

**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 2024	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2023
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	✓						✓
• BAME	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 University Partnerships and income generation	LP				✓	✓	✓	✓
• BAME Sub Committee	AB		✓	✓ Verbal		✓	✓	

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• Strategic People Planning and Education Group (SSPEG)	JG							
BAME: Bullying and Harassment	SM		✓			✓		
Sub-Committee Annual Reports								
• Research & Innovation Sub Committee	PK							✓
Corporate Risks Allocated to PODCC	LG	✓		✓		✓		✓
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	LG/CD		✓			✓		
Carers Report	AB						✓	
Performance and Development Review (PADR) and Mandatory Training Performance	LG					✓		
PADR Update Report	CD	✓						✓
Workforce Plan	LG	✓				✓		
Staff/People Story	LG				✓	✓	✓	✓
Medical Staff Recruitment Audit Update	LG		✓					
Integrated Action Plan Update – Staff Wellbeing Plan (Discovery Report & Action Plan)	CD		✓			✓		
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							✓

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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		Final Report					
Bilingual Skills Policy Compliance	AT			✓				
Stonewall Assessment Update	LG		✓				✓	
Anti-racist Wales action plan	LG			✓		✓		
PLANNING								
Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update)	LG/MR		✓		✓		✓	
1A – NHS Delivery Framework Targets	LG/MJ		✓	✓	✓	✓	✓	
1B Hywel Dda Health Hub – Single point of contact	MR					✓		
1F – HR offer (induction, policies, employee relations, access to training)	LG							
• Deep Dive: 1F.Recruitment –Deep Dive:	SO		✓					
• 1F.Policies and Employee Relations	HH	✓	✓	✓	✓	✓	✓	✓
1G OD Relationship Manager Rollout Progress update	LG		✓			✓		
1H ‘Making a difference’ Customer Service Programme	LG				✓			
1I Family Liaison Service rollout	MR						✓	
2A Regional Carers Strategy response	Director of PHW	✓						
2B Strategic Equality Plan and objectives establishment	LG						✓	
2D Clinical education plan	LG							
• Deep Dive Future Workforce (SSPEG ToRs for approval)	AG/TW				✓			

AGENDA ITEM/ ISSUE	LEAD	April 2024	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2023
2I Integrated Occupational Health & Staff psychological wellbeing offer	LG						✓	
2J Succession Planning & Development	LG					✓		
2K Organisational listening, learning and cultural humility	LG							✓
2L Staff engagement strategic plan	LG		✓					
2M Arts in Health Programme development	MR							✓
3G Research and Innovation (Deep Dive)	PK				✓			
3N Welsh Language	AHM		✓		✓			
4I Armed Forces Covenant	Director PHW					✓		
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					✓		
Tritech Business Plan	LP			✓				
PERFORMANCE								
Performance Assurance & Workforce Metrics (Integrated Performance Assurance Report) (PO1A)	LG/MJ	✓	✓	✓	✓	✓	✓	✓
FOR APPROVAL								
Corporate & Employment Policies	LG/HH	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/SO	✓	✓	✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PODCC Workplan 2023/24*	CSO	✓	✓	✓	✓	✓	✓	✓

Initials:

D – Deferred LG – Lisa Gostling JW – Joanne Wilson LP – Leighton Phillips PK – Phil Kloer	CD – Christine Davies MMc - Jo McCarthy CSO – Committee Services Officer AHM – Alwena Hughes-Moakes	AG - Amanda Glanville AB – Anna Bird TW – Tracy Walmsley HH – Heather Hinkin	HH - Heather Hinkin MJ – Michelle James SO – Sally Owen EW – Enfys Williams
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