



**COFNODION Y CYFARFOD PWYLLGOR DIWYLLIANT, POBL A DATBLYGU SEFYDLIADOL  
CYMERADWYO**  
**APPROVED MINUTES OF THE PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE  
COMMITTEE (PODCC)**

<b>Date and Time of Meeting:</b>	9.30am, 3 April 2023
<b>Venue:</b>	Board Room, Ystwyth Building, Hafan Derwen, St David's Park, Carmarthen, SA31 3BB

<b>Present:</b>	Mrs Chantal Patel, Independent Member (PODCC Chair) Mrs Delyth Raynsford, Independent Member Ms Ann Murphy, Independent Member (VC)
<b>In Attendance:</b>	<p>Mrs Lisa Gostling, Director of Workforce &amp; Organisational Development (PODCC Executive Lead)</p> <p>Ms Jill Paterson, Director of Primary Care, Community and Long Term Care</p> <p>Mrs Mandy Rayani, Director of Nursing, Quality and Patient Experience</p> <p>Ms Alwena Hughes-Moakes, Communications and Engagement Director</p> <p>Mrs Joanne Wilson, Director of Corporate Governance/ Board Secretary</p> <p>Ms Maria Battle, HDdUHB Chair (VC)</p> <p>Professor John Gammon, Strategic Adviser, (Workforce, Education &amp; Training)</p> <p>Mrs Amanda Glanville, Assistant Director of People Development</p> <p>Mrs Anna Bird, Assistant Director of Strategic Partnerships, Diversity and Inclusion (VC)</p> <p>Mr Anthony Dean, Chair of the Partnership Forum</p> <p>Ms Heather Hinkin, Head of Workforce</p> <p>Ms Michelle James, Head of Resourcing and Utilisation</p> <p>Ms Sally Hore, Head of Research and Development</p> <p>Mr William Oliver, Assistant Director of Therapies &amp; Health Sciences (VC)</p> <p>Ms Sally Hurman, Committee Services Officer (Secretariat)</p> <p><b>Item PODCC(23)33:</b> Mr Robert Blake, Head of Culture and Workforce Experience (VC)</p> <p><b>Item PODCC(23)34</b> Ms Rhian Bond, Assistant Director of Primary Care (VC)</p> <p><b>Item PODCC(23)36</b> Ms Ceri Griffiths, Community Head of Nursing, Pembrokeshire (VC) Ms Tracey Evans, Head of Nursing – Ceredigion (VC) Ms Sarah Cameron, Head of Nursing – Carmarthenshire (VC)</p> <p><b>Item PODCC(23)37</b> Mr Andrew Carruthers, Director of Operations (VC) Mr John Evans, Deputy Director, Medical Directorate (VC)</p>

Agenda Item		Action
<b>PODCC (23)26</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	
	Mrs Chantal Patel welcomed everyone to the meeting. Apologies for absence were received from	



(23)30	<p>The Committee received the PODCC Terms of Reference (ToRs) for annual review.</p> <p>Mrs Joanne Wilson stated that a review of the PODCC ToR had been undertaken, with amendments highlighted.</p> <p>In response to an enquiry from Mr William Oliver, Mrs Wilson explained that the Director of Therapies and Health Sciences had not been included in the 'In Attendance' membership, in view of the rationalisation of executives on the various Board committees, however, she undertook to revisit the conversation with Ms Alison Shakeshaft. Mrs Wilson will update the Terms of Reference as necessary.</p> <p>It was noted also that the new POs had been issued and will be identified in the ToRs.</p>	<p>JW</p> <p>JW/ CSO</p> <p>CSO</p>
	<p>The People, Organisational Development and Culture Committee <b>APPROVED</b> the PODCC Terms of Reference for onward ratification by the Board on 25 May 2023 subject to:</p> <ul style="list-style-type: none"> <li>• Discussion around the Inclusion of the Director of Therapies and Health Sciences in the 'In Attendance' membership.</li> <li>• Inclusion of the new POs.</li> </ul>	

PODCC (23)31	<b>SELF-ASSESSMENT OF PODCC COMMITTEE EFFECTIVENESS PROCESS</b>	
	Mrs Wilson informed the Committee that a review of the process for self-assessments is being undertaken with Ms Anna Lewis, Independent Member, which will be completed within the next six months.	
	The People, Organisational Development and Culture Committee <b>NOTED</b> the verbal update on the Self-Assessment of PODCC Committee Effectiveness Process.	

