HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE WORK PLAN
APRIL 2023 – APRIL 2024

The following table sets out the Committee's proposed work plan for 2023-24, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
GOVERNANCE AND RISK								
Apologies*	**Chair**	✓	✓	✓	✓	✓	✓	✓
Declaration of Interests*	**Chair**	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	**Chair**	✓	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	**Chair**	✓	✓	✓	✓	✓	✓	✓
PODCC Terms of Reference	**Chair**	✓	✓					✓
Sub-Committee Terms of Reference • Research & Innovation Sub Committee Report	**Chair**	✓						✓
• (Black, Asian and Minority Ethnic) BAME Advisory Group	**Chair**			✓				
• Strategic People Planning and Education Group	**Chair**				✓			
Self-Assessment of Committee Effectiveness – Process	**Chair**	✓						✓
Self-Assessment of Committee Effectiveness – Outcome	**Chair**			✓				
Self-Assessment of Committee Effectiveness – 6 monthly review	**Chair**							✓
PODCC Annual Report to Board	**Chair**	✓						✓
Sub-Committee Update Reports*:								
• Research & Innovation Sub Committee: to include	**LP**	✓	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
University Partnerships								
• BAME Advisory Group Update (including Bullying & Harassment update)	**AB/SM**		✓	✓ Verbal		✓	✓	
• Strategic People Planning and Education Group (SSPEG)	**JG**							
Sub-Committee Annual Reports								
• Research & Innovation Sub Committee	**PK**	✓						✓
• 'Research and Development Framework: Update'	**LP**			✓				
Corporate Risks Allocated to PODCC	**LG**	✓		✓		✓		✓
Corporate Risks Assigned to People, Organisational Development & Culture Committee (PODCC)	**Rachel Williams**		✓					
Operational Risks Related to PODCC	**LG**	✓		✓		✓		✓
Structured Assessment 2021: Phase 2 - Corporate Governance and Financial Management Arrangements	**JW**			✓				
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	**LG**		✓	✓			✓	
PEOPLE								
Staff Experience: Transforming Staff Feedback into Positive Change Progress Report and Integrated Action Plan Update / Staff Wellbeing Plan (Discovery Report & Action Plan)	**LG/CD**		✓			✓		
Carers Report	**AB**						✓	
Performance and Development Review (PADR) and Mandatory Training Performance	**LG**					✓		
Training Update (attendance) Public meeting around complaint regarding mental capacity.	**AG**			✓				
PADR Update Report	**CD**	✓						✓

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
Workforce Plan	LG					✓		
Staff/People Story	LG	✓	✓		✓	✓	✓	✓
Medical Staff Recruitment Audit Update	LG		✓					
Staff Value and Appreciation	RB		✓					
Staff Engagement Strategy post COVID-19	LG		✓					
Job Planning	PK/LG		✓					
Recruitment Process for AAC candidates	LG/AT			✓				
Workforce Efficiency (Agency costings)	AT		✓					
GP Physicians Associate Report	JP	✓					✓	
Care Homes Staffing Update	JP			✓		✓		
Community Staffing Update	JP	✓						✓
Review of National Workforce Implementation Plan	LG			✓				
Counter Fraud Annual Report 2022/23 (To discuss compliance with mandatory training (particularly among certain staff groups) at PODCC – as requested by ARAC)	LG			✓				
Review of Operational Governance Arrangements – Mental Health & Learning Disabilities (For Recommendation 5 of the report to be examined in more detail at PODCC – as requested by ARAC)	LG			✓				
CULTURE								
Overarching Culture Report – possibly commencing from December 2022	LG					✓		
Welsh Language Report	AHM							✓
Welsh Language Annual Report 2022/23 (June)	AHM		✓					
Welsh Language and Culture Discovery Report	AHM	D	✓					

