

Llais Board - workplan for 2024-25

Standing items for each Board meeting in public:

- Board declarations of interest log
- Chairs report
- Chief Executives report
- Committee reports and assurance
- Finance Report
- Corporate risk register
- Annual plan progress
- Regional report
- Forward plan
- Questions from the public

Items for discussion annually or in line with cycle:

- Remit Letter
- Framework document
- Annual budget and allocation
- Annual plan agreement and progress reports
- Strategic plan agreement (every 3 years) and progress reports (annually)
- Annual Report and Accounts
- Schedule of delegation review
- Standing Orders
- Committee terms of reference
- Volunteers update
- Strategic Equality plan
- Annual public sector equality duty
- Welsh language standards annual report
- Net Zero report
- People survey results. Including culture report and annual objectives
- Cooperation arrangements
- Board effectiveness report and objectives
- Committee effectiveness report and objectives
- Corporate policies for review and approval
- Annual report on promoting our activities and being accessible to the people of Wales
- Board workplan
- Board learning and development
- Staff pay awards
- Ambassadorial role – update and learning

Board development/information sessions:

- Managing Welsh Public Money
- Veterans Commissioner
- Older Peoples Commissioner for Wales
- Children's Commissioner for Wales
- Public Services Ombudsman for Wales
- Healthcare Inspectorate Wales
- Care Inspectorate Wales
- Audit Wales
- Wales Council for Voluntary Action Cyber Security
- EDI training
- Comms training
- Sessions with policy leads from Welsh Government
- Digital Healthcare Wales
- Duty of quality and duty of candour
- Improving public and patient safety
- Anti-racist Wales action plan
- LGBTQ+ action plan
- Disability rights taskforce
- More than Just words
- Session with Internal Audit
- Security awareness training (to include a session with Kath Jenkins, Chief Security Officer Welsh Government)

E Learning

- GDPR
- Health & Safety



Eich llais mewn iechyd | Your voice in health
a gofal cymdeithasol | and social care

<p>25 April 2024 (10:00-14:00) Public Board Location: Cardiff</p>	<p>22 May 2024 (10:00-14:00) Development Session Location: Teams meeting</p>	<p>26 June 2024 (10:00-14:00) Development Session Location: Teams meeting</p>
<ul style="list-style-type: none"> ➤ New Framework Document ➤ Agree annual plan 2024/25 ➤ Agree strategic plan 2024-27 (includes Strategic Equality Plan) ➤ Board effectiveness review and objectives for 2024/25 ➤ Annual report on promoting our activities and being accessible to the people of Wales 	<ul style="list-style-type: none"> ➤ Ambassador & Regional Director workshop ➤ Eversheds Review ➤ Review Standing Orders ➤ Review Schedule of Internal Delegations ➤ Committee Terms of Reference review ➤ People Survey Report ➤ Communication & Media Strategy awareness session 	<ul style="list-style-type: none"> ➤ Managing Welsh Public Money ➤ Healthcare Inspectorate Wales/Care Inspectorate Wales ➤ Cyber Security awareness training
<p>24 July 2024 (10:00-14:00) Public Board Location: Ty Newydd Hotel, Hirwaun</p>	<p>August 2024 – no Board meeting or informal/learning and development session</p>	<p>25 September 2024 (10:00-14:00) Public Board Location: Powys</p>
<ul style="list-style-type: none"> ➤ Agree Committee Terms of Reference ➤ Agree Standing Orders and Schedule for Matters reserved for the Board ➤ Agree Standing Financial Instructions ➤ Gender Pay Gap Report ➤ Volunteer Strategy ➤ Draft Financial Plan ➤ Llais office arrangements 		<ul style="list-style-type: none"> ➤ Annual Report and Accounts 2024/25 ➤ Risk management – policy & strategy ➤ Annual Plan – progress review ➤ Net Zero report ➤ Volunteers update ➤ Note staff pay awards and associated impact ➤ Business continuity plan ➤ Cooperation arrangements – progress and learning

<p>23 October 2024 (10:00-14:00) Development Session Location: Teams meeting</p>	<p>27 November 2024 (10:00-14:00) Development Session Location: Teams meeting</p>	<p>18 December (10:00-14:00) Development Session Location: Teams meeting</p>
<ul style="list-style-type: none"> ➤ Equity, Diversity, and Inclusion ➤ Children’s Commissioner 	<ul style="list-style-type: none"> ➤ Draft annual budget 2025/26 – bid and draft allocation 	<ul style="list-style-type: none"> ➤ Older People’s Commissioner ➤ Public Services Ombudsman for Wales ➤ Duty of Candour/Quality
<p>22 January 2025 (10:00-14:00) Public Board Location: Gwent</p>	<p>26 & 27 February 2025 (10:00-14:00) Development Session Location: Mid Wales</p>	<p>26 March 2025 (10:00-14:00) Public Board Meeting Location: Cwm Taf Morgannwg</p>
<ul style="list-style-type: none"> ➤ Annual budget and allocation ➤ Ambassadorial update ➤ Annual planning & progress ➤ Strategic plan – progress report ➤ Learning and development plan ➤ Volunteer update ➤ Review of policies and procedures 	<ul style="list-style-type: none"> ➤ Day 1: Board effectiveness review and objectives for 2025/26 (agree Board workplan and learning and development, Ambassadorial role review and impact) ➤ Day 2: Board strategy day 	<ul style="list-style-type: none"> ➤ Review cooperation arrangements and progress ➤ Full review of Board forward look ➤ Welsh Language Standards – Review of year 1 report ➤ Agree Standing Financial Instructions (following ARAC review)