

FORWARD LOOK People & Culture Committee

Meeting	Standing items	Periodic Reports	ILG Report Schedule
14 th July 2021	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest • Forward Work Plan • Highlight Report • Workforce Metrics Dashboard • Audit Reports • Risk Register • Committee Annual Report, Self-Assessment, review of TOR 	<ul style="list-style-type: none"> • Staff Wellbeing & Employee Experience • Medical Workforce – <i>M & D Rostering</i> • Policies (as appropriate) • Employee Relations Update (as appropriate) • Disclosure & Barring Checks • Equality, Diversity, Inclusion & Equality Annual Report • Welsh Language Annual Report • Overseas Nurse Recruitment Video presentation & report – (<i>defer until next meeting</i>) 	ILG Highlight Reports
13 th October 2021	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest • Forward Work Plan • Highlight Report • Workforce Metrics Dashboard • Audit Reports (Staff Retention IA pending) • Risk Register 	<ul style="list-style-type: none"> • Policies (inc. Nurse Rostering Policy) • International Nurse Recruitment Update (<i>given update provided to July 21 meeting this item may no longer be required</i>) • Management Development & Leadership Update • Just and Learning Culture • Staff Survey Improvement Actions (<i>action from January 21 HB</i>) • Medical Engagement Survey - Feedback and Actions • Overseas Nurse Recruitment Video – presentation & Report • Maternity, Neonatal & CAMHS updates on cultural improvements. • Pathways to Employment 	ILG Highlight Reports
9 th February 2022	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest • Forward Work Plan • Highlight Report • Workforce Metrics Dashboard • Audit Reports • Risk Register 	<ul style="list-style-type: none"> • Medical Workforce • Employee Relations Update (as appropriate) • Disclosure & Barring Checks • Employee Experience & Wellbeing • Equality, Diversity & Wellbeing • Welsh Language • Just and Learning Culture 	ILG Highlight Reports

<p>27 July 2020</p>	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest • Terms of Reference • Highlight Report • Workforce Metrics Dashboard 	<ul style="list-style-type: none"> • Policies • Values & Behaviours Framework 	<p>ILG Highlight Reports</p>
<p>28 October 2020</p>	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest • Terms of Reference • Forward Work Plan • Highlight Report • Workforce Metrics Dashboard • Risk Register 	<ul style="list-style-type: none"> • Policies • Staff Wellbeing & Employee Experience (Presentation) • A Just & Learning Culture • Equality & Covid -19 • Statutory & Mandatory Training Compliance • International Nurse Recruitment • Nurse Workforce Vacancies • Employee Relations Update • Values & Behaviours Framework Implementation Plan (inc means of measuring outputs) • Anonymous Concerns Process 	<p>ILG Highlight Reports</p>
<p>27 January 2021 16 February 2021</p> <p>No meeting due to impact of Covid – Executive Lead asked to review and prioritise work programme.</p>	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest • Forward Work Plan • Highlight Report • Workforce Metrics Dashboard <i>(to include enhancements to report content suggested at mtg 28.10.20)</i> • Statutory & Mandatory Training Compliance <i>(to include timeframes for targeted interventions to improve compliance levels and implementation plan for H S & F training)</i> • Risk Register 	<ul style="list-style-type: none"> • Medical Efficiency – High Level Overview (DH) • Diversity, Inclusion & Welsh Language Standards Annual Report (inc. Strategic Equality Plan Update) • Staff Survey • Management Development & Leadership Update • Values & Behaviours Update <i>(update on relevance of sharing implementation plan with Committee members)</i> • Overseas Nurse Journey (DH) • Policies (as appropriate) • Disclosure and Barring Checks Update 	
<p>26th April 2021</p>	<ul style="list-style-type: none"> • Minutes • Action Log • Declarations of Interest 	<ul style="list-style-type: none"> • International Nurse Recruitment Update • Learning & Development Update • Policies (as appropriate) 	

	<ul style="list-style-type: none">• Forward Work Plan• Highlight Report• Workforce Metrics Dashboard (inc S & M Compliance)• Audit Reports (dependent on availability)• Risk Register	<ul style="list-style-type: none">• Diversity/ Strategic Equality Annual Report & Plan (deferred as reported to March 21 HB)• Management Development & Leadership Update	
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