

**HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE
WORK PLAN
APRIL 2021 – APRIL 2022**

The following table sets out the Committee’s proposed work plan for 2021-22, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD			Aug 2021	Oct 2021	Dec 2021	Feb 2022	EOY April 2022
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			✓				
Self-Assessment of Committee Effectiveness – Process	Chair						✓	
Self-Assessment of Committee Effectiveness – Outcome	Chair							✓
Self-Assessment Action Plan	JW					✓		
PODCC Annual Report to Board	Chair							✓
Sub-Committee Update Reports*								
• Research & Innovation Sub Committee	PK			✓	✓	✓	✓	✓
Sub-Committee Annual Reports • Research & Innovation Sub Committee	PK							✓
Corporate Risks Allocated to PODCC	LG			Deferred	✓		✓	
Advisory Groups: BAME	RJ/AB				✓	✓	✓	✓
Operational Risks Related to PODCC	LG			Deferred	✓		✓	

AGENDA ITEM/ ISSUE	LEAD			Aug 2021	Oct 2021	Dec 2021	Feb 2022	EOY April 2022
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG			✓			✓	
PEOPLE								
Outcomes of NHS Wales Staff Survey, Nursing Climate Survey & Discovery Report Implementation/Action Plan	LG			✓		✓ (action plan update)		
Medical Engagement Scale Survey Results/Comparison Report	CD/PK					✓		
Performance and Development Review (PADR) and Mandatory Training Performance	LG				✓			
PADR Update Report	CD							✓
Workforce Plan Update Position	LG					✓		
Workforce Plan	LG						✓	
Staff/People Story	LG				✓			
Professional Contracts: Speciality and Associate Specialist Contract Reform Implementation Update	LG/SM			✓	✓			
Bi-annual Carers Report	LG/AB						✓	
CULTURE								
Welsh Language Provision	YB				✓			✓
Welsh Language Annual Report 2021/22 (June)	YB							
Discovery Report	LG			✓ (Deferred)	✓			
Bilingual Skills Policy Compliance	AT				✓			
PLANNING								
Delivery against Planning Objectives aligned to PODCC	LG/MR			✓	✓	✓	✓	✓
Strategic Equality Plan Annual Report	RJ			✓				
PERFORMANCE								
Integrated Performance Assurance Report	AT				✓	✓	✓	✓
Workforce Dashboard	AT				✓			
FOR APPROVAL								

AGENDA ITEM/ ISSUE	LEAD			Aug 2021	Oct 2021	Dec 2021	Feb 2022	EOY April 2022
Corporate & Employment Policies	LG			✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/AT			✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PODCC Workplan 2021/22*	CSO			✓	✓	✓	✓	✓

Initials:

LG – Lisa Gostling YB – Yvonne Burson JW – Joanne Wilson EW – Enfys Williams	PK – Phil Kloer RJ – Ros Jervis CSO – Committee Services Officer AT – Annmarie Thomas AB – Anna Bird
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