PODCC (23)32	<b>PODCC DRAFT ANNUAL REPORT 2022/23</b>	
	<p>The Committee received the draft PODCC Annual Report for 2022/23.</p> <p>Mrs Wilson stated that the PODCC Annual Report details the work undertaken by the Committee over the last 12 months, adding that the process for next year will be reviewed to capture more of the business outcomes.</p> <p>Professor Gammon commented that it was heartening to see the significant amount work that had taken place during the year in terms of metrics and the dashboard, around wellbeing and culture and education. The report demonstrated that the general work undertaken is becoming evident in the metrics as having an impact on the organisation. He added that he was encouraged by the report outcomes and noted that reports were increasingly focussed on achieving the POs assigned to the Committee which is commendable. Mrs Patel echoed Prof. Gammon's sentiments and thanked the teams who have been involved.</p>	

	Ms Alwena Hughes-Moakes highlighted that the Welsh Language and Culture Discovery Report referenced on page 9 of the Annual Report has not yet been submitted to Board but is progressing. Mrs Wilson undertook to make necessary amendments to the Board report.	<b>JW</b>
	The People, Organisational Development and Culture Committee <b>APPROVED</b> the PODCC Annual Report for 2022/23 for onward ratification by the Board on 25 May 2023 subject to the amendment to the paragraph on page 9 referring to the Welsh Language and Culture Discovery Report.	

<b>PODCC (23)33</b>	<b>STAFF STORY: MANAGING PERFORMANCE; AND PERFORMANCE AND DEVELOPMENT REVIEW (PADR) UPDATE REPORT (QUALITY)</b>	
	<p><i>Mr Robert Blake joined the Committee meeting.</i></p> <p>Mr Blake presented a podcast regarding 'Managing Performance', relaying the experience of staff members who had experienced the Performance and Development Review (PADR) workshop and pathway which positively supports the PADR update report.</p> <p>Mr Blake emphasised the significant work being undertaken around employee engagement for an employee-led, rather than leadership-led, process, which has considerably progressed and transformed the delivery of the PADR pathway. Whilst compliance had increased by 6% across Hywel Dda University Healthy Board (HDdUHB), Mr Blake emphasised the need for alignment of these quality conversations across directorates.</p> <p>In response to an enquiry from Prof. Gammon regarding the PADR linking with the associated pay progression initiative, Mr Blake stated that initial discussions have taken place regarding performance management and a series of meetings and further ongoing discussions are required to be able to provide infrastructure to take this further. However, current PADR discussions do include performance, which is beneficial to the wellbeing of individuals. He added that there needs to be an understanding on the part of the employee to be proactive in organising and preparing for PADRs. Ms Ann Murphy expressed concern for those employees undertaking PADR who are at the top of their banding for whom pay progression is not possible. Mr Blake stated that the quality of the conversations in setting, developing and further developing objectives for the following year, will be important in terms of continued motivation, inspiration and engagement, adding that this is outlined in the training workshops and feedback suggests that employees are starting to see the benefits. Mrs Gostling added that PADR's will also explore opportunities from a Health Board perspective in terms of, for example, employee skills and mentoring qualities that would be of benefit to the organisation.</p> <p>Ms Glanville added that development opportunities link with the higher awards process and the launch of the new management skills programme and will also link with the lifelong learning roadshows to show how PADRs can drive development.</p>	

