

Meeting	OLC Board Meeting	Agenda Item No. Paper No.	For Information 113.0
Date of meeting	31 March 2021		

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 .

2021 OLC Board Forward Plan	Sponsor	28 JANUARY BOARD MEETING Q3 reporting	12 FEBRUARY WORKSHOP	26 FEBRUARY WORKSHOP	31 MARCH BOARD MEETING Q4 reporting	17 MAY BOARD MEETING	24 JUNE SEMINAR	1 JULY BOARD MEETING Q1 reporting	9 SEPTEMBER SEMINAR	18 OCTOBER BOARD MEETING Q2 reporting	14 DECEMBER BOARD MEETING Q3 reporting
Papers to be issued		21 January 2021			24 March 2021	10 May 2021		24 June 2021		11 October 2021	07 December 2021
Executive report	Chief Ombudsman	Present To include an update on technological innovation work			Present	Present		Present		Present	Present
Finance report	Head of Finance	Present			Present	Present		Present		Present	Present
Performance Report	Chief Operating Officer	Present			Present	Present		Present		Present	Present
People Plan / Delivery Plan	Head of OD and People Strategy	Present			Present	Present		Present		Present	Present
Board paper redactions and non-disclosure report	Chair	Present			Present	Present		Present		Present	Present
Annual Board Effectiveness Review	Chair					Present					
Effectiveness of meeting	Chair	Present			Present	Present		Present		Present	Present
Deep Dive Session with internal / external contributor (after lunch - 60 minutes session)	Executive / OLC Chair					TBC		TBC		TBC	TBC
ARAC update / Minutes for approval	Chair of ARAC	Present			Present	TBC		TBC		TBC	TBC
RemCo update / Minutes for approval	Chair of RemCo	Present			Present	TBC		TBC		TBC	TBC
Horizon Scanning March and September reports to include an update on stakeholder engagement and communications and progress against the new stakeholder analysis / engagement strategy	External Affairs Team Leader	Present			Present	Present		Present		Present	Present
Quarterly Transparency Publications: Board and Ombudsman Register of Interests Report Gifts and Hospitality Report Board and Senior Manager Expenses Report	Board Secretary	Present			Present			Present		Present	Present
Annual Review of Scheme of Delegations	Acting Head of Governance and Strategy				Present						
Annual Review of Matters Reserved to Board	Acting Head of Governance and Strategy				Present						
Annual Report on Enforcement	Legal Manager									Present	
Annual approval of Equality Priority Objectives for 2021/22	Head of ED and People Strategy				Present						
Service Complaint Adjudicator	Board Secretary	Present Update on tendering process				Present 2020/21 Annual Report				Present Interim 2021/22 report	
Annual Welsh Language Report	External Affairs Team Leader							Present			
Annual Board Effectiveness Review	Chair / Acting Head of Governance and Strategy									Present	
2020/21 Annual Report and Accounts	Chair / Acting Head of Governance and Strategy				Present Timetable and planning	Present Update on progress		Present Board sign off / approval		Present Learning review	
2021/22 Budget, Strategy and Business Plan: Feedback following consultation	Acting Head of Governance and Strategy	Present									

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2021/22 Strategy and Business Plan: Approval	Acting Head of Governance and Strategy	Present										
2021/22 Budget: Approval of budget for submission to the LSB	Acting Head of Governance and Strategy	Present			Present Update on the budget submission							
2021-22 Budget and Business Plan Learning Review	Acting Head of Governance and Strategy					TBC		TBC				
2022-23 Budget: Programme Plan	Acting Head of Governance and Strategy							Present				
2022/23 Budget, Strategy and Business Plan: Planning in preparation for consultation	Acting Head of Governance and Strategy								Half day planning session			
2022-23 Budget, Strategy and Business Plan: Approval for consultation	Acting Head of Governance and Strategy									Present		
2022-23 Budget, Strategy and Business Plan: Feedback following the consultation	Acting Head of Governance and Strategy										Present	
2022-23 Budget, Strategy and Business Plan: Approval	Acting Head of Governance and Strategy										Present	
2022-23 Budget: Approval of the budget for submission to the LSB	Head of Finance										Present	
Annual strategic risk workshop, including the identification of the top 10 risks	Acting Head of Governance and Strategy					Present						
Annual Board review of the Strategic Risk Register	Acting Head of Governance and Strategy					Present						
Civil Service Survey results	Head of OD and People Strategy	Present										
Twice yearly quality assurance update <small>Action from October 2020 meeting.</small>	Acting Head of Governance and Strategy					Present to include QA Framework					Present	
Periodic agenda items / actions from previous meetings / presentations / away days / briefings / seminars												
RC4 - Presentation on high complexity cases <small>Request from the Chair following meeting with the team on 18 August 2020</small>							TBC	TBC	TBC		TBC	TBC
Competition and Markets Authority: To be invited to deliver a presentation to Board.												
Board workshop	Chair		Present									

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Board workshop	Chair			Present							
Board seminar	Chair						Present				
Board seminar	Chair								Present		
Covid Plan <small>Action from the October Board meeting</small>	Acting CO	Present									
Review all actions from the Independent review <small>Action from the September 2020 meeting</small>	Chair				Present						
Employment Tribunal update	CO				Present						