

**CYFARFOD BWRDD IECHYD PRIFYSGOLN
ANEURIN BEVAN/ANEURIN BEVAN UNIVERSITY
HEALTH BOARD MEETING**

**MINUTES OF THE PEOPLE AND CULTURE
COMMITTEE MEETING**

DATE OF MEETING	Tuesday 13 th June 2023
VENUE	Microsoft Teams

PRESENT	Louise Wright- Independent Member, Committee Chair Paul Deneen- Independent Member Dafydd Vaughan- Independent Member Helen Sweetland- Independent Member
IN ATTENDANCE	Sarah Simmonds- Director of Workforce & Organisational Development (OD) Rani Dash- Director of Corporate Governance Geraint Scott- Head of the Welsh language Unit Kathryn Bourne- Strategic Lead Medical & Dental Workforce & Job Evaluation Peter Brown- Assistant Director of Workforce and OD Non Ellis- Equality Diversity and Inclusion Specialist Cathy Brooks- Head of Workforce Planning Shelley Williams- Assistant Director of Workforce Julie Chapelle- Assistant Workforce Director
APOLOGIES	Stephen Edwards- Deputy Medical Director

PCC 1306/1	Preliminary Matters
PCC 1306/1.1	Welcome and Introductions The Chair welcomed everyone to the meeting.
PCC 1306/1.2	Apologies for Absence Apologies for absence were noted.
PCC 1306/1.3	Declarations of Interest There were no declarations of interest raised to record.
PCC 1306/1.4	Minutes of the previous meeting The minutes of the meeting held on the 12 th of January 2023 were agreed as a true and accurate record.



<p>PCC 1306/1.5</p>	<p>Committee Action Log- June 2023</p> <p>The Committee received the action log. Members were content with progress made in relation to completed actions and against any outstanding actions.</p>
<p>PCC 1306/2</p>	<p>Items for Discussion</p>
<p>PCC 1306/2.1</p>	<p>Committee Risk Report, May 2023, including Plans to address gaps in Workforce Assurance</p> <p>Sarah Simmonds (SS), Director of Workforce and Organisational Development, supported by Cathy Brookes (CB), Head of Workforce Planning, provided an update on workforce risks to the Committee.</p> <p>Members were informed that, based upon feedback and learning from the recent Board Development session on corporate risk appetite, workforce teams had started to review corporate risks.</p> <p>SS discussed the risk of delays in the process of agency invoices, as discussed at the last meeting. In collaboration with finance colleagues, the risk had now been resolved and removed from the local workforce risk register, with no impact to the supply of staff.</p> <p>Lousie Wright (LW), Committee Chair, requested information on the progress of the Strategic Equality Plan and equality objectives. Non Ellis (NE), Equality Diversity and Inclusion Specialist, informed members that the current Health Board Equality Objectives were due to be reviewed in March 2024. The review of the Equality Objectives to be presented to the Board and come back for discussion. Action: Equality Diversion and Inclusion Specialist</p> <p>Members requested feedback on the new risk template format. Rani Dash (RD), Director of Corporate Governance, informed members that once the risk appetite had been finalised, the templates would be refined, noting that the risk collaboration with workforce colleagues was a positive approach that could be adopted across the Health Board. Workforce colleagues were in favour of the new risk log template.</p> <p>The Committee RECEIVED the report and were content with the new risk template format.</p>



Director of Workforce Report; including Employee Relations, Suspensions over 4 months and an update on Specialty Doctors and Clinical Fellows Framework.

Sarah Simmonds (SS), Director of Workforce and Organisational Development, supported by Kathryn Bourne (KB), Strategic Lead Medical and Dental, Workforce Job Evaluation, provided an overview of the report to the Committee.

Members were informed that the Speciality Doctors and Clinical Fellows Framework was in development with workforce colleagues and the Medical Director. The finalised Speciality Doctors and Clinical Fellows Framework to be presented to the committee at a future meeting.

Action: Director of Workforce and OD

Helen Sweetland (HS), Independent Member, requested further information on the Autonomous Practice Policy (APP), as outlined in the report. KB informed members that the Health Board was the first in Wales to produce the APP governance document for specialty Doctors. The APP was specific to the Health Board and in the final development stages, in collaboration with the British Medical Association (BMA) and the Local Negotiating Committees (LNC). Members welcomed support for speciality doctors.

Paul Deneen (PD), Independent Member, requested further information on International Medical and Nursing graduates, including the Health Board's approach to targeted recruitment and support with accommodation on arrival into Wales. Members were informed that the Health Board followed the World Health Organisation (WHO) Code of Practice, and targeted recruitment did not take place in countries on the red list. In addition, international employees are provided with an initial 4-weeks accommodation, allowing workforce colleagues to assess individual requirements. HS highlighted the positive feedback she had received from International Medical Graduates around the support they had received from the Health Board.