	<p>Mrs Delyth Raynsford stressed the importance of using the experience and knowledge of mature employees, especially in terms of succession planning and suggested that the PADR performance management process should also incorporate support for managing low performance in a positive way. Mr Blake stressed that conversations should be open and transparent with focus on strengths and development opportunities for weaknesses and regular 'check-ins' thereafter. In response to a query from Mrs Patel, he added that individual objectives will be set to respond and align to the challenges of the organisation.</p> <p>Mrs Gostling and Ms Hughes-Moakes undertook to further discuss promotion of the staff story podcast on the intranet site. Mrs Raynsford encouraged the use of key words in staff messaging, for example, safe employer, motivated and inspired.</p> <p>Mr Blake informed the Committee of two domestic supervisors who had received commendations for their work around PADRs.</p> <p>Mrs Patel thanked Mr Blake for his presentation and for the information regarding PADRs and the process.</p> <p><i>Mr Blake left the Committee meeting.</i></p>	<p><b>LG/ AH-M</b></p>
	<p>The People, Organisational Development and Culture Committee <b>NOTED</b> the continued direction of travel and that the work to fully embed a performance led culture will be maintained and built upon and <b>RECEIVE ASSURANCE</b> from the cultural shift and progress.</p>	
<p><b>PODCC (23)34</b></p>	<p><b>GP PHYSICIANS ASSOCIATE REPORT</b></p> <p><i>Ms Rhian Bond joined the Committee meeting.</i></p> <p>The Committee received the GP Physicians Associate (GP PA) report.</p> <p>Ms Paterson referred to the GP practices and managed practices, multi-professional team approach in primary care and the development of the GP PA scope of practice, which contributes significantly to work in general practice, launched through HEIW. The programme has been developed in Bronglais Hospital and across Ceredigion and it is hoped will be further established across Pembrokeshire and Carmarthenshire, however, funding will end shortly impacting on the delay in recruitment to and expansion of the programme. The Ceredigion cluster is fully signed up to the programme with recruitment to three GP PA roles who started in December 2022. GP PAs rotate every eight months through Primary and Secondary Care and GP practice to upskill and enable GP practices to maximise their abilities. HEIW is interested in the programme and other Health Boards are keen to replicate the model in their areas.</p> <p>The first meeting of the Community and Primary Care Academy took place last week where the community and pharmacy GP PA programme and the practice nurse development programme were discussed.</p>	

	<p>In response to a query from Ms Raynsford regarding recruitment, Ms Rhian Bond responded that the locality presents a challenge given that when candidates apply, they do not understand that these placements are in such a rural location, adding that links with Swansea and north Wales will be pursued.</p> <p>Prof. Gammon commented that the GP PA programme should be applauded in that HDdUHB is the only Health Board in Wales to support this programme within a GP community context. However, he was disappointed that numbers remain low with only two in post and two to be appointed. Mrs Gostling undertook to pursue a discussion with Ms Paterson regarding extending the GP PA programme further into primary care and the wider remit for these roles.</p> <p>Ms Paterson stated that a model for the future will cater for career progression, including education and training opportunities and wider discussions are required around expanding and using the HEIW academy to promote opportunities around multi-professional teams. She added that there is more work required and the team will continue to develop the programme and plan for future arrangements. Ms Bond echoed Ms Paterson's vision adding that GP PAs can bring a significant amount of support to a GP practice and to the multi-professional team.</p> <p>Mrs Patel requested that the GP PA programme is included as a 'Staff Story' for a future meeting.</p> <p><i>Ms Bond left the Committee meeting.</i></p>	<p><b>LG/JP</b></p> <p><b>CSO</b></p>
	<p>The People, Organisational Development and Culture Committee <b>NOTED</b> the update on the GP PA development programme and the inclusion of GP PAs into the Managed Practice workforce.</p>	

<p><b>PODCC</b> <b>(23)35</b></p>	<p><b>BAND 4 TRAINING FOR THERAPIES PRACTITIONERS</b></p>	
	<p>The Committee received the report regarding Band 4 Training for Therapies and Practitioners.</p> <p>Mr William Oliver stated that the end approaches for the first cohort of the Band 4 Therapies Assistant Practitioner programme from the University of Wales Trinity St David (UWTSD); this has been excellent cross-institutional and multi-disciplinary work covering the therapies professions: physiotherapy, occupational therapy, nutrition and dietetics, speech and language therapy and podiatry. Students have achieved this success undertaking their education in addition to their day jobs.</p> <p>It was noted that, of the potential providers, only UWTSD was prepared to flex elements of the course and discussions are currently taking place to develop this Once for Wales programme with the all-Wales Group, established in 2022 and chaired by Tricia Mathias, HDdUHB's Clinical Programme Manager. It was noted that next year, HDdUHB will support up to 20 candidates on the Diploma course with a further 15 candidates from other health boards in Wales.</p>	



