

**HYWEL DDA UNIVERSITY HEALTH BOARD – PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE  
WORK PLAN  
APRIL 2022 – APRIL 2023**

The following table sets out the Committee’s proposed work plan for 2022-23, including standing agenda items (denoted by \*).

AGENDA ITEM/ ISSUE	LEAD	April 2022	June 2022	Aug 2022	Oct 2022	Dec 2022	Feb 2023	EOY April 2023
<b>GOVERNANCE AND RISK</b>								
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 August 2022)	PK	✓	✓	✓				
• Research & Innovation Sub Committee to include University Partnerships (from October 2022)					✓	✓	✓	✓

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• BAME Sub Committee	AB		✓	✓ Verbal		✓	✓	✓
• 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				✓				
Monitoring of Welsh Health Circulars (WHCs) (Bi-annually)	LG		✓	✓			✓	
<b>PEOPLE</b>								
Staff Experience: Transforming Staff Feedback into Positive Change Progress Report	LG/CD		✓			✓		
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) – deferred to August 2022	AT		✗	✓				
GP Physicians Associate Report	JP						✓	
Care Homes Staffing Update	JP					✓		

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Community Staffing Update	JP							✓
<b>CULTURE</b>								
Overarching Culture Report – possibly commencing from December 2022	LG					✓		
Welsh Language Report	YB	✓						✓
Welsh Language Annual Report 2022/23 (June)	YB		✓					
Welsh Language and Culture Discovery Report	AHM		✓	No report		Draft report	Final Report	
Bilingual Skills Policy Compliance	AT			✓				
Stonewall Assessment Update	LG		✓				✓	
Anti-racist Wales action plan	LG			✓		✓		
<b>PLANNING</b>								
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		D	D	✓			
• 1F.2 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				✓			
2I Integrated Occupational Health & Staff psychological	LG						✓	

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wellbeing offer								
2J 'Future Shot' Leadership Programmes	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				D	✓		
Workforce Annual Equality Report & Gender, Ethnicity, Diversity and Disability Pay Gap Reports	LG					✓		
Tritech Business Plan	LP			✓				
<b>PERFORMANCE</b>								
Performance Assurance & Workforce Metrics (Integrated Performance Assurance Report) (PO1A)	AT	✓	✓	✓	✓	✓	✓	✓
<b>FOR APPROVAL</b>								
Corporate & Employment Policies	LG/HH	✓	✓	✓	✓	✓	✓	✓
Outcome of Advisory Appointments Committee	LG/AT/ SO	✓	✓	✓	✓	✓	✓	✓
<b>WELSH GOVERNMENT GUIDANCE</b>								
<b>FOR INFORMATION</b>								
PODCC Workplan 2022/23*	CSO	✓	✓	✓	✓	✓	✓	✓

**Initials:**

D – Deferred  
 LG – Lisa Gostling  
 YB – Yvonne Burson  
 JW – Joanne Wilson  
 EW – Enfys Williams  
 LP – Leighton Phillips

PK – Phil Kloer  
 MMc - Jo McCarthy  
 CSO – Committee Services Officer  
 AT – Annmarie Thomas  
 AB – Anna Bird

HH – Heather Hinkin  
CD – Christine Davies  
TW – Tracy Walmsley  
HH -Heather Hinkin

AHM – Alwena Hughes-Moakes  
AG - Amanda Glanville  
SO – Sally Owen  
MJ – Michelle James