

## **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

<b>25 April 2024 (10:00-14:00)</b> <b>Public Board</b> <b>Location: Cardiff</b>	<b>22 May 2024 (10:00-14:00)</b> <b>Development Session</b> <b>Location: Teams meeting</b>	<b>26 June 2024 (10:00-14:00)</b> <b>Development Session</b> <b>Location: Teams meeting</b>
<ul style="list-style-type: none"> <li>➤ <b>New Framework Document</b></li> <li>➤ Agree annual plan 2024/25</li> <li>➤ Agree strategic plan 2024-27 (includes Strategic Equality Plan)</li> <li>➤ Board effectiveness review and objectives for 2024/25</li> <li>➤ Annual report on promoting our activities and being accessible to the people of Wales</li> <li>➤ Agree Standing Financial Instructions (following ARAC review) approved in July</li> <li>➤ <b>Cooperation arrangement report</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Ambassador &amp; Regional Director workshop</b></li> <li>➤ Eversheds Review</li> <li>➤ Review Standing Orders</li> <li>➤ Review Schedule of Internal Delegations</li> <li>➤ Committee Terms of Reference review</li> <li>➤ People Survey Report</li> <li>➤ Communication &amp; Media Strategy awareness session</li> <li>➤ <b>Draft protocol for handling service change</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Managing Welsh Public Money</b></li> <li>➤ Health Inspectorate Wales/Care Inspectorate Wales</li> <li>➤ <b>Cyber Security awareness training</b></li> </ul>

<p><b>24 July 2024 (10:00-14:00)</b>  <b>Public Board</b>  <b>Location: Ty Newydd</b>  <b>Hotel, Hirwaun</b></p>	<p><b>August 2024 – no Board meeting or informal/learning and development session</b></p>	<p><b>25 September 2024 (10:00-14:00)</b>  <b>Public Board</b>  <b>Location: Powys</b></p>
<ul style="list-style-type: none"> <li>➤ Agree Committee Terms of Reference</li> <li>➤ Agree Standing Orders and Schedule for Matters reserved for the Board</li> <li>➤ Agree Standing Financial Instructions</li> <li>➤ Annual Public Sector Equity, Diversity, and Inclusion report</li> <li>➤ Gender Pay Gap Report</li> <li>➤ Volunteer Strategy</li> <li>➤ Draft Financial Plan</li> <li>➤ Llais Office Moves and arrangements</li> <li>➤ Objectives in response to annual people survey</li> <li>➤ Cooperation arrangements – progress and learning</li> </ul>		<ul style="list-style-type: none"> <li>➤ Annual Plan – progress review</li> <li>➤ Net Zero report</li> <li>➤ Behaviours framework</li> <li>➤ People’s experience of getting to see a dentist</li> <li>➤ Llais office arrangements</li> </ul>

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