

TABLE OF ACTIONS
PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE (PODCC) MEETING HELD ON 13 JUNE 2024

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PODCC(24)29	Workforce Efficiency (Agency costings): <ul style="list-style-type: none"> To examine the triangulation between clinical outcomes and reduction of agency and Bank staff, and report back to Committee. 	JS SD	13.06.24 20.08.24	In Progress.
PODCC(24)50	Self-Assessment of Committee Effectiveness: <ul style="list-style-type: none"> To bring an update on action deadlines to the August PODCC meeting (can any be brought forward?). 	JW	20.08.24	Complete: Updated timescales are attached in the action plan below. An update will be provided to the August PODCC meeting this will be based on outputs from the July 2 nd Board Development Day.
PODCC(24)52	Staff Experience Story and Armed Forces Annual Report: <ul style="list-style-type: none"> To discuss whether a report on low intake of public health screening services with veterans should be submitted to the Quality, Safety and Experience Committee (QSEC) 	JW/AL	20.08.24	Complete
PODCC(24)60	Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR): <ul style="list-style-type: none"> To find out what work is being undertaken to review methods of capturing the voices of individuals, in terms of staff engagement, and feed back to the Committee. 	LG	20.08.24	Complete: There are currently a range of processes that will sit alongside the Speak Up platform and themes from these are reviewed by the teams to enable learning from staff experiences: <ul style="list-style-type: none"> Local Cultural Assessment Surveys Exit Interviews Monthly Board Outcomes Survey Discovery processes, two

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				<p>previously Staff Wellbeing and Retention, currently one live on Patient Discharge experiences</p> <ul style="list-style-type: none"> • Culture Conversations with ODRMs and staff • Partnership Forum arrangements Health Board wide and at County level, also regular weekly dialogue sessions between members of Workforce and OD and Staff Side Chairs • A range of Staff networks underpinning the Equality, Diversity and Inclusion agenda • Chair's Commendation awards • Hywel's Applause Annual Awards for staff
<p>PODCC(24)61</p>	<p>Research and Innovation Sub-Committee (R&ISC) Update Report:</p> <ul style="list-style-type: none"> • To find out whether notification has been received from Health Care Research Wales (HCRW) on how much funding will be received (the R&ISC report stated that funding will be reduced but did not specify how much), and feed back to the Committee. 	<p>CH</p>	<p>20.08.24</p>	<p>Complete: Response shared with Committee by email on 25.06.24.</p>
<p>PODCC(24)62</p>	<p>Research and Innovation University Partnership Update Report:</p> <ul style="list-style-type: none"> • To find out when the Health Board is due the next Welsh Government review on its university status, and feed back to the Committee. 	<p>CH</p>	<p>20.08.24</p>	<p>Complete: Response shared with Committee by email on 25.06.24.</p>
<p>PODCC(24)64</p>	<p>Outcome of the Advisory Appointments Committee (AAC):</p> <ul style="list-style-type: none"> • To review whether other health boards have experienced 	<p>LG</p>	<p>20.08.24</p>	<p>Complete: No issues have been raised by other health boards.</p>

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	issues of AAC appointees requesting a lengthy start date, or of people applying without the necessary qualifications.			

Leads:

SD: Sharon Daniel	JW: Jo Wilson	AL: Anna Lewis	LG: Lisa Gostling
CH: Carly Hill			

PODCC Committee Self-Assessment Updated Action Plan

ACTION	BY WHOM	BY WHEN	STATUS	PROGRESS
Consider how emerging, significant or cross-committee issues/matters are managed to reduce duplication, eg, does one committee take the lead with other Committees providing support on specific aspects, or do specific committees receive assurances relating to their committee remit on the issue/matter.	Director of Corporate Governance	Jul-24	Completed	It was agreed at Committee Chairs that matters would be owned by one Committee to reduce duplication.
Review Committee TORs to ensure Committees stay focussed on what their purpose and operational responsibilities, and that would inform the membership of the Committee. This will dependent upon changes to the governance and reporting framework following the commencement in post of the new Chair.	Director of Corporate Governance	Mar-25 Aug-24	Completed	To be presented to August 2024 PODCC meeting
Ensuring that staff members are invited to present their own story to the Committee	Director of Workforce and OD	Jun-24	Completed	This is in place from June 2024
Include a regular update from Trade Unions on the workplan/ agenda for each meeting	Director of Workforce and OD	Jun-24	Completed	This is in place from June 2024
Consider development of a Committee Behaviours Framework for PODCC to be considered in 12 months time	Director of Workforce and OD	Jun-25	In progress	At this point, it has been agreed not to roll out Behaviours framework to other Committees at present. Further discussion will take at Board Seminar in August 2024
Remind all Members of the importance of being present in the meeting.	Director of Workforce and OD (HB Staff) & Director of	Jun-24	Completed	

	Corporate Governance (Board Members)			
Review the Equality Impact section on the SBARs and consider how this can be incorporated in the new report template (when developed) and how it links to Integrated Impact Assessment. This will dependent upon changes to the governance and reporting framework following the commencement in post of the new Chair.	Director of Corporate Governance	Mar-25 Jan-25	In progress	This was delayed due to start of new Chair in May 2024. Feedback from the 2023/24 Self-Assessment process will be presented to the Board Seminar in August and this will inform the development of the future reporting template. Work has just started to look at the development of an Integrated Assessment Tool which will include equality.