

Llais Board - workplan for 2024-25

Standing items for each Board meeting in public:

- Board declarations of interest log
- Valuing people's stories - examples of how an individual's experience can help change services for the better
- Spotlight our activities
- Health and social care services in Wales – key matters across our regions
- Regional report/presentation
- Chairs report
- Chief Executives report
- Committee reports and assurance
- Finance Report
- Corporate risk register
- Annual plan progress
- Regional report/presentation
- 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



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25 April 2024 (10:00-14:00) Public Board Location: Cardiff	22 May 2024 (10:00-14:00) Development Session Location: Teams meeting	26 June 2024 (10:00-14:00) Development Session Location: Teams meeting
<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➤ Agree Standing Financial Instructions (following ARAC review) approved in July➤ Cooperation arrangement report	<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➤ Draft protocol for handling service change	<ul style="list-style-type: none">➤ Managing Welsh Public Money➤ Health Inspectorate Wales/Care Inspectorate Wales➤ Cyber Security awareness training



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



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<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) Public Board and Development Session Location: Holiday Inn, Cardiff and Teams meeting</p>
<ul style="list-style-type: none"> ➤ Draft board assurance framework discussion ➤ Draft risk management strategy discussion ➤ OKR system demonstration ➤ Equity, Diversity and Inclusion ➤ Children's Commissioner 	<ul style="list-style-type: none"> ➤ Draft annual budget 2025/26 – bid and draft allocation ➤ Staff well-being survey/presentation ➤ Mid-year review of the forward work programme. ➤ Duty of Candour/Quality 	<ul style="list-style-type: none"> ➤ Additional public board meeting to approve the annual report and accounts ➤ Board development session focusing on Board role and meeting arrangements
<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 Bard Meeting Location: Cwm Taf Morgannwg</p>
<ul style="list-style-type: none"> ➤ Accessing services in the Welsh language ➤ Health and Social Care services in Gwent ➤ Our behavioural framework: update ➤ Very senior manager annual salary uplift ➤ Ratification of recruitment of an Equity, Diversity and Inclusion lead 	<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 <p>These dates are currently subject to review and the re-organisation of the session.</p>	<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 update to Standing Financial Instructions if required (following ARAC review)