



HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE WORK PLAN APRIL 2022 – APRIL 2023

The following table sets out the Committee's proposed work plan for 2022-23, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
GOVERNANCE AND RISK								
Apologies*	Chair	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	✓	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	✓	✓	✓	✓	✓	✓	✓
PODCC Terms of Reference	Chair		✓					✓
Sub-Committee Terms of Reference <ul style="list-style-type: none"> Research & Innovation Sub Committee Report 	Chair			✓				
Self-Assessment of Committee Effectiveness – Process	Chair	✓						✓
Self-Assessment of Committee Effectiveness – Outcome	Chair			✓				
Self-Assessment of Committee Effectiveness – 6 monthly review	Chair							✓
PODCC Annual Report to Board	Chair	✓						✓
Sub-Committee Update Reports*								
<ul style="list-style-type: none"> Research & Innovation Sub Committee 	PK	✓	✓	✓	✓	✓	✓	✓
Sub-Committee Annual Reports								
<ul style="list-style-type: none"> Research & Innovation Sub Committee 	PK							✓
Corporate Risks Allocated to PODCC	LG		✓	✓		✓		
Operational Risks Related to PODCC	LG		✓	✓		✓		
BAME Terms of Reference	AB			✓				
Advisory Groups:	AB		✓		✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
BAME				✓				
Structured Assessment 2021: Phase 2 - Corporate Governance and Financial Management Arrangements				✓				
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG		✓	✓			✓	
Tritech Business Plan	LP/PK			✓				
PEOPLE								
Staff Experience: Transforming Staff Feedback into Positive Change Progress Report	LG/CD		✓			✓		
Performance and Development Review (PADR) and Mandatory Training Performance	LG							
PADR Update Report	CD	✓				✓		✓
Workforce Plan	LG	✓			✓			
Staff/People Story	LG							
Medical Staff Recruitment Update	LG		✓					
Integrated Action Plan Update – Staff Wellbeing Plan	CD		✓					
Staff Value and Appreciation	RB		✓					
Staff Engagement Strategy post COVID-19	LG		✓					
Job Planning	PK/LG		✓					
Recruitment Process for AAC candidates	LG/AT			✓				
CULTURE								
Welsh Language Report	YB	✓			✓			✓
Welsh Language Annual Report 2022/23 (June)	YB		✓					
Welsh Language and Culture Discovery Report	LG		✓	No report	Verbal update	Draft report	Final Report	
Bilingual Skills Policy Compliance	AT			✓				
Stonewall Assessment	LG		✓					
PLANNING								
Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update)	LG/MR		✓		✓		✓	

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
Deep Dives linked to Planning Objectives	LG		✓			✓		✓
Deep Dives linked to Planning Objectives	MR			✓			✓	
Deep Dives linked to Planning Objectives	Director of PHW				✓		✓	
1A – NHS Delivery Framework Targets	LG							
1B Hywel Dda Health Hub – Single point of contact	MR							
1F – HR offer (induction, policies, employee relations, access to training)	LG							
• 1.F.1 Recruitment – <i>deferred to August 2022</i>	AT		✓	✓				
1G OD Relationship Manager Rollout	LG							
1H ‘Making a difference’ Customer Service Programme	LG							
1I Family Liaison Service rollout	MR							
2A Regional Carers Strategy response	Director of PHW							
2B Strategic Equality Plan and objectives establishment	LG							
2D Clinical education plan	LG							
2I integrated occupational Health & Staff psychological wellbeing offer	LG							
2J ‘Future Shot’ Leadership Programmes	LG							
2K Organisational listening, learning and cultural humility	LG							
2L Staff engagement strategic plan	LG							
2M Arts in Health Programme development	MR							
3G Research and Innovation (Deep Dive)	PK				✓			
3N Welsh Language (for detail see Culture section)	AHM	✓	✓	✓	✓	✓	✓	
4I Armed Forces Covenant	Director PHW							
Workforce Planning Model for Health Visitors	LG			✓				

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
Strategic Equality Plan Annual Report	RJ			✓				
Workforce Efficiency (Agency costings) – deferred to August 2022	AT		✓	✓				
PERFORMANCE								
Integrated Performance Assurance Report	AT	✓	✓	✓	✓	✓	✓	✓
Workforce Dashboard	AT	✓	✓	✓	✓			
FOR APPROVAL								
<u>Corporate & Employment Policies</u>	LG	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/AT	✓	✓	✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PODCC Workplan 2022/23*	CSO	✓	✓	✓	✓	✓	✓	✓

Initials:

LG – Lisa Gostling YB – Yvonne Burson JW – Joanne Wilson EW – Enfys Williams	PK – Phil Kloer Jo McCarthyCSO – Committee Services Officer AT – Annmarie Thomas AB – Anna Bird
---	--