	<p>Prof. Gammon welcomed the progress and success of the course and enquired how the shift within the Band 4 roles impacts on the quality of care as result. Mr Oliver confirmed that work will be undertaken to evaluate the impact.</p> <p>With regard to a comment from Mrs Patel regarding career trajectories for individuals on the programme, Mr Oliver confirmed that the Health and Care Professions Council (HCPC) will review the programme to establish what elements can be recognised as 'prior learning' against the Degree programme.</p> <p>Mrs Glanville undertook to convey Mrs Patel's and the PODCC's congratulations to those who have been successful on the programme. In addition, advising that interest in the level 3 programmes is gaining momentum which is no doubt linked to the success of the level 4 programme.</p>	<b>AG</b>
	<p>The People, Organisational Development and Culture Committee <b>RECEIVE ASSURANCE</b> that the education underpinning Therapy Assistant Practitioner practice is progressing well within the Health Board and <b>NOTED</b> the Health Board's pivotal role, in partnership with UWTSD, in developing this programme on a Once for Wales basis.</p>	

<b>PODCC (23)36</b>	<b>COMMUNITY NURSING ANNUAL REPORT 2021/22</b>	
	<p><i>Ms Ceri Griffiths, Ms Tracey Evans and Ms Sarah Cameron joined the Committee meeting.</i></p> <p>The Committee received the Community Nursing Annual Report which provides a summary of activities during 2021/22. Ms Ceri Griffiths and colleagues highlighted the significant amount of work undertaken by the various teams to deliver services in the community, in hospitals, walk-in and urgent care centres and particularly, the district nursing team who have provided 30,000 contacts per month.</p> <p>The Nursing team manage caseloads effectively and meet to ensure there is no duplication and to share care information. Workforce continues to be challenging and the team is working to develop recruitment initiatives and opportunities.</p> <p>Prof. Gammon expressed concern regarding the age profile of the population acknowledging the risks this presented and also highlighted the staff training figures which appeared low, however, he noted the higher education awards, for which staff are supported and are encouraged to undertake personal and professional development opportunities. Whilst acknowledging the challenges regarding workforce, he expressed concern that the volume of staff is not available to enable change in terms of development. Mrs Patel suggested this was also possibly due to sickness absence.</p> <p>Ms Tracey Evans confirmed that the team is working with workforce colleagues, student nurses and newly qualified nurses to take them straight into the community, with four being recruited into Ceredigion last</p>	

	<p>year. Ms Sarah Cameron emphasised the need to recognise the amount of support students and newly qualified staff require in their roles, especially when they are taken straight into the community.</p> <p>The team is working closely with Aberystwyth University regarding training and development of existing staff with the purpose of developing the workforce into what is needed for a different way of working in the future. It was noted that the uptake of training courses had reduced over the last 12 months and the team is working to engage staff to undertake a modular approach and are looking at alternative education training methods.</p> <p>Ms Paterson and Mrs Gostling undertook to discuss further the development of training and education requirements and opportunities aligned to services in primary, secondary and community care, acknowledging that there will be an associated cost. Mrs Mandy Rayani emphasised the need to ensure a blended workforce going forward, including third sector providers working alongside, and perhaps therapies, within community teams. Mrs Gostling echoed Mrs Rayani's comments stating that this regeneration approach should apply to the workforce plan.</p> <p>In response to a query from Mrs Patel, it was confirmed that peer nurse advocate training has historically been provided by Canterbury Christchurch as funding was attached to the course.</p>	JP/LG
	<p>The People, Organisational Development and Culture Committee <b>RECEIVE ASSURANCE</b> from the information provided within the Hywel Dda University Health Board (HDdUHB) Community Nursing Services Annual Report 2021/22.</p>	

