requirements



For the period 1 April 2024 to 31 March 2025

Raising Concerns

- **Note** that there have been no concerns reported to the NHS Executive during the reporting period

Grievances

- **Note** that there have been four Grievances reported to the NHS Executive during the reporting period
- **Take assurance** that these have been appropriately managed in line with PHW processes

Workforce Planning

- **Take assurance** that the NHS Executive has an appropriate process in place to undertake workforce planning