

**HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE
WORK PLAN
APRIL 2025 – MARCH 2026**

The following table sets out the Committee’s proposed work plan for 2025-26, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026
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	✓			
PODCC Annual Report to Board	Chair	LG	✓			
Self-Assessment of Committee Effectiveness – Outcome report 2025	LG	KR	✓			
Self-Assessment of Committee Effectiveness – 6 month outcome report	LG	KR			✓	
Assurance and Risk Report – to include: <ul style="list-style-type: none"> • Corporate Risks Assigned to PODCC • Operational Risks Assigned to PODCC • Monitoring of Ministerial Directions • Monitoring of Welsh Health Circulars (WHCs) 	LG	RW	✓	✓	✓	✓
Targeted Intervention Progress Report	LG	SA	✓	✓	✓	✓
Staff Story (video/presentation etc)	LG	Various	✓	✓	✓	D
Health Board Partnership Forum Update	LG	AD		✓	D	✓
Discovery Report & Action Plan (TI 47)	LG	CD				
Workforce Efficiency	LG	TW	✓		✓	

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026
Employment Relations Deep Dive, to include <ul style="list-style-type: none"> • Fraud investigation communications update • Under/over payment policy issues 	LG	HH				✓IC
Community Nursing Annual Report/ Community Staffing Update	PS	TE/LL/SC	D	✓		
Speak Up thematic/lessons learnt report (6 monthly)	LG	CD	D	✓		✓
Staff Recovery in Nature Programme	ST	ST	✓			
Staff Survey Results Update Report (TI 43 & 45)	LG	CD	✓			
Agile Working Plan	LD	SH	✓			
New Workforce Solution	LD	TW				✓
Welsh Language Annual Report 2024/25	AHM	AHM/EW	✓			
Update on Increase in Stress Amongst Staff	LG	HH	✓		D	✓
Culture Progression/Overview Report (TI 47)	LG	CD	✓	✓		
EDI Updates, to include:	AL	AB	✓	✓		
<ul style="list-style-type: none"> • Taskforce/Update 						✓
<ul style="list-style-type: none"> • LGBTQ+ Action Plan 	LG	AB				
<ul style="list-style-type: none"> • Workforce Race Equality Standards (WRES) Action Plan 						
<ul style="list-style-type: none"> • Anti-Racist Wales Action Plan (ARWAP) 						
<ul style="list-style-type: none"> • Strategic Equality Plan Annual Report, inc Workforce Equality & Pay Gap Reports (TI 48) 						
Armed Forces Annual Update	LG	AB	✓			
Improving Outcomes for Unpaid Carers - End of Year Reports 2024/25	LG	AB	✓			
Joint Inspection of Child Protection Arrangements Report - Update on safeguarding training compliance	SD SD	SD SD		✓		✓
HIEW Report on General Surgery at Withybush General Hospital	MH	MH		✓		

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026
Social Partnership Duty Annual Report	LG	SR			✓	
Whistleblowing in Hywel Dda	LG				✓v	✓
CCG Structure and Process for Recruitment	AC				D	✓
Sickness Rates and Cultural Challenges in Theatres	AC			D	D	✓
Staff/Public Health Tool Update	LG	MJ				✓
Delivery against Planning Objectives aligned to PODCC: General Updates	DW	DW	✓ closure	✓	✓	✓
Delivery against Planning Objectives aligned to PODCC: Deep Dives: PO1: Workforce stabilisation	LG	DO				
○ Workforce Plan (TI 44)	LG	TW				
○ Recruitment Plan (TI44)	LG	HH				✓
○ Retention Plan (TI 41 & 42)	LG	CD				✓
○ Workforce Education and Development Plan (TI 41 & 42) (SPPEG ToR states plan should be submitted 'within 6 weeks of the end of financial year')	LG	TW				
Performance						
Performance Assurance & Workforce Metrics: Integrated Performance Assurance Report (IPAR) (TI 48)	LG	TW	✓	✓	✓	✓
Sub-Committee Updates						
Sub-Committee Terms of Reference:						
• Strategic People Planning and Education Group	LG	AG				
Sub-Committee Update Reports:						
• Strategic People Planning and Education Group (to include minutes of the SPPEG meeting)	LG	AG	✓	D	✓	✓
Sub-Committee Annual Reports:						
• Strategic People Planning and Education Group	LG	AG				

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026
For Approval						
Corporate & Employment Policies*	LG	HH	✓	✓	✓	✓
Contractual and Legislative Changes	LG	HH		✓		
Outcome of Advisory Appointments Committee*	LG	HH	✓	✓	✓	✓
For Information						
PODCC Workplan 2025/26*	LG	CSO	✓	✓	✓	✓
Administration						
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	N/A	✓	✓	✓	✓
Draft agenda to go to Executive Team	CSO	N/A	✓	✓	✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	N/A	✓	✓	✓	✓
Disseminate agenda/papers 7 days prior to meeting	CSO	N/A	✓	✓	✓	✓
Type up minutes/TOA within 7 days of meeting	CSO	N/A	✓	✓	✓	✓
Circulate minutes and TOA to the Lead Director within 7 days of meeting	CSO	N/A	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Director review	CSO	N/A	✓	✓	✓	✓

Initials:

D – Deferred AB – Anna Bird AC – Andrew Carruthers AD – Anthony Dean AG – Amanda Glanville AHM – Alwena Hughes-Moakes CD – Christine Davies CSO – Committee Services Officer	DO – Daniel Owen DW – Daniel Warm EW – Enfys Williams HH - Heather Hinkin HW – Helen Williams KR – Karen Richardson LL – Lyanne Lewis	LP – Leighton Phillips LG – Lisa Gostling MH – Mark Henwood RB – Robert Blake RW – Rachel Williams AL – Anna Lewis PS – Peter Skitt	SC – Sarah Cameron SH – Sharon Hughes SR – Sara Rees ST – Suzanne Tarrant TE – Tracey Evans TW – Tracy Walmsley ST – Suzanne Tarrant
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