

**HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE
WORK PLAN
APRIL 2025 – MARCH 2026**

The following table sets out the Committee’s proposed work plan for 2025-26, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026	Apr/ May 2026	Cttee item has Moved to
Governance and Risk								
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	✓				✓	N/A
PODCC Annual Report to Board	Chair	LG	✓				✓	N/A
Self-Assessment of Committee Effectiveness – Outcome report 2025	LG	KR	✓					N/A
Self-Assessment of Committee Effectiveness – 6 month outcome report	LG	KR			✓			N/A
Corporate Risks Assigned to PODCC	LG	RW	✓	✓	✓			N/A
Operational Risks Assigned to PODCC	LG	RW	✓	✓	✓			N/A
Monitoring of Welsh Health Circulars (WHCs)	LG	RW		✓	✓	✓		N/A
Monitoring of Ministerial Directions (if any))	LG	RW		✓	✓	✓		N/A
Targeted Intervention Progress Report	LG	SA	✓	✓	✓	✓		N/A
People								
Staff Story (video/presentation etc)	LG	various	✓	✓	✓	✓	✓	N/A

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026	Apr/ May 2026	Cttee item has Moved to
Discovery Report & Action Plan (TI 47)	LG	CD						N/A
Annual Carers Report	LG	AB	✓					N/A
Workforce Efficiency	LG	TW	✓		✓			N/A
Employment Law	LG	HH					✓	N/A
Employment Reduction: Deep Dive	LG	HH		✓		✓		N/A
Community Nursing Annual Report/ Community Staffing Update	PS	TE/LL/SC	D	✓				N/A
Speak Up thematic/lessons learnt report (6 monthly)	LG	CD	D	✓		✓		N/A
Partnership Forum Update	LG	HH		✓				N/A
Trade Union Update	LG	AD	✓	✓	✓	✓	✓	N/A
Staff Recovery Nature Programme	ST	ST	✓					
Staff Survey Results Update Report (TI 43 & 45)	LG	CD	✓					N/A
Agile Working Plan	LD		✓					
Culture								
Welsh Language Annual Report 2024/25	AHM	AHM/EW	✓					N/A
Update on Increase in Stress Amongst Staff	LG	HH			✓			N/A
LGBTQ+ Action Plan	LG	AB		✓				N/A
Culture Progression Report, including PADR update (TI 47)	LG	CD	✓					N/A
EDI Taskforce	AL	AB	✓					
Armed Forces Annual Update	LG	AB	✓					N/A
Planning								
Delivery against Planning Objectives aligned to PODCC: General Updates	DW	DW	✓ closure	✓	✓	✓		N/A
Delivery against Planning Objectives aligned to PODCC: Deep Dives: PO1: Workforce stabilisation	LG	DO						N/A

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026	Apr/ May 2026	Cttee item has Moved to
○ Workforce Plan (TI 44)	LG	TW					✓	N/A
○ Recruitment Plan (TI44)	LG	HH				✓		N/A
○ Retention Plan (TI 41 & 42)	LG	CD					✓	N/A
○ Workforce Education and Development Plan (TI 41 & 42)	LG	AG			✓			N/A
Strategic Equality Plan Annual Report, inc Workforce Equality & Pay Gap Reports (TI 48)	LG	AB			✓			N/A
Performance								
Performance Assurance & Workforce Metrics: Integrated Performance Assurance Report (IPAR) (TI 48)	LG	TW	✓	✓	✓	✓	✓	N/A
Sub-Committee Updates								
Sub-Committee Terms of Reference:								
• Research & Innovation Sub Committee	MH	LP	N/A	N/A	N/A	N/A	N/A	DDIC
• Strategic People Planning and Education Group	LG	AG	✓					N/A
Sub-Committee Update Reports:								
• Research & Innovation Sub Committee	MH	LP	N/A	N/A	N/A	N/A	N/A	DDIC
• Research & Innovation Sub Committee University Partnerships Update	MH	LP	N/A	N/A	N/A	N/A	N/A	DDIC
• Strategic People Planning and Education Group	LG	AG	✓	✓	✓	✓	✓	N/A
Sub-Committee Annual Reports:								
• Research & Innovation Sub Committee	MH	LP	N/A	N/A	N/A	N/A	N/A	DDIC
• Research and Development Framework Annual Update	MH	LP	N/A	N/A	N/A	N/A	N/A	DDIC
• Research and Development Strategy Review	MH	LP	N/A	N/A	N/A	N/A	N/A	DDIC
For Approval								
Corporate & Employment Policies*	LG	HH	✓	✓	✓	✓	✓	N/A

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026	Apr/ May 2026	Cttee item has Moved to
Contractual and Legislative Changes	LG	HH		✓				N/A
Outcome of Advisory Appointments Committee*	LG	HH	✓	✓	✓	✓	✓	N/A
For Information								
PODCC Workplan 2025/26*	LG	CSO	✓	✓	✓	✓	✓	✓
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 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 RB – Robert Blake RW – Rachel Williams AL – Anna Lewis PS – Peter Skitt	SC – Sarah Cameron TE – Tracey Evans TW – Tracy Walmsley ST – Suzanne Tarrant
---	---	---	--