

**People and Organisational Development Work Plan 2023 - 2024**

| Category  | Item   | Exec Lead   | Approval Route | 18 Apr 23 | 19 Jul 23 | 8 Nov 23 | 6 Feb 24 | Purpose of the report  |
|---|--|---|----------------|-----------|-----------|----------|----------|--|
| Deep Dives / Focused Discussion                                 | People and Organisational Development Priorities (the Big 3)         | Director People and Organisational Development                      | Exec Lead      | ✓         | ✓         | ✓        | ✓        | The provide assurance on the priorities for the POD Directorate for 2023/24.   |
|   | Workforce Planning - Audit Wales Audit Report                        |   |                |           |           | ✓        |          |  |
|   | Workforce Planning (Deep Dive)                                       |   | Exec Lead      | ✓         | ✓         | ✓        |          |  |
| Workforce   | Performance Assurance Dashboard                                      | Director People and Organisational Development                      | Exec Lead      | ✓         | ✓         | ✓        | ✓        | Presentation of the dashboard for assurance , and highlight any emerging themes. To cover in particular recruitment, sickness absence.   |
| Equality, Diversity and Inclusion                               | Equalities Annual Report (2022-23)                                   | Director People and Organisational Development                      | BET            |           |           | ✓        |          | For approval of the annual report.   |
|   | Equality, Diversity and Inclusion - Update on Priorities             | Director People and Organisational Development                      | Exec Lead      |           | ✓         | ✓        | ✓        | 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)                                    | Director People and Organisational Development                      | BET            |           |           | ✓        |          | For approval of the annual report.   |
|   | Anti Racism Plan   |   |                |           |           | ✓        | ✓        |  |
| Staff Engagement and Partnerships and working with Trade Unions | Trade Union Partnership Working Forums - Update                      | Director People and Organisational Development                      | Exec Lead      | ✓         | ✓         | ✓        | ✓        | Update on the work of the various TU forums for assurance.   |
|   | Staff Engagement Plan and Outcomes                                   | Director People and Organisational Development                      | LT             |           |           | ✓        |          | To include:<br>Staff Networks-<br>Engagement with Multi Professional Consultants<br>Ways of engaging with staff outside of the Network machinery and importance of engagement with Trade Unions  |
|   | People Strategy  | Director People and Organisational Development                      | LT             |           |           | ✓        |          | Progress update on implementation for assurance<br>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   |
| Managing Risk   | Strategic Risk   | Executive Director Quality, Nursing and Allied Health Professionals | BET            | ✓         | ✓         | ✓        | ✓        | For assurance that risks within the remit of the Committee are management appropriately.   |
| Governance & Accountability                                     | Committee Work Plan  | Board Secretary and Head of Board Business Unit                     | Exec Lead      | ✓         | ✓         | ✓        | ✓        | For information, and for assurance that the Committee is fulfilling its terms of reference.  |
|   | Policies for approval (as required)                                  | Board Secretary and Head of Board Business Unit                     | Exec Lead      | ✓         | ✓         | ✓        | ✓        | 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                                       | Board Secretary and Head of Board Business Unit                     | BET            |           |           | ✓        |          | For assurance on the management of any concerns / grievance are in line with the policy.   |
|   | Disciplinary Case Report : Update (if required)                      | Director People and Organisational Development                      | Exec Lead      | ✓         | ✓         | ✓        | ✓        | For assurance on the management of any disciplinary are in line with the policy. Standard agenda item - as needed.   |
|   | 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 mangement response to the audit, for assurance.  |

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

|                                |                          |                         |           |   |   |   |   |  |
|--------------------------------|--------------------------|-------------------------|-----------|---|---|---|---|--|
| <b>Audit and other Reviews</b> | 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. |
| <b>Policy Approvals</b>        | WHIWB Policy             |                         |           |   |   | ✓ |   | Approval   |