

People and Organisational Development Committee - Annual Work Plan 2023-24

Category	Item	18 Apr 23	4 Jul 23	8 Nov 23	6 Feb 24	Purpose of the report
Deep Dives / Focused Discussion	People and Organisational Development Priorities (the Big 3)	✓	✓	✓	✓	The provide assurance on the priorities for the POD Directorate for 2023/24. - April- People Promise- For Assurance
	Workforce Planning (Deep Dive)	✓	✓			Also expecting Audit Wales Worforce Planning Audit Report Workforce planning Update- April 2023
Workforce	Performance Assurance Dashboard	✓	✓	✓	✓	Presentation of the dashboard for assurance , and highlight any emerging themes. To cover in particular recruitment, sickness absence.
Equality, Diversity and Inclusion	Gender Pay Gap Annual Report (2023)				✓	For approval of the annual report.
	Equalities Annual Report (2022-23)				✓	For approval of the annual report.
	Equality, Diversity and Inclusion - Update on Priorities		✓		✓	For discussion/assurance : Focus on the equality objectives and action plan. Note objectives relating to service user engagement and wider population health are reported to QSIC.
	Workforce Annual Report (2022-23)				✓	For approval of the annual report.
Welsh Language	Welsh Language Annual Report (2022-23)		✓		✓	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. Annual Report- Verbal July, Approved Sept via Chairs Action?
	Welsh Language Update		✓		✓	
Staff Engagement and Partnerships and working with Trade Unions	Trade Union Partnership Working Forums - Update	✓	✓	✓	✓	Update on the work of the various TU forums for assurance.
	Staff Engagement Plan and Outcomes			✓		To include: Staff Networks- Engagement with Multi Professional Consultants Ways of engaging with staff outside of the Network machinery and importance of engagement with Trade Unions
	Work How it works best' Pilot Evaluation	✓				Assurance on the progress with the pilot of work how it works best, including summary of the evaluation and next steps.
	Local Partnership Forum Annual Report	✓				Annual report from the Local Partnership Forum to Board/People and OD Committee.
	Local Partnership Forum Terms of Reference				✓	For recommendation to Board
	People Strategy			✓		Progress update on implementation for assurance To include items remitted from Board in the context of People Strategy review: A Societal Approach to Understanding, Preventing and Supporting the Impact of Trauma and Adversity
	Cost of Living (actions in place to support staff)	✓				Remitted from Board in January for PODC to follow through on actions in place to support staff. Closure report for assurance
Change Programme and Organisational Design	Organisational Change Management Update		✓		✓	(Links to SRR 3). To be held in July to align with capacity work that Strategic Planning are delivering June 2023 (IMTP)
Managing Risk	Strategic Risk	✓	✓	✓	✓	For assurance that risks within the remit of the Committee are management

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	Corporate Risk Register	✓		✓		appropriately.
Governance & Accountability	Summary of policies Bi-Annual Update	✓		✓		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.
	Committee Annual Report	✓				For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference.
	Review of Committee Effectiveness	✓				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	✓				For recommendation to Board on any proposed changes to the Committee's Terms of reference. (As required under Standing Orders)
	Committee Work Plan	✓	✓	✓	✓	For information, and for assurance that the Committee is fulfilling its terms of reference.
	Policies for approval (as required)	✓	✓	✓	✓	To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written control documents Policy. (May be collated and thus Policies compose a single item agenda falling between normal Committee meetings to free up normal Committee time.)
	Raising Concerns Annual Report			✓		For assurance on the management of any concerns / grievance are in line with the policy.
	Disciplinary Case Report : Update (if required)	✓	✓	✓	✓	For assurance on the management of any disciplinary are in line with the policy. Standard agenda item - as needed.
Audit and other Reviews	Audit Action Log Progress Update (within the remit of the Committee)	✓		✓		Update on the implementation of the mangement response to the audit, for assurance.
	Audit Report (as needed)	✓	✓	✓	✓	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

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