

Workforce and OD Committee Log 2025-26

Meeting Date	Type of Meeting	Minute Ref	Agenda Item (Number & Title)	Raised by	Narrative	Type of Action	Action Taken	Assigned to (Individual)	Supporting (additional staff members)	Due by	Update	Status
14.08.25	Public Committee	60/25	Financial Evaluation of Sickness Absence Post and Integration into PADR Objectives	Community IM (Reena Owen)	To commission further financial analysis of the impact of the sickness absence management post	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	Sue Moore; Morriston Service Group Director	Dec-25	Update to be provided to December WOD Committee	Underway (with update)
14.08.25	Public Committee	61/25	Enhance Transparency of Survey Response Actions in Future Reporting	Community IM (Reena Owen)	To ensure future staff survey reports clearly outline the practical actions taken in response to feedback, beyond efforts to improve response rates.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	Sue Moore; Morriston Service Group Director	Dec-25	Tina to include in the Director of Workforce and OD report.	Underway (with update)
12.06.25	Public Committee	47/25	Service Group Participation in the Workforce Forum	Exec Lead WOD: Director of Workforce and OD (TR)	To coordinate service group participation in the workforce forum which remains open to them. Forum to co-opt relevant members as needed to support operational engagement.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Dec-25	The terms of reference of the Workforce & OD Group to be reviewed and submitted to the December 2025 meeting.	Underway (with update)
31.07.25	Public Committee	N/A	Integrated Performance Report to Board	Chair (Jan Williams)	WOD to assume oversight of the IPC compliance agenda together with OD/Cultural Implications	Referral	Incoming Referral	Executive Medical Director / Deputy CEO (RE)		Feb-26	Confirmation needed by TR/RO	Open
29.09.25	Public Committee	31/25	Discrimination Settlement approved	Chair (Jan Williams)	Recommended that the matter be referred to the WOD committee for a comprehensive review of manager training. The focus should be on improving understanding of DDA and best practices for providing employment references.	Referral	Referred to WOD	Executive Director of Workforce and OD (TR)	Hazel Lloyd; Director of Corporate Governance.	Feb-26	To be included in the February 2026 agenda.	Open
25.09.25	Public Committee	N/A	Risk Register; Issue of Staff Shortages - Largest Single risk on the operational risk register	Third Sector IM (Nuria Zolle)	Refer the issue of staff shortages - currently the largest single risk on the operational risk register - to the Workforce and OD Committee (WOD) for further insight and assurance, particularly in light of comparative workforce numbers across Health Boards and recent messaging.	Referral	Incoming Referral	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Dec-25	To be included in the February 2026 agenda.	Open
14.08.25	Public Committee	66/25	Presentation of LEAD Programme in Future Committee Report	Community IM (Reena Owen)	The Committee is to receive a future report detailing the new LEAD behavioural leadership and management development programme, as requested.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Feb-26	To be included in the February 2026 agenda.	Open
11.09.25	Public Committee	92/25	TRIM Team Presentation – January 2026: Overview of Service Development, Access, Impact, and Lived Experience Illustration	General IM (Jean Church)	To arrange for the TRIM team to present to the Committee on the development, access, and impact of the service in supporting staff and teams, including a patient or staff story to illustrate lived experience. The presentation is planned for the next WODC.	Referral	Incoming Referral	Exec Lead QSC: Director of Nursing and Patient Experience (LR)	N/A	Feb-26	To be included in the February 2026 agenda.	Open
09.10.25	Public Committee	37/25	Redundancy Payment approved	Chair (Jan Williams)	Agreed the remittance of the review of fixed term contracts to be overseen by the Workforce & OD Committee.	Referral	Referred to WOD	Executive Director of Workforce and OD (TR)	Hazel Lloyd; Director of Corporate Governance.	Feb-26	To be included in the February 2026 agenda.	Open
02.10.25	Public Committee	89/25	Theatre Performance and Sickness Management.	Community IM (Reena Owen)	RO requested a more detailed action plan and CG agreed to provide a broader paper and to facilitate site visits to support enhanced understanding.	Action	Logged Action	Executive Director of Workforce and OD (TR)	Ceri Gimblett; Service Group Director - NPT & Singleton Hospital	Feb-26	To be included in the February 2026 agenda.	Open