PODCC (23)37	<b>WITHYBUSH HOSPITAL MEDICAL STAFF UPDATE REPORT</b>	
	<p><i>Mr Andrew Carruthers and Mr John Evans joined the Committee meeting.</i></p> <p>The Committee received the Withybush Hospital Medical Staff update report which outlined the background and context for concerns raised by the senior medical team which were discussed with the Chief Executive Officer (CEO), the Medical Director (MD) and the Hywel Dda University Health Board Chair. As a result of discussions, five workstreams were agreed to address the concerns raised:</p> <ol style="list-style-type: none"> <li>1 Enhanced presence and visibility of operational teams, Executive Directors and Chair and Vice Chair at WGH, with a focus on building relationships and trust;</li> <li>2 Explore potential for a series of clinical meetings focussed on both recovery and development of the new strategy, bringing together clinicians across sites;</li> <li>3 Review of operational structures to enhance effectiveness, visibility and connectedness on sites;</li> <li>4 Development of a wider long term Organisational Development (OD) programme to support cross organisation service delivery models;</li> </ol>	



	<p>5 Consideration of OD support to the above intervention.</p> <p>Mr Carruthers confirmed that progress had been made, acknowledging service fragility and the ongoing process of changing working practices, together with the need for greater engagement to provide solutions and resolutions.</p> <p>In terms of OD support and development Prof. Gammon enquired to what extent does medical education work with and receive support from OD learning and development, noting particularly the multi-professional educational plan that is in place and noting the potential for support from various departments. Mr Evans responded that through the Medical Leaders Forum (MLF), the Aspiring Medical Leaders programme and with discussions through the OD interventional work and other development groups, outcomes and findings are collated and fed into the Grand Round Medical Education and Learning, a forum which is consistently well attended by doctors where areas of concern are addressed and appropriate training is provided. Ms Glanville added that the link between the OD function is integrated and monthly meetings are bringing together colleagues from people development and medical education so as to identify and avoid duplication and discuss people development in the Grand Rounds forum. Ms Glanville will be meeting with Mr Mark Henwood, Deputy Medical Director, Acute Services, to further discuss and promote medical education people development and working together to develop opportunities for closer involvement.</p> <p>Mr Evans confirmed that the timeline was evolving in terms of progress and being able to demonstrate achievements; current post-COVID-19 concerns are being addressed. The Transforming Clinical Services (TCS) route to 2029 is being discussed which provides for a good, clinically supported and clinically led engagement process for change. Mr Carruthers added that the Clinical Services Plan, which was discussed at the Board meeting in March 2023, provides the framework to encourage and maintain individuals and stakeholders in discussions over the next year and longer term. Further emphasising that concerns and anxieties should be shared and addressed in a multi-disciplinary and multi-professional forum across all sites and areas will engage simultaneously.</p> <p><i>Mr Carruthers and Mr Evans left the Committee meeting.</i></p>	
	<p>The People, Organisational Development and Culture Committee <b>RECEIVE ASSURANCE</b> on the actions taken and the progress to date in order to address the concerns raised by senior doctors at Worthybush Hospital.</p>	
<p><b>PODCC</b> <b>(23)38</b></p>	<p><b>PLANNING OBJECTIVES UPDATE REPORT</b></p> <p>The Committee received the Planning Objectives (PO) update report.</p> <p>Mrs Rayani highlighted that PO 21: <i>To embed and sustain a family liaison service in appropriate inpatient and clinical settings</i>, is currently behind schedule, however, discussions with estates colleagues are taking place with regarding to office utilisation and it was noted that new</p>	

	<p>digital systems that have been brought on-line are taking time for housekeeping to complete.</p> <p>It was noted also that PO11: <i>Arts in Health programme</i> is behind, mainly due to there being only one Full-Time Equivalent (FTE) member of staff in the team. Despite this, the programme has progressed at pace. A recruitment exercise has been undertaken to provide administrative support. It was noted that the impact on patients has been very positive. The Arts in Health Charter is out for consultation.</p> <p>Regarding PO 3G: <i>Welsh Language and Culture Discovery</i> process, which shows as being ahead, this is now behind schedule. The discovery work has been completed; however, the action plan is currently being developed.</p> <p>Prof. Gammon commented that the work associated with POs should be acknowledged adding that the POs drive the Committee to manage the challenges presented, which is key. Those involved are to be commended for their input.</p>	AH-M
	<p>The People, Organisational Development and Culture Committee <b>RECEIVED ASSURANCE</b> on progress of the 2022/23 Planning Objectives to date and <b>NOTED</b> the draft 2023/24 Planning Objectives, including the expected alignment to the Committee.</p>	

PODCC (23)39	<b>MONITORING OF WELSH HEALTH CIRCULARS (WHCs)</b>	
	There were no Welsh Health Circulars aligned for this meeting.	

