

Bundle BCU People Committee 12 January 2024

- 1 14:00 – PC24/1 Welcome, introduction to Committee and apologies for absence
- 2 PC24/2 Review of the Terms of Reference for the People Committee
Chief Executive / Acting Board Secretary
Recommendation
The Committee is asked to:
Review and Endorse the draft Terms of Reference
PC24.2a ToR People Committee v2
PC24.2b People Committee ToR v0.02 Draft (reviewed 11.12.23 – untracked version 04.01.24)
- 3 PC24/3 Developing a Cycle of Business for the People Committee
Chief Executive / Acting Board Secretary
Recommendation
The Committee is asked to:
 - *Discuss the forward programme for this Committee.*
 - *Consider a Cycle of Business for the next 12 months*PC24.3a COB People Committee v3
PC24.3b App1 People Committee CoB 2024–25 v0.02 Draft
- 4 15:30 – PC24/4 Date of next meeting



Teitl adroddiad:	A Review of the Terms of Reference for the People Committee
Report title:	
Adrodd i:	People Committee
Report to:	
Dyddiad y Cyfarfod:	Friday, 12 January 2024
Date of Meeting:	
Crynodeb Gweithredol:	The purpose of this report is to provide the People Committee with a proposed Terms of Reference for review and endorsement .
Executive Summary:	<p>As reported at the Health Board on 28 September 2023, one of the key Special Measures deliverables includes the requirement to “Establish /Re-establish Board Committees” and it was agreed at that meeting to establish arrangements for a People Committee as one of the eight Committees and three Advisory Groups that reports to the Board.”</p> <p>It should be noted that until February 2023 there was a BCUHB “Partnerships, People and Population Health Committee” In the new arrangements those responsibilities are now with:</p> <ul style="list-style-type: none">• The People Committee• The Planning, Population Health and Partnerships Committee <p>A proposed Terms of Reference has been further developed in this paper using the following approach:</p> <ul style="list-style-type: none">- Utilising the outline remit of each Committee agreed on 28 September Health Board.- Considering and adopting the recommendations from the Office of the Board Secretary Review in 2023.- A review of Welsh Health Boards’ Terms of Reference.- A review of the Standing Orders for Health Boards- A review of Committee Handbooks – provided by Welsh Government. <p>These proposed Terms of Reference for the People Committee have been developed and were noted and considered at the Audit Committee on 16 November 2023. At the Health Board on 30 November 2023 it was confirmed that the draft Terms of Reference</p>

