

**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 \*).

<b>AGENDA ITEM/ ISSUE</b>	<b>LEAD</b>	<b>Responsible Officer</b>	<b>27 May 2025</b>	<b>18 Aug 2025</b>	<b>4 Nov 2025</b>	<b>17 Feb 2026</b>	<b>21 May 2026</b>
Apologies*	<b>Chair</b>	CSO	✓	✓	✓	✓	✓
Declaration of Interests*	<b>Chair</b>	CSO	✓	✓	✓	✓	✓
Minutes from previous meeting*	<b>Chair</b>	CSO	✓	✓	✓	✓	✓
Matters Arising & Table of Actions*	<b>Chair</b>	CSO	✓	✓	✓	✓	✓
PODCC Terms of Reference	<b>Chair</b>	CSO	✓				✓
PODCC Annual Report to Board	<b>Chair</b>	LG	✓				✓
Self-Assessment of Committee Effectiveness – Outcome report 2025	<b>LG</b>	KR	✓				✓
Self-Assessment of Committee Effectiveness – 6 month outcome report	<b>LG</b>	KR			✓		
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>• Monitoring of Ministerial Directions</li> <li>• Monitoring of Welsh Health Circulars (WHCs)</li> </ul>	<b>LG</b>	RW	✓	✓	✓	✓	✓
Targeted Intervention Progress Report	<b>LG</b>	SA	✓	✓	✓	✓	
Staff Story (video/presentation etc)	<b>LG</b>	Various	✓	✓	✓	✓	✓
Discovery Report & Action Plan (TI 47)	<b>LG</b>	CD					
Annual Carers Report	<b>LG</b>	AB	✓				
Workforce Efficiency	<b>LG</b>	TW	✓		✓		

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Employment Relations Update/Deep Dive	<b>LG</b>	HH				✓	
Community Nursing Annual Report/ Community Staffing Update	<b>PS</b>	TE/LL/SC	D	✓			
Speak Up thematic/lessons learnt report (6 monthly)	<b>LG</b>	CD	D	✓		✓	
Partnership Forum Update	<b>LG</b>	AD		✓	D	✓	✓
Staff Recovery in Nature Programme	<b>ST</b>	ST	✓				
Staff Survey Results Update Report (TI 43 & 45)	<b>LG</b>	CD	✓				
Agile Working Plan	<b>LD</b>	SH	✓				
Welsh Language Annual Report 2024/25	<b>AHM</b>	AHM/EW	✓				
Update on Increase in Stress Amongst Staff	<b>LG</b>	HH			✓		
Sickness Update report <ul style="list-style-type: none"> <li>Update on Increase in Stress Amongst Staff</li> <li>Sickness Rates and Cultural Challenges in Theatres</li> </ul>	<b>LG</b>	HH	✓		D ✓v	✓ ✓	
Fraud Investigation Communications Update	<b>tbc</b>	tbc				✓	
Under/Over Payment Policy Issues	<b>LG</b>	HH				✓	
LGBTQ+ Action Plan	<b>LG</b>	AB		✓			
Culture Progression/Overview Report (TI 47)	<b>LG</b>	CD	✓	✓		✓	
EDI Taskforce/Update	<b>AL</b>	AB	✓	✓			
Armed Forces Annual Update	<b>LG</b>	AB	✓				
Improving Outcomes for Unpaid Carers - End of Year Reports 2024/25	<b>LG</b>	AB	✓				
Joint Inspection of Child Protection Arrangements Report - Update on safeguarding training compliance	<b>SD</b> <b>SD</b>	SD SD		✓		✓	
HIEW Report on General Surgery at Withybush General Hospital	<b>MH</b>	MH		✓			
Social Partnership Duty Annual Report	<b>LG</b>	SR			✓		

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026	21 May 2026
Whistleblowing in Hywel Dda	LG				✓v	✓	
CCG Structure and Process for Recruitment	AC				D	✓	
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					
○ Workforce Plan (TI 44)	LG	TW					✓
○ Recruitment Plan (TI44)	LG	HH				✓	
○ Retention Plan (TI 41 & 42)	LG	CD					✓
○ Workforce Education and Development Plan (TI 41 & 42) (SPPEG ToR states plan should be submitted 'within 6 weeks of the end of financial year')	LG	AG					✓
Strategic Equality Plan Annual Report, inc Workforce Equality & Pay Gap Reports (TI 48)	LG	AB		✓			
<b>Performance</b>							
Performance Assurance & Workforce Metrics: Integrated Performance Assurance Report (IPAR) (TI 48)	LG	TW	✓	✓	✓	✓	✓
<b>Sub-Committee Updates</b>							
<b>Sub-Committee Terms of Reference:</b>							
• Strategic People Planning and Education Group	LG	AG				✓	
<b>Sub-Committee Update Reports:</b>							
• Strategic People Planning and Education Group (to include minutes of the SPPEG meeting)	LG	AG	✓	D	✓	✓	✓
<b>Sub-Committee Annual Reports:</b>							
• Strategic People Planning and Education Group	LG	AG					✓
<b>For Approval</b>							

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	27 May 2025	18 Aug 2025	4 Nov 2025	17 Feb 2026	21 May 2026
Corporate & Employment Policies*	LG	HH	✓	✓	✓	✓	✓
Contractual and Legislative Changes	LG	HH		✓			
Outcome of Advisory Appointments Committee*	LG	HH	✓	✓	✓	✓	✓
<b>For Information</b>							
PODCC Workplan 2025/26*	LG	CSO	✓	✓	✓	✓	✓
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 AC – Andrew Carruthers 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 SH – Sharon Hughes SR – Sara Rees ST – Suzanne Tarrant TE – Tracey Evans TW – Tracy Walmsley ST – Suzanne Tarrant
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