PODCC (23)40	<b>PERFORMANCE ASSURANCE AND WORKFORCE METRICS (PLANNING OBJECTIVE PO1A)</b>	
	<p>The Committee received the Performance Assurance and Workforce Metrics report.</p> <p>Ms Michelle James stated that the reports provide assurance against delivery on the new targets as at 28 February 2023, highlighting that staff engagement has increased to 16%, sickness has reduced compared to the same period last year and there has been a steady increase in training which has achieved its target of 85.1%.</p> <p>In response to a query from Mrs Patel, Ms James confirmed that the nurse stabilisation programme had commenced in Glangwili Hospital, which demonstrated an increase in agency spend, however, the figures presented to this meeting were for the entire Health Board and it was acknowledged that workforce difficulties continue to be experienced.</p> <p>Prof. Gammon highlighted the positive trend in sickness absence and commented on the extremely helpful presentation format which is very clear and straightforward. In response to a query from Ms Raynsford, Mrs Wilson undertook to establish whether the same format is used in other committees and agreed to raise this matter at the Committee Chairs' meeting.</p>	JW

	Mrs Gostling emphasised that the statistics and the presentation format demonstrates the progress made, albeit by small steps and trends are clearly evidencing the differences made.	
	The People, Organisational Development and Culture Committee <b>RECEIVED ASSURANCE</b> of performance in key areas of the Workforce and Organisational Development agenda.	
<b>PODCC (23)41</b>	<b>WELSH LANGUAGE AND CULTURE DISCOVERY REPORT</b>	
	The Welsh Language and Culture Discovery Report is deferred to the June 2023 meeting.	
<b>PODCC (23)42</b>	<b>CORPORATE RISKS ALLOCATED TO PODCC</b>	
	<p>The Committee received the Corporate Risks Allocated to PODCC report.</p> <p>Mrs Wilson stated that there were several workforce risks on the risk register and highlighted one significant workforce risk, Risk 1406: <i>Risk of insufficient skilled workforce to deliver services outlined in Annual Plan 22/23 and deliver UHB strategic vision by 2030</i> that is being monitored and managed appropriately. Mrs Gostling confirmed that Ms Tracy Walmsley, Head of Strategic Workforce Planning and Transformation, is leading on the review of this particular risk as part of the workforce planning being undertaken for each of the staff groups in the service. The review is taking longer than anticipated as it is incorporating all operational and corporate workforce risks. This risk will be reviewed at each PODCC meeting.</p>	<b>CSO</b>
	<p>The People, Organisational Development and Culture Committee <b>RECEIVED ASSURANCE</b> that:</p> <ul style="list-style-type: none"> <li>• All identified controls are in place and working effectively.</li> <li>• All planned actions will be implemented within stated timescales and will reduce the risk further and/or mitigate the impact if the risk materialises.</li> </ul>	
<b>PODCC (23)43</b>	<b>OPERATIONAL RISKS ALLOCATED TO PODCC</b>	
	There were no operational risks for consideration for this meeting.	
<b>PODCC (23)44</b>	<b>RESEARCH AND INNOVATION SUB-COMMITTEE ANNUAL REPORT 2022/23</b>	
	<p>The Committee received the Research and Innovation Sub-Committee report 2022/23.</p> <p>Ms Sally Hore presented a series of papers from the Research and Innovation Sub-Committee including the Annual Report which details activities over the year and highlights risks and key issues of concern which include:</p> <ul style="list-style-type: none"> <li>• Research leadership activities: Although there has been success in providing dedicated time for specialist research, the next phase is to move forward with job plans to support those individuals in terms of their long-term research portfolios. A detailed plan will be put place.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Bronglais Hospital facilities: This risk has been decreased. A tentative date for completion of work of 2 May 2023 has been set for the new Clinical Research facility.</li> <li>• Withybush Hospital facilities: This risk has been increased as space for a research facility has not yet been confirmed.</li> <li>• Biobank: Decommissioning is in progress.</li> </ul> <p>With regard to the research element within consultants' job descriptions, this is a current action for Mrs Gostling to follow up with Prof. Kloer as detailed on the Table of Actions (see PODCC(23)29 above).</p> <p>Mrs Rayani commented that the nursing midwifery Research and Development (R&amp;D) framework had been developed to drive more nursing and midwifery research. There are nurses and midwives who are involved in research, however, they do not have dedicated or protected time for this, unless they are a dedicated research nurse. Mrs Rayani undertook to ensure that Ms Sharon Daniel, Assistant Director of Nursing, connects with Ms Hore to discuss and update the Nursing and Midwifery Research and Development Framework to ensure a joined-up and complementary approach. To ensure the work is recognised, a paper will be prepared for a future PODCC meeting.</p> <p>Ms Hore informed the Committee's that the research team lead, a nurse at Bronglais Hospital, has been successful for a research time award. with a focus around stroke and stroke rehabilitation.</p>	MR  CSO
	The People, Organisational Development and Culture Committee <b>ENDORSED</b> the Research and Innovation Sub-Committee Annual Report for 2022/23.	

