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

MINUTES OF THE PEOPLE & CULTURE COMMITTEE

DATE OF MEETING	Tuesday 11th February 2025 13:30-16:30
VENUE	Microsoft Teams

PRESENT	Louise Wright, Independent Member, Committee Chair
	Paul Deneen, Independent Member
	Helen Sweetland, Independent Member
IN ATTENDANCE	Sarah Simmonds, Director of Workforce & Organisational Development (OD)
	Rani Dash, Director of Corporate Governance
	Nicola Prygodzicz, Chief Executive
	Naomi Murtagh, Corporate Business Manager
	Peter Brown, Assistant Director of Workforce & OD
	Shelley Williams, Deputy Director of Workforce
	Julie Chappelle, Assistant Workforce Director
	Peter Carr, Director of Allied Health Professions & Health Science (Item 3.4 only)
	Scott Taylor, Head of Health, Safety & Fire (Item 3.4 only)
	Lidia Palmer, Violence Prevention & Reduction Lead (Item 3.4 only)
	Sian Bigmore, Head of Recruitment (Item 3.5 only)
	Tanya Strange, Head of Nursing Person Centered Care (Item 3.5 only)
	Kathryn Thomas, Project Manager (Item 3.5 only)
	Joanne Gubbings, Assistant Director of Workforce & OD
	Star Moyo, EDI Specialist
	Katelyn Falvey, Assistant Director of Workforce & OD
	Ian Jenkins, Associate General Manager
	Fern Cook, Committee Secretary
OBSERVING	Laura Howells, NWSSP - Audit and Assurance Services
	Vivek Goel, Endoscopy Consultant
	Ian Jenkins, Associate General Manager
	Matthew Bidgood, Senior OD Practitioner
APOLOGIES	Penny Jones, Independent Member
	Robert Holcombe, Director of Finance, Procurement & Value

	Lyn Puckett, Trade Union Representative

PCC/1102/01	**Welcome and Introductions** The Chair welcomed everyone to the meeting and introductions were made.
PCC/1102/02	**Apologies for Absence for Noting** Apologies for absence were noted.
PCC/1102/03	**Declarations of Interest for Noting** There were no declarations of interest raised to record.
PCC/1102/04	**Draft Minutes of the last Meeting held on 15th October 2024** The minutes of the previous meeting held on the 15th October 2024 were agreed as a true and accurate record.
PCC/1102/05	**Committee Action Log** The Committee received the action log and was content with progress made in relation to completed actions and against any outstanding actions. The Committee requested that a HEIW update be shared with Committee Members before the next Committee meeting in June. **Action: Director of Workforce & OD**
PCC/1102/06	**Review of ABUHB Values & Behaviours Framework** Sarah Simmonds (SS), Director of Workforce & OD, provided the Committee with an overview of the Values and Behaviours Framework advising the framework was currently under review to ensure alignment with the organisational culture and strategic priorities. Matthew Bidgood (MB), Senior OD Practitioner, provided the Committee with an update on the work completed to date in conjunction with the development of the Health Board's long-term strategy. The Committee noted the following key areas of t work completed to date:- • Development of new Values 2025 SharePoint hub;

	• Deployment of a Values Based questionnaire; • Drop-in sessions across the Health Board; • 7 In-person Values Engagement Sessions had been completed across the Health Board; • 7 Virtual Values Engagement Sessions had been completed across the Health Board; • Design and development of a range of poster, Microsoft Teams Background, E-mail signature; • Design and development of a 'People Managers Engagement Pack' to allow leaders and managers to engage their teams in a Values-Based conversation; • Design and development of a 'One-Page Values Engagement Briefing' for clinical leaders and managers who were more time-pressed. The Committee was advised that the work had been put on hold due to the staff survey and winter pressures with the relaunch on 4th February 2025. MB advised the Committee that in March 2025 they would be collaborating with the Planning team to host a range of workshops to provide an insight on the strategy and new Values and Behaviours framework. Paul Deneen (PD), Independent Member, asked how many surveys there were throughout the year and if there was an overall strategy for them. SS advised there was not a strategy in place but the Health Board was mindful of the internal approach with communications to staff, acknowledging sometimes they were not aware of external survey requests coming in for completion. Helen Sweetland (HS), Independent Member, questioned if there was much change to the new strategy and how they aim to test the framework. MB advised that staff were looking for a simple and clear framework to follow for values and behaviours. A survey would be undertaken to gain staff feedback on the effectiveness of the framework. The Committee requested a final update on the Values and Behaviours framework at the next Committee meeting in June. **Action: Director of Workforce & OD** The Committee **NOTED** the progress on the Values and Behaviours framework.
PCC/1102/07	**Update on EDI Activity**

