

**TABLE OF ACTIONS**  
**PEOPLE, ORGANISATIONAL DEVELOPMENT AND CULTURE COMMITTEE (PODCC)**  
**MEETING HELD ON 27 MAY 2025**

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
PODCC(25)07	<b>Targeted Intervention (TI) Progress Report:</b> <ul style="list-style-type: none"> <li>To discuss the above issue further outside the meeting.</li> </ul>	LG/AL	April 2025	<b>Complete</b> Lisa Gostiling and Anna Lewis met to discuss and agreed that moving forward SBAR reports will reflect the information in TI report.
PODCC(25)33	<b>Corporate Risks Assigned to PODCC</b> <ul style="list-style-type: none"> <li>To further consider whether the target risk score of 12 for Risk 1978 (Risk of insufficiently skilled workforce to deliver services due to limited labour market) is too high.</li> </ul>	LG	31 July 2025	<b>Complete</b> After considering the risk alongside feedback received from managers, staff and trade union representatives it was determined that the scores should remain unchanged. A further deep dive into this risk will take place and will be discussed in Executive Team
PODCC(25)34	<b>Operational Risks Assigned to PODCC</b> <ul style="list-style-type: none"> <li>To check the timings for achieving the target risk score for Risk 737 (Risk of Switchboard not complying with European Working Time Directive due to inability to cover single-handed shifts at 3 sites) and inform Committee Members.</li> </ul>	HH	31 July 2025	<b>In Progress</b> Anthony Tracey provided an update on 27/07.25:  “the changes to the Switchboard are indeed complex and multifaceted. Our primary goal is to ensure that patient safety remains uncompromised during this transition. I will provide a specific date for the timeline shortly. Rest assured, we are working diligently to address this risk and achieve the target risk score.”
PODCC(25)41	<b>Culture Progression Report</b> <ul style="list-style-type: none"> <li>To undertake further work and discussions on what difference is being made to the Health Board culture.</li> </ul>	CD/LG	31 July 2025	<b>Complete</b> Culture Progress Update report on the agenda for the August PODCC meeting.

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
PODCC(25)42	<b>Staff Survey</b> <ul style="list-style-type: none"> <li>To request the Quality, Safety and Experience Committee discusses whether “staff feel unsafe in reporting errors, near misses or incidents” which could potentially lead to a very high number of patient harm not being recorded, should be added to the Corporate Risk Register.</li> </ul>	CSO/SD	31 July 2025	<b>Complete</b> This is on the agenda for discussion at the QSEC meeting on 10 June, as part of the Quality Assurance Report.
PODCC(25)52	<b>PODCC Workplan 2025/26</b> <ul style="list-style-type: none"> <li>To bring forward the Strategic Equality Plan Annual Report to the agenda for the August 2025 PODCC meeting, and move the Employment Reduction: Deep Dive to the agenda for the November 2025 meeting.</li> </ul>	CSO	31 July 2025	<b>Complete</b> Workplan has been amended.

Leads:

LG: Lisa Gostling	CD: Christine Davies	CSO: Committee Support Officer	
AL: Anna Lewis	SD: Sharon Daniel		
HH: Heather Hinkin			