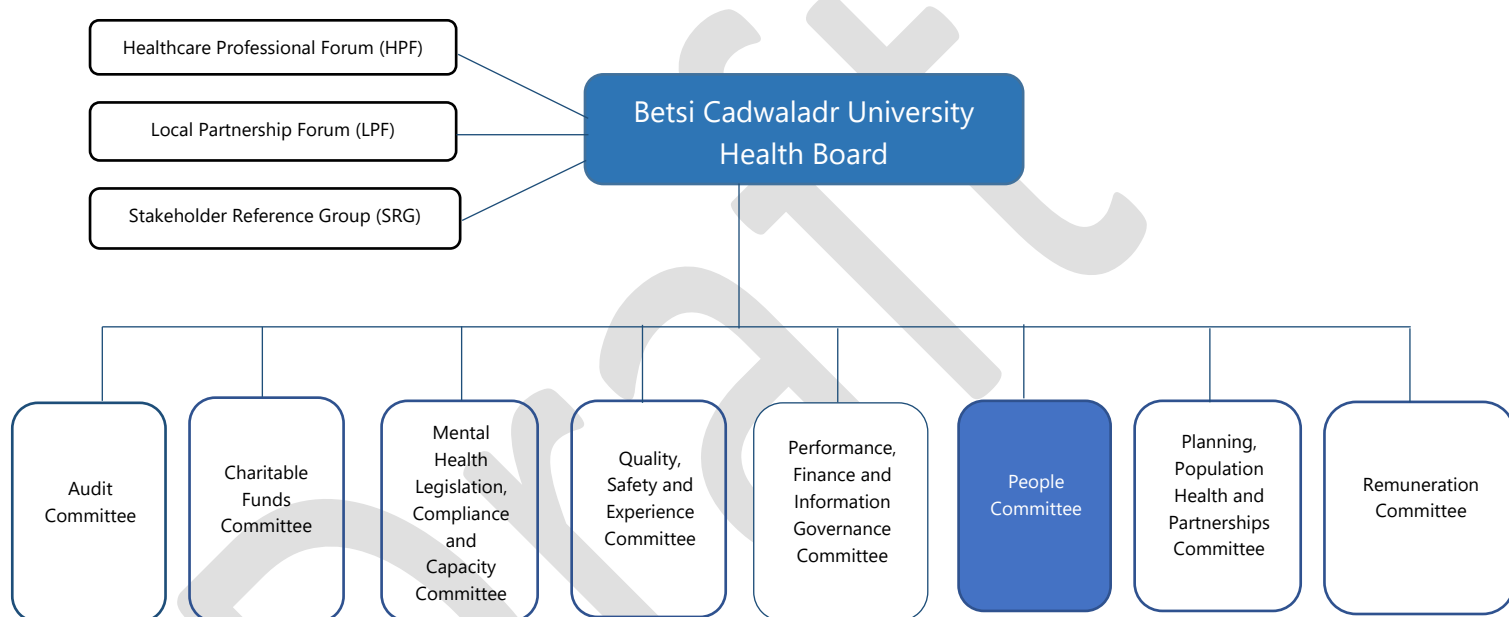
	<p>would be developed in more detail with the Chair and Executive Lead for the Committee. This meeting is scheduled to take place on 8 January 2024. The Draft attached does not take account of any changes that may be agreed at that meeting as the deadline for publishing reports is the 5th January 2024.</p> <p>The Acting Board Secretary would like to thank the Chair and Executive Lead for their help in developing the Terms of Reference and is asking the Committee to review and endorse the draft Terms of Reference ahead of being presented to the Board to consider for approval on 25 January 2024.</p>			
Argymhellion: Recommendations:	<p><i>The Committee is asked to:</i></p> <ul style="list-style-type: none"> • Review and Endorse the draft Terms of Reference 			
Arweinydd Gweithredol: Executive Lead:	Phil Meakin - Acting Board Secretary			
Awdur yr Adroddiad: Report Authors:	Phil Meakin – Acting Board Secretary Support by: <ul style="list-style-type: none"> • Laura Jones – Special Measures Project Manager • Philippa Peake-Jones – Head of Corporate Affairs • Diane Davies – Corporate Governance Manager 			
Pwrpas yr adroddiad: Purpose of report:	I'w Nodi <i>For Noting</i> <input checked="" type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input checked="" type="checkbox"/>	
Lefel sicrwydd: Assurance level:	Arwyddocaol Significant <input type="checkbox"/> Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i>	Derbyniol Acceptable <input checked="" type="checkbox"/> Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>General confidence / evidence in delivery of existing mechanisms / objectives</i>	Rhannol Partial <input type="checkbox"/> Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i>	Dim Sicrwydd No Assurance <input type="checkbox"/> Dim hyder/tystiolaeth o ran y ddarpariaeth <i>No confidence / evidence in delivery</i>
<p>Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:</p> <p><i>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</i></p>				
Cyswllt ag Amcan/Amcanion Strategol: Link to Strategic Objective(s): Goblygiadau rheoleiddio a lleol:		This work links to all strategic objectives of the Health Board as corporate Governance is a key enabler for them.		