The All-Wales NHS Staff survey in September 2023 was discussed. Members were informed that the survey data



allowed the Health Board to compare staff feedback with all Health Boards in Wales. Peter Brown (PB), Assistant Director of Workforce and OD, informed members that this was a survey produced by Health Education and Improvement Wales, and data was collected through the Electronic Staff Record (ESR) system. An update on the progress of the All-Wales NHS Staff Survey and data analysis to come back to the next meeting. **Action: Assistant Director of Workforce and OD**

SS informed members that the procurement process for Health Board E-Systems had been completed. With support from medical and procurement colleagues, workforce teams were formalising preferred suppliers. Dafydd Vaughan (DV) Independent Member, requested site of the E systems and procurement programme plan, including oversight of Health Board engagement in the potential NHS Business Services Authority (NHSBSA) procurement of a replacement for the Electronic Staff Record system (ESR). **Action: Director of Workforce and OD**

Members were informed of the progress against actions listed in the Board approved Recruitment and Retention Strategy. PB informed members that HEIW had funded several short-term posts to support retention across the Health Board, alongside a retention assessment tool, to be launched across Wales. HS requested an update on any noticeable retention themes that arise from the Retention Group to come back to the next Committee meeting. **Action: Director of Workforce and OD**

Lousie Wright (LW), Committee Chair, thanked the team for the report.

The Committee **NOTED** the report for **INFORMATION**.

PCC 1306/2.3

People Plan 2022/25, Quarter 4; including an Annual Review of the People Plan and its Priorities and Assurance on the Delivery of Actions and Activity within Objective 3- Workforce Sustainability

Sarah Simmonds (SS), Director of Workforce and Organisational Development, supported by Cathy Brookes (CB), Head of Workforce Planning, provided an update to the Committee on the progress of the Health Board's People Plan as at quarter 4 2022/23.



SS reminded members that the People Plan and its delivery framework had been live for one year as of May 2023, and gave special thanks to CB for the support in delivering the framework.

Louise Wright (LW), Committee Chair, noted that the report stated that zero off-contract agency nursing staff had been used since March 2023. SS informed members that the target was to eradicate use of off-contract agency as of March 2023; however, low levels of off-contract agency staff had been used as a final resort, ensuring safe staffing levels. LW requested that the report be updated to reflect the use of off-contract agency staff since March 2023. **Action: Director of Workforce and OD**

LW requested a date of the completion of the Gwent Workforce Strategy, as outlined in the report. **Action: Director of Workforce and OD**

LW discussed the recent use of the Recruitment Bus by the Health Board and requested an update on its impact. SS informed members that the evaluation report that had been presented to the Gwent Workforce Board, alongside finalised numbers would be shared with members outside of the meeting. **Action: Director of Workforce and OD**

Helen Sweetland (HS), Independent Member, requested further information on apprentices and the targeted age range. Shelley Williams (SW), Assistant Director of Workforce, informed members that the Health Board were currently out for advert for apprentices of all ages, noting that the Board had agreed the target of 200 over the next 3 years, across a range of workforce groups.

The Committee **NOTED** progress to date and next steps, thanking the teams for the comprehensive report.

PCC 1306/2.4

Assurance on Compliance with the Welsh Language (Wales) Measure 2011

Geraint Scott (GS), Head of the Welsh Language Unit, provided an overview of the report to the Committee, providing assurance on compliance against the Welsh Language Commissioners Standards and Welsh Government targets.



	<p>Members were informed of the progress made and challenges, noting the good progress made with the uptake of staff completing the Welsh Language Audit on ESR rising from 30% to 75%. Next steps were to analyse data to inform workforce planning and staff training.</p> <p>The Committee RECIEVED the report for ASSURANCE.</p>
<p>PCC 1306/2.5</p>	<p>Delivery of Welsh Government’s Race Equality Action Plan for Wales</p> <p>Non Ellis (NE), Equality Diversity and Inclusion Specialist, provided an overview of the report to the Committee, outlining the Health Board’s response to the requirements of the Welsh Government’s Anti-Racist Wales Action Plan, including progress made.</p> <p>Response to the initial consultation of the Health Board’s Implementation Plan was low. Next steps were to launch a wider consultation exercise to ensure the Implementation Plan, alongside the Strategic Equality Plan, met the needs of both staff and patients.</p> <p>Members were informed that positions for the Executive Race Equality Champion and Executive sponsors for each of the diversity groups were yet to be appointed. Lousie Wright (LW), Committee Chair, to raise that champions have not been identified with the Chair and Board Members. Action: Committee Chair Sarah Simmonds (SS), Director of Workforce and OD, assured members that a report was in development to be presented to the Executive Committee, outlining formalised reporting mechanisms, governance arrangements and proposed champions for all protected characteristic groups.</p> <p>Members discussed the duty of care to all staff and patients and welcomed regular feedback on progress to come back to the Committee.</p> <p>The Committee RECEIVED the report for ASSURANCE.</p>
<p>PCC 1306/2.6</p>	<p>Assurance on Workforce Planning and Education Commissioning Numbers</p> <p>Cathy Brooks (CB), Head of Workforce Planning, provided an overview of the report, outlining the numbers required</p>



to commence training in 2024 who will complete their training predominantly in 2027.

