

TABLE OF ACTIONS

PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE (PODCC) MEETING HELD ON 17 AUGUST 2023

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PODCC(23)70	Welsh Language Annual Report To take on board comments from the meeting and amend the annual report where possible, ahead of submission to Welsh Government in September.	AHM/EW	Sept 2023	Complete: Report has been amended and submitted to PODCC for information with the October meeting papers.
PODCC(23)89	Operational Risks Assigned to People, Organisational Development & Culture Committee (PODCC) To review whether the risk severity rating of 3, for pre-employment check (in particular staff beginning work in the health board before all extra checks are completed) is correct, or should be a higher score of 5.	LG	Oct 2023	Complete: On the agenda to be reviewed and reported further at the October PODCC meeting.
PODCC(23)89	Operational Risks Assigned to People, Organisational Development & Culture Committee (PODCC) To arrange a further review of risks actions (marked as to be completed by the end of June), and bring an update to the December PODCC meeting.	LG	Dec 2023	Complete: On the agenda for the October PODCC meeting.
PODCC(23)89	Operational Risks Assigned to People, Organisational Development & Culture Committee (PODCC) To look into whether other health boards employ staff to begin work before all checks are completed.	LG	Oct 2023	Complete: In all but one HB, risk assessments are undertaken on a case by case basis.
PODCC(23)91	Staff Story: Staff Retention – Why I Stayed To investigate ways of capturing positive stories of staff working within the health board.	CD	Oct 2023	Complete: Discussed at Nurse Retention Group
PODCC(23)91	Staff Story: Staff Retention – Why I Stayed To forward look bringing a draft proposal for an event to showcase positive stories of staff working in all areas of the health board.	CD	2023	Complete: Meeting taken place and proposal being developed for Spring 2024

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PODCC(23)95	Bilingual Skills Policy Compliance To confirm the dates of Welsh language courses for medical records staff, once arranged.	AHM	Oct 2023	Complete: A short course for entry level Welsh language staff has been arranged for start of January. There is also an opportunity for other staff, who may have greater level of Welsh skills, to join the confidence building course that runs throughout the year.
PODCC(23)97	Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR) To forward look bringing a report to a future PODCC meeting focussing on <i>'Disciplinary cases (All Wales and Upholding Professional Standards Wales): There is an increase in formal disciplinary cases. There remains a concerning trend in terms of the increasing number of complaints of sexual harassment/assault and inappropriate behaviour under investigation'</i> .	MJ/HH CSO	2023	Complete: This will be on the agenda for the April 2024 PODCC meeting. It has been added to the work plan.
PODCC(23)97	Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR) To draft a report on issues with apprenticeship programmes but also celebrating success, to a future PODCC meeting	AG	2023	Complete: A deep dive report is planned to be submitted for the December 2023 PODCC meeting.
PODCC(23)97	Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR) To produce a report on the notion of silent quitting and submit to the December PODCC meeting.	LG	Dec 2023	Complete: On the agenda for the December PODCC meeting
PODCC(23)97	Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR) To look further into what the SPC data format can be used for and discuss with the Informatics Team.	LG	Oct 2023	Complete: SPC chart added for sickness absence in this report – others to be altered for next reporting period
PODCC(23)99	Research and Innovation Sub-Committee update To bring an update on university partnerships to the October PODCC meeting.	LP	Oct 2023	Complete: On the agenda for the October PODCC meeting.
PODCC(23)99	Research and Innovation Sub-Committee update	LP/PK/AL	Oct 2023	Complete:

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	To further discuss difficulties in obtaining funding for primary/community care and non-clinical research.			This is addressed within the report submitted to the October PODCC meeting.

LG: Lisa Gostling	AL: Anna Lewis	PK: Phillip Kloer	LP: Leighton Phillips
CD: Christine Davies	MJ: Michelle James	HH: Heather Hinkin	EW: Enfys Williams
AHM: Alwena Hughes-Moakes			CSO: Committee Services Officer