

**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	Jan	Purpose of the Report	Remitted (to be populated in year with any referrals)	Cross Committee Theme	Cross Cutting Approach	Board Assurance Map	Why is it on the work plan?	
Deep Dives	POD <b>IMTP commitments</b> for 2025-26	Director People and Organisational Development	Executive Lead	Public	✓				<b>Summary of Focus:</b> Summary of the key areas of focus for 2025/26. <b>Delivery of Plan:</b> Assurance on the development of the implementation plan to deliver commitments. <b>Achievability:</b> Assurance on the timescales, achievability and deliverability of the plan. <b>Risks:</b> 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 )	1.2The 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	
	<b>Culture and Engagement</b> , Including the 2024 Staff Survey Results					✓			<b>Summary of Focus:</b> Update on progress with the culture and engagement work undertaken this year. Key achievements / Outcomes / Impact Planned activity for next year. <b>Learning:</b> Summary of any improvements / key learning from this year, and how this is being taken forward. <b>Risks:</b> 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	
	<b>People Strategy</b> – Update on the Development of the Implementation Plan							✓		<b>Summary of Focus:</b> Summary of the key areas of focus for 2025/26 within the Strategy. <b>Delivery of Plan:</b> Assurance on the development of the implementation plan to deliver commitments. <b>Achievability :</b> Assurance on the timescales, achievability and deliverability of the plan. <b>Risks:</b> 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.
	<b>Strategic Workforce Planning</b> – Outputs of the 2025-2026 activity which will be part of the integrated planning process								✓	<b>Summary of Focus:</b> Update on progress with the culture and engagement work undertaken this year. Key achievements / Outcomes / Impact Planned activity for next year <b>Learning:</b> Summary of any improvements / key learning from this year, and how this is being taken forward. <b>Risks:</b> 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			
	Nursing and Midwifery Objectives 2025-26		LT	Public			✓					Workforce			
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  Compliance with Statutory Duties  (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: oEquality, Diversity and Human Rights oWelsh 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.			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				✓			Equality	Low risk : no current issues identified			
	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.			Low risk : no current issues identified			
	Welsh Language Annual Report (2024-25)		BET	Public		✓						Low risk : no current issues identified			
	<b>IMTP Commitment Update:</b> Implement the vision to establish Job Families within Public Health Wales		Exec Lead	Public			✓				Low risk : no current issues identified				

Strategy Delivery	<p><b>IMTP Commitment Update:</b> Develop and establish a systemic programme of work which will increase leadership and management skills, capacity and confidence including formal learning</p>	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
	<p><b>IMTP Commitment Update:</b> 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</p>		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 management 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.	<b>Joint:</b> 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 in line with statutory requirements.		None			1.5That 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:1.7Implementation 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.					1.10Seek 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	Audit	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	Audit	Approach to Audit outlined in the Audit Protocol and within the BAF.
NHS Wales Performance and Improvement	NHS Executive Bi-Annual Assurance Report	Director of the NHS Executive Report	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.

October update:

- The Annual Workforce Report has been moved to the January 2026 meeting.
- The Equalities Annual Report has been moved to the January 2026 meeting.