

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

Cross Cutting Approach

Assurance Mapping

| Category | Item | Exec Lead | Approval Route | Private/ Public | Apr | Jul | Oct | Feb | Purpose of the Report | Cross Cutting Approach | | | Board Assurance Map | Why is it on the work plan? | |
|--------------------------|--|--|----------------|--------------------|-----|-----|-----|-----|--|---|---|---|--|--|---|
| | | | | | | | | | | Remitted (to be populated in year with any referrals to be included in the reporting) | Cross Committee Theme | Cross Cutting Approach | | | |
| 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. | | Workforce | Low risk : no current issues identified | People / Workforce (Joint with Board) | 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 | |
| | 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. | | None | | | 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 – 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. | | Workforce | | Low risk : no current issues identified | 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. |
| | Strategic Workforce Planning – Outputs of the 2025-2026 activity which will be part of the integrated planning process | | | | | | | | ✓ | 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. | | Workforce | | Low risk : no current issues identified | 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 |
| Partnership Working | Staff Network: Update on Actions | Director People and Organisational Development | BET | Public | ✓ | | | | Update on Staff Network requests. | | Workforce | Low risk : no current issues identified | People / Workforce Governance (Joint with Board) | Referenced in the Committee TOR: 1.9- The arrangements for Staff engagement and partnership working with Trade Unions. | |
| | Local Partnership Forum Annual Report | | BET | Public | ✓ | | | | 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 | Public | | ✓ | | | For assurance of effective arrangements in place. | | Workforce | Low risk : no current issues identified | | | |
| | Trade Union Partnership Working Forums - Update | | Exec Lead | Private | ✓ | ✓ | ✓ | ✓ | Update on the work of the various TU forums for assurance. | | Workforce | Low risk : no current issues identified | | | |
| 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. | | None | | People / Workforce Governance (Joint with Board) | 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 | |
| | Workforce Extract from the Integrated Performance Board Report | | BET | Public | ✓ | ✓ | ✓ | ✓ | For information (not discussed) unless issues identified or remitted from Board. | | Workforce | Low risk : no current issues identified | | | |
| | Organisational Change Management Update | | LT | Public | ✓ | | ✓ | | For assurance of the management of change within the organisation. | | Workforce | Low risk : no current issues identified | | | |
| 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. | | Equality | Low risk : no current issues identified | People / Workforce Governance (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. | |
| | Workforce Annual Report (2024-25) | | BET | Public | | | ✓ | | For approval of the annual report. | | Workforce | Low risk : no current issues identified | | | |
| | Equalities Annual Report (2023-24) | | BET | Public | | | ✓ | | For approval of the annual report. | | Equality | Low risk : no current issues identified | | | |
| | Gender Pay Gap Annual Report (2025) | | BET | Public | | | | ✓ | For approval of the annual report. | | | Low risk : no current issues identified | | | |
| | Welsh Language Update | | LT | 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. | | Low risk : no current issues identified | | | | |
| | More Than Words Annual Report | | BET | Public | | ✓ | | | | Low risk : no current issues identified | | | | | |
| | Welsh Language Annual Report (2024-25) | | BET | Public | | ✓ | | | | Low risk : no current issues identified | | | | | |
| | IMTP Commitment Update: Implement the vision to establish Job Families within Public Health Wales | Exec Lead | Public | | | | ✓ | | | | Low risk : no current issues identified | | | | |

| | | | | | | | | | | | | | | | |
|---------------------------|--|---|------------|--------|---|---|---|---|---|--|--|-----------------------------|---|---|--|
| Strategy Delivery | IMTP Commitment Update: Develop and establish a systemic programme of work which will increase leadership and management skills, capacity and confidence including formal learning | Director People and Organisational Development | Exec Lead | Public | | | | | ✓ | For assurance of the progress with the implementation of the IMPT Commitment. | | Workforce | Low risk : no current issues identified | 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 |
| | 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 | | | | | ✓ | | | | Low risk : no current issues identified | | |
| Risk | Strategic Risk | Executive Director of Nursing, Quality and Integrated Governance | BET | Public | ✓ | ✓ | ✓ | ✓ | | For assurance that risks within the remit of the Committee are managed appropriately. | | 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 | Public | ✓ | ✓ | ✓ | ✓ | Low risk : no current issues identified | | | | | | |
| 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. | | None | | | 1.5 That people and organisational development arrangements are appropriately designed and operating effectively to ensure the provision of high quality, safe services/programmes and functions across the whole of the Trust's activities. |
| 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. | | None | | 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 | 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. | | | | | Referenced in the BAF |
| | 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) | | | | | Required to be reviewed Annually within Standing Orders |
| | Speaking Up Safely Annual Report | | BET | Public | | | | ✓ | | For assurance on the management of any concerns / grievance are in line with the policy. | | | | | TOR:1.7 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. |
| | 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. | | | | | 1.10 Seek assurance on the prioritisation and progress being made to review policies within the remit of the Committee. 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 | Public | ✓ | ✓ | ✓ | ✓ | | 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 Work Plan | | Exec Lead | Public | ✓ | ✓ | ✓ | ✓ | | 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. |
| 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 | Low risk : no current issues identified | | Approach to Audit outlined in the Audit Protocol and within the BAF. |
| | 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. | | Audit | Low risk : no current issues identified | | Approach to Audit outlined in the Audit Protocol and within the BAF. |
| 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) | | NHS Assurance- ACGC and QSC | Low risk : no current issues identified | NHSE Assurance | NHS Executive 1.12 Seek assurance on the on the relevant governance compliance areas, within the remit of the Committee, as outlined in the NHS Executive Assurance Schedule. |