Regulatory and legal implications:	<p>The Health Board is required to act according to its Standing Orders. This report contains information to allow the Health Board to conform to this.</p> <p>It is essential that the Board has robust arrangements in place for Corporate Governance and failure to do so could have legal implications for the Health Board.</p>
<p>Yn unol â WP7, a oedd EqlA yn angenrheidiol ac a gafodd ei gynnal?</p> <p><i>In accordance with WP7 has an EqlA been identified as necessary and undertaken?</i></p>	<p>This is not applicable for this report.</p>
<p>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</p> <p><i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i></p>	<p>This is not applicable for this report.</p>
<p>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)</p> <p><i>Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)</i></p>	<p>The nature of this paper has an impact on the way Corporate Governance is reported and managed in the Health Board. Risks related to Workforce are significant and the development of this Committee will support a review of these risks as part of its cycle of Business.</p>
<p>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</p> <p><i>Financial implications as a result of implementing the recommendations</i></p>	<p>The effective management of Governance has the potential to leverage a positive financial dividend for the Health Board through better integration of risk management into business planning, decision-making and in shaping how care is delivered to our patients thus leading to enhanced quality and less waste</p>
<p>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</p> <p><i>Workforce implications as a result of implementing the recommendations</i></p>	<p>Failure to have effective Corporate Governance can impact adversely on the workforce.</p> <p>The development of a People Committee will strengthen arrangements for workforce related matters</p>
<p>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori</p> <p><i>Feedback, response, and follow up summary following consultation</i></p>	<p>An iteration of this paper will be received at the Health Board on 25 January 2024.</p>
<p>Cysylltiadau â risgiau BAF: (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol)</p> <p>Links to BAF risks: (or links to the Corporate Risk Register)</p>	<p>The nature of this paper, in particular the Section on Corporate Risk Register has an impact on the way the Board Assurance Framework will be reported and managed in the Health Board after the Development of a Risk Management Framework.</p>
<p>Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)</p>	

<i>Reason for submission of report to confidential board (where relevant)</i>	Not applicable
<i>Next Steps:</i> <ul style="list-style-type: none"> • The Acting Board Secretary to take the final draft of the Terms of Reference for formal approval at the Health Board on 25 January 2024. 	
<i>List of Appendices:</i> <p>Appendix 1 – Draft Terms of Reference for the People Committee.</p>	

PEOPLE COMMITTEE

TERMS OF REFERENCE



Version	Issued to	Date	Comments
v0.01 Draft	Audit Committee	16/11/23	Developed as a first draft for review with Committee Chairs and Lead Executives
v0.02 Draft	ToR meeting with Committee Chair and Executive Lead	08/01/24	Updated after a desktop review and draft agreed for the People Committee to be held on 12/01/24

1) Introduction

- 1.1 The Betsi Cadwaladr University Health Board (BCUHB) shall establish a Committee to be known as the People Committee. The Committee is an independent Committee of the Board and has no executive powers, other than those specifically delegated in these terms of reference. The detailed operating arrangements in respect of this Committee are set out below.

2) Purpose

The purpose of the People Committee is to:

- 2.1 To provide assurance to the Board on compliance with legislation, guidance and best practice around the People and Organisational Development (OD) agenda.
- 2.2 To provide assurance to the Board on the implementation of the Health Board's People and OD Strategy, and the all-Wales Health & Social Care Workforce Strategy, ensuring these are consistent with the Board's overall strategic direction and with any requirements and standards set for NHS bodies in Wales.
- 2.3 To provide assurance to the Board on the organisation's ability to create and manage strong, high performance, organisational culture arrangements.
- 2.4 To receive assurance on delivery against all relevant People Planning Objectives.
- 2.5 To provide assurance that the organisation is discharging its functions and meeting its responsibilities with regard to the research and innovation activity carried out within the Health Board.
- 2.6 Provide assurance that there are appropriate arrangements to ensure education and commissioning meets future workforce needs.
- 2.7 Delegated powers to consider reports on the position in regard to whistleblowing and Speaking Out Safely.
- 2.8 To seek assurance on the management of principle risks within the Board Assurance Framework (BAF) and Corporate Risk Register (CRR) allocated to the Committee and provide assurance to the Board that risks are being managed effectively and report any areas of significant concern.
- 2.9 Oversight, delivery and monitoring of Health and Safety strategies, planning, policies, performance and regulatory compliance.

