People, Organisational Development & Culture Committee (PODCC)

Tue 10 October 2023, 09:30 - 12:30

Ystwyth Boardroom/MS Teams

Agenda

09:30 - 10:00
30 min

1. GOVERNANCE

1.1. Apologies for Absence

Chair

1.2. Declarations of Interest

All

1.3. Minutes and Matters Arising from the meeting held on 17 August 2023

Chair

📄 1.3 Unapproved PODCC minutes 17 August 2023 Final.pdf (13 pages)

1.4. Table of Actions from the meeting held on 17 August 2023

Chair

📄 1.4 PODCC 17 August 2023 Table of Actions Updated.pdf (3 pages)

1.5. Sub-Committee Terms of Reference: Strategic People Planning and Education Group

Amanda Glanville

There are no Welsh Health Circulars aligned to PODCC for this meeting

📄 1.5 SBAR SPPEG ToR PODCC Oct 23.pdf (3 pages)
📄 1.5 Appendix 1 - SPPEG TORs V3.pdf (8 pages)

1.6. Corporate Risks Assigned to People, Organisational Development & Culture Committee (PODCC), including Deep Dive: Evaluation of Workforce Risks

Lisa Gostling

📄 1.6 PODCC Corporate Risk Report - October 2023 FINAL.pdf (7 pages)
📄 1.6 Appendix 2 PODCC Corporate Risk Register Oct 2023.pdf (14 pages)
📄 1.6b Evaluation of Workforce Risks SBAR 10 Oct 23.pdf (13 pages)
📄 1.6b Appendix 1 - Workforce planning report HDUHB (FINAL).pdf (38 pages)
📄 1.6b Appendix 2 - NHS_Workforce_data_briefing_English_Webvrs.pdf (42 pages)

10:00 - 10:30
30 min

2. PEOPLE

2.1. Staff Story: Apprenticeships within Hywel Dda University Health Board

Video Presentation   *Amanda Glanville*

2.2. Evaluation of Making A Difference Customer Care Programme

Amanda Glanville

📄 2.2 SBAR Evaluation of Making a Difference PODCC Oct 2023.pdf (3 pages)
📄 2.2 Appendix 1 - MaD Evaluation Report for 2022-23 - July 2023.pdf (26 pages)

2.3. Training Accommodation Update

Amanda Glanville

📄 2.3 SBAR Training Accommodation Update.pdf (12 pages)
📄 2.3 Appendix 1 - B2 Risk Assessment - workforce training accommodation June 2023.pdf (6 pages)

2.4. GP Trainees Update

Dr Sion James

📄 2.4 GP Registrar Retention Report PODCC Oct 23.pdf (3 pages)
📄 2.4 Appendix 1 - GP Registrar Retention Report PODCC.pdf (1 pages)

10:30 - 11:00
30 min

3. PLANNING

3.1. Delivery Against Planning Objectives Aligned to PODCC (Planning Objectives Update)

Lisa Gostling

📄 3.1 PODDC Planning Objective Update Report SBAR October 2023 v1.pdf (4 pages)
📄 3.1 Annex 1 - Planning Objective Highlight Reports PODCC October 2023.pdf (5 pages)

3.1.1. 1b: Career Progression

Amanda Glanville

📄 3.1.1 Career Progression SBAR - PODCC October 2023 FINAL.pdf (13 pages)

3.1.2. 8d: Welsh Language and Culture

Alwena Hughes-Moakes

📄 3.1.2 Planning Objective 8d Welsh Language and Culture Hydref 2023.pdf (4 pages)

3.2. Workforce Planning – All Wales Workforce Plans and Alignment to Local Approaches

Tracy Walmsley

📄 3.2 SBAR - Workforce Planning (AW & Approach) Final 2909.pdf (7 pages)

11:00 - 11:10
10 min

4. BREAK

11:10 - 11:30
20 min

5. PERFORMANCE

5.1. Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR)

Michelle James

📄 5.1 IPAR SBARv2 PODCC Oct 23.pdf (4 pages)
📄 5.1 Appendix 1 - Strategic Objectives 1Av2.pdf (11 pages)
📄 5.1 Appendix 2 - Sickness SPC.pdf (2 pages)

5.2. HEIW Quality Assurance Visit – Revalidation and Appraisal

Carly Hill

📄 5.2 SBAR Revalidation Quality Review 2023.pdf (4 pages)
📄 5.2 Appendix 1 - Revalidation Review Report - Hywel Dda FINAL 2023.pdf (9 pages)

11:30 - 11:55
25 min

6. SUB-COMMITTEE UPDATE REPORTS

6.1. Research and Development Framework

Sally Hore

📄 6.1 Research and Development Framework Sept 2023.pdf (5 pages)
📄 6.1 Appendix 1 - NHS R&D Framework – assessment template.pdf (8 pages)

6.2. Research and Innovation Sub-Committee Update

Sally Hore

📄 6.2 PODCC RI Sub Committee Report October 2023.pdf (10 pages)

6.3. University Partnerships Update

Sally Hore

📄 6.3 PODCC University Partnerships Update SBAR Oct 2023.pdf (8 pages)

11:55 - 12:15
20 min

7. FOR APPROVAL

7.1. Policies for Approval

Heather Hinkin

📄 7.1 SBAR Policies for Approval PODCC- October 2023 V2.pdf (6 pages)
📄 7.1a Appendix 1 - 124 - Retirement Policy.v10 - Draft amendments v1.pdf (8 pages)
📄 7.1b Appendix 1 - 126 - Work Life Balance Flexible Working Policy.v6.pdf (31 pages)
📄 7.1c Appendix 1 - 131-Flexi-TimePolicy - V5 Draft 3.pdf (4 pages)
📄 7.1c Appendix 2 - 131 Flexi Time - EqIA Screening Template.pdf (6 pages)
📄 7.1d Appendix 1 - 299 Uniform Dress Code Policy Aug 2023.pdf (9 pages)
📄 7.1d Appendix 2 - 299 EqIA - Dress Code and Uniform Policy 1 8 23.pdf (5 pages)
📄 7.1e Appendix 1 - 447 Staff Immunisation Screening Policy.pdf (20 pages)
📄 7.1e Appendix 2 - 447 - EqIA revised.pdf (5 pages)
📄 7.1f Appendix 1 - 1179 - Developing New Clinical Roles Policy.pdf (8 pages)
📄 7.1f Appendix 2 - 1179 EqIA Screening Template - Developing new roles policy.pdf (7 pages)

12:15 - 12:15
0 min

8. FOR INFORMATION

8.1. Welsh Language Annual Report 2022-23

📄 8.1 Welsh Language Annual Report 2022- 2023 - updated.pdf (22 pages)

8.2. PODCC Workplan 2023/24

📄 8.2 PODCC Work Programme 2023-24 v11.pdf (6 pages)

12:15 - 12:25
10 min

9. MATTERS AND RISKS FOR ESCALATION TO BOARD

12:25 - 12:30
5 min

10. ANY OTHER BUSINESS

12:30 - 12:30
0 min

11. DATE OF NEXT MEETING: Monday 11 December 2023

11.1. Date of Future Meeting

Thursday, 15 February 2023