Workforce and OD Committee
Work Programme 2022-23

Topic	Executive Lead	April	June	August	October	December	February
Preliminary Matters							
Minutes of the Previous Meeting	Director of Corporate Governance	✓	✓	✓	✓	✓	✓
Action Log	Director of Corporate Governance	✓	✓	✓	✓	✓	✓
Committee Work Programme	Director of Corporate Governance	✓	✓	✓	✓	✓	✓
Workforce Performance							
Workforce Metrics	Director of Workforce and OD	✓	✓	✓	✓	✓	✓
Medical Workforce Efficiencies (Quarterly)	Director of Workforce and OD	✓	✓	✓		✓	✓
Workforce Recruitment and Retention	Director of Workforce and OD	✓	✓	✓	✓	✓	✓
Workforce Key Performance Indicators to include Sickness, Personal Appraisal Development Review and Statutory and Mandatory compliance	Director of Workforce and OD	✓			✓		
Attendance, Wellbeing and Occupational Health	Director of Workforce and OD	✓		✓			✓
Risk, Controls and Governance							
Workforce Risk Register	Director of Workforce and OD	✓		✓		✓	
Nurse Staffing Levels (Wales) Act 2016	Director of Nursing and Patient Experience		✓		✓		
Nursing establishment levels not included in NSA (Maternity, Emergency Care, Community Services, Mental Health Services, Learning Disability Services, in-patient wards, Health Visiting and School Nursing)	Director of Nursing and Patient Experience	✓	✓	✓	✓	✓	✓
COVID -19 Update	Director of Workforce and OD						
Guardian Service (Bi-annual update)	Director of Workforce and OD		✓			✓	
Suspensions (In-Committee)	Director of Workforce and OD	✓		✓		✓	
High Risk Nursing Workforce Cases (In-Committee)	Director of Nursing and Patient Experience		✓		✓		✓
High Risk Therapies and Health Science Cases (In-Committee)	Director of Therapies and Health Science		✓		✓		
High Risk Medical Workforce Cases (In-Committee)	Director of Workforce and OD		✓		✓		
Terms of Reference	Director of Corporate Governance		✓				
Committee Annual Report	Director of Corporate Governance						
Performance Deep Dives							
Update on PADR Compliance	Director of Workforce and OD	✓					
Statutory and Mandatory Compliance	Director of Workforce and OD		✓				
Medical Revalidation	Medical Director		✓			✓	
ESR Roll Out	Director of Workforce and OD					✓	

Item	Lead						
Leadership and Managament (TBC)	Director of Workforce and OD						
Sickness Absence rates	Director of Workforce and OD				X		
E-Rostering Update	Director of Workforce and OD				X		
Revalidation (IC)	Director of Nursing and Patient Experience		X			X	
Culture and Values							
Organisational Culture Programme	Director of Workforce and OD	X		X		X	
Organisational Development							
Strategic Workforce Equality Plan	Director of Workforce and OD						X
Annual Equality Report	Director of Workforce and OD						X
Reports From Other Groups							
Workforce Delivery Group	Director of Workforce and OD		X	X	X		
Nursing and Midwifery Board	Director of Nursing and Patient Experience	X		X		X	
Medical Workforce Board	Medical Director	X	X	X	X	X	
Therapies and Health Science Group	Director of Therapies and Health Science	X	X	X	X	X	
Other Reports/Attendances							