People, Organisational Development and Culture Committee (PODCC)

Mon 11 December 2023, 09:30 - 12:30

Ystwyth Boardroom/MS Teams

Agenda

09:30 - 09:45
15 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 10 October 2023

Chair

📄 1.3 Unapproved PODCC minutes 10 October 2023 Final.pdf (16 pages)

1.4. Table of Actions from the meeting held on 10 October 2023

Chair

📄 1.4 PODCC 10 October 2023 Table of Actions Updated.pdf (1 pages)

1.5. Revised Annual Report and Self-Assessment Process for 2023/24

Charlotte Wilmshurst

📄 1.5 PODCC SA Process and Timelines 23 24.pdf (4 pages)

09:45 - 10:25
40 min

2. PEOPLE

2.1. Staff Story: tbc

2.2. Workforce Plan

Tracy Walmsley

📄 2.2 PODCC Workforce Plan December 2023 TW3.pdf (6 pages)
📄 2.2 Appendix 1 - Workforce Plan - Risk.pdf (9 pages)
📄 2.2 Appendix 2 - Workforce Plan - Health Visiting doc.pdf (8 pages)
📄 2.2 Appendix 3 - Workforce Plan - DRAFT Operational 12-Month Workforce Plan Template.pdf (4 pages)
📄 2.2 Appendix 4 - Workforce Plan - Alignment National and Local Workforce Plans.pdf (3 pages)
📄 2.2 Appendix 5 - Workforce Plan - Development of a Maturity Matrix.pdf (1 pages)

2.3. GP Trainees Update

Dr Sion James

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

10:25 - 10:40
15 min

3. CULTURE

3.1. BAME Advisory Group Update (including Anti-Racism Wales Action Plan)

Anna Bird

📄 3.1 SBAR PODCC BAME Advisory Group and ArWAP update December 2023.pdf (9 pages)

10:40 - 10:50
10 min

4. BREAK

10:50 - 11:15
25 min

5. PLANNING

5.1. Delivery against Planning Objectives aligned to PODCC (Planning Objectives Update): Deep Dive:

5.1.1. PO 5b: Research and Innovation

Sally Hore

📄 5.1.1 Planning Objective 5b R&I Deep Dive Report.pdf (5 pages)

11:15 - 11:30
15 min

6. PERFORMANCE

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

Michelle James

📄 6.1 SBAR IPAR - PODCC Dec 23.pdf (4 pages)
📄 6.1 Appendix 1 - Strategic Objectives 1Av3.pdf (11 pages)
📄 6.1 Appendix 2 - Sickness SPC.pdf (2 pages)

11:30 - 11:50
20 min

7. SUB-COMMITTEE UPDATE REPORTS

7.1. Research and Innovation Sub-Committee Update

Sally Hore

📄 7.1 PODCC RI Sub Committee Report December 2023.pdf (10 pages)
📄 7.1 Appendix 1 - Letter from WG & HCRW.pdf (4 pages)

7.2. Strategic People Planning and Education Group (SPPEG) Update

Amanda Glanville

Verbal Update

11:50 - 12:15
25 min

8. FOR APPROVAL

8.1. Policies for Approval

Heather Hinkin

📄 8.1 PODCC SBAR revised policies - Dec 23 - V4.pdf (8 pages)
📄 8.1a 129 -Medical dental time off Policy FOR PODCC 27.11.2023..pdf (8 pages)
📄 8.1a 129 - Equality Impact Assessment.pdf (6 pages)
📄 8.1b 311-DomesticAbuseWorkplacePolicy-FOR APPROVAL.pdf (22 pages)
📄 8.1b 311 - Equality Impact Assessment signed.pdf (7 pages)
📄 8.1c 313 - Study Leave Policy for Medical and Dental Staff Updated.pdf (9 pages)
📄 8.1c 313 - Equality Impact Assessment.pdf (7 pages)
📄 8.1d 333 - Bilingual Skills Policy - for approval.pdf (11 pages)
📄 8.1d 333 - Equality Impact Assessment approved.pdf (7 pages)
📄 8.1e 511 - CarersPolicy v2 - for approval.pdf (13 pages)
📄 8.1e 511 - Equality Impact Assessment not approved.pdf (6 pages)
📄 8.1f 935 - Ethical Employment policy for approval.pdf (14 pages)
📄 8.1f 935 - Equality Impact Assessment approved.pdf (8 pages)
📄 8.1g - AW FLEXIBLE WORKING POLICY v0.5 FINAL.pdf (21 pages)
📄 8.1g - Flexible Working Policy (NHS Wales) EQIA v3.pdf (15 pages)
📄 8.1h - Policy Review Quarterly Schedule.pdf (1 pages)

8.2. Contractual and Legislative Changes

Heather Hinkin

📄 8.2 PODCC SBAR - contractual and legislative changes - Dec 23 - V2.pdf (8 pages)

8.3. Outcome of the Advisory Appointments Committee

Michelle James

📄 8.3 SBAR AAC PODCC Nov 23.pdf (4 pages)

12:15 - 12:15
0 min

9. FOR INFORMATION

PODCC Workplan 2023/24

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

12:15 - 12:25
10 min

10. MATTERS AND RISKS FOR ESCALATION TO BOARD

12:25 - 12:30
5 min

11. ANY OTHER BUSINESS

12:30 - 12:30
0 min

12. DATE OF NEXT MEETING: Thursday 15 February 2024

12.1. Date of Future Meetings

Thursday, 11 April 2024   Thursday, 17 October 2024
Thursday, 13 June 2024   Monday, 16 December 2024
Tuesday, 20 August 2024   Tuesday, 18 February 2025