

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
- Our 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 – **22 November**
- GDPR
- Managing Welsh Public Money
- Health and safety
- Veterans Commissioner
- Future Generations Commissioner – **22 of November**
- 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
- Counter fraud
- EDI training
- Communications training
- Sessions with policy leads from WG
- 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

Board informal Session	Board informal Session	Board meeting in public
August – no meeting	27 September 10:00-14:30	19 October 11:00-12:00 (pre-meet) 25 October 10:00-14:30 (meeting) Location: West Wales
	<ul style="list-style-type: none"> ➤ Session with WLC officers 10:00-11:00 ➤ Annual plan 2023/24 	<ul style="list-style-type: none"> ➤ Health and social care services in West Wales ➤ Our Plan for remainder of 23/24 ➤ Our activity ➤ Corporate risk register ➤ Organisational structure ➤ Compliance notice ➤ Location report ➤ Standing financial instructions
22 November 10:00-14:30	December – no meeting	17 January 11:00-12:00 24 January 8:30-12:00 (meeting) Location: Neath Port Talbot and Swansea
<ul style="list-style-type: none"> ➤ Session with EHRC 10:00-11:00 ➤ Session with FGC 11:30-12:30 ➤ Annual report and accounts 2022/23 ➤ Ambassadorial role – how it's going ➤ Location strategy ➤ Volunteers strategy update ➤ Draft budget and financial planning 2024/25 discussion ➤ Key Performance Indicators ➤ Framework and standards for communications strategy ➤ Ambassadorial role – information and learning sharing ➤ Agree draft budget for 2024/25 		<ul style="list-style-type: none"> ➤ CRM system update ➤ Draft budget allocation in light of agreed budget ➤ Draft annual plan 24/25 ➤ Behaviour and competency frameworks ➤ L&D plan ➤ Volunteer push
28 February 12:00-16:30 29 February 09:30-14:30 (face to face meeting)	27 March 10:00-14:30	April meeting TBC Location: Powys
<ul style="list-style-type: none"> ➤ Framework document review ➤ Regional priorities 	<ul style="list-style-type: none"> ➤ Review cooperation arrangements and progress ➤ Full review of Board forward look 	<ul style="list-style-type: none"> ➤ Remit letter ➤ Framework document ➤ Agree strategic and annual plans

<ul style="list-style-type: none"> ➤ Performance management framework 	<ul style="list-style-type: none"> ➤ Review standing orders ➤ Ambassadorial role – information and learning sharing 	<ul style="list-style-type: none"> ➤ Timeline and communications plan for annual report and accounts 23/24
<hr/> <ul style="list-style-type: none"> ➤ Board effectiveness review discussion and outcome session ➤ Board learning and development needs ➤ Committee effectiveness 	<ul style="list-style-type: none"> ➤ Agree media and communications strategy 23/24 	<ul style="list-style-type: none"> ➤ Board and committee effectiveness ➤ Risk appetite review – ARAC report ➤ Conference and ConFed report