

PEOPLE, ORGANISATIONAL DEVELOPMENT AND CULTURE COMMITTEE (PODCC)/ PWYLLGOR POBL, DATBLYGU SEFYDLIADOL A DIWYLLIANT

21/05/2026

TABLE OF ACTIONS/TABL GWEITHREDOEDD

Key: AC-Andrew Carruthers; HH-Heather Hinkin; JW-Joanne Wilson; LG-Lisa Gostling; SO-Sally Owen; TW-Tracy Walmsley

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
19/05/2026	PODCC (26)50	Workforce Policies for Approval • To complete the relevant equality impact assessments for Policies 201, 1502 and 1197	HH	30/06/2026	Complete Confirmation received from the Policy Team that the equality impact assessments have now been completed, and the policies uploaded onto the policies webpage on 25.06.26
04/11/2025	PODCC(25)94	Planning Objectives General Update Report • To request that Mrs Anna Bird circulates further details on the Welsh Government sensory loss event in November to Committee Members.	LG	30/11/2025	Complete Details of the event were circulated by the BPI team to members of the Sensory Loss Partnership Group to encourage attendance and participation. Unfortunately, due to annual leave, the request to share the event details with Committee Members was missed, and the team apologise for this oversight.

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
17/02/2026	PODCC(26)05	Assurance and Risk Report • Risk Team to liaise with the Service Director for Allied Health Professions and Health Sciences (Sarah Quarrie) team to update overdue target risk score deadline date (Risk 2169) in Risk Report, and to feedback comments from the Committee on the risk score of 25 being exceptionally high.	AC	30/04/2026	Complete Reviewed as requested: Risk 2169 (Adult WMS) was reviewed on the 28/01/2026 and 28/02/2026 The score is justified by the risk matrix: Impact score of 5 criteria met: Loss of several key staff" (12.5% sickness absence rate including staff members on long term sick, one of whom had sited work related stress when handing in notice / other staff have reported they do not enjoy work and are seeking other employment - 1 resigned and left Jan 2026) "Non-delivery of key objective/service due to lack of staff" (single handed prescriber is raising concern re workload demand, (as per linked risk ID 2151), key objective of service cannot be delivered without a prescriber). Likelihood score of 5: this risk is "Expected to occur at least daily" This score remains unchanged as the impact is occurring daily.
17/02/2026	PODCC(26)05	Assurance and Risk Report • Risk Team to liaise with Planned Care team to provide an update on what may be the cause for Risk 2253: Risk of reduced workforce due to difficulty recruiting qualified specialist School Nurses.(brief written response to be provided in the Table of Actions)	AC	30/04/2026	Complete Intel suggests that there has been no issues attracting/recruiting into the vacancies placed onto the Trac system. All vacancies advertised during the last 12 months have been filled/allocated as detailed below: Recruitment activity over the last 12 months suggests 14 vacancies of which: • 3 vacancies allocated to SSP; • 5 vacancies allocated for those completing their SCPHN course; • 5 vacancies advertised and filled; • 1 vacancy advertised then withdrawn by service as no longer required.

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
17/02/2026	PODCC(26)08	Health Board Partnership Forum Update To review whether moving to monthly payments would make improve issues with lower paid staff leaving and ending up with overpayments, or make it worse.	HH	30/04/2026	Complete T&F Group set up and consultation with 65 staff began on 11.2.26. Consultation closed on 12.3.26. Less than 5 responses were received and this feedback is now being considered. Next steps to draft a report for Executive with a recommendation as to whether the weekly payroll is closed. Decision communicated by email on 28.5.26 Implementation date has been pushed back due to additional time given to agree the report. Implementation now planned for September (HH 23/04/26). Report submitted to Executive Team for their consideration in May 2026. Awaiting decision. Decision received via email on 28.5.26. Will be reported to FET on 17.6.26 for the minutes. Payroll issued letters to staff on 28.5.26. All actions now complete as payroll will implement the transition and liaise with the HB as required for any financial support requested during the transition period.
17/02/2026	PODCC(26)08	Health Board Partnership Forum Update To provide an update on work undertaken to improve forum attendance, with a deadline for achieving a solution. (brief written response to be provided in the Table of Actions)	HH	30/04/2026	Complete Discussions are ongoing with the TUs (latest discussion was 10.3.26) and a more formal meeting is now being arranged between LG/HH and the 5 TU leads to discuss further at one of their Tuesday catchup sessions. Discussion paper prepared for WOD SLT meeting on 05/05/26 (HH 23/04/26). Discussion paper shared with the TU Leads on 5.5.26. Agreed to add to agenda for the next SPF meeting on 13.5.26 and then for a special SPF Meeting to be arranged for a more detailed conversation. (Updated 6.5.26) Meeting arranged as a workshop on 14.7.26. (updated 5.6.26)

