

**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			✓				
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	PK	✓	✓	✓	✓	✓	✓	✓
Sub-Committee Annual Reports								
• Research & Innovation Sub Committee	PK							✓
Corporate Risks Allocated to PODCC	LG		✓	✓		✓		
Advisory Groups: BAME	RJ/AB		✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
Operational Risks Related to PODCC	LG		✓	✓		✓		
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG			✓			✓	
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							
PADR Update Report	CD	✓						
Medical Staff Recruitment Update	LG	✓						
Integrated Action Plan Update	CD		✓					
Staff Value and Appreciation	RB		✓					
Staff Engagement Strategy post COVID-19	LG		✓					
CULTURE								
Welsh Language Report	YB	✓			✓			✓
Welsh Language Annual Report 2022/23 (June)	YB		✓					
Discovery Report	LG							
Bilingual Skills Policy Compliance	AT							
PLANNING								
Delivery against Planning Objectives aligned to PODCC	LG/MR		✓		✓		✓	
Deep Dives linked to Planning Objectives	LG							
Strategic Equality Plan Annual Report	RJ			✓				
PERFORMANCE								
Integrated Performance Assurance Report	AT	✓	✓	✓	✓	✓	✓	✓
Workforce Dashboard	AT	✓	✓	✓	✓			
FOR APPROVAL								
Corporate & Employment Policies	LG	✓	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
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
 RJ – Ros Jervis
 CSO – Committee Services Officer
 AT – Annmarie Thomas
 AB – Anna Bird