

## TABLE OF ACTIONS

### PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE (PODCC) MEETING HELD ON 3 APRIL 2023

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
<b>PODCC(23)04</b>	<p>To provide an update on where GP trainees were working.</p> <p><b>3.4.23:</b> To pursue and provide information for GP trainees over the last four years in advance of the next meeting, identifying those trainees who have remained in the area.</p> <p>To request that Shared Services provide regular update reports on the names and location of GP trainees</p>	JP	June 2023	<p>Brought forward</p> <p>JP awaiting update.</p> <p>Information usually received from Shared Services regarding individuals joining the Performers list only, as opposed to which Practice they are attached to. JP has asked Sion James to clarify.</p>
<b>PODCC(23)09</b>	<p>To include specific reference to the Integrated Education Plan Health Board's job descriptions for consultants</p> <p><b>3.4.23:</b> To align with the Planning Objective (PO) requirement to review all job descriptions; working with Ms Amanda Glanville and the recruitment team.</p>	LG/PK	8 June 2023	Complete: A sentence, as agreed by LG/PK, has been added to all Consultant adverts.
<b>PODCC(23)30</b>	<p><b>Terms of Reference</b></p> <p>To discuss with Ms Alison Shakeshaft, Director of Therapies and Health Sciences, attendance at future PODCC meetings.</p>	JW	April 2023	Complete.
<b>PODCC(23)30</b>	To update the Terms of Reference to include the Director of Therapies and Health Sciences in the 'In Attendance' section.	JW/ CSO	April 2023	Complete.
<b>PODCC(23)30</b>	To incorporate the new Planning Objectives in the Terms of Reference.	CSO	April 2023	Complete.
<b>PODCC(23)32</b>	<b>PODCC Draft Annual Report 2022/23</b>	JW/	May 2023	Complete.

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	To amend the report to Board regarding the Welsh Language and Culture Discovery Report (page 9) to reflect that this has not yet been submitted to Board but is progressing.	CSO		
<b>PODCC(23)33</b>	<b>Staff Story: Managing Performance and PADR Update Report</b> To further discuss promotion of the staff story podcast on the Health Board's intranet site, including the use of key words for messaging (eg, safe employer, motivated, inspired).	LG/AH-M	April 2023	Complete.
<b>PODCC(23)34</b>	<b>GP Physicians Associate Report</b> To pursue a discussion with Ms Jill Paterson regarding extending the GP PA programme further into secondary care and the wider remit for these roles.	LG/JP	June 2023	Complete : Tracy Walmsley and Rhian Bond met on 18 May 2023. There are opportunities for collaboration. The Medical Workforce Planning Group will plan and progress work following further discussion with Phil Kloer, Mark Henwood and Sion James which will tie into discussion on "stretching" current funding to maximise return on investment in partnership with the Primary Care Team.  The Terms of Reference for the Medical Workforce Planning Group and the draft SBAR are being developed.
<b>PODCC(23)34</b>	To include GP PA on the Workplan for a future meeting as a 'Staff Story'.	CSO	April 2023	Complete.
<b>PODCC(23)35</b>	<b>Band 4 Training for Therapies Practitioners</b> Mrs Glanville undertook to convey Mrs Patel's and the PODCC's congratulations to those who have been	AG	May 2023	Complete.

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	successful on the Band 4 Therapies Assistant Practitioner programme.			
<b>PODCC(23)36</b>	<b>Community Nursing Annual Report</b> To discuss further the development of training and education requirements and opportunities aligned to services in primary, secondary and community care, acknowledging the associated cost implications.	JP/LG	June 2023	Complete : A meeting with all Head of Community nursing will take place on 15 June /2023 to discuss.
<b>PODCC(23)38</b>	<b>Planning Objectives (PO) Update Report</b> To update PO 3G: Welsh Language and Culture Discovery, to reflect the current 'behind' status and that the action plan is currently being developed.	AH-M	April 2023	Complete: The report will be presented to Committee in June.
<b>PODCC(23)40</b>	<b>Performance Assurance and Workforce Metrics</b> To raise at the next Committee Chairs' meeting whether the same presentation format used for PODCC's Performance Assurance and Workforce Metrics (PO 1A), is used for other committees.	JW	18 May 2023	Complete: Raised at the Committee Chairs' meeting on 18 May 2023 and shared for information to demonstrate format and presentation. Committee Chairs agreed for the present time to retain the dashboards that have been developed.
<b>PODCC(23)42</b>	<b>Corporate Risks Allocated to PODCC</b> To ensure that 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> is included in the workplan to ensure it is reviewed at each PODCC meeting.	CSO	May 2023	Complete: Agenda item for June 2023 meeting.
<b>PODCC(23)44</b>	<b>Research and Innovation Sub-Committee Annual Report</b> To ensure that Ms Sharon Daniel, Assistant Director of Nursing, connects with Ms Sally Hore, Head of Research and Development, to discuss and update the	MR	June 2023	Complete: SH has met with SD and will present the Research and Development Framework in June SNMT for discussion.

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	research and development framework, following which, a paper will be prepared for a future PODCC meeting.			
<b>PODCC(23)44</b>	To ensure Research and Development Framework: Update is included in the workplan.	CSO	May 2023	Complete. Research and Development Framework: Update added to PODCC workplan for PODCC meeting on 17 August 2023
<b>PODCC(23)45</b>	<b>Research and Innovation Sub-Committee Update Report (inc University Partnerships)</b> To pursue discussions with Mr Leighton Phillips and Ms Heather Hinkin regarding information governance in relation to data held for honorary positions or those who work closely with the universities.	SH/HH	June 2023	Complete: Meeting arranged for 12 May 2023 to discuss and plan a way forward.
<b>PODCC(23)46</b>	<b>Research and Innovation Sub-Committee Terms of Reference</b> To discuss with colleagues amendments to the Research and Innovation Sub-Group Terms of Reference so as to include references to a Nursing Research Sub-Group (if there is one) and the Strategic People Planning and Education Group (SPPEG) and report to the next PODCC.	SH	June 2023	Complete: Research and Innovation Sub-Committee Terms of Reference revised and updated. Available for information if required.

LG: Lisa Gostling	JP: Jill Paterson	JW: Joanne Wilson	PK: Phil Kloer
AH-M: Alwena Hughes-Moakes	MR: Mandy Rayani	SH: Sally Hore	HH: Heather Hinkin
CSO: Committee Services Officer			