

**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								
• Research & Innovation Sub Committee Report	Chair	✓						✓
• BAME	Chair			✓				
• Strategic People Planning and Education Group	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*								
• Research & Innovation Sub Committee (to August 2022)	PK	✓	✓	✓				
• Research & Innovation Sub Committee to include University Partnerships (from October 2022)					✓	✓	✓	✓

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• BAME Sub Committee	AB		✓	✓ Verbal		✓	✓	✓
• Strategic People Planning and Education Group (SSPEG)	JG							
BAME: Bullying and Harassment	SM		✓			✓		
Sub-Committee Annual Reports								
• Research & Innovation Sub Committee	PK							✓
Corporate Risks Allocated to PODCC	LG		✓	✓		✓		
Operational Risks Related to PODCC	LG		✓	✓		✓		
Structured Assessment 2021: Phase 2 - Corporate Governance and Financial Management Arrangements				✓				
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG		✓	✓			✓	
PEOPLE								
Staff Experience: Transforming Staff Feedback into Positive Change Progress Report	LG/CD		✓			✓		
Carers Report							Added to agenda	
Performance and Development Review (PADR) and Mandatory Training Performance	LG					D	D	✓
PADR Update Report	CD	✓						✓
Workforce Plan	LG	✓				D	✓	
Staff/People Story	LG				✓	✓	✓	✓
Medical Staff Recruitment Audit Update	LG		✓					
Integrated Action Plan Update – Staff Wellbeing Plan (Discovery Report & Action 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			✓				

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
Workforce Efficiency (Agency costings) – deferred to August 2022	AT		✓	✓				
GP Physicians Associate Report	JP						D	✓
Care Homes Staffing Update	JP					✓	D	June 23
Community Staffing Update	JP							✓
CULTURE								
Overarching Culture Report – possibly commencing from December 2022	LG					✓		
Welsh Language Report	YB	✓						✓
Welsh Language Annual Report 2022/23 (June)	YB		✓					
Welsh Language and Culture Discovery Report	AHM		✓	No report		Draft report	D	Final Report
Bilingual Skills Policy Compliance	AT			✓				
Stonewall Assessment Update	LG		✓				D	✓
Anti-racist Wales action plan	LG			✓		✓		
PLANNING								
Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update)	LG/MR		✓		✓		✓	
1A – NHS Delivery Framework Targets	LG/MJ		✓	✓	✓	✓	✓	
1B Hywel Dda Health Hub – Single point of contact	MR					✓		
1F – HR offer (induction, policies, employee relations, access to training)	LG							
• Deep Dive: 1F.Recruitment –Deep Dive:	SO		D	D	✓			
• 1F.2Policies and Employee Relations	HH							✓
1G OD Relationship Manager Rollout Progress update	LG		✓			✓		
1H ‘Making a difference’ Customer Service Programme	LG				✓			
1I Family Liaison Service rollout	MR						D	✓
2A Regional Carers Strategy response	Director of PHW							✓
2B Strategic Equality Plan and objectives establishment	LG						✓	

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
2D Clinical education plan	LG							
<ul style="list-style-type: none"> Deep Dive Future Workforce (SSPEG ToRs for approval) 	AG/TW				✓		Added to agenda	
2I Integrated Occupational Health & Staff psychological wellbeing offer	LG						✓	
2J 'Future Shot' Leadership Programmes Succession Planning & Development – LG to confirm PO	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	AHM		✓		✓			
4I Armed Forces Covenant	Director PHW					✓		
Workforce Planning Model for Health Visitors	LG			✓				
Strategic Equality Plan Annual Report	Director PHW				D	✓		
Workforce Annual Equality Report & Gender, Ethnicity, Diversity and Disability Pay Gap Reports	LG					✓		
Tritech Business Plan	LP			✓				
PERFORMANCE								
Performance Assurance & Workforce Metrics (Integrated Performance Assurance Report) (PO1A)	AT	✓	✓	✓	✓	✓	✓	✓
FOR APPROVAL								
Corporate & Employment Policies	LG/HH	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/AT/ SO	✓	✓	✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PODCC Workplan 2022/23*	CSO	✓	✓	✓	✓	✓	✓	✓

Initials:

D – Deferred LG – Lisa Gostling YB – Yvonne Burson JW – Joanne Wilson EW – Enfys Williams LP – Leighton Phillips HH – Heather Hinkin CD – Christine Davies TW – Tracy Walmsley HH -Heather Hinkin	PK – Phil Kloer MMc - Jo McCarthy CSO – Committee Services Officer AT – Annmarie Thomas AB – Anna Bird AHM – Alwena Hughes-Moakes AG - Amanda Glanville SO – Sally Owen MJ – Michelle James
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