

Meeting	OLC Board Meeting	For Information
Date of meeting	15 September 2022	

Title	OLC Board Forward Plan
Sponsor	Kay Kershaw, Board Secretary
Status	OFFICIAL
To be communicated to:	Members and those in attendance

Executive summary
The attached paper provides a record of the OLC Board's forward plan.
Recommendation/action required
Board is asked to note .

High Level Board Forward Plan 2022

Date of Meeting	Papers to be issued						
26 JANUARY 2022 BOARD MEETING Q3 reporting	19 January 2022	2022/23 Budget and Business Plan: Milestone report	2020/21 Annual Report and Accounts: Lessons Learned	Service Complaint Adjudicator contract	EDI Update		
11 FEBRUARY 2022 WORKSHOP		2022/23 Business Plan: Approval	2022/23 Budget: Approval of final budget for submission to the LSB, including LSB Budget Acceptance Criteria				
24 FEBRUARY 2022 WORKSHOP							
31 MARCH 2022 BOARD MEETING Q4 reporting	24 March 2022	2021 /22 Annual Report and Accounts: Timetable and planning	Annual approval of Equality Priority Objectives for 2022/23	Civil Service Survey Results	Scheme Rules Changes		
27/04/2022 EXTRA ORDINARY BOARD MEETING	20 April 2022	Scheme Rules: Feedback from consultation and approval of the updated Scheme Rules for submission to the LSB					
26 MAY 2022 BOARD MEETING	19 May 2022	2021/22 Annual Report and Accounts: Progress Report	2022/23 Budget and Business Plan lessons learned	Service Complaint Adjudicator 2021/2022 annual report	Annual strategic risk workshop / Review of Strategic Risks		
30 JUNE 2022 BOARD MEETING Q1 reporting	23 June 2022	2021/22 Annual Report and Accounts Board approval and sign off	2023/24 Budget: Programme Plan				
14 JULY 2022 SEMINAR		Twice yearly quality assurance update	Strategy	Customer experience	Annual Welsh Language Report - this was done OOC in July		

15 September 2022 BOARD MEETING / SEMINAR	08 September 2022	Annual Risk Workshop, to include Horizon Scanning.	Quarter One reporting, to include: Finance, Operational Performance, and People.	Strategy update	2023/24 Budget and Business Plan, to include: Planning and developing the skeleton draft Budget and Business Plan, strategy and consultation	Performance reporting: approval of the new dashboard	
20 OCTOBER 2022 BOARD MEETING Q2 reporting	13 October 2022	Quarter two reporting, to include: Finance, Operational Performance, People, Quality, Business Plan and Transparency Reports.	2023/24 Budget and Business Plan: Approval of draft Budget, Budget Acceptance Criteria and Business Plan, and agreement of the one year strategy for consultation.	2021/22 Annual Report and Accounts lessons learned	Scheme Rules changes: update on progress	EDI update	Service Complaint Adjudicator interim 2021/22 report
15 DECEMBER 2022 BOARD MEETING	02 December 2022	Tentative: 2023/24 Budget and Business Plan: Summary of feedback following the consultation; Approval of the 2023/24 Budget, Strategy, Business Plan and Budget Acceptance Criteria for submission to the LSB	Tentative: Annual Report on Enforcement	Tentative: High level results of Civil Service People Survey	Tentative: Tripartite Protocol	Annual Review of Governance Documents.	

High Level Board Forward Plan 2023

Date of Meeting	Papers to be issued							
25 JANUARY BOARD MEETING <small>Q3 reporting</small>	18 January 2023	Quarter three reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports	Update on Scheme Rules Changes	Tentative: 2023/24 Budget and Business Plan: Summary of feedback following the consultation. Approval of the 2023/24 Budget, Strategy and Business Plan and Budget Acceptance Criteria	2023/24 Annual Report and Accounts: Timetable and Planning			
16 FEBRUARY WORKSHOP	9 February 2023	Tentative: 2023/24 Budget: Approval of final Budget and Business Plan for submission to the LSB, including LSB Budget Acceptance Criteria						
26 APRIL BOARD MEETING <small>Q4 reporting</small>	19 April 2023	2022/23 Annual Report and Accounts; Update on progress	Civil Service Survey Results	Scheme Rules Changes: Update	Quarter four reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports	Service Complaint Adjudicator's Annual Report.	EDI Update and approval of Equality Priority Objectives	2023/24 Budget and Business Plan: Lesson Learned
15 JUNE BOARD MEETING <small>Q1 reporting</small>	8 June 2023	Tentative: Pre-Board session with the Disability and Carers network	2022/23 Annual Report and Accounts Board approval and sign off	2024/25 Budget: Programme Plan				
20 JULY BOARD MEETING	13 July 2023	2023/24 Budget and Business Plan: Lessons Learned	Approval of the Annual Welsh Language Report	2024/25 Budget, Business Plan and Strategy: Planning and developing the Draft Budget, Business Plan, outline / roadmap of strategy and options for consultation.	Annual Strategic Risk Workshop, to include a review the strategic risk register and agree the proposed strategic risks, tolerances and risk appetite.	Quarter one reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports	Annual Horizon Scanning	
September WORKSHOP	TBC	2024/25 Budget and Business Plan						

<p>18 OCTOBER BOARD MEETING Q2 reporting</p>	<p>11 October 2023</p>	<p>2024/25 Draft Budget and Business Plan: Approval for consultation. Approval for submission to the LSB, including Budget Acceptance Criteria</p>	<p>2023/24 Service Complaint Adjudicator interim report</p>	<p>Quarter two reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports</p>	<p>EDI Update</p>	<p>2022/23 Annual Report and Accounts lessons learned</p>		
<p>14 DECEMBER BOARD MEETING</p>	<p>7 December 2023</p>	<p>Tentative: 2024/25 Budget, Business Plan and Strategy: Feedback following consultation</p>	<p>Tentative: 2024/25 Business Plan: Approval</p>	<p>Tentative: 2024/25 Final Budget and Budget Acceptance Criteria: Approval for submission to the LSB</p>	<p>Annual report on Enforcement</p>	<p>Annual Review of Governance Documents: Scheme of Delegations / Matters Reserved to Board / OLC Operating Framework/ OLC Rules of Procedure / Terms of Reference for Category 1 Publications Committee ARAC / RemCo / Performance and Quality Task and Finish Group</p>		