3) Responsibilities of the People Committee

The People Committee shall provide advice, assurance and support to the Board in ensuring the provision of high quality, safe healthcare for its citizens, as follows:

- 3.1 To provide assurance to the Board on compliance with legislation, guidance and best practice around People and OD agenda, learning from work undertaken nationally and internationally, ensuring the Health Board is recognised as a leader in this field.
- 3.2 To provide assurance to the Board on the implementation of the Health Board's People and OD Strategy, and the all-Wales Health & Social Care Workforce Strategy, ensuring these are consistent with the Board's overall strategic direction and with any requirements and standards set for NHS bodies in Wales.
- 3.3 To provide assurance to the Board on the organisation's ability to create and manage strong, high performance, organisational culture arrangements.
- 3.4 To provide assurance that the organisation is discharging its functions and meeting its responsibilities with regard to the research and innovation activity carried out within the Health Board.
- 3.5 Provide assurance that there are appropriate arrangements to ensure education and commissioning meets future workforce needs.
- 3.6 To recommend acceptance of risks that cannot be brought within the Health Board's risk appetite/tolerance to the Board through the Committee Update Report.
- 3.7 To receive assurance through any Committee Update Reports (that may be in existence or developed) and other management group reports that risks relating to their areas are being effectively managed across the whole of the Health Board's activities (including for hosted services and through partnerships and Joint Committees as appropriate).
- 3.8 Assure the Board in relation to its compliance with relevant national practice, mandatory guidance, healthcare standards and duties, including Duty of Quality, Duty of Candour, Quality Standards and Quality Management ensuring the Board is supported to make strategic decisions through a quality lens.

4) Membership

- 4.1 Formal membership of the Committee shall comprise of the following:

MEMBERS
Independent Member (Chair)
2 x Independent Members (one of whom will be designated as Vice Chair)

- 4.2 The following should attend Committee meetings:

IN ATTENDANCE
Executive Director of People Services (Executive Lead)
Chief Executive
Executive Director of Operations
Other Attendees
Other Executive Directors as required by the Chair

- 4.3 The membership of the Committee reflected above shall be determined by the Board, based on the recommendation of the Health Board Chair, taking into account the balance of skills and expertise necessary to deliver the Committee's remit, and subject to any specific requirements or directions made by the Welsh Government.
- 4.4 Membership of the Committee will be reviewed on an annual basis.

5) Quorum and Attendance

- 5.1 A quorum shall consist of no less than two of the membership and must include as a minimum the Chair or Vice Chair of the Committee, together with a third of the In Attendance members.
- 5.2 Any senior officer of the Health Board or partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting, to assist with discussions on a particular matter.
- 5.3 The Committee may also co-opt additional independent external 'experts' from outside the organisation to provide specialist skills.
- 5.4 Should any 'in attendance' officer member be unavailable to attend, they may nominate a deputy to attend in their place, subject to the agreement of the Chair.
- 5.5 The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

6) Agenda and Papers

- 6.1 The Committee Secretary is to hold an agenda setting meeting with the Chair and/or Vice Chair and the Executive Lead (Executive Director of People Services) at least six weeks before the meeting date.
- 6.2 The agenda will be based around the Committee work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year, and requests from Committee members. Following approval, the agenda and timetable for request of papers will be circulated to all Committee members.
- 6.3 All papers must be approved by the Executive Lead.
- 6.4 The agenda and papers will be distributed/published seven days in advance of the meeting.
- 6.5 A draft table of actions will be issued within two days of the meeting. The minutes and table of actions will be circulated to the Executive Lead within seven days to check the accuracy, prior to sending to Members to review within the next seven days.