02.10.25	Public Committee	86/25	Digitally Ready Workforce Report	Community IM (Reena Owen)	Committee in two meetings' time (noting the Committee meets bi-monthly), following RO's request for greater assurance and specific detail regarding the digitally enabled workforce and organisational readiness. The current update was noted as helpful but insufficient in providing the full	Action	Logged Action	Director of Digital (MJ)	Gareth Westlake; Assistant Director of Digital Services	Feb-26	To be included in the February 2026 agenda.	Open
N/A	Public Committee	39/25	Digital Strategy Planning and Development report.	Exec Lead WOD: Director of Workforce and OD (TR)	To provide a paper on the Digital Strategy Planning and Development report, to include the planning for training and development of staff to support the newly adopted digital strategy.	Action	Logged Action	Exec Lead DDRI: Director of Digital (MJ)	Tina Ricketts; Executive Director of Workforce and OD.	Oct-25	To be included in the October 2025 agenda. Deferred from May and August 2025 meetings.	Closed
25.09.25	Public Committee	169/25	5.2 STAFF HEALTH & WELLBEING UPDATE - SUPPORTING MANAGING ATTENDANCE AT WORK	Legal IM (Anne-Louise Ferguson)	RO endorsed the report; she advised that WODC had recommended that all line managers should have sickness absence management as one of their priority objectives. TR confirmed that she had drafted a set of corporate objectives for both sickness absence and budget management; managers had welcomed this. ALF referred to the reference in the report to the weekly use of 650 WTE bank staff for nursing and healthcare support; she asked about the reasons, other than sickness absence and additionally, for this level of use. TR agreed to provide a more detailed breakdown outside the meeting.	Referral	Referred to WOD	Executive Director of Workforce and OD (TR)	N/A	Dec-25	The actions will be covered in the reports to WOD Committee in December 2025	Closed
25.09.25	Public Committee	171/25	6.2 MENTAL HEALTH LEGISLATION COMMITTEE KEY ISSUES REPORT	Chair (Jan Williams)	WODC would oversee the work involved and track the timeline for introducing the new ESR system, projected to be April 2027, with SBUHB being the first to adopt it. ALF acknowledged that some data was available; however, data on take up of training was difficult to identify and collate; this impacted on the ability of Best Interests Assessors to discharge their role, and to assess outstanding training requirements. JW asked TR to follow up on these points outside the meeting and to advise the Committee of her findings.	Referral	Referred to WOD	Executive Director of Workforce and OD (TR)	N/A	Dec-25	The actions will be covered in the reports to WOD Committee in December 2025	Closed
25.09.25	Public Committee	N/A	Staff Vaccination Rates	Chair (Jan Williams)	The Health Board Chair requested that the Population Health Committee and the Workforce and Organisational Development Committee collaborate to address staff vaccination rates. The Population Health Committee will examine evidence-based approaches that have proven effective, to support the Workforce and OD Committee in developing and overseeing action plans, particularly in preparation for the upcoming winter period.	Referral	Incoming Referral	Exec Lead POPH: Director of Public Health (Interim GR)	Tina Ricketts; Executive Director of Workforce and OD.	Dec-25	On the December Agenda.	Closed
20.05.25	Public Committee	6/25	Theatre Performance and Sickness Management.	Community IM (Reena Owen)	A further progress report on the staff engagement action plan after the completion of the listening and engagement phase.	Action	Logged Action	Chief Executive Officer (AH)	Neil Cooper; Assistant Director of Operations.	Oct-25	To be included in the October 2025 agenda.	Closed
14.08.25	Public Committee	62/25	Bank Staff Usage in Future Workforce Reporting	Community IM (Reena Owen)	A future report should provide further detail on the usage of bank staff within Nursing and Medical/Dental roles. This addition has been agreed and scheduled into the Committee's forward work programme.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Dec-25	Will be included in regular report to WOD Committee	Closed
14.08.25	Public Committee	60/25	Incorporate sickness absence management as a PADR objective for all line managers.	Community IM (Reena Owen)	N/A	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Dec-25	Corporate objectives drafted. To be considered by WOD Committee in December	Closed
