

**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 \*).

<b>AGENDA ITEM/ ISSUE</b>	<b>LEAD</b>	<b>Responsible Officer</b>	<b>PURPOSE</b>	<b>19 May 2026</b>	<b>18 Aug 2026</b>	<b>10 Nov 2026</b>	<b>16 Feb 2027</b>
Welcome and Apologies*	<b>Chair</b>	CSO	N/A	✓	✓	✓	✓
<b>GOVERNANCE</b>							
Declaration of Interests*	<b>Chair</b>	CSO	N/A	✓	✓	✓	✓
Minutes from previous meeting*	<b>Chair</b>	CSO	APPROVAL	✓	✓	✓	✓
Matters Arising & Table of Actions*	<b>Chair</b>	CSO	ASSURANCE	✓	✓	✓	✓
PODCC Terms of Reference	<b>Chair</b>	JW	APPROVAL	✓			
PODCC Annual Report to Board	<b>Chair</b>	LG	APPROVAL	✓			
Self-Assessment of Committee Effectiveness – Outcome report 2025	<b>LG</b>	CJ	ASSURANCE	✓			
Self-Assessment of Committee Effectiveness – 6 month outcome report	<b>LG</b>	CJ	ASSURANCE			✓	
Assurance and Risk Report – to include: <ul style="list-style-type: none"> <li>• Corporate Risks Assigned to PODCC</li> <li>• Operational Risks Assigned to PODCC</li> <li>• Principal Risks Assigned to PODCC</li> <li>• Monitoring of Ministerial Directions</li> <li>• Monitoring of Welsh Health Circulars (WHCs)</li> </ul>	<b>LG</b>	RW	ASSURANCE	✓	✓	✓	✓
<b>STRATEGIC FOCUS</b>							
Staff Story (video/presentation etc)*	<b>LG</b>	various		✓	✓	✓	✓
Delivery against Planning Objectives aligned to PODCC: <b>General Updates*</b>	<b>DW</b>	DW	ASSURANCE	✓ closure	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
Staff Survey Results Report	LG	CLJ	ASSURANCE	✓			
Notification of General Medicine, Glangwili Hospital entering GMC enhanced monitoring process	MH	tbc	ASSURANCE	✓			
Delivery against Planning Objectives aligned to PODCC: Deep Dives: <b>Goal 1: Healthy Thriving Teams</b>	LG	tbc	ASSURANCE		✓		
Delivery against Planning Objectives aligned to PODCC: Deep Dives: <b>Goal 2: Customer Service Excellence</b>	LG	tbc	ASSURANCE		✓		
Strengthening simulation learning report	LG	TW	ASSURANCE		✓		
5-Year Workforce & Organisational Development Strategic Plan	LG	tbc	ASSURANCE		✓		
Financial Grip and Control Assessments	LG/ HT	tbc	ASSURANCE		✓		
<b>OPERATIONAL FOCUS</b>							
HB Partnership Forum Report*	LG	AD	ASSURANCE	✓	✓	✓	✓
Performance Assurance & Workforce Metrics: Integrated Performance Assurance Report (IPAR)*	LG	TW	ASSURANCE	✓	✓	✓	✓
Workforce Efficiency Report	LG	TW	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 Updates, to include:	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					✓		
Culture Overview Report	LG	CLJ	ASSURANCE			✓	

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
Speak Up – 6 monthly update report	LG	CLJ	ASSURANCE		✓		✓
Social Partnership Duty Annual Report	LG	SR	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			✓	
New Workforce Solution (new ESR)	LG	TW	ASSURANCE		✓		
CCG Structure and Process for Recruitment: Costings Update (action from PODCC on 17.02.26 to bring back)	AC	GC	ASSURANCE		✓		
<b>Sub-Committee Updates</b>							
<b>Sub-Committee Annual Reports:</b>							
• Strategic People Planning and Education Group	LG	TW	APPROVAL	D	✓		
<b>Sub-Committee Terms of Reference:</b>							
• Strategic People Planning and Education Group	LG	TW	APPROVAL	D	✓		
<b>Sub-Committee Update Reports:</b>							
• Strategic People Planning and Education Group*	LG	TW	ASSURANCE	Did not meet	✓	✓	✓
<b>For Approval</b>							
Outcome of Advisory Appointments Committee*	LG	HH	APPROVAL	✓	✓	✓	✓
Corporate & Employment Policies*	LG	HH	APPROVAL	✓	✓	✓	✓
Contractual and Legislative Changes	LG	HH	APPROVAL	✓	✓	✓	✓
<b>For Information</b>							
PODCC Workplan 2026/27*	LG	CSO	N/A	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	19 May 2026	18 Aug 2026	10 Nov 2026	16 Feb 2027
<b>Administration</b>							
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
--	---	---