- 6.6 Members must forward amendments to the Committee Secretary within the next seven days. The Committee Secretary will then forward the final version to the Committee Chair for final review.

7) In Committee

- 7.1 The Committee can operate with an In Committee function to receive updates on the management of sensitive and/or confidential information.

8) Meetings

- 8.1 The Committee will meet bi-monthly and an annual schedule of meetings will be determined by the corporate calendar.
- 8.2 The Committee may be convened at short notice if requested by the Chair.
- 8.3 Any additional meetings will be arranged under exceptional circumstance and shall be determined by the Chair of the Committee in discussion with the Lead Director.
- 8.4 The Committee may, subject to the approval of the Health Board, establish groups to carry out on its behalf specific aspects of Committee Business.
- 8.5 Meetings may be held in person where it is safe to do so or by video-conferencing and similar technology.
- 8.6 The Committee Secretary shall be determined by the Board Secretary.

9) Reporting

- 9.1 The Committee, through its Chair and members, shall work closely with the other Committees to provide advice and assurance to the Board through joint planning and co-ordination of Board and Committee business including sharing of information.
- 9.2 The Committee Chair, supported by the Committee Secretary, shall:
- Report formally, regularly and on a timely basis to the Board on the Committee's activities.
 - Bring to the Board's specific attention any significant matter under consideration by the Committee.
 - Ensure appropriate escalation arrangements are in place to alert the Health Board's Chair, Chief Executive and/or Chairs of other relevant Committee, of any urgent/critical matters that may affect the operation and/or reputation of the Health Board.
- 9.3 The Committee will undertake an annual review on the effectiveness of its arrangements and responsibilities. The Office of the Board Secretary will lead this review.

10) Accountability, Responsibility and Authority

- 10.1 Although the Board has delegated authority to the Committee for the exercise of certain functions, as set out in these Terms of Reference, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens through the effective governance of the organisation.
- 10.2 The Committee is directly accountable to the Board for its performance in exercising the functions set out in these terms of reference.
- 10.3 The requirements for the conduct of business as set out in the Health Board's Standing Orders are equally applicable to the operation of the Committee.
- 10.4 The Committee shall embed the corporate goals and priorities, e.g. equality and human rights through the conduct of its business, and in doing and transacting its business shall seek assurance that adequate consideration has been given to the sustainable development principle and in meeting the requirements of the Well-being of Future Generations Act.

11) Review Date

- 11.1 These Terms of Reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the Board.



Teitl adroddiad:	Developing a Cycle of Business for the People Committee
Report title:	
Adrodd i:	People Committee
Report to:	
Dyddiad y Cyfarfod:	Friday, 12 January 2024
Date of Meeting:	
Crynodeb Gweithredol:	The purpose of this report is for the Committee to discuss a forward work programme for the People Committee and consider the development of a Cycle of Business for the People Committee.
Executive Summary:	<p>On 16 November 2023, the Audit Committee noted, considered and received assurance on how Committee Workplans were being developed to support the effective Governance of the Committees. It was highlighted that initial work programmes for the three Committees that had not yet been established/re-established would need to be developed and this included the establishment of a People Committee. It was agreed that these work programmes would need a longer lead time to align with the recruitment of Independent Members through the Public Appointment process.</p> <p>The Acting Board Secretary and Executive Lead would like to emphasise to the Committee the value in having a discussion in this meeting about the forward work programme and what the Committee wishes to achieve. For example, what are the big issues? what can it influence? how can it help inform the Board? This will then further inform the Committee Cycle of Business.</p> <p>The development of the Draft Cycle of Business in Appendix 1 follows a format with a number of categories that we will use in all Committee cycles of business. Those being:</p> <ol style="list-style-type: none">1. Opening Business2. Strategic Priorities3. Issues Related to Significant Risk4. Assurance (routine matters for consideration/assurance)