Members were informed that education commissioning numbers were submitted, as part of the Health Board's Integrated Medium-Term Plan (IMTP), directly to Health Education and Improvement Wales each year. HEIW would undertake an assessment prior to making recommendations for funding and placement numbers later in 2023.

Health Board graduates and placements were discussed. Sarah Simmonds (SS), Director of Workforce and OD, informed members that the Health Board planned to meet with HEIW to discuss the planning of future placements to inform future education commissioning. Feedback on the outcome of discussions with HEIW on future education commissioning to come back to the Committee. **Action: Director of Workforce and OD**

The Committee **NOTED** the report for **INFORMATION**.

PCC 1306/2.7

An update on the Review of Mandatory and Statutory Training

Sarah Simmonds (SS), Director of Workforce and Organisational Development, supported by Matthew Bidgood (MB), Senior OD Practitioner, provided an overview of the report.

Members were informed of progress made and next steps. An initial step had commenced, with collaborative work between MB and the Safeguarding teams, assessing the mandatory Safeguarding training and staff uptake.

A Core Learning Committee (CLC) would be established by the workforce teams, with a robust Terms of Reference. The development of the CLC had been endorsed by the Executive Committee. This would further support the governance of mandatory and statutory learning in the Health Board.

Helen Sweetland (HS), Independent Member, queried if staff training was transferrable across Health Boards in Wales, avoiding repetition. MB informed members that training was transferred through the payroll process *inter authority transfer*.



Non Ellis (NE), Equality, Diversity and Inclusion Specialist, informed members of feedback from staff with sensory impairments, stating that current E-learning modules were not fit for purpose. More work was required for improvement on current eLearning systems.

The Committee **RECEIVED** the report for **INFORMATION**.

PCC 1306/2.8

Health Education and Improvement Wales (HEIW) Bi-Annual Report

James Calvert (JC), Medical Director, provided an overview of the HEIW Bi-Annual report to the Committee, including an overview of recommendations from the recent HEIW visit in February 2023 and next steps.

Feedback from the Medicine Division during the HEIW visit was positive, noting responses from trainees stating that they would be happy to come back and work in the Health Board and recommend the Health Board as a great place to work for family and friends.

Members were pleased with the improved support given to medical students. Paul Deneen (PD), Independent Member, queried how the Health Board planned on maintaining this support. JC informed members that the Health Board was taking several steps to maintain support and training levels, including;

- Robust educational supervision, overseeing rotas and allowing for early feedback from Educational Supervisors to address any issues arising for medical students.
- Plans to improve staffing levels through advertising of hybrid medical posts, with educational and leadership experience.
- The Health Board aims to improve the reliability of processes already in place; noting the improved step-up and step-down process.

Helen Sweetland (HS), Independent Member, requested assurance that the lessons learnt from the review in the medicines division were being shared with other divisions. JC assured members that improvements and action plans were in place for all Education Supervisors across all divisions. Members were informed of the work alongside



	<p>the Mental Health and Learning Disabilities Division to improve recruitment and retention.</p> <p>Paul Deneen (PD), Independent Member, requested feedback on current support for Junior Doctors. JC informed members that the Health Board had purchased new 'Padlet' software to help support Junior Doctors to communicate in a modern and more favourable way, helping develop an inclusive and supportive team ethos.</p> <p>JC gave special thanks to the workforce team for their support.</p> <p>Members thanked JC and the team for the improvement work.</p> <p>The Committee RECEIVED the report for ASSURANCE.</p>
PCC 1306/3	Items for Information
PCC 1306/3.1	<p>Committee Annual Report 2022/23</p> <p>The Committee Annual Report was RECEIVED for INFORMATION.</p>
PCC 1306/4	Other Matters
PCC 1306/4.1	<p>To confirm any key risks and issues for reporting/escalation to Board and/or other Committees</p> <p>Anti-Racist Plan; Lousie Wright (LW), Committee Chair, to raise with the Board that Executive Race Equality champions and Executive sponsors for each of the diversity groups were yet to be identified/appointed (<i>as above action</i>).</p>
PCC 1306/4.2	Date of the next meeting is Thursday 19th October 2023

