

**HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE  
WORK PLAN  
APRIL 2024 – MARCH 2025**

The following table sets out the Committee’s proposed work plan for 2024-25, including standing agenda items (denoted by \*).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	11 April 2024	13 June 2024	20 Aug 2024	17 Oct 2024	16 Dec 2024	18 Feb 2025
<b>GOVERNANCE AND RISK</b>								
Apologies*	Chair	CSO	✓	✓	✓	✓	✓	✓
Declaration of Interests*	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from previous meeting*	Chair	CSO	✓	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	Chair	CSO	✓	✓	✓	✓	✓	✓
PODCC Terms of Reference	Chair	CSO						✓
PODCC Annual Report to Board	Chair	LG	✓					
Self-Assessment of Committee Effectiveness – Outcome report 2023	LG	KR	D	✓				
Self-Assessment of Committee Effectiveness – 6 month outcome report	LG	KR					✓	
Self-Assessment of Committee Effectiveness – Process for 2025	LG	KR						✓
Corporate Risks Assigned to PODCC	LG	RW	✓		✓		✓	
Operational Risks Assigned to PODCC	LG	RW		✓		✓		✓
Monitoring of Welsh Health Circulars (WHCs) (quarterly)	LG	RW		✓		✓		✓
Monitoring of Ministerial Directions (if any) (quarterly)	LG	RW			✓		✓	
Targeted Intervention Progress Report	LG	SA			✓	✓	✓	✓
<b>PEOPLE</b>								
Staff Story (video/presentation etc)	LG	various	✓	✓	✓	✓	✓	✓

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Discovery Report & Action Plan	LG	CD						✓
Annual Carers Report	LG	AB		✓				
Workforce Efficiency (Agency costings)	LG	DO	✓		✓			✓
Employment Law	LG	HH					✓	
Employment Reduction: Deep Dive	LG	HH		✓		✓		✓
Employee Relations Report	LG	HH	D	✓ (+ IC)				
Community Nursing Annual Report/ Community Staffing Update	JP	TE/LL/SC	D	✓				
Speak Up Safely Working Group 6-monthly report to PODCC	LG	RB		✓				
Impact of Government Immigration Rule Changes on HDdUHB Staff	LG	HH	✓					
Partnership Forum Update	LG	HH		✓				
Trade Union Update	LG	AD			✓	✓	✓	✓
Staff Survey Results Update Report (TI 44)	LG				✓			
Implementation of the Non-Pay Deal	LG	AB			✓			
<b>CULTURE</b>								
Welsh Language Annual Report 2023/24	AHM	AHM/EW		✓				
Welsh Language and Culture Discovery Report	AHM	AHM/EW		✓				
LGBTQ+ Action Plan and Stonewall Assessment Update	LG	AB		D	✓			
Culture Progression Report, including PADR update	LG	CD	✓					
Armed Forces Annual Update	LG	AB		✓				
<b>PLANNING</b>								
Delivery against Planning Objectives aligned to PODCC: <b>General Updates</b>	DW	DW	✓ closure	✓		✓		✓
Delivery against Planning Objectives aligned to PODCC: Deep Dives: <b>PO1: Workforce stabilisation</b>	LG	DO						

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○ Workforce Plan (TI 45)	LG	TW						✓
○ Recruitment Plan	LG	HH				✓		
○ Retention Plan	LG	CD					✓	
○ Workforce Education and Development Plan	LG	AG			✓			
Strategic Equality Plan Annual Report, inc Workforce Equality & Pay Gap Reports	LG	AB			✓			
Tritech Business Plan and KPI Monitoring for Tritech Institute	MH	LP			✓			
<b>PERFORMANCE</b>								
Performance Assurance & Workforce Metrics: Integrated Performance Assurance Report (IPAR)	LG	MJ	✓	✓	✓	✓	✓	✓
HEIW Targeted Visit Report (requested by SPPEG to bring to PODCC)	LG	MH/HW			✓			
<b>SUB-COMMITTEE UPDATES</b>								
<b>Sub-Committee Terms of Reference:</b>								
• Research & Innovation Sub Committee	MH	LP	✓					
• (Black, Asian and Minority Ethnic) BAME Advisory Group	LG	AB			✓			
• Strategic People Planning and Education Group	LG	AG	✓					
<b>Sub-Committee Update Reports:</b>								
• Research & Innovation Sub Committee	MH	LP		✓	✓	✓		✓
• Research & Innovation Sub Committee University Partnerships Update	MH	LP		✓				
• BAME Advisory Group Mid-Year Review (inc Bullying & Harassment update and Anti-racist Wales action plan )	LG	AB/SM				✓		
• Strategic People Planning and Education Group	LG	AG	✓		✓	✓		✓
<b>Sub-Committee Annual Reports:</b>								
• Research & Innovation Sub Committee	MH	LP	✓					
• Strategic People Planning and Education Group	LG	AG				✓		

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• BAME Advisory Group	LG	AB	✓					
• Research and Development Framework Annual Update	MH	LP			✓			
• Research and Development Strategy Review	MH	LP						✓
<b>FOR APPROVAL</b>								
Corporate & Employment Policies	LG	HH	✓	✓	✓	✓	✓	✓
Contractual and Legislative Changes	LG	HH	✓					
Outcome of Advisory Appointments Committee	LG	MJ	✓	✓	✓	✓	✓	✓
<b>FOR INFORMATION</b>								
PODCC Workplan 2024/25*	LG	CSO	✓	✓	✓	✓	✓	✓

**Initials:**

D – Deferred AB – Anna Bird AD – Anthony Dean AG – Amanda Glanville AHM – Alwena Hughes-Moakes CD – Christine Davies CSO – Committee Services Officer	DO – Daniel Owen DW – Daniel Warm EW – Enfys Williams HH - Heather Hinkin HW – Helen Williams KR – Karen Richardson LL – Lyanne Lewis	LP – Leighton Phillips LG – Lisa Gostling MH – Mark Henwood MJ – Michelle James PK – Phil Kloer RB – Robert Blake RW – Rachel Williams	SC – Sarah Cameron SM – Steve Morgan TE – Tracey Evans TW – Tracy Walmsley
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