

## Llais Board - workplan

### Standing items for each Board meeting in public:

- Board declarations of interest log
- Chairs report
- Chief Executives report
- Committee reports and assurance
- Finance Report
- Performance report
- Corporate risk register
- 100 day plan progress (will move to annual plan progress)
- Regional report
- Questions from the public
- Forward plan

### Items for discussion annually:

- Remit Letter
- Framework document
- Annual budget and financial planning
- Strategic plan and annual plan progress (includes mid-year review and annual report)
- Agree strategic plan (will appear every 3 years)
- Agree annual plan for following year
- Annual Report and Accounts
- Strategic Equality plan
- Annual public sector equality duty
- Welsh language standards annual report
- People survey results, culture and people data
- Cooperation arrangements
- Board and Committee effectiveness appraisal and outcome
- Corporate policies for review and approval
- Annual review of promoting our activities and being accessible to the people of Wales
- Board forward look and priorities
- Board development

### Board development/information sessions:

- Public Sector Equality Duty and the Strategic Equality Plan - **27<sup>th</sup> September**
- GDPR
- Managing Welsh Public Money
- Health and safety
- Welsh Language Commissioners office – **27<sup>th</sup> September**
- Veterans Commissioner
- Future Generations Commissioner – **27<sup>th</sup> September**
- Older Peoples Commissioner for Wales
- Children's Commissioner for Wales

- Public Services Ombudsman for Wales
- Healthcare Inspectorate Wales
- Care Inspectorate Wales
- Audit Wales
- WCVA
- Cyber Security
- EDI training
- Comms training
- Sessions with policy leads from WG

Board informal Session	Board informal Session	Board meeting in public
<b>24 May 13:00-16:30</b>	<b>13 July 14:30-17:00</b>	<b>19 July 11:00-12:00 (pre-meet)</b> <b>26 July 10:00-14:30 (meeting)</b> <b>Location: North Wales</b>
<ul style="list-style-type: none"> <li>➤ Draft forward look for Board meetings and briefings</li> <li>➤ 100 day plan progress update</li> <li>➤ Ambassadorial role next steps</li> <li>➤ Guidance for engagement and consultation on changes to health services 2023</li> <li>➤ Code of Practice on access to premises and engagement with individuals</li> <li>➤ MoU and SLA with SSP – update and next steps</li> </ul>	<ul style="list-style-type: none"> <li>➤ 100 day plan progress update</li> <li>➤ Financial plan 2023/24 (initial discussion)</li> <li>➤ Associate member appointment update</li> <li>➤ Board meetings in public – publishing information</li> <li>➤ Programme closure update</li> </ul>	<ul style="list-style-type: none"> <li>➤ Our first 100 days report</li> <li>➤ Financial plan 2023/24</li> <li>➤ Health and care in the North Wales region</li> <li>➤ What people want from Llais</li> <li>➤ Code of Practice on Access</li> <li>➤ Committee independent members</li> <li>➤ Board Associate Member appointment</li> </ul>
<b>August – no meeting</b>	<b>27 September 10:00-14:30</b>	<b>19 October 11:00-12:00 (pre-meet)</b> <b>26 October 8:30-12:00 (meeting)</b> <b>Location: West Wales (West Wales and Neath Port Talbot and Swansea)</b>
	<ul style="list-style-type: none"> <li>➤ <b>Session with WLC officers 10:00-10:30</b></li> <li>➤ <b>Session with FGC 11:00-12:00</b></li> <li>➤ <b>Session with EHRC office 13:00-14:00</b></li> <li>➤ Cyber security session</li> <li>➤ Strategic plan 2024/27 discussion</li> <li>➤ Strategic Equality plan initial discussion</li> <li>➤ Draft budget and financial planning 2024/25 discussion</li> <li>➤ Initial discussion on KPIs to inform development of CRM</li> <li>➤ Transition plan (WG&gt;Llais) update</li> <li>➤ Framework and standards for communications strategy</li> <li>➤ Organisational development-culture survey</li> <li>➤ Agree organisational development programme</li> </ul>	<ul style="list-style-type: none"> <li>➤ Update on corporate leadership roles</li> <li>➤ Public awareness and accessibility</li> <li>➤ Agree draft budget and financial planning 2024/25</li> <li>➤ Performance management framework</li> <li>➤ Annual plan for remainder of 23/24</li> <li>➤ Agree media and communications strategy 23/24</li> <li>➤ Annual report and accounts 2022/23</li> </ul>
<b>22 November 10:00-14:30</b>	<b>December – no meeting</b>	<b>17 January 11:00-12:00</b> <b>24 January 8:30-12:00 (meeting)</b>

		<b>Location: Mid Wales</b> (Cwm Taf Morgannwg and Powys)
<ul style="list-style-type: none"> <li>➤ Ambassadorial role – how it's going</li> <li>➤ Location strategy</li> <li>➤ Volunteers strategy update</li> <li>➤ Draft strategic plan proposal 2024/27</li> <li>➤ Draft annual plan 24/25</li> </ul>		<ul style="list-style-type: none"> <li>➤ CRM system update</li> <li>➤ Draft budget allocation in light of agreed budget</li> <li>➤ Learning and development programme</li> </ul>
<b>28 February 12:00-16:30</b> <b>29 February 09:30-14:30</b> <b>(face to face meeting)</b>	<b>27 March 10:00-14:30</b>	<b>April meeting TBC</b> <b>Location: South Wales</b> (Cardiff and Vale of Glamorgan and Gwent)
<ul style="list-style-type: none"> <li>➤ Framework document review</li> <li>➤ Regional priorities</li> </ul> <hr/> <ul style="list-style-type: none"> <li>➤ Board effectiveness review discussion and outcome session</li> <li>➤ Board learning and development needs</li> <li>➤ Committee effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review cooperation arrangements and progress</li> <li>➤ Full review of Board forward look</li> <li>➤ Review standing orders</li> </ul>	<ul style="list-style-type: none"> <li>➤ Remit letter</li> <li>➤ Framework document</li> <li>➤ Agree strategic and annual plans</li> <li>➤ Timeline and communications plan for annual report and accounts 23/24</li> <li>➤ Board and committee effectiveness</li> </ul>