

**HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE
WORK PLAN
APRIL 2024 – MARCH 2025**

The following table sets out the Committee’s proposed work plan for 2024-25, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	11 April 2024	13 June 2024	20 Aug 2024	17 Oct 2024	16 Dec 2024	18 Feb 2025
GOVERNANCE AND RISK								
Apologies*	Chair	CSO	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	CSO	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	CSO	✓	✓	✓	✓	✓	✓
PODCC Terms of Reference	Chair	CSO	✓					
Sub-Committee Terms of Reference:								
• Research & Innovation Sub Committee	PK	LP	✓					
• (Black, Asian and Minority Ethnic) BAME Advisory Group	LG	AB			✓			
• Strategic People Planning and Education Group	LG	AG				✓		
Self-Assessment of Committee Effectiveness – Outcome report 2023	LG	KR	✓					
Self-Assessment of Committee Effectiveness – Process for 2025	LG	KR	TBC					
PODCC Annual Report to Board	LG	CSO	✓					
Sub-Committee Update Reports*:								
• Research & Innovation Sub Committee: to include University Partnerships	PK	LP		✓	✓	✓		✓
• BAME Advisory Group Mid-Year Review (inc Bullying & Harassment update and Anti-racist Wales action plan)	LG	AB/SM				✓		

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• Strategic People Planning and Education Group (SPPEG)	LG	AG	✓		✓	✓		✓
Sub-Committee Annual Reports								
• Research & Innovation Sub Committee	PK	LP	✓					
• Strategic People Planning and Education Group (SPPEG)	LG	AG				✓		
• BAME Advisory Group	LG	AB	✓					
• Research and Development Framework Annual Update	PK	LP			✓			
Corporate Risks Assigned to PODCC	LG	RW	✓		✓		✓	
Operational Risks Assigned to PODCC	LG	RW		✓		✓		✓
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG	RW			✓			✓
Monitoring of Ministerial Directions (if any) (Bi-annually)	LG	RW			✓			✓
PEOPLE								
Staff Story (video/presentation etc)	LG	various	✓	✓	✓	✓	✓	✓
Discovery Report & Action Plan	LG	CD						✓
Annual Carers Report	LG	AB		✓				✓
PADR Update Report	LG	RB	✓					
Workforce Efficiency (Agency costings)	LG	DO	✓	✓	✓	✓	✓	✓
Employment Law	LG	HH		✓		✓		✓
Employment Reduction: Deep Dive	LG	HH		✓		✓		✓
Community Nursing Annual Report/ Community Staffing Update	JP	CG/TE	✓					
Speak Up Safely Working Group 6-monthly report to PODCC	LG	RB		✓				
Impact of Government Immigration Rule Changes on HDdUHB Staff	LG	HH	✓					
CULTURE								
Welsh Language Annual Report 2023/24	AHM	AHM/EW		✓				

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Welsh Language and Culture Discovery Report	AHM	AHM/EW		✓				
LGBTQ+ Action Plan and Stonewall Assessment Update	LG	AB		✓				✓
PLANNING								
Delivery against Planning Objectives aligned to PODCC: General Update	DW	DW		✓		✓		✓
Delivery against Planning Objectives aligned to PODCC: Deep Dives: TBC			✓	✓	✓	✓	✓	✓
Workforce Plans (specific item to be included, to be confirmed with Lead Exec)	LG	TW	✓		✓		✓	
Strategic Equality Plan Annual Report, inc Workforce Equality & Pay Gap Reports	LG	AB			✓			
Armed Forces Annual Update	LG	AB		✓				
Tritech Business Plan	PK	LP			✓			
PERFORMANCE								
Performance Assurance & Workforce Metrics: Integrated Performance Assurance Report (IPAR)	LG	MJ	✓	✓	✓	✓	✓	✓
FOR APPROVAL								
Corporate & Employment Policies	LG	HH	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG	MJ	✓	✓	✓	✓	✓	✓
FOR INFORMATION								
PODCC Workplan 2024/25*	LG	CSO	✓	✓	✓	✓	✓	✓

Initials:

D – Deferred AB – Anna Bird AG - Amanda Glanville AHM – Alwena Hughes-Moakes CD – Christine Davies CG – Ceri Griffiths	CSO – Committee Services Officer DO – Daniel Owen DW – Daniel Warm EW – Enfys Williams HH - Heather Hinkin LP – Leighton Phillips	KR – Karen Richardson LG – Lisa Gostling MJ – Michelle James PK – Phil Kloer RB – Robert Blake RW – Rachel Williams	SM – Steve Morgan TE – Tracey Evans TW – Tracy Walmsley
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