	<p>The content of the Draft cycles of business were undertaken by the following method:</p> <ol style="list-style-type: none"> 1. Reviewing the previous Committees Cycle of Business that were in place prior to February 2023 in the context of the new Terms of Reference. 2. Reviewing other similar Welsh Health Board's Terms of Reference and Cycle of Business for benchmarking 3. Meeting with the Committee Chair and Executive Lead to develop a Draft for review at the first Committee meeting. <p>This discussion will be led by the Chief Executive with the support of the Acting Board Secretary.</p>			
Argymhellion: Recommendations:	<p><i>The Committee is asked to:</i></p> <ul style="list-style-type: none"> • Discuss the forward programme for this Committee. • Consider a Cycle of Business for the next 12 months 			
Arweinydd Gweithredol: Executive Lead:	Phil Meakin - Acting Board Secretary			
Awdur yr Adroddiad: Report Authors:	<p>Phil Meakin – Acting Board Secretary Support by:</p> <ul style="list-style-type: none"> • Laura Jones – Special Measures Project Manager • Philippa Peake-Jones – Head of Corporate Affairs • Diane Davies – Corporate Governance Manager 			
Pwrpas yr adroddiad: Purpose of report:	<p>I'w Nodi <i>For Noting</i> <input checked="" type="checkbox"/></p>	<p>I Benderfynu arno <i>For Decision</i> <input type="checkbox"/></p>	<p>Am sicrwydd <i>For Assurance</i> <input checked="" type="checkbox"/></p>	
Lefel sicrwydd: Assurance level:	<p>Arwyddocaol <i>Significant</i> <input type="checkbox"/></p> <p>Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i></p>	<p>Derbyniol <i>Acceptable</i> <input checked="" type="checkbox"/></p> <p>Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>General confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Rhannol <i>Partial</i> <input type="checkbox"/></p> <p>Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>Some confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/></p> <p>Dim hyder/tystiolaeth o ran y ddarpariaeth</p> <p><i>No confidence / evidence in delivery</i></p>
<p>Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:</p> <p><i>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</i></p>				

Cyswllt ag Amcan/Amcanion Strategol: Link to Strategic Objective(s):	This work links to all strategic objectives of the Health Board as corporate Governance is a key enabler for them.
Goblygiadau rheoleiddio a lleol: Regulatory and legal implications:	<p>The Health Board is required to act according to its Standing Orders. This report contains information to allow the Health Board to conform to this.</p> <p>It is essential that the Board has robust arrangements in place for Corporate Governance, as failure to do so could have legal implications for the Health Board.</p>
Yn unol â WP7, a oedd EqlA yn angenrheidiol ac a gafodd ei gynnal? In accordance with WP7 has an EqlA been identified as necessary and undertaken?	This is not applicable for this report.
Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal? In accordance with WP68, has an SEIA identified as necessary been undertaken?	This is not applicable for this report.
Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR) Details of risks associated with the subject and scope of this paper, including new risks(cross reference to the BAF and CRR)	<p>The nature of this paper has an impact on the way Corporate Governance is reported and managed in the Health Board.</p> <p>Workforce risks are in both the BAF and CRR and the development of this Committee will help oversee the management of these risks through a Committee.</p>
Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith Financial implications as a result of implementing the recommendations	The effective and efficient mitigation and management of Corporate Governance has the potential to leverage a positive financial dividend for the Health Board through better integration of risk management into business planning, decision-making and in shaping how care is delivered to our patients thus leading to enhanced quality and less waste
Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith Workforce implications as a result of implementing the recommendations	Failure to capture, assess and mitigate Corporate Governance can impact adversely on the workforce.
Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori Feedback, response, and follow up summary following consultation	An iteration of this paper will be received at the Health Board on 25 January 2024.
Cysylltiadau â risgiau BAF: (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol)	The nature of this paper, in particular the Section on Corporate Risk Register has an impact on the way the Board Assurance Framework will be reported and managed in

