



	<b>Name of Meeting</b> Business Executive Team Meeting <b>Date of Meeting</b> 3 April 2024 <b>Agenda item:</b> 3.1
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## Committee Work Plans 2024/25

<b>Executive lead:</b>	Paul Veysey, Board Secretary and Head of Board Business Unit
<b>Author:</b>	Liz Blayney, Deputy Board Secretary and Board Governance Manager

<b>Approval/Scrutiny route:</b>	Each Committee has reviewed and approved its work plan for 2024/25 and recommended these to Board for assurance.
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<b>Purpose</b>	To present the Board with the Committee Work Plans for 2024/25.
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<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>

The Board is asked to:	<ul style="list-style-type: none"> <li>- <b>Consider</b> the Committee Work Plans for 2024/25</li> <li>- <b>Take assurance</b> that the Work plans have been reviewed to ensure they meet the requirements within the Committees Terms of Reference</li> <li>- <b>Consider</b> and <b>take assurance</b> from the approach to Cross Committee working developed to be in place for 2024/25.</li> </ul>
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<b>Link to Public Health Wales <a href="#">Strategic Plan</a></b>	Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.
This report contributes to the following:	

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
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<b>Summary impact analysis</b>	
<b>Equality and Health Impact Assessment</b>	Not required



<b>Risk and Assurance</b>	The organisation will not be compliant with its Standing orders if an annual review of terms of reference is not undertaken.
<b>Health and Care Standards</b>	This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> Quality Themes  Governance, Leadership and Accountability
<b>Financial implications</b>	N/A
<b>People implications</b>	N/A

## 1. Purpose / situation

To present the Committee Work Plans to the Board, for assurance

The Terms of Reference and Work Plans are presented to BET for feedback, prior to consideration by the Committees and Board.

## 2. Background

Within the Terms of Reference for the Committees, there is a requirement to ensure that the Committees have a programme of work designed to ensure that it is able to discharge fully the provisions of its' Terms of Reference across the period of its work programme.

## 3. Committee Workplans

The Work plans are attached:

- Audit and Corporate Governance Committee
- Quality, Safety and Improvement Committee
- Knowledge, Research and Information Committee
- People and Organisational Development Committee.

Following discussion with the Committee Chairs and Lead Execs on cross Committee working, it is proposed that one item be transferred from QSIC to PODC:

Revalidation and Job  
Planning

Regulated Professional Review of compliance with regulatory requirements such as professional appraisal and revalidation.

Within the Terms of Reference of the Committee, it is suggested that this sits more appropriately within PODC under the following reference:

*1.5 That 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.*

## Approach to Cross Committee working / overlaps

As part of the development of the Work Plans, we have included mapping of cross committee overlaps following discussion with the Chairs of the Committees.

The Committee Chairs have agreed an approach to Cross Committee working to manage referrals and items for which there is crossover with other Committees, this has then been developed and mapped against the work plans.

This approach is summarised in **Summary of Cross Committee Working Approach for 2024/25** presented to the Board alongside the Committee Workplans for 2024/25.

In order to manage those items which may crossover, a risk-based approach is proposed as set out in the table below.

Based upon the degree of crossover identified these items would be mapped into the work plans for each Committee. The Committee Chairs will review and discuss the approach to these items on a quarterly basis.

Approach level:	Action
Low risk: no current issues identified	No action, share / feedback via the chairs report to Board.
Low risk: issues identified currently needing further review	Refer / remit between committees and monitor outcomes through the Composite Chairs report to Board / Joint action log.
Medium risk: issues identified requiring joint discussion	Invite the Chair of the other Committee (or other nominated NED) to attend for that item.
High risk: Escalation required	Consider joint approach, either joint meeting or item would be considered at both meetings with a different focus / purpose with a debrief between Chairs following. Escalation to Board if not resolved.

To communicate and provide assurance to the Board on these arrangements, the Composite report template has been revised to include a summary of key themes, and look at each of the cross cutting issues specifically to provide a narrative of what has been discussed at each of the Committee meetings within this lens.

## Assurance Mapping

As part of the development of the work plans, we have mapped each item to the relevant section of the Terms of Reference, as well as the relevant section within the Board assurance Framework.

#### 4. Recommendation

The Board is asked to:

- **Consider** the Committee Work Plans for 2024/25
- **Take assurance** that the Work plans have been reviewed to ensure they meet the requirements within the Committees Terms of Reference
- **Consider** and **take assurance** from the approach to Cross Committee working developed to be in place for 2024/25.