

TABLE OF ACTIONS

STRATEGIC PEOPLE PLANNING AND EDUCATION GROUP (SPEGG) MEETING HELD ON 29 JULY 2025

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS
Actions Carried Over				
March 25 1.4.3	Review of the Strategic People Planning and Education Group and Terms of Reference (TOR) AG to meet with JS and AC to review membership of the ToR for non-clinical services.	AG/JS/AC	1-Feb-25 11-June-25	Meetings have been held with the new operational structure leads and it was agreed that further conversations would happen once the new care group structure had been agreed. Gareth Cottrell invited to future meetings in the interim
March 25 1.4.4	Review of the Strategic People Planning and Education Group and Terms of Reference (TOR) A review to be carried out of the organisational relationship between SPPEG and existing committees/groups to avoid duplication and encourage added value and for this to be reflected in the ToR	AG	1-Feb-25 11-June-25	On hold - Changes in existing structures has meant that this needs to be paused due to changes being made to committees and groups.
March 25 1.5.1	Further work needed to streamline the Workplan, recognising the need to streamline agendas.	AG/TW	11-June-25	On hold
March 25 2.2.3	Workforce Planning to support Healthcare Science with workforce redesign	JA/TW	May-2025	In progress
1.5 Risk Approach				
1.5.1	Any comments related to the paper be sent to IJ.	All	12 August 24	
2.1 Digital Update – Digital Skills Development Pathways				
2.1.1	A follow-up paper be brought back to SPPEG outlining implementation plans and timelines once the baseline assessment and monitoring mechanisms are in place,	AT	tbc	
2.7 Support Worker Induction Programme Review				
2.7.1	RB to explore with SHo the sharing of resources with University Partners	RB/ SHo	29 August 25	
2.7.2	LT and JCW to meet for further discussion around the implementation of the programme particularly around the Registered Nursing Associate (RNA)	LT/JCW	29 August 25	

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2.7.3	LT to meet with JS, JB and JA outside of the meeting to discuss the paper in more depth.	LT/JS/JA/JB	29 August 25	
2.7.4	LT to follow up outside the meeting with JCW and BL to explore bespoke content for specific specialties and ensure inclusion of Band 3 and 4 roles in public health and related areas.	LT/JCW LT/BL	29 August 25	
3.1 Higher Awards Update				
3.1.1	TW and ST to meet to discuss paper in more detail	TW/ ST	29 August 25	
3.1.2	JS and TW to explore funding allocations and workforce planning for Estates and Facilities	JS/TW	29 August 25	
3.1.3	ST and SH to look at developing an engagement plan for Primary Care re Higher Awards	ST/SH	29 August 25	
3.2 Annex 21: A Streamlined Process				
3.2.1	JS and SPE to meet to discuss relationship between Annex 21 and CEGG	JS/SPE	29 August 25	
3.3 All Wales Career Framework Update				
3.3.1	CS to seek clarification if the AWCF aligned with the Advanced Enhanced Consultant Practice Framework and report back to JS	CS	29 August 25	
3.4 Statutory & Mandatory Training Organisational Compliance Update				
3.4.1	GC to flag as an alerted item to the IQFPD forum	GC	29 August 25	
3.4.2	IJ to liaise with GC and JS to identify the appropriate forums for circulation of mandatory training compliance data and provide details to SPE	IJ	29 August 25	
3.4.3	TW to raise as an alerted to the PODCC	TW	29 August 25	
7.1 Any Other Business				
7.1.1	Primary care Academy will be presenting 2 papers at a future meeting.	SH/WM	TBC	

JG: John Gammon	EJ: Elfyn Jones	MS: Mark Smith	SH: Samantha Hughes
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AG: Amanda Glanville	HT: Helen Thomas	ME: Mia Evans	SD: Simon Day
AC: Andrew Carruthers	IJ: Indeg Jones	MR: Martin Riley	ST: Scott Thomas
AGa: Anand Ganesan	JS: James Severs	RW: Rachel Williams	TW: Tracy Walmsley
BL: Bethan Lewis	JL: Jessica Lucitt	RB: Ruth Bowman	WM: William Mackintosh
CR: Catherine Rees	JCW: Janice Cole Williams	RK: Richard Kelly	GC: Gareth Cottrell
CS: Claire Steel	LG: Lisa Gostling	RG: Robert Green	SPE – Shayne Phillips-Edwards
CT: Christopher Tooze	LT: Liz Tooby	SC: Siobhan Cox	JA – Jonathan Arthur
JB – Jo Bradburn	SHo – Sally Hore	AT – Anthony Tracey	

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