

<b>Meeting</b>	OLC Board Meeting	For Information
<b>Date of meeting</b>	20 October 2022	

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

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

### High Level Board Forward Plan 2022

Date of Meeting	Papers to be issued							
<b>26 JANUARY 2022</b> <b>BOARD MEETING</b> <b>Q3 reporting</b>	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			
<b>11 FEBRUARY 2022</b> <b>WORKSHOP</b>		2022/23 Business Plan: Approval	2022/23 Budget: Approval of final budget for submission to the LSB, including LSB Budget Acceptance Criteria					
<b>24 FEBRUARY 2022</b> <b>WORKSHOP</b>								
<b>31 MARCH 2022</b> <b>BOARD MEETING</b> <b>Q4 reporting</b>	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			
<b>27/04/2022</b> <b>EXTRA ORDINARY</b> <b>BOARD MEETING</b>	20 April 2022	Scheme Rules: Feedback from consultation and approval of the updated Scheme Rules for submission to the LSB						
<b>26 MAY 2022</b> <b>BOARD MEETING</b>	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			
<b>30 JUNE 2022</b> <b>BOARD MEETING</b> <b>Q1 reporting</b>	23 June 2022	2021/22 Annual Report and Accounts Board approval and sign off	2023/24 Budget: Programme Plan					
<b>14 JULY 2022</b> <b>SEMINAR</b>		Twice yearly quality assurance update	Strategy	Customer experience	Annual Welsh Language Report - this was done OOC in July			
<b>15 September 2022</b> <b>BOARD MEETING /</b> <b>SEMINAR</b>	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		

<b>20 OCTOBER 2022</b> <b>BOARD MEETING</b> <b>Q2 reporting</b>	13 October 2022	Quarter two reporting, to include: Finance, Operational Performance, People, Quality 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 interim 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	Governance Framework
<b>15 DECEMBER 2022</b> <b>BOARD MEETING</b>	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								
<p><b>25 JANUARY</b> <b>BOARD MEETING</b> <i>Q3 reporting</i></p>	<p>18 January 2023</p>	<p>Quarter three reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports</p>	<p>Update on Scheme Rules Changes</p>	<p>Tentative: 2023/24 Budget and Business Plan: Summary of feedback following the consultation. Tentative: Approval of the 2023/24 Budget, Strategy and Business Plan and Budget Acceptance Criteria</p>	<p>2023/24 Annual Report and Accounts: Timetable and Planning</p>				
<p><b>16 FEBRUARY</b> <b>WORKSHOP</b></p>	<p>9 February 2023</p>	<p>Tentative: 2023/24 Budget: Approval of final Budget and Business Plan for submission to the LSB, including LSB Budget Acceptance Criteria</p>	<p>Deep Dive: Quality and FET Customer Satisfaction</p>						
<p><b>26 APRIL</b> <b>BOARD MEETING</b> <i>Q4 reporting</i></p>	<p>19 April 2023</p>	<p>2022/23 Annual Report and Accounts; Update on progress</p>	<p>Civil Service Survey Results</p>	<p>Scheme Rules Changes: Update</p>	<p>Quarter four reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports</p>	<p>Service Complaint Adjudicator's Annual Report.</p>	<p>EDI Update and approval of Equality Priority Objectives</p>	<p>2023/24 Budget and Business Plan: Lesson Learned</p>	
<p><b>15 JUNE</b> <b>BOARD MEETING</b> <i>Q1 reporting</i></p>	<p>8 June 2023</p>	<p>Tentative: Pre-Board session with the Disability and Carers</p>	<p>2022/23 Annual Report and Accounts Board approval and sign off</p>	<p>2024/25 Budget: Programme Plan</p>					
<p><b>20 JULY</b> <b>BOARD MEETING</b></p>	<p>13 July 2023</p>	<p>2023/24 Budget and Business Plan: Lessons Learned</p>	<p>Approval of the Annual Welsh Language Report</p>	<p>2024/25 Budget, Business Plan and Strategy: Planning and developing the Draft Budget, Business Plan, outline / roadmap of strategy and options for consultation.</p>	<p>Annual Strategic Risk Workshop, to include a review the strategic risk register and agree the proposed strategic risks, tolerances and risk appetite.</p>	<p>Quarter one reporting, to include: Finance, Operational Performance, People, Quality Assurance, 22/23 Business Plan and Transparency reports</p>	<p>Annual Horizon Scanning</p>		
<p><b>21 September</b> <b>WORKSHOP</b></p>	<p>14 September 2023</p>	<p>2024/25 Budget and Business Plan</p>							

<p><b>18 OCTOBER</b> <b>BOARD MEETING</b> 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><b>14 DECEMBER</b> <b>BOARD MEETING</b></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>			