

**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 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
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	Chair	✓						✓
• Research & Innovation Sub Committee Report	Chair							
• (Black, Asian and Minority Ethnic) BAME Advisory Group	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	LP	✓	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
University Partnerships								
• BAME Advisory Group Update (including Bullying & Harassment update)	AB/SM		✓	✓ Verbal		✓	✓	
• Strategic People Planning and Education Group (SSPEG)	JG							
Sub-Committee Annual Reports								
• Research & Innovation Sub Committee	PK	✓						✓
• 'Research and Development Framework: Update'	LP			✓				
• BAME Advisory Group Annual Report	AB							✓
Corporate Risks Assigned to PODCC	Rachel Williams		✓		✓		✓	
Operational Risks Related to PODCC	Rachel Williams	✓		✓		✓		✓
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG		✓	✓			✓	
PEOPLE								
Staff Experience: Transforming Staff Feedback into Positive Change Progress Report and Integrated Action Plan Update / Staff Wellbeing Plan (Discovery Report & Action Plan)	LG/CD		✓			✓		
Carers Report	AB						✓	
Performance and Development Review (PADR) and Mandatory Training Performance	LG					✓		
Training Update (attendance) Public meeting around complaint regarding mental capacity.	AG			✓				
PADR Update Report	CD	✓						✓
Workforce Plan	LG					✓		

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
Staff/People Story	LG	✓	✓		✓	✓	✓	✓
Medical Staff Recruitment Audit Update	LG		✓					
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	✓					✓	
Review of National Workforce Implementation Plan	LG			✓				
Customer service and patient experience	AG				✓			
Counter Fraud Annual Report 2022/23 (To discuss compliance with mandatory training (particularly among certain staff groups) at PODCC – as requested by ARAC)	LG			✓				
Review of Operational Governance Arrangements – Mental Health & Learning Disabilities (For Recommendation 5 of the report to be examined in more detail at PODCC – as requested by ARAC)	Christine Davies				✓			
Health & Safety Training Accommodation Update (H&S Committee requested this to be brought to PODCC)	Tim Harrison				✓			
Primary Care Update: to Include updates on care home and community staffing	JP/Sion James							✓
Nurse Stabilisation Programme Report: highlighting non-framework agency usage (requested by ARAC)	Lisa Gostling					✓		
CULTURE								
Overarching Culture Report – possibly commencing from December 2022	LG					✓		
Welsh Language Report	AHM							✓

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Welsh Language Annual Report 2022/23 (June)	AHM		✓					
Welsh Language and Culture Discovery Report	AHM	D	✓					
Bilingual Skills Policy Compliance	AT			✓				
LGBTQ+ Action Plan and Stonewall Assessment Update	LG		✓				✓	
Anti-racist Wales action plan	LG					✓		
Violence and Aggression Sickness Report	RB/TH				✓			
PLANNING								
Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update)	LG/PK/AHM	✓	✓		✓		✓	
1a: Recruitment Plan	LG							
1b: Career Progression	LG							
2a: Staff Health and Wellbeing	LG							
2b: Employer of Choice	LG							
2c: Workforce and OD Strategy	LG							
5b: Research and Innovation	PK							
6c: Continuous Engagement	AHM							
8d: Welsh Language and Culture	AHM							
Workforce Planning Model for Health Visitors	LG				✓			
Strategic Equality Plan Annual Report	AB			✓				
Workforce Annual Equality Report & Gender, Ethnicity, Diversity and Disability Pay Gap Reports	LG					✓		
Armed Forces Annual Update	AB		✓					
Tritech Business Plan	LP			✓				
PERFORMANCE								

AGENDA ITEM/ ISSUE	LEAD	April 2023	June 2023	Aug 2023	Oct 2023	Dec 2023	Feb 2024	EOY April 2024
Performance Assurance & Workforce Metrics (Integrated Performance Assurance Report) (PO1A)	LG/MJ	✓	✓	✓	✓	✓	✓	✓
Industrial Action: Feedback and Learning	AS		✓					
HEIW: General Internal Medicine Bronglais Hospital	PK		✓					
HEIW: Obstetrics and Gynaecology Glangwili Hospital	PK		✓					
FOR APPROVAL								
Corporate & Employment Policies	LG/HH	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/SO	✓	✓	✓	✓	✓	✓	✓
WELSH GOVERNMENT GUIDANCE								
FOR INFORMATION								
PODCC Workplan 2023/24*	CSO	✓	✓	✓	✓	✓	✓	✓

PODCC In-Committee

Will take place once per year (date to be agreed) – this was an action from agenda setting for June 2023 meeting

Agenda Item: employment relations activity (Heather Hinkin). – from Agenda Setting for June 2023 meeting

Initials:

D – Deferred LG – Lisa Gostling JW – Joanne Wilson LP – Leighton Phillips PK – Phil Kloer SM – Steve Morgan	CD – Christine Davies JMc - Jo McCarthy CSO – Committee Services Officer AHM – Alwena Hughes-Moakes TH – Tim Harrison	AG - Amanda Glanville AB – Anna Bird TW – Tracy Walmsley AS – Alison Shakeshaft RB – Robert Blake	HH - Heather Hinkin MJ – Michelle James SO – Sally Owen EW – Enfys Williams RW – Rachel Williams
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