14.08.25	Public Committee	60/25	Nurse Rostering report	Community IM (Reena Owen)	The report on Nurse Rostering to be circulated to the Committee by 15 September	Action	Logged Action	Exec Lead QSC: Director of Nursing and Patient Experience (LR)	N/A	Oct-25	The report was circulated to Committee members. On the Agenda for December 2025. Tina to include an initial response in the December 2025 report regarding the early warning system and lessons learned from the Gorseinon case. Further input from Liz to be provided in the February 2026 report.	Closed
14.08.25	Public Committee	67/25	Gorseinon Case – Future Lessons Learned Report	Community IM (Reena Owen)	A lesson learned report on the Gorseinon case to be considered for a future Committee meeting, once formal processes conclude.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Dec-25		Closed
14.08.25	Public Committee	67/25	Guardian Service Options Appraisal – Committee Update	Exec Lead WOD: Director of Workforce and OD (TR)	Subject to September Management Board outcomes and procurement advice, an update on the Guardian service options appraisal will be included in the October 2025 Committee report.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Oct-25	Contract in place until November 2026. Option appraisal to be undertaken by March 2026	Closed
14.08.25	Public Committee	70/25	Committee Membership – Inclusion of Operational and Finance Representation	Community IM (Reena Owen)	Committee membership be expanded to include representatives from the Chief Operating Officer's department and Finance, to strengthen operational and financial input.	Action	Logged Action	Exec Lead Audit: Director of Corporate Governance (HL)	Tina Ricketts; Executive Director of Workforce and OD.	Oct-25	07/10 HL discussed with the Chair and they would only be invited for a particular item rather than attend each one, action to be closed. Seek confirmation from the Chair and Director of Corporate Governance regarding the inclusion of a senior finance representative. Present the revised membership proposal at the October 2025 meeting.	Closed
12.06.25	Public Committee	45/25	Develop and present a strategic workforce plan	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Dec-25	On the agenda for December 2025.	Closed

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12.06.25	Public Committee	44/25	Improve Staff Survey Response Rates	Exec Lead WOD: Director of Workforce and OD (TR)	To provide an update on actions to improve staff survey response rates and participation.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	N/A	Oct-25	Update provided to Management Board on 15th October 2025.	Closed
12.06.25	Public Committee	43/25	Detailed Sickness Action Plan for Primary, Community and Therapies Services	Community IM (Reena Owen)	To develop and present a detailed sickness absence action plan for Primary, Community and Therapies Services, including timelines, milestones, and a review of the wellbeing offer and staff engagement strategy.	Action	Logged Action	Exec Lead WOD: Director of Workforce and OD (TR)	Craige Wilson; Interim Service Group Director of Primary, Community and Therapies Services.	Oct-25	To be included in the October 2025 agenda. Deferred from August 2025 meeting.	Closed
10.04.25	Public Committee	24/25	Workforce Improvement Plan for Maternity.	Community IM (Reena Owen)	To provide an update to the Committee in October 2025 on the Workforce Improvement Plan for Maternity.	Action	Logged Action	Exec Lead QSC: Director of Nursing and Patient Experience (LR)	N/A	Oct-25	To be included in the October 2025 agenda.	Closed
02.10.25	Public Committee	89/25	Theatre Performance and Sickness Management	Community IM (Reena Owen)	Committee members consider visiting theatre sites to gain further insight into working conditions.	Action	Logged Action	Executive Director of Workforce and OD (TR)	Ceri Gimblett; Service Group Director - NPT & Singleton Hospital	Feb-26	Closed - Visits have taken place.	Closed
02.10.25	Public Committee	86/25	Digitally Ready Workforce Report	Digital IM (Andrew Griffiths)	AG suggested that the plan be presented to the Digital and Data, Research and Innovation (DDR1) Committee. GW agreed and confirmed that the plan would be developed and reported to both the DDR1 Committee and other relevant committees.	Referral	Referred to DDR1	Director of Digital (MJ)	Gareth Westlake; Assistant Director of Digital Services	Nov-25	Referred to the DDR1 Committee Chair and Secretariat	Closed