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
17/02/2026	PODCC(26)20	PO1: Workforce Stabilisation - Retention Plan • To analyse whether the specialties with retention issues align with the Clinical Services Plan (CSP) or other fragile services, and report back Committee.	SO	30/04/2026	Complete In the 9 Services reviewed, the report was run to show turnover data between 01/06/2024 – 31/05/2025 (the end of May 2025, marking the commencement of the Public Consultation) and 01/06/2025 – 28/02/2026, across the 21 Speciality-related roles, headcount turnover fell more often than it rose, with a small number of roles increasing in turnover or staying the same. It is important to caveat, that not all parts of the service structures have medical staff within them. Some of the groups are also not split further down in the structure, e.g. there is a level for General Surgery, but not specifically Emergency General Surgery. Full data set available on request.
17/02/2026	PODCC(26)21	PO1: Workforce Stabilisation - Workforce Education and Development Plan • To submit a report on strengthening simulation learning to a future PODCC meeting	TW	30/04/2026	Complete Update 5.5.26: Forward planned on the PODCC Workplan for 18 August. 2026 01/04/26: Scoping work underway to inform a future committee report. Deep Dive submitted to PODCC February; Position Paper being developed for SPPEG to cover strategic approach for 2026/27.
19/05/2026	PODCC(26)33	PODCC Terms of Reference • To revise the Terms of Reference to strengthen equality, diversity and inclusion language and add reference to sustainable social partnerships, then complete Chair's action sign-off	JW	05/06/2026	Complete Complete
19/05/2026	PODCC(26)34	PODCC Annual Report • To correct Sarah Harraway's attendance at the February PODCC meeting in the table.	JW	05/06/2026	Complete
19/05/2026	PODCC(26)35	PODCC Annual Self-Assessment Report • To rework the self-assessment action set into the three agreed focus areas and report progress back within six months.	JW	01/11/2026	Complete Complete self assessment separated into the three areas which were agreed at the PODCC meeting. Complete - Reworked into the headings discussed at the meeting.

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
19/05/2026	PODCC(26)36	Assurance and Risk Report • To review the workforce wellness risk wording and phasing, including how the reduction from risk score 20 to 12 over four years is articulated, and discuss this further with independent members outside the meeting.	LG	30/07/2026	Complete Meeting being scheduled with LG, NP and SH
19/05/2026	PODCC(26)36	Assurance and Risk Report • To ensure future risk reporting reflects the Committee's comments on wording, scoring and management of the corporate risks.	JW	30/07/2026	Complete
19/05/2026	PODCC(26)39	Delivery Against Planning Objectives Aligned to the People, Organisational Development and Culture Committee • To check whether improvements can be made for future reporting, in terms of showing clearer evidence of impact rather than mainly listing completed actions.	LG	30/07/2026	Complete LG has discussed with Angharad Lloyd-Probert
19/05/2026	PODCC(26)40	Health Education and Improvement Wales (HEIW) Targeted visit to General Medicine (GGH) • To amend the wording of the Recommendation section of the SBAR to reflect oversight of the actions being implemented in response to the visit, and the Committee's expectation that future reporting should link this matter more explicitly to medical workforce planning and follow-up scrutiny.	JW	30/07/2026	Complete Recommendation amended to reflect the Committee's requirement for ongoing oversight of the improvement plan, follow-up scrutiny of progress against HEIW requirements, and consideration of the wider medical workforce planning implications.