

Enw'r Pwyllgor / Name of Committee	People, Organisational Development & Culture Committee (PODCC)
Cadeirydd y Pwyllgor/ Chair of Committee:	Mrs Chantal Patel, Independent Member
Cyfnod Adrodd/ Reporting Period:	Meeting held on 15 February 2023
Y Penderfyniadau a'r Materion a Ystyriodd y Pwyllgor / Key Decisions and Matters Considered by the Committee:	
<p>Staff Story: Lifelong Learning Fund (LLF) – The Committee received a video in which staff described how they had used their LLF grants and the benefits they had felt. Funding for this initiative had been provided by the Health Board Charities. Expenditure to the value of circa £16k had been authorised for the current year, a further £4k was available; 187 applications had been approved. As a result of the initiative, the Health Board has been shortlisted for a Chartered Institute of Personnel & Development (CIPD) award. The Committee noted the staff story and the progress made with the developments to support staff wellbeing.</p> <p>Workforce Plan Report - The report's purpose: to provide the Committee with assurance on progress against the 2022/2023 plan and assurance that the planning approach to the Workforce Plan for 2023-2024 takes account of critical future challenges.</p> <p>The following risks were highlighted:</p> <ul style="list-style-type: none"> • Confirmation of funding for overseas nurses recruitment pipeline. • Commissioning and what the Health Board can expect from Health Education & Improvement Wales (HEIW): the commissioning numbers have increased for 2023. Based on previous trends, there is an assumption that there will be 100 graduate nurses – it is hoped that the trend of at least 50% of places for nursing courses being filled will continue. • Retirement and changes to the pension scheme: 220 nurses are eligible for retirement in 2023; the number of potential retirees has been factored into planning. It was noted that staff might choose to stay in post if the proposed changes to pensions went ahead in October 2023. <p>The challenges for each professional group will be analysed and addressed through a detailed Workforce Plan. The medical effectiveness programme including overseas staff and stabilising the workforce is under discussion. The implications of the shift to the community care directed by Ministers are also being examined. The Committee received assurance on progress against the 2022/2023 Annual Workforce Plan and received assurance on the planning approach taken for the 2023/24 Annual Workforce Plan. Subject to the inclusion of medical and dental staff in the Group's responsibilities, the Committee approved the Strategic People Planning and Education Group (SPPEG) Terms of Reference.</p> <p>Integrated Education Plan – Planning Objective 2D - The Committee received the Integrated Education Plan 2023-2026 - the first of its kind in Wales. Simulation-based education will be used to achieve the plan; due to the pace of development in simulation, a three year timescale will be put in place. It is anticipated that simulation will be valuable across a wide range of staff training. The Health Board has</p>	

successfully partnered with Swansea University and has been awarded funding of more than £895k by the Higher Education Funding Council for Wales (HEFCW). It has been agreed that the Health Board's job descriptions for consultants will include specific reference to the Integrated Education Plan. An operational plan will be designed collaboratively with Swansea University and HEIW which will be monitored by SPPEG. The Steering Group will be led by Swansea University and the Simulation Group will be overseen by SPPEG. The Committee received assurance on the current position regarding the progress of Planning Objective 2D and approved the Interprofessional Education Plan.

Equitable Access - A report was presented to provide a base from which to understand how the Health Board trains and supports staff development and how staff feel about their learning journeys. It was agreed that Equitable Access and staff development opportunities would be promoted through the Personal Appraisal and Development (PADR) process. A group will be established to consider equitable access in terms of data collection, removal of barriers to access and the regularisation of access to funding in greater detail. The Committee received assurance on the current position regarding progress of the Planning Objectives aligned to PODCC and specifically Planning Objective 1F. The Committee noted progress so far, as highlighted in the report and noted current and future actions, highlighted in the action plan.

Carers Update Report - The report provided an update on progress against Planning Objective 2A. The planning objective is linked to Workforce and Organisational Development (WOD) and Strategic Partnership leads; the work is delivered across the whole organization through the Carers Strategy Group. The report reflected the four priority areas within the regional and national strategy, which have been used to inform Health Board action planning. That summary showed that overall in the UK the number of unpaid carers has reduced. However, the Health Board's data showed that the number of unpaid carers providing higher levels of care had increased.

It was reported that, linked to Priority 3, a joint bid to the Shared Prosperity Fund is being submitted with Carmarthenshire Local Authority to support a Care 24 package – a social care training programme which will incorporate the all Wales induction framework. If the bid is successful, it will provide further evidence of the Health Board's progress in relation to Priority 3. The Committee received assurance on the progress which has been made to implement Board Planning Objective 2A and improve the experience and support available to unpaid carers.

Delivery against Planning Objectives Aligned to PODCC (Overarching Update)

- The Director of Workforce and Organisational Development advised that progress against two planning objectives were behind schedule:

- a. PO1I: To embed and sustain a family liaison service in appropriate inpatient and clinical settings from April 2022
- b. PO2I: By February 2023, develop an integrated Occupational Health & Staff psychological wellbeing offer with a single point of contact which supports staff to remain in work, offers support when absent and provides alternative opportunities when health impacts on an individual's ability to be in role.

