

TABLE OF ACTIONS
PEOPLE, ORGANISATIONAL DEVELOPMENT AND CULTURE COMMITTEE (PODCC)
MEETING HELD ON 19 AUGUST 2025

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
PODCC(25)34	Operational Risks Assigned to PODCC <ul style="list-style-type: none"> To check the timings for achieving the target risk score for Risk 737 (Risk of Switchboard not complying with European Working Time Directive due to inability to cover single-handed shifts at 3 sites) and inform Committee Members. 	HH	31 July 2025 21 Oct 2025	Complete: OCP completed and approved. Implementation phase underway with necessary changes in progress. Revised target completion date: January 2026.
PODCC(25)59	Assurance and Risk Report <ul style="list-style-type: none"> To ensure an update on operational risks is provided to the Committee in order that these can be discussed at the next meeting. 	AC	21 Oct 2025	Closed: Update included within the Assurance and Risk report submitted to November PODCC meeting.
PODCC(25)59	Assurance and Risk Report <ul style="list-style-type: none"> To establish the rationale for the date of completion being delayed twice (from Aug 24) for the Trauma & Orthopaedics Glangwili Hospital March 2024 Health Education and Improvement Wales (HEIW) Inspection Report recommendations, despite there being no barriers to completion reported. 	JE	21 Oct 2025	Complete: Unfamiliarity with the AMAT system initially has led to barriers not being reported and confusion around who should be leading on the implementation of the actions has also meant that there were some delays around the updating of the system. All requirements detailed within the report have now been fulfilled and of the further recommendations, only one cannot be progressed (further information provided on the system).
PODCC(25)59	Assurance and Risk Report <ul style="list-style-type: none"> To establish why there is no evidence included to support completion of the recommendations within the Trauma & 	JW/JE	21 Oct 2025	Complete: Recommendations were closed on AMAT during a transitional phase to a more formal and robust process where services are required to

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	Orthopaedics Glangwili Hospital March 2024 HEIW Inspection Report recommendations.			upload appropriate evidence to support their closure. As such, these recommendations were re-opened on review with a request for evidence to be uploaded. Evidence has been uploaded to AMAT for actions noted as fully complete, and redacted where necessary to ensure staff confidentiality ensuring compliance with data protection and information governance requirements. One recommendation remains open on the report, which will be re-aligned to Community and Integrated Medicine as its implementation is within the gift of the Clinical Care Group.
PODCC(25)60	Targeted Intervention Progress Report <ul style="list-style-type: none"> To present an update to the next Committee meeting setting out the CCG structure and process for recruitment arrangements, including timescale for delivery. 	AC	21 Oct 2025	Complete: Added to the agenda for the November PODCC meeting.
PODCC(25)60	Targeted Intervention Progress Report <ul style="list-style-type: none"> To confirm with Shaun Ayres why the 'Action Ratings' within the table in Appendix 1 are set as Amber, even though the actions are marked as fully complete. 	LG	21 Oct 2025	Complete: Advice received indicated that whilst the actions in place give assurance on progress, until leadership is de-escalated, they remain amber.
PODCC(25)61	Staff Story <ul style="list-style-type: none"> To link with the Counter Fraud Team on amending the wording of their letters to staff, and to include in the next Counter Fraud Report to the Audit and Risk Assurance Committee (ARAC). 	JW	21 Oct 2025	Complete: A meeting was held to discuss the issue, and letters have now been reviewed.
PODCC(25)61	Staff Story <ul style="list-style-type: none"> To present an update to a future Committee meeting on lessons learned 	LG	21 Oct 2025	Complete:

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	regarding wording of correspondence issued to staff during fraud investigations.			Forward planned on the PODCC workplan for February 2026 as part of the Employee Relations Deep Dive agenda item.
PODCC(25)60	Staff Story <ul style="list-style-type: none"> To present an update to a future Committee meeting on improving the process relating to the under/over payment policy. 	LG	21 Oct 2025	Complete: Forward planned on the PODCC workplan for February 2026 as part of the Employee Relations Deep Dive agenda item.
PODCC(25)66	Culture Overview Report <ul style="list-style-type: none"> To present a general cultural overview update to the Committee in six months' time 	CD	21 Oct 2025	Complete: Forward planned on the PODCC workplan for February 2026.
PODCC(25)68	HEIW Report on General Surgery at Withybush General Hospital <ul style="list-style-type: none"> To clarify that the 18 Health Board-wide risks on the HEIW risk register have been correctly scored in line with the Health Board processes before being added to the HDdUHB risk register. 	JE	21 Oct 2025	Complete: The 18 risks referred to in the SBAR are on the HEIW medical education risk register which relate specifically to Hywel Dda. The educational risk register which HEIW hold will include risks from Health Boards across Wales. The risk scores are determined by GMC National Training Survey Results, action taken by the Health Board to manage quality issues and subsequent feedback obtained from trainees and trainers as to how they feel the issues have been dealt with. The risk scores are determined by HEIW in accordance with their quality assurance processes and so the scores will be informed by their processes rather than the Health Board processes. HEIW will measure quality standards in accordance with the GMC's Promoting Excellence: Standards for medical education and training document.
PODCC(25)70	Joint Inspection of Child Protection Arrangements Report	SD	21 Oct 2025	Complete: Forward planned on the PODCC workplan for February 2026.

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	<ul style="list-style-type: none"> To present an update on safeguarding training compliance to the Committee in six months' time. 			

Leads:

LG: Lisa Gostling	JE: John Evans	JW: Joanne Wilson
HH: Heather Hinkin	CD: Christine Davies	SD: Sharon Daniel
AC: Andrew Carruthers		