	Joanne Gubbings (JG), Assistant Director of Workforce & OD, provided the Committee with an overview of the Equality, Diversity and Inclusion (EDI) activities and the progress made since the last meeting in October 2024. The Committee was advised that the Health Board was undertaking a Health and Wellbeing passport pilot to support staff with health issues or caring responsibilities, to allow staff and their managers to look at what support would be required within the workplace and take the passport with them when changing managers or moving posts. JG advised the Committee that 3 LGBTQ workshops had been held with staff within the LGBTQ community and staff delivering clinical services to provide an insight on what the All Wales action plan would look like for the Health Board. The Committee was advised that there had been a few accessibility issues regarding the eye clinic at the Royal Gwent Hospital promoting a programme of work for improvements on the estate and training, with the programme being shared across all hospital sites. Paul Deneen (PD), Independent Member, questioned how patients were identified with hearing loss or deafness when presenting in hospital. JG advised that this would be included in patient records but the Health Board was working with the digital team on how this could be updated throughout the patient's pathway. The Committee **NOTED** the latest EDI activities and progress.
PCC/1102/08	**Workforce Performance Dashboard incorporating Key Performance Indicators** Sarah Simmonds (SS), Director of Workforce & OD, provided the Committee with an overview of the Workforce Performance Dashboard for assurance, advising the focus was on absence and the actions the Health Board were taking to reduce absence and improve staff health and wellbeing. The Committee was advised that job planning had increased by 6%, however there had been challenges throughout the winter months with 373 job plans in progress and 56 awaiting signatures.

	Shelley Williams (SW), Deputy Director of Workforce, advised the Committee that the sickness data had shown that the main reasons of staff being unwell were due to stress, anxiety and depression with Health Care workers, Nurses and Estates and Facilities having the highest levels of sickness. The Committee was provided with assurance that 18 deep dives had taken place over a 12-month period with action plans in progress to make improvements to the sickness levels. Paul Deneen (PD), Independent Member, questioned if the waiting times in Occupational Health had been resolved. SS advised that there were still challenges for the 29 calendar days or more, and provided assurance that the Health Board was in the process of recruiting to the vacancies. There had been increased external support over the winter period and correspondence with different Health Boards on how they could work collaboratively. Louise Wright (LW), Chair, also advised that Occupational Health was high on the agenda to address across Wales at the Welsh Partnership Forum. Peter Brown (PB), Assistant Director of Workforce & OD, assured the Committee that waiting times had reduced within Occupational Health. PD questioned why the performance reviews were at 75% and what the barriers were in completing the reviews. SS advised that the focus for all business managers was to support improving the percentage. PB advised that there was a Working Group that focuses on the PADR's highlighting the Health Board would never be at 100% due to sickness and maternity leave. SW advised the Committee that reminders were being shared with managers of staff coming towards their pay increment to prompt the completion of the performance reviews. Helen Sweetland (HS), Independent Member, questioned why the role out of job planning was taking a long period of time. Julie Chappelle (JC), Assistant Workforce Director, advised that there were new protocols and challenges around culture change. The Health Board were working

	with the managers and consultants on how they use the system to speed up the process. LW asked if the Health Board would exceed the deadline of the job planning system role out and what would the outcome be for staff not engaging. JC advised that the aim was to complete by the deadline and they were reaching out to the staff on how they can support them. LW acknowledged that progress has been made with the job plans and that there were a number near completion and therefore would expect the percentages of completed job plans to be much high at the next Committee meeting in June. The Committee **NOTED** the content of the Workforce Performance Dashboard.
PCC/1102/09	**Violence & Aggression against Staff across ABUHB** Peter Carr (PC), Director of Allied Health Professions & Health Science, provided the Committee with an overview of Violence & Aggression against staff across the Health Board, advising that reports are provided to the Patient, Quality Safety and Outcomes Committee and the Board. Lidia Palmer (LP), Violence Prevention & Reduction Lead, advised the Committee that violence & aggression was one of the Health Board's area of concerns and contributed to the highest number of incidents reported each year. The Committee was advised that the violence prevention & reduction policy was in place to support the management of incidents when they occur, with the policy providing guidance on response, intervention and prevention. The Committee noted the Health Board's objectives:- • Ensuring the appropriate resources were in place to support management of violent incidents; • Ensuring all incidents were reported on Datix and to the police where appropriate; • Provide immediate and ongoing support to staff; • Maintain transparent communication; • Provide training and education to all staff; • Complete timely and appropriate risk assessments; • Apply a multi-disciplinary approach including partnership working.