Progress with all other POs was on schedule. The Committee received assurance on the current position in regard to the progress of the Planning Objectives aligned to PODCC.

Succession Planning and Development Update Report (Planning Objective 2J)

- It was reported that the newly created Leadership Engagement with Awesome People (LEAP) programme was launched in January 2023. The first cohort will start in April 2023; shortlisting for places was scheduled for 16 February 2023. Members noted that the LEAP programme is focussed on leadership delivery rather than the skills and styles. The Director of Nursing, Quality and Patient Experience is leading a group that is considering the areas where there could be synergy. The Assistant Director of Organisational Development will act as a link to ensure that the work of the programmes is aligned and not duplicated. The Health Board had been shortlisted as a finalist for the Reverse Mentoring Programme with the CIPD; the results were due to be announced on 1 March 2023. The Committee received assurance on the progress with Planning Objective 2J relating to the Succession Planning and Development.

Performance Assurance & Workforce Metrics (Integrated Performance Assurance Reports) (Planning Objective 1A)

- Significant work has been undertaken to achieve the right balance of information in the report and the report was highly praised by members of the Committee. The lost capacity due to staff retiring and returning to work on fewer hours had been taken into account in workforce planning. The Committee noted the content of the report as assurance of performance in key areas of the Workforce and OD agenda

Research & Innovation Sub-Committee Report - The Committee received and noted the Research & Innovation Sub-Committee Report. The Clinical Director advised that the team is intending to close the Biobank; however, assurance was provided that there will be no loss of service as other Biobanks are available within Wales. For assurance, it was agreed that future Research & Innovation Sub-Committee reports would include more information about partnership work and income generation.

Black, Asian and Minority Ethnic (BAME) Advisory Group Annual Update Report

- An update was provided which included progress around the Bullying and Harassment action plan developed to respond to staff concerns. The Advisory Group's membership will be reviewed to include representation from other areas of the Health Board.

Workforce Policies - Due to industrial action, the policies had not been approved for onward formal sign off by the Staff Partnership Forum (SPF); the policies were approved subject to review by the SPF at its next meeting on 28 February 2023. The Committee Received assurance that the policies submitted for approval had been reviewed in line with the Written Control Documentation (WCD) Policy (policy number 190) and approved the following documents for publication subject to approval by the Staff Partnership Forum:

Revised policies/procedures with W&OD Policy leads:

- 283 - Alcohol and Drugs/Substance Misuse Policy (Appendices 1)
- 948 - DBS Policy (Appendix 2)
 - DBS Referrals Procedure (Appendix 3)
 - DBS – Checks Procedure (Appendix 4)
- 1098 - Employer Pension Contributions – Alternative Policy – (Appendix 5)
- 315 - Flexible Deployment of Staff Procedure and EQIA - (Appendices 6 and 6a)
- 464 – Industrial Injury Claim Procedure (Appendices 7, 7a and 7b)
- 124 - Retirement Policy (Appendix 8)
- 436 - Rostering Policy, and EqIA - (Appendices 9 and 9a)

- 340 - Staff Psychological Wellbeing Policy and EQIA (Appendices 10 and 10a)

Revised policies led by colleagues outside W&OD:

- 246 - Managing Allegations Against Staff Policy (Appendix11)

Noted for Information:

- Annexe 21 Guidelines
- Guidance on Alcohol & Drugs/Substance Misuse
- Overtime Authorisation Flowchart

Approved the removal of the following policies:

- Information to Payroll
- Annual Leave
- Use of Overtime

Contractual and Legislative Changes Update - The Committee noted the Contractual and Legislative Changes Report relating to the period 17 October 2022 to 3 February 2023.

Outcome of Advisory Appointments Committee - The Committee received the Advisory Appointments Committee (AAC) Report which provided an update on the outcome of the AACs held between 22 November 2022 to 8 February 2023, and approved the following appointments on behalf of the Board:

- Dr Anna Pisarczyk-Bathini was appointed to the post of Consultant in Anaesthetics with an interest in Obstetric Anaesthesia based at Glangwili General Hospital. Due to commence in post on 6 February 2023.
- Dr Kalaiselvi Jeyasingh was appointed to the post of Consultant in General Paediatrics based at Glangwili General Hospital. Due to commence in post during April 2023.
- Dr Sara Williams was appointed to the post of Consultant in Radiology with an interest in Women's Imaging based at Bronlais General Hospital. Due to commence in post during May 2023.
- Dr Rory Macnair was appointed to the post of Consultant in Musculoskeletal Radiology based at Prince Philip Hospital. Due to commence in post during May 2023.

It was noted that the significant task of developing a recruitment website (Working for You) had been completed.

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

None

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

None

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:

3 April 2023