PODCC (23)45	<b>RESEARCH AND INNOVATION SUB-COMMITTEE UPDATE REPORT (INCLUDING UNIVERSITY PARTNERSHIPS)</b>	
	<p>The Committee received the Research and Innovation Sub-Committee update report.</p> <p>Ms Hore advised the Committee that the university partnerships tend to focus on Research and Innovation (R&amp;I) grants which are captured in workstreams; there has been a request for additional data with regard to transforming some of the wider grants, information for which will be submitted to this Committee in the R&amp;I Sub-Committee update reports.</p> <p>In response to a query from Ms Heather Hinkin, regarding information governance in terms of the information held by HDdUHB workforce and the universities, Ms Hore advised that the information captured references those in honorary positions or those who work closely with the universities. There is currently no central database, this is currently work in progress and Ms Hore undertook to pursue discussions with Mr Leighton Phillips and Ms Hinkin. Prof. Gammon advised caution with any exchange of information for which agreement from all parties is required.</p>	SH/HH

	The People, Organisational Development and Culture Committee <b>RECEIVE ASSURANCE</b> from the Research and Innovation Sub-Committee Update Report.	
PODCC (23)46	<b>RESEARCH AND INNOVATION SUB-COMMITTEE TERMS OF REFERENCE</b>	
	<p>The Committee received the Research and Innovation Sub-Committee (R&amp;ISC) ToRs which were incorporated in the Research and Innovation Sub-Committee update report.</p> <p>Ms Hore advised that the Terms of Reference have been reviewed:</p> <ul style="list-style-type: none"> <li>• Individuals' role titles have been updated.</li> <li>• The Research, Quality Assurance and Quality Management Group and the Research Sponsorship Group have combined into the Research Quality and Sponsorship Group to provide for a more streamlined approach.</li> </ul> <p>Prof. Gammon enquired whether there was a Nursing Research Sub-Group and if there was, whether a relationship should be identified in the R&amp;I Sub-Group Terms of Reference to reflect associated research and research opportunities. Prof. Gammon further enquired whether the new Strategic People Planning and Education Group (SPPEG) should also be referred to in the R&amp;I Sub-Group Terms of Reference to enable clear vision and reporting of all grants received by HDdUHB for research, education, innovation, practice development, ie, any grants received that are not necessarily traditional clinical trial grants. Ms Hore thanked Prof. Gammon for his queries and undertook to follow up in discussion with colleagues and report to the next PODCC.</p>	SH
	The People, Organisational Development and Culture Committee <b>APPROVED</b> the Research and Innovation Sub-Group Terms of Reference under the caveat that they may be further revised, subject to outcomes of further discussions to include references to a Nursing Research Sub-Group and the Strategic People Planning and Education Group.	
PODCC (23)47	<b>CORPORATE AND EMPLOYMENT POLICIES</b>	
	<p>The Committee received the Corporate and Employment Policies report.</p> <p>Ms Hinkin stated that there were no policies requiring PODCC approval in view of the Staff Partnership Forum taking place on 4 April 2023. However, there are three local policies and one all-Wales policy requiring extension and some policies that have been retired being replaced by guidelines as identified in the report.</p> <p>In response to a query from Mrs Rayani as to whether Writing Employee Employment References has become protocol or guidance, Ms Hinkin responded that the document provides key points to think about, information governance requirements and timescale information; a reference template has now been provided to encourage provision of factual and accurate information.</p>	

