

**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
<b>GOVERNANCE AND RISK</b>								
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	✓		✓ (Nil return)	

AGENDA ITEM/ ISSUE	LEAD			Aug 2021	Oct 2021	Dec 2021	Feb 2022	EOY April 2022
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG			✓			✓ (Nil return)	
<b>PEOPLE</b>								
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						✓	
Development of People & Culture Plans	CD						✓	
Making a Difference – Customer Service Programme	AG						✓	
Nursing & Midwifery Strategic Framework	MR						✓	
<b>CULTURE</b>								
Welsh Language Provision	YB				✓			✓
Welsh Language Annual Report 2021/22 (June)	YB							
Discovery Report	LG			✓ (Deferred)	✓			
Bilingual Skills Policy Compliance	AT				✓			
BAME Dismissals	AT						✓	
Culture & Principles of Engagement	LG/CD						✓	
<b>PLANNING</b>								
Delivery against Planning Objectives aligned to	LG/MR			✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD			Aug 2021	Oct 2021	Dec 2021	Feb 2022	EOY April 2022
PODCC								
Strategic Equality Plan Annual Report	RJ			✓				
<b>PERFORMANCE</b>								
Integrated Performance Assurance Report	AT				✓	✓	✓	✓
Workforce Dashboard	AT				✓			
<b>FOR APPROVAL</b>								
Corporate & Employment Policies	LG			✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/AT			✓	✓	✓	✓	✓
<b>WELSH GOVERNMENT GUIDANCE</b>								
<b>FOR INFORMATION</b>								
PODCC Workplan 2021/22*	CSO			✓	✓	✓	✓	✓

**Initials:**

LG – Lisa Gostling  
 YB – Yvonne Burson  
 JW – Joanne Wilson  
 SM – Steve Morgan  
 CD – Christine Davies

PK – Phil Kloer  
 RJ – Ros Jervis  
 CSO – Committee Services Officer  
 AT – Annmarie Thomas  
 AB – Anna Bird  
 AG – Amanda Glanville