

People & Culture Committee

Cycle of Business (1st February 2023 – 31st March 2024)

The People & Culture Committee should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st February 2023 to 31st March 2024.

The Cycle of Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business.

The principal role of the Committee is set out in the Standing Orders 1.0.1.

The Committee is an Independent Member committee of the Board and has no executive powers, other than those specifically delegated in the Terms of Reference.

The purpose of the Committee is to provide scrutiny on behalf of the Board on all people and culture related issues. The Committee provides a level of assurance to the Board that all appropriate actions are being taken to reduce risks in these areas.

People & Culture Committee Cycle of Business (1st February 2023 – 31st March 2024)

Item of Business	Executive Lead	Reporting period	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
Minutes of the previous Board Meeting	Director of Corporate Governance	Every Meeting	✓			✓			✓			✓			✓	
Action Log	Director of Corporate Governance	Every Meeting	✓			✓			✓			✓			✓	
People & Culture Committee Annual Report	Director of Corporate Governance	Annually							✓							
People & Culture Committee Annual Self-Assessment	Director of Corporate Governance	Annually							✓							
People & Culture Committee Terms of Reference	Director of Corporate Governance	Annually							✓							
People & Culture Committee Annual Cycle of Business	Director of Corporate Governance	Annually	✓			✓									✓	
Policies for Approval	Director of People	As necessary	✓			✓			✓			✓			✓	
Workforce Metrics	Director of People	Each Meeting	✓			✓			✓			✓			✓	
Medical Efficiency	Director of People	Six Monthly	✓						✓						✓	
Employee Relations	Director of People	As necessary	✓			✓			✓			✓			✓	
Disclosure & Barring Service Checks	Director of People	Six Monthly	✓						✓						✓	
Management Development & Leadership	Director of People	Six Monthly				✓						✓				
Restorative & Just Learning Culture	Director of People	Six Monthly	✓						✓						✓	
Values & Behaviours	Director of People	Each Meeting	✓			✓			✓			✓			✓	
Staff Survey	Director of People	Annually				✓										
Welsh Language Annual Report	Director of People	Annually							✓							
Staff Experience & Wellbeing (including recruitment & retention)	Director of People	Six Monthly	✓						✓						✓	
Equality & Diversity & Welsh Language	Director of People	Six Monthly	✓						✓						✓	

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Organisational Risk Register	Director of Corporate Governance	Each Meeting	✓			✓			✓			✓			✓	
Internal & External Audit Reports	Director of People	As necessary following finalisation of report	✓			✓			✓			✓			✓	