

TABLE OF ACTIONS

People, Organisational Development & Culture Committee (PODCC) meeting held on 04/04/2022

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
PODCC(22)25	<p>Table of Actions from the Previous Meeting held 13th December 2021</p> <ul style="list-style-type: none"> Workforce Plan Update Position - To provide further information to Mr Winston Weir with regard to the Year 1 cost reduction. <p>It was previously agreed that Task and Finish Groups, with financial representation, are currently being formed and finances will be finalised shortly. Information will be shared with Mr Weir.</p>	LG	6 th June 2022	Completed The information has been provided.
	<p><i>PODCC(22)17 Corporate and Employment Policies - to discuss with Ms Anna Bird whether the concerns in regard to the lack of a consistent approach to arranging interpretation and translation support within Primary Care services for migrants, refugees and asylum seekers had been addressed within the Policy, and to provide the outcome to Mrs Judith Hardisty</i></p> <ul style="list-style-type: none"> For a final version of the policy reflecting the changes noted to be shared for approval via Chair's Action. For the policy to be approved via Chair's Action. 		<p>LG</p> <p>JG/CSO</p>	<p>6th June 2022</p> <p>6th June 2022</p>
PODCC(22)26	<p>Self-Assessment of Committee Effectiveness - process</p> <ul style="list-style-type: none"> Timelines and process for Self-Assessment to be clarified. 	CSO	8 th April 2022	Self-Assessment Questionnaires were emailed to Members for completion on 11 th April 2022. Only four

				responses were received.
PODCC(22)29	<p>Performance, Appraisal & Development Review (PADR)</p> <ul style="list-style-type: none"> • Professor Phil Kloer to present a report to PODCC addressing job planning, revalidation and appraisals for consultants. 	PK	6 th June 2022	Completed Job Planning has been included as an agenda item for the PODCC meeting on 20 th June 2022.
	<ul style="list-style-type: none"> • To provide further information resulting from National discussions around measures to improve the accuracy of data being entered into the ESR system. 	CD	6 th June 2022	Completed HDUHB will be the first pilot in Wales to have PADR form contained within the system which will be more interactive, more user-friendly and use drop downs. It will also pre-populate dates. Pilot due to go live in mid-September.
	<ul style="list-style-type: none"> • To obtain a breakdown of the data within the report, to identify age, gender, disability and ethnic background to use as a comparator over time 	CD/AT	6 th June 2022	Work is underway to retrieve this data and it will then be incorporated into future performance dashboards presented to PODCC.
PODCC(22)31	<p>Workforce Plan incorporating Health Education and Improvement Wales (HEIW) Commissioning plan</p> <ul style="list-style-type: none"> • To obtain access to the National Primary Care Workforce Tool for the Workforce Planning team. 	TW/LG	6 th June 2022	Completed Access at National Level is not permitted, however data can be obtained via Primary Care. Negotiations are taking place regarding possible expansion of the use of the tool to other contractors. Colleagues are reviewing how we can engage with the data we have and align it.

PODCC(22)32	Welsh Language Strategy <ul style="list-style-type: none"> To provide timelines for the proposed Welsh Language and Culture Discovery process. 	AHm	6th June 2022	Completed – Remit of the process and outline plan to be provided to the Committee at its meeting in June 2022. Timeline circulated to Members.
	<ul style="list-style-type: none"> To provide a breakdown of the Welsh speaking population of HDdUHB by ward. 	AHm	6th June 2022	Completed Emailed to Members 8 th June 2022
	<ul style="list-style-type: none"> To invite Ms Annmarie Thomas and Ms Christine Davies to partake in the Welsh Language and Culture Discovery Process. 	AHm	6 th June 2022	Once the Welsh Language and Culture Discovery process commences Ms Annmarie Thomas and Ms Christine Davies will be invited to participate, however this is still in the initial stages.
PODCC(22)33	Performance Assurance & Workforce Metrics <ul style="list-style-type: none"> To clarify the data contained within the <i>Career Framework- Percentage with requisite level of health related qualification</i>, with particular reference to the areas showing as 0%, and provide an update to Members in June 2022. 	AG/AT	6th June 2022	Completed A breakdown has been provided on page 5 of Appendix 1, attached to the Workforce Metrics report.
	<ul style="list-style-type: none"> To provide a report to the Committee around Workforce Efficiency specifically in relation to the challenges of agency pay. 	AT	6th June 2022	Completed Workforce Efficiency to be an agenda item at the PODCC meeting to be held on 20 th June 2022.
PODCC(22)35	Research & Innovation Sub Committee report <ul style="list-style-type: none"> To seek clarification and advice regarding how we effectively manage University Partnerships in relation to the R&ISC. 	PK	6th June 2022	

	<ul style="list-style-type: none"> To promote research facilities and leadership opportunities as part of the recruitment process for medical staff. 	LG/PK	6th June 2022	To be progressed in June 2022 with future recruitment.
PODCC(22)36	<p>Outcome of Advisory Appointments Committee</p> <ul style="list-style-type: none"> To provide background information relating to the reasons for the withdrawal of AAC candidates from the recruitment process 	AT	6th June 2022	A report will be provided to PODCC at the meeting on 18 th August 2022. This has been included within the PODCC Workplan.

AB – Anna Bird

AT – Annmarie Thomas

CD – Christine Davies

LG – Lisa Gostling

MR – Mandy Rayani

PK – Philip Kloer

SM – Steve Morgan

YB – Yvonne Burson