

HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE WORK PLAN APRIL 2026 – MARCH 2027

The following table sets out the Committee's proposed work plan for 2026-27, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
Welcome and Apologies*	Chair	CSO	N/A	✓	✓	✓	✓
GOVERNANCE							
Declaration of Interests*	Chair	CSO	N/A	✓	✓	✓	✓
Minutes from previous meeting*	Chair	CSO	APPROVAL	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	CSO	ASSURANCE	✓	✓	✓	✓
PODCC Terms of Reference	Chair	JW	APPROVAL	✓			
PODCC Annual Report to Board	Chair	LG	APPROVAL	✓			
Self-Assessment of Committee Effectiveness – Outcome report 2025	LG	CJ	ASSURANCE	✓			
Self-Assessment of Committee Effectiveness – 6 month outcome report	LG	CJ	ASSURANCE			✓	
Assurance and Risk Report – to include: - Corporate Risks Assigned to PODCC - Operational Risks Assigned to PODCC - Principal Risks Assigned to PODCC - Monitoring of Ministerial Directions - Monitoring of Welsh Health Circulars (WHCs)	LG	RW	ASSURANCE	✓	✓	✓	✓
STRATEGIC FOCUS							
Staff Story (video/presentation etc)*	LG	various		✓	✓	✓	✓
Delivery against Planning Objectives aligned to PODCC: General Updates*	DW	DW	ASSURANCE	✓ closure	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
Delivery against Planning Goals aligned to PODCC: Deep Dives: PO Goal 1: Healthy Thriving Teams. This PO Goal has been divided into the following objectives: - Objective 1: Sustainable workforce in hospitals and communities - Objective 2: Create and inclusive culture where every voice matters, individual needs are considered and staff well-being is promoted and supported - Objective 3: Celebrate successes/promote innovation	LG	TW CLJ/HH CLJ	ASSURANCE		✓		
Staff Survey Results Report	LG	CLJ	ASSURANCE	✓			
Notification of General Medicine, Glangwili Hospital entering GMC enhanced monitoring process	MH	tbc	ASSURANCE	✓			
Workforce and Organisational Development 5-year Strategic Plan	LG	tbc	ASSURANCE		✓		
Grip and Control Assessments	LG/HT	tbc	ASSURANCE		✓		
Strengthening simulation learning report	LG	TW	ASSURANCE			✓	
Perinatal Strategic Workforce Plan	LG	TW	ASSURANCE			✓	
Strategic workforce plan deep dives: - Nursing - Medical - Allied Health Professions and Health Sciences <i>(Requested as an action from the PODCC self-assessment process - to receive assurance that there is clear alignment with IMTP development, annual planning cycles, and service transformation priorities.)</i>	SD MH JS		ASSURANCE			✓	✓ ✓
OPERATIONAL FOCUS							
Heal Board Partnership Forum Report*	LG	AD	ASSURANCE	✓	✓	✓	✓
Performance Assurance & Workforce Metrics	LG	TW	ASSURANCE	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
Workforce Efficiency Report	LG	TW	ASSURANCE	✓			
Workforce skills development deep dive (to receive assurance on the alignment between workforce strategic planning, education, competency development and service transformation). <i>(Requested as an action from the PODCC self-assessment process)</i>	LG		ASSURANCE			✓	
Welsh Language Annual Report 2025/26	AHM	AHM/EW	APPROVAL	✓			
Armed Forces Annual Update	LG	AB	ASSURANCE	✓			
Improving Outcomes for Unpaid Carers - End of Year Reports 2025/26	LG	AB	ASSURANCE	✓			
EDI Assurance Report (to include clearer reporting on progress, risks and impact of the Anti-Racist Wales Action Plan):	LG	AB	ASSURANCE				
• EDI Taskforce update						✓	
• LGBTQ+ Action Plan							✓
• Anti-Racist Wales Action Plan (ARWAP)							✓
• Strategic Equality Plan Annual Report, inc Workforce Equality & Pay Gap Reports					✓		
Organisational Development Cultural Progression Report 2025-26	LG	CLJ	ASSURANCE		✓		
Speak Up – Make Meaningful Change Update on Progress (6 monthly report)	LG	CLJ	ASSURANCE		✓		✓
Statutory Partnership Duty Annual Report	AG		ASSURANCE			✓	
Employment Relations Report	LG	HH	ASSURANCE			✓	
Agile Working Plan	LD	SH	ASSURANCE	✓			
Sickness Update Report	LG	HH	ASSURANCE			✓	✓
Update on Increase in Stress Amongst Staff	LG	HH	ASSURANCE			✓	

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
Future NHS Workforce Solution – Early Adopter and Foundational Readiness Update	LG	TW	ASSURANCE		✓		
CCG Structure and Process for Recruitment: Costings Update (action from PODCC on 17.02.26 to bring back)	AC	GC	ASSURANCE		✓		
Building a Positive Workforce Culture (action from Board 30.07.26)	LG	CLJ	ASSURANCE			✓	
SUB-COMMITTEE UPDATES							
Sub-Committee Annual Reports:							
• Strategic People Planning and Education Group	LG	TW	APPROVAL	D	✓		
Sub-Committee Terms of Reference:							
• Strategic People Planning and Education Group	LG	TW	APPROVAL	D	✓		
Sub-Committee Update Reports:							
• Strategic People Planning and Education Group* Mandatory training compliance report appended to the SPPEG 3As report (to receive assurance that workforce capability, safety and statutory requirements are consistently met by the Health Board. <i>(Requested as an action from the PODCC self-assessment process)</i>	LG	TW	ASSURANCE	Did not meet	✓	✓	✓
FOR APPROVAL							
Outcome of Advisory Appointments Committee*	LG	HH	APPROVAL	✓	✓	✓	✓
Corporate & Employment Policies*	LG	HH	APPROVAL	✓	✓	✓	✓
Contractual and Legislative Changes	LG	HH	APPROVAL			✓	
FOR INFORMATION							
PODCC Workplan 2026/27*	LG	CSO	N/A	✓	✓	✓	✓
END OF MEETING REFLECTIONS							
1. did our discussions today stay focused on workforce wellbeing, experience, safety and sustainability?	Chair		ASSURANCE	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
2. did we provide clear strategic assurance for the board and avoid slipping into operational detail? 3. did we base our scrutiny on good evidence and insight, and properly consider EDI implications? 4. did we consider the long-term workforce impact, pipelines and future needs behind the items discussed? 5. did we model constructive behaviours, ensure clear actions, and strengthen how we work as a committee?							
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 AD – Anthony Dean AHM – Alwena Hughes-Moakes CLJ – Corinna Lloyd-Jones CJ – Clare James CSO – Committee Services Officer	DO – Daniel Owen DW – Daniel Warm EW – Enfys Williams GC – Gareth Cotrell HH – Heather Hinkin JW – Joanne Wilson	LG – Lisa Gostling RW – Rachel Williams SH – Sharon Hughes TW – Tracy Walmsley
--	---	---