

<b>Enw'r Pwyllgor / Name of Committee</b>	People, Organisational Development & Culture Committee (PODCC)
<b>Cadeirydd y Pwyllgor/ Chair of Committee:</b>	Mrs Chantal Patel, Independent Member
<b>Cyfnod Adrodd/ Reporting Period:</b>	Meeting held on 17 August 2023
<b>Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:</b>	
<p><b>Operational Risks Assigned to People, Organisational Development &amp; Culture Committee (PODCC)</b></p> <p>A risk was added as a new risk to the Datix register relating to recruitment pre-employment checks. There is currently no assurance that standardised risk assessments are being completed and risks are being recorded and reviewed prior to appointment.</p> <p>It was noted that new staff could begin work within the Health Board before employment checks had been completed, however they would receive additional supervision. However, this is an uncommon event.</p> <p>It was noted that in terms of agency staff, it is the responsibility of the agency to conduct DBS checks for their staff.</p> <p>There was concern over the risk rating score of 3 for staff without pre-employment checks. It would be reviewed whether the risk severity rating of 3 is sufficient or should be increased to 5.</p> <p>It was highlighted that the report stated actions being put in place against risks were due to be completed by June 2023, with a review taking place on 31 May 2023. Assurance that the review had taken place was requested. A further review of risks actions would now be arranged, and an update brought to the December 2023 PODCC meeting.</p> <p><b>Staff Story: Staff Retention - Why I Stayed</b></p> <p>A Nurse Retention Group was established and given a target to deliver a 1% reduction in turnover in nursing staff during 2022-23. In June 2023 a reduction of 1.83% was achieved.</p> <p>At a recent Nurse Retention Group meeting several nursing colleagues contributed positively to feedback on working within the Health Board.</p> <p>A video was shared with the Committee focussing on a member of staff nearing retirement who shared her positive experience of working within the Health Board over many years and why she continued to work rather than retire at an earlier age.</p> <p>It was suggested to look at ways, such as events, to showcase positive staff stories.</p>	

### **Counter Fraud Annual Report 2022/23: Compliance with Mandatory Training**

An action had been raised by the Audit and Risk Assurance Committee to discuss compliance with counter fraud mandatory training eLearning (particularly among certain staff groups) at PODCC.

The NHS Wales Fraud Awareness eLearning module is provided to all staff, via the Electronic Staff Record (ESR). The module has a 3-year renewal requirement.

Collectively, Hywel Dda Health Board (HDdUHB) compliance is 80.33% and, despite this being less than the benchmark of 85%, the percentage has increased by 2.41% since 30 April 2023.

It was highlighted that with such a large number of mandatory training, many staff members simply click through the training as a 'tick box' exercise without really engaging.

The Counter Fraud Team had received an increase in referrals and felt that this was an indication that more staff are aware of counter fraud. It was also commented that it was evident from the recent counter fraud report that there is an increase in the number of fraud cases that are being investigated.

The Training Team has been working on ways to assist more staff to access ESR, as some non-desk based staff have experienced problems accessing the system.

### **Black, Asian and Minority Ethnic (BAME) Advisory Group Update and Terms of Reference**

Updated Terms of Reference (ToR) for the BAME Advisory Group were presented to the Committee for annual approval. The Committee approved the ToR.

### **Bilingual Skills Policy Compliance**

It was clarified that the Welsh Language Team is in the process of identifying appropriate dates for medical records staff to attend Welsh language courses, but it will be before February 2024.

The team had attempted to run Welsh language courses on a number of occasions, but the low sign-up meant it was not effective to run, and the course is deferred.

It was asked whether any patient feedback on the levels of Welsh provided within the Health Board was being collated. The Health Board did not collate that information internally; however, the Welsh Language Commission undertakes 'cold calls' to switchboards to monitor customer experience.

### **TriTech Business Plan**

A report was presented outlining the current performance against the 12 Key Performance Indicators (KPIs) (key targets that Tritech should achieve and could be monitored against) contained within the agreed TriTech Institute five-year Business Plan.

There was feedback that the way the information is presented within the report makes it difficult to read. The report will be reviewed in light of this.

It was confirmed that all complaints relating to a project are added to Datix and logged appropriately.

### **Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR)**

The Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR) was introduced to members. The report provides assurance on delivery against national delivery framework targets.