Links to BAF risks: (or links to the Corporate Risk Register)	the Health Board after the Development of a Risk Management Framework.
Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol) Reason for submission of report to confidential board (where relevant)	Not applicable
Next Steps: <ul style="list-style-type: none"> • The Acting Board Secretary will work with the Executive Lead of the Committee to adjust the detailed Cycle of Business to reflect the discussion that is had in the meeting on the forward work programme. • The Acting Board Secretary to take a draft Cycle of Business for noting at the Health Board on 25 January 2024. 	
List of Appendices: Appendix 1 – Draft Cycle of Business People Committee	

People Committee Cycle of Business
(April 2024 – March 2025)



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NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	October 2024	December 2024	February 2025	Notes
Opening Business									
Apologies			✓	✓	✓	✓	✓	✓	
Declarations of Interest			✓	✓	✓	✓	✓	✓	
Minutes from the previous meeting			✓	✓	✓	✓	✓	✓	
Matters arising & Table of actions			✓	✓	✓	✓	✓	✓	
Report of the Chair: <ul style="list-style-type: none"> Chair's action Feedback from Board 	This can be used as a placeholder if required (by exception)		✓	✓	✓	✓	✓	✓	
Notification of matters referred from other Committees			#	#	#	#	#	#	
Strategic Priorities									
Annual Review of People & OD Strategy		Executive Director of People Services				✓			Suggest include in People report
Issues Related to Key Risks									
Board Assurance Framework related to Committee		Board Secretary	✓	✓	✓	✓	✓	✓	
Corporate Risk Register related to Committee		Board Secretary	✓	✓	✓	✓	✓	✓	

People Committee Cycle of Business
(April 2024 – March 2025)



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Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	October 2024	December 2024	February 2025	Notes
Placeholder for any agenda items deriving from the BAF & CRR		Board Secretary	#	#	#	#	#	#	
For Assurance									
People Report		Executive Director of People Services	✓	✓	✓	✓	✓	✓	
Speak Out Safely Report		Executive Director of People Services				✓			Suggest this is included as appendix to People report above
Corporate Health at Work		Executive Director of People Services			✓			✓	Suggest this is included as appendix to People report above
Equality Annual Report		Executive Director of People Services			✓				
Health and Safety report		Executive Director of People Services / CEO	✓	✓	✓	✓	✓	✓	
Organisational Development report		Executive Director of People Services	✓	✓	✓	✓	✓	✓	Review regularity after 6 months
Education and Training report		Executive Director of People Services		✓		✓		✓	
Research and Innovation report		Executive Director	✓		✓		✓		

People Committee Cycle of Business
(April 2024 – March 2025)



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Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	October 2024	December 2024	February 2025	Notes
		Therapies and Health Sciences							
Professional Registration monitoring report		Clinical Executive Directors / Executive Director of People Services							To be discussed
Workforce (People) Annual Report		Executive Director of People Services							
Chairs Assurance Reports from Strategic and Tactical Delivery Groups: Strategic Equalities Forum									
Committee Annual Report to Audit Committee		Secretariat						✓	
Review Committee Terms of Reference & Cycle of Business		Secretariat	✓					✓	
Closing Business									
Agree Items for referral to Board / other Committees			✓	✓	✓	✓	✓	✓	
Review of Risks highlighted in the meeting for referral to Risk Management Group			✓	✓	✓	✓	✓	✓	

People Committee Cycle of Business
(April 2024 – March 2025)



GIG
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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Item of Business	Purpose	Lead	April 2024	June 2024	August 2024	October 2024	December 2024	February 2025	Notes
Agree items for Chairs Assurance Report			✓	✓	✓	✓	✓	✓	
Summary of Private Business to be reported in Public			#	#	#	#	#	#	
Review of Meeting Effectiveness			✓	✓	✓	✓	✓	✓	
Date of Next Meeting			✓	✓	✓	✓	✓	✓	
Part B Rolling Programme of Ad-hoc Items									
TBC									
TBC									