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
Bilingual Skills Policy Compliance	**AT**			✓				
LGBTQ+ Action Plan and Stonewall Assessment Update	**LG**		✓				✓	
Anti-racist Wales action plan	**LG**			✓		✓		
Violence and Aggression Sickness Report	**RB/TH**				✓			
PLANNING								
Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update)	**LG/MR**	✓	✓		✓		✓	
1a: Recruitment Plan	**LG**							
1b: Career Progression	**LG**							
2a: Staff Health and Wellbeing	**LG**							
2b: Employer of Choice	**LG**							
2c: Workforce and OD Strategy	**LG**							
5b: Research and Innovation	**PK**							
6c: Continuous Engagement	**AHM**							
8d: Welsh Language and Culture	**AHM**							
Workforce Planning Model for Health Visitors	**LG**			✓				
Strategic Equality Plan Annual Report	**Director PHW**				✓			
Workforce Annual Equality Report & Gender, Ethnicity, Diversity and Disability Pay Gap Reports	**LG**					✓		
Armed Forces Annual Update	**AB**		✓					
Tritech Business Plan	**LP**			✓				
PERFORMANCE								
Performance Assurance & Workforce Metrics (Integrated Performance Assurance Report) (PO1A)	**LG/MJ**	✓	✓	✓	✓	✓	✓	✓

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AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
Industrial Action: Feedback and Learning	**AS**		✓					
HEIW: General Internal Medicine Bronglais Hospital	**PK**		✓					
HEIW: Obstetrics and Gynaecology Glangwili Hospital	**PK**		✓					
FOR APPROVAL								
Corporate & Employment Policies	**LG/HH**	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	**LG/SO**	✓	✓	✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PODCC Workplan 2023/24*	**CSO**	✓	✓	✓	✓	✓	✓	✓

PODCC In-Committee
Will take place once per year (date to be agreed) – this was an action from agenda setting for June 2023 meeting
Agenda Item: employment relations activity (Heather Hinkin). – from Agenda Setting for June 2023 meeting

Initials:

D – Deferred	CD – Christine Davies	AG - Amanda Glanville	HH - Heather Hinkin
LG – Lisa Gostling	JMc - Jo McCarthy	AB – Anna Bird	MJ – Michelle James
JW – Joanne Wilson	CSO – Committee Services Officer	TW – Tracy Walmsley	SO – Sally Owen
LP – Leighton Phillips	AHM – Alwena Hughes-Moakes	AS – Alison Shakeshaft	EW – Enfys Williams
PK – Phil Kloer	TH – Tim Harrison	RB – Robert Blake	RW – Rachel Williams
SM – Steve Morgan			

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Listed below are the new Planning Objectives following agreement of the Annual Plan at Board on 30 March 2023.

PLANNING	Lead	Key Deliverables	Frequency of Reporting
Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update) – NEW POs			
Goal 1: Grow and Train our Workforce *We have the right people we need, with the right skills and knowledge*			
PO 1A: Recruitment Plan	Lisa Gostling	Jun23, Sep24, Jan24, Feb24, Mar24	Every meeting?
PO 1B: Career Progression	Lisa Gostling	Jul23, Oct23, Dec23, Mar24	Every meeting?
Goal 2: Support and Retain our Workforce			
PO 2A: Staff Health and Wellbeing	Lisa Gostling	Sep23, Oct23, Feb24, Mar24	Every meeting?
PO 2B: Employer of Choice	Lisa Gostling	Mar23, Sep23, Jan24, Mar24	Jun23, Oct23, Apr24 (Closure Report)?
PO 2C: Workforce and OD Strategy	Lisa Gostling	Aug23, Mar24	Oct23, Apr24 (Closure Reports?)
Goal 5: World Class Infrastructure			
PO 5B: Research and Innovation	Phil Kloer	No specified dates	Aug23, Apr24 (Closure Report)?
Goal 8: Positive Impact Beyond Health as an Organisation we have a Positive Impact Beyond Health			
8D: Welsh Language and Culture	Alwena Hughes-Moakes	Apr23, Jun23	Jun23, Aug23?

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