It was requested that some of the information contained within the report could be presented as SPQ charts at a future meeting.

### **Strategic Equality Plan Annual Report (Including Workforce Equality & Pay Gap Reports)**

The Public Sector Equality Duty (PSED) Wales requires that the Health Board produces an annual report by 31 March each year for the preceding year which details the progress made against the Health Board's Strategic Equality Plan (SEP) and objectives. This is the final year of the current round of SEP objectives.

Further work is to be undertaken to improve the understanding of what the data tells the Health Board and therefore influencing future actions.

### **Research and Innovation Sub-Committee Update Report**

The Research and Innovation Sub-Committee has not met since the last PODCC meeting therefore the purpose of this report is to provide an update on Research & Development (R&D), TriTech & Innovation, and University Partnership activities as well as Governance, and the financial position.

There was a query around why management and organisational research are not given the same emphasis as operational research, and whether there were any plans to look into this further. It was clarified that the balance of portfolio reflects the funding, which is primarily to undertake clinical research. It was added that there was more freedom within TriTech and innovation, providing sufficient funding can be obtained. A further discussion would take place on the difficulties in obtaining funding for primary care and non-clinical research.

### **Research and Development Framework Update**

Health and Care Research Wales (HCRW) has launched a new Research and Development Framework which will be used as a self-assessment tool to facilitate discussions at their Annual Review.

This will be an assessment of HDdUHB's current position and relevant activities undertaken this year against the 10 pillars within the NHS R&D Framework and includes a section where the Health Board has been asked to outline future plans to support its implementation. While this activity will be led by the Director of Research, Innovation and Value Based Health Care, the findings may have implications for the wider Health Board.

A self-assessment form will be submitted to the Research & Innovation Sub-Committee before being presented to PODCC.

## **Policies and Strategic Equality Report**

The Committee took assurance that documents listed have been reviewed in line with WCD Policy 190.

It was explained that the All-Wales policies will no longer be reviewed annually, they will continue in place until a change is required. Changes will be based on lessons learned or deep dives.

The following documents were approved for publication:

- 042 Starting Salaries/Incremental Credit
- 107 Volunteers
- 350 Transgender

The following policies were approved for extension to 31 October 2023:

- Preceptorship Policy for Newly Qualified Nurses and Midwives
- Management of Nursing/Midwifery Medication Errors and Near Misses
- Immunisation
- Eagle Strategy
- Study Leave Policy for Medical & Dental Staff Policy
- Domestic Abuse
- Retirement
- Work Life Balance (WLB) Flexible Working
- Uniform & Dress Code
- Flexi Time

The Committee was informed that the Preceptorship Policy for Newly Qualified Nurses and Midwives, had received detailed guidance from Welsh Government and may require a further extension beyond October 2023. The management of Nursing/ Midwifery Medication Errors and Near Misses policy was also ongoing and may require a further extension beyond October 2023.

The proposal to remove all review dates in the Health Board's All-Wales policies and in future receive a quarterly schedule of All-Wales Policies to their current position, was **not approved**.

## **Outcome of Advisory Appointments Committee**

The Committee received the Advisory Appointment Committee (AAC) Report providing an update on the outcome of the AACs held between 17 March and 24 May 2023.

The following appointments were made at recent AAC meetings, and require PODCC's approval on behalf of the Board:

- Dr Alia Bashir to the post of Consultant in Obstetrics and Gynaecology

## **Materion y mae angen Ystyriaeth neu Gymeradwyaeth Lefel y Bwrdd are u cyfer / Matters Requiring Board Level Consideration or Approval:**

- To note the progress made on the Strategic Equality Plan Annual Report.

## **Risgiau Allweddol a Materion Pryder /Key Risks and Issues/ Matters of Concern:**

- Update required at the next Committee regarding recruitment pre employment checks

**Busnes Cynlluniedig y Pwyllgor ar gyfer y Cyfnod Adrodd Nesaf /  
Planned Committee Business for the Next Reporting Period:**

**Adrodd yn y Dyfodol / Future Reporting:**

In addition to the items scheduled to be reviewed as part of the Committee's work programme, progress on identified actions will be followed up.

**Dyddiad y Cyfarfod Nesaf / Date of Next Meeting:**

10 October 2023