	<p>The People, Organisational Development and Culture Committee:</p> <p><b>RECEIVE ASSURANCE</b> that documents have been reviewed in line with policy 190: <i>Written Control Documentation (WCD) Policy</i>.</p> <p><b>ENDORSED</b> the extension of the following policies in accordance with the dates outlined:</p> <ul style="list-style-type: none"> <li>• Supporting transgender staff (to 30.6.23)</li> <li>• Volunteers(to 30.6.23)</li> <li>• Preceptorship policy for newly qualified nurses and midwives (to 30.6.23)</li> <li>• All-Wales: Social Media (31.3.24)</li> </ul> <p><b>NOTED</b> the following documents for information:</p> <ul style="list-style-type: none"> <li>• Guidelines on referring employees to the occupational health service</li> <li>• Guidance – personal relationships at work</li> <li>• Key points to consider when providing an employment reference/template for providing factual references</li> </ul> <p><b>NOTED</b> that the following policies are retired:</p> <p>334 – personal relationships at work</p> <p>336 – referral of employees to the oh service</p> <p>284 - providing employment references</p> <p>291 - personnel employee records management</p> <p>748 - general data protection employees policy - workforce related employee data</p>	
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<b>PODCC (23)48</b>	<b>EMPLOYEE RELATIONS ACTIVITY REPORT</b>	
	<p>The People, Organisational Development and Culture Committee received the Employee Relations Activity report which provided an overview of employee relations activity as at 31 December 2022 including an update around the casework of the workforce team, an update on policy scope retrospectively and for the future and progress to date and, as requested by the Board, enhanced information on suspensions, restrictions of practice and employment tribunal claims. It was noted that overall cases were high, however, cases are being progressed, with an action plan in place including robust checklists to enable cases to be resolved quickly.</p> <p>Prof. Gammon was pleased to note that a robust checklist was in place to keep casework on track which provided the Committee with assurance.</p> <p>Mrs Gostling confirmed that a detailed report would be provided to In-Committee PODCC.</p>	



	The People, Organisational Development and Culture Committee <b>NOTED</b> the content of the Employee Relations Activity report.	
PODCC (23)49	<b>OUTCOME OF ADVISORY APPOINTMENTS COMMITTEE</b>	
	<p>The People, Organisational Development and Culture Committee received the Advisory Appointment Committee (AAC) Report providing an update on the outcome of the AACs held between 8 February to 16 March 2023, and approved the following appointments on behalf of the Board:</p> <ul style="list-style-type: none"> <li>• Dr Tom Rhodri Wynne was appointed to the post of Consultant in Psychiatrist in Low Secure Unit and Forensic Mental Health Team based at Cwm Seren Low Secure Unit. Due to commence in post during May 2023.</li> <li>• Dr Scott O'Rourke was appointed to the post of Consultant in Respiratory Medicine with special interest in Sleep Studies based at Prince Philip Hospital. Due to commence in post during June 2023 pending CCT completion.</li> <li>• Dr Nia Morris was appointed to the post of Consultant Psychiatrist in S-CAMHS based at Withybush General Hospital. Commencement date to be confirmed.</li> </ul>	
	The People, Organisational Development and Culture Committee <b>APPROVED</b> on behalf of the Board the outcome of the AACs held between 8 February to 16 March 2023	
PODCC (23)50	<b>PODCC WORKPLAN</b>	
	The Committee <b>NOTED</b> the PODCC workplan for 2023/24 which would be updated to include the new PO's.	
PODCC (23)51	<b>MATTERS FOR ESCALATION TO BOARD</b>	
	There are no matters to escalate to the Board.	
PODCC (23)52	<b>DATE AND TIME OF NEXT MEETING</b>	
	9.30 am, Monday, 19 June 2023	