



**PWYLLGOR DIWYLLIANT, POBL A DATBLYGU SEFYDLIADOL  
PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	16 December 2024
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	People, Organisational Development and Culture Committee (PODCC) Self-Assessment Outcome Report 2023/24 – Progress Update
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Chantal Patel, PODCC Chair Lisa Gostling, Director of Workforce and OD/Interim Deputy Chief Executive
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Joanne Wilson, Director of Corporate Governance/Board Secretary Charlotte Wilmshurst, Assistant Director of Assurance and Risk

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

The purpose of this report is to provide an update to the actions agreed by the People, Organisational Development and Culture Committee (PODCC) in response to the outcome of the PODCC Self-Assessment 2023/24 process.

**Cefndir / Background**

In June 2024, PODCC received a [report](#) which presented the outcomes of the PODCC Self-Assessment 2023/24 process. For PODCC, this involved:

- Short digital form which requested feedback on the following areas:
  - Governance and administration
  - Committee's inputs
  - Conduct of Committee meetings
  - Interface with other Committees, including the Board
  - Committee's impact
  - Individual role on Committee

The feedback from this form was considered alongside other information, such as:

- Matters escalated to the Board
- IM Reflective sessions
- Auditor/Regulator feedback

**Asesiad / Assessment**

The following actions were agreed in response to the outcomes of the PODCC Self-Assessment 2023/24 in June 2024:

Action	By whom	By when	
Consider how emerging, significant or cross-committee issues/matters are managed to reduce duplication, eg, does one committee take the lead with other Committees providing support on specific aspects, or do specific committees receive assurances relating to their committee remit on the issue/matter.	Director of Corporate Governance/Board Secretary	Complete	It was agreed at Committee Chairs that matters would be owned by one Committee to reduce duplication.
Review Committee TORs to ensure Committees stay focussed on what their purpose and operational responsibilities, and that would inform the membership of the Committee. This will dependent upon changes to the governance and reporting framework following the commencement in post of the new Health Board Chair.	Director of Corporate Governance/Board Secretary	Complete	The Committee TORs underwent a review in August and received approval from the Board in September 2024. A comprehensive review of the Board's Committee structure has been conducted, which could lead to modifications in the Committee TORs. The results of this review will be presented to the Board for consideration and approval in January 2025, well in advance of the implementation date, which is set for 1 April 2025.
Ensuring that staff members are invited to present their own story to the Committee	Director of Workforce and OD	Complete	This has been in place since June 2024.
Include a regular update from Trade Unions on the workplan/ agenda for each meeting	Director of Workforce and OD	Complete	This is now a standing agenda item on the PODCC workplan
Consider development of a Committee Behaviours Framework for PODCC to be considered in 12 month's time.	Director of Workforce and OD	Complete	At this point, it has been agreed not to roll out Behaviours framework to other Committees at present.
Remind all Members of the importance of being	Director of Workforce	Completed	Officer attendance has been reviewed.

present in the meeting.	and OD (HB Staff) & Director of Corporate Governance/Board Secretary (Board Members)		
Review the Equality Impact section on the SBARs and consider how this can be incorporated in the new report template (when developed) and how it links to Integrated Impact Assessment. This will dependent upon changes to the governance and reporting framework following the commencement in post of the new Chair.	Director of Corporate Governance/Board Secretary	Not Completed – revised date January 2025 ready for implementation in April 2025 with new Committee structure and Integrated Impact Assessment	This was delayed due to start of new Health Board Chair in May 2024. Feedback from the 2023/24 Self-Assessment process was presented to the Board Seminar in August and this will inform the development of the future reporting template. Work has just started to look at the development of an Integrated Assessment Tool which will include equality.

### Self-Assessment Process 2024/25

The Committee membership and attendees (as per Terms of Reference) will be sent a short digital form to complete in January 2025. Survey responses will be collated, along with feedback captured through the preceding 12 months and presented for discussion at PODCC on 10 April 2025.

### Argymhelliad / Recommendation

The Committee is asked to:

- Take assurance from the progress made against the actions being undertaken to improve the Committees effectiveness.

### Amcanion: (rhaid cwblhau)

### Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	10.5 The Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation, including that of any sub committees established.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable

Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	2. Culture and valuing people
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	10. Not Applicable

#### Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	PODCC Terms of Reference PODCC Self-Assessment digital form results Auditor and Regulator feedback through Structured Assessment, and Internal Audit
Rhestr Termau: Glossary of Terms:	Included within report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	PODCC Chair PODCC Lead Executive Director of Corporate Governance/Board Secretary

#### Effaith: (rhaid cwblhau) Impact: (must be completed)

<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	No direct impacts.
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	No direct impacts.
<b>Gweithlu:</b> <b>Workforce:</b>	No direct impacts.
<b>Risg:</b> <b>Risk:</b>	No direct impacts.
<b>Cyfreithiol:</b> <b>Legal:</b>	No direct impacts.
<b>Enw Da:</b> <b>Reputational:</b>	No direct impacts.

<b>Gyfrinachedd: Privacy:</b>	No direct impacts.
<b>Cydraddoldeb: Equality:</b>	No direct impacts.