

TABLE OF ACTIONS

People, Organisational Development & Culture Committee (PODCC) meeting held on 20.10.2022

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PODCC(22)100	(22)74: Prof. Gammon had commented on feedback from the self-assessment outcome and the need to improve appropriate representation across professional groups. Mrs Joanne Wilson confirmed that work on the PODCC Self Assessment Action Plan was underway; Ms Anna Lewis, who had helped design the first form, would be assisting. An update would be provided at the next meeting.	JW	15 Dec 2022	A review of the Committee self-assessment process is underway. A revised process will be put in place for the new financial year.
PODCC(22)101	PODCC(22)78 It was agreed that the NWSSP team would be asked to provide an update on the number of trainee GPs retained and at what stage they were in their training, for the next meeting.	JP	15 Dec 2022	The Health Board has contacted NWSSP to request this information, however to date this has not been provided.
	PODCC(22)85 It was agreed that the Anti Racist Wales Action Plan would be forward planned for the next PODCC agenda.	LG/MM	15 Dec 2022	Complete
	PODCC(22)86 Performance Assurance and Workforce Metrics: The plan was a work in progress; it was expected to be available in February 2023 and would be forward planned for that meeting.	MM	15 Dec 2022	Complete
PODCC(22)102	<ul style="list-style-type: none"> In response to Mrs Raynsford's request for assurance 	AG	15 Dec 2022	Verbal update to be

	<p>that training on mental health would be implemented for the entire Health Board staff, Mrs Gostling proposed that the training become part of the Planning Objective in terms of employee relations and how the different approach was managed. Mrs Gostling requested agreement that progress on mental health training be included in future updates for the Planning Objective so that Members received assurances about what was being done and the timescales for the implementation of changes. The Committee agreed to Mrs Gostling's proposal.</p>			provided at the meeting.
PODCC(22)103	<ul style="list-style-type: none"> Observing that Ms Owen has developed a robust action plan in relation to this area, Prof. Gammon suggested that it would be extremely helpful to understand the relevant actions and timescales involved. Mrs Gostling reported that the leadership team within Workforce & Organisational Development team would now look at all the recommendations. The next step would be to identify which would be undertaken and when, as Prof. Gammon had requested. The team would move on with that work, rather than waiting for the all-Wales initiative, which was welcomed as a positive development. 	MJ	15 Dec 2022	The Workforce & Organisational Development leadership team are currently in the process of reviewing the recommendations made within the Recruitment Deep Dive Discovery Report an implementation plan will be developed by March 2023 to deliver an agreed roll out schedule.
PODCC(22)105	<p>Mrs Hardisty suggested that Planning Objective 2A (page 5) may need to be reviewed sooner than planned because there is some concern around whether the Regional Integrated Fund (RIF) will survive in its current format, which might impact on that Planning Objective. An audit of the RIF is expected, which is also likely to impact on the Planning Objective. It was agreed that Mrs Hardisty and Mrs Gostling would discuss this item in more detail outside of the meeting.</p>	LG/JH	15 Dec 2022	Complete, a meeting has now taken place.

	<p>Prof. Gammon requested clarification regarding Planning Objective 2L, noting the statement that a retention plan is being developed and will be completed in June 2022 and is on track and querying whether this recorded correctly. In response, Mrs Gostling advised that the Task and Finish Group had been established and meetings to review the turnover rates of staff groups had taken place. The Group continued to implement different approaches to staff retention. Mrs Gostling noted that, whilst it would be challenging to be completely on track in relation to recruitment and retention, this should be tested. Prof. Gammon suggested that the question needing to be asked was whether the Planning Objective had been achieved. If it had become routine business then it had become embedded in the organisation. It was agreed that this would be considered by the Workforce & Organisational Development team.</p>	CD	15 Dec 2022	The objective requires that a plan for retention was developed and in place by June 2022. This recognises that the implementation of the actions in that plan will follow subsequently during the course of the year and beyond. Actions identified in the work plan are currently on track and being delivered according to the timelines identified.
PODCC(22)107	<p>Mrs Wilson advised that she welcomed the proposal to establish SPPEG; however the terms of reference were not in the required format. It was agreed that the terms of reference would be approved through Chair's Actions. Mrs Wilson, Mrs Glanville and Mrs Walmsley would review the terms of reference outside the meeting.</p>	JW/ AG/ TW	15 Dec 2022	The SPPEG terms of reference have been reviewed with governance advice provided.
PODCC(22)109	<p>Reports on Glangwili and Wthybush Hospitals provided to the Audit and Risk Committee (ARAC) very recently had given a very different picture in relation to staff sickness, which was part of its Action Plan. Whilst ARAC had received reasonable assurance, Mrs Hardisty was concerned that it appeared that at two main sites there were higher levels of sickness than across all-Wales, which did not show up in the report to PODCC. There was a need to reconcile the information. Ms James undertook</p>	MJ	15 Dec 2022	Meeting sickness rates for the 4 unscheduled care sites have been provided in this months' report as an appendix giving a more detailed picture of absence throughout the Health Board.

	to examine how the report could be developed and cross reference with the more extensive report that came to PODCC's last meeting. Ms James advised that detailed reports by Directorate were drawn up but they were not currently presented to PODCC.			
PODCC(22)110	£25,000 is required to facilitate this work and if provided the risk would be removed or mitigated. Dr Phillips confirmed that the risk could be closed. Mrs Wilson explained that expenditure decisions could not be made by Committee because these were assurance committees; however, it could go to the Executive Team for a decision.	PK	15 Dec 2022	A solution is being worked on by Executives; a further update will be brought to the Sub Committee's next meeting.

LG - Lisa Gostling

JP – Jill Paterson

AHM - Alwena Hughes-Moakes

HS - Helen Sullivan

AG - Amanda Glanville

HH - Heather Hinkin

SO - Sally Owen

JW – Jo Wilson

CD – Claire Davies

MJ – Michelle James

PK – Phil Kloer

TW – Tracy Walmsley

MM – Marya Marriott – Committee Services Officer