	The Committee was advised that there had been an increase in physical assault within the period of 2022 to 2024 with 1 in 20 members of staff experiencing an assault. It was acknowledged that further resources were required to address this. The Committee noted the Health Board's next steps:- • Strategy being created; • Staff survey for feedback and learning; • Training and education with a training framework • Continue to strengthen the partnership working with staff and external stakeholders. Paul Deneen (PD), Independent Member, questioned what was the advice on body worn cameras and CCTV. LP advised that they provide advice on CCTV camera positions when completing risk assessments. The Health Board was looking at piloting body worn cameras with the nurse in charge to see if staff felt safer with it on. The Committee **NOTED** the prestation on Violence & Aggression against Staff across ABUHB.
PCC/1102/10	**People Plan 2022/25, Quarterly Review Objective 3 - Workforce Sustainability** Sarah Simmonds (SS), Director of Workforce & OD, provided the Committee with an overview of the Health Board's People Plan for 2022-2025, advising that Putting People First, outlined a three year forward view of the priorities for the Workforce and Organisational Development Division. It sets out how the organisation would be driven, led, and supported to build on Health Board successes in relation to its values, workforce improvement, capability, and expertise with a clear focus on wellbeing, inclusion, and engagement of our people. The Committee was advised of the new roles within the workforce planning team and the training being rolled out with a focus on digital solutions and the introduction of registered nurse's associate. Helen Sweetland (HS), Independent Member, questioned what the role of a registered nurse associate was. SS advised it was a band 4 role that was between a health care support worker and a registered nurse that would support the nursing workforce structure and provided a career pathway into being a registered nurse.

	Tanya Strange (TS), Head of Nursing Person Centered Care and Kathryn Thomas (KT), Project Manager, provided the Committee with an overview of the volunteer's activity that supports the Health Board and the volunteer to career Programme that supports the public getting back into work. KT advised the Committee that volunteers supporting the Health Board were multigenerational with ages from 16-92.All volunteers complete an informal interview and DBS checks and are provided with training before becoming a volunteer. The Committee was advised that the feedback received from the volunteers was that the role had provided them with new skills, raised their self-confidence, reduced loneliness and they felt they were making a difference. The Committee was advised that there were 267 volunteers registered and 60 going through the recruitment process. As part of the support provided to the volunteers the Health Board would help with finding the correct areas for them to feel comfortable and opportunities to gain experience. The Committee was advised that Welsh Government had released funds to the volunteering programme until 2026.These funds had supported the introduction of a volunteer passport that could be used across all Health Boards in Wales. KT advised the Committee that the Health Board had won a silver award with a distinction in October 2024 and were in the process of applying for a gold award in culture competence. Star Moyo (SM), EDI Specialist, asked if there were opportunities for asylum seekers to become a volunteer. KT advised the Health Board would support asylum seekers once they had been through the interview process. HS asked what the length of time would be for the recruitment process when becoming a volunteer. KT advised it could take up to 8weeks but sometimes takes longer due to ID and training being held twice a month. The Committee **NOTED** the people plan update and the progress of the volunteering programme.

PCC/1102/11	**Report from the Director of Workforce & OD, including Employee Relations & Suspensions over 4 months** Sarah Simmonds (SS), Director of Workforce & OD, provided the Committee with an overview of a range of activities of the Workforce & OD Team, key issues locally, regionally and in NHS Wales. The Committee was advised that 11 employees were currently suspended, 6 employees had been suspended for over 4 months with all suspensions relating to safeguarding concerns or criminal investigations. SS advised the Committee that during the reporting period there were 6 employment tribunals underway and the Health Board were in the progress of a TUPE transfer that would increase the workforce and was due to be completed by March 2025. The Committee was advised that the Director of Workforce & OD had visited the Ty Gwent agile working space and had received positive feedback on the environment, however there had been issues with parking which the Health Board were looking to resolve. The Committee was advised that a workshop on agile working was set to take place on 5th March 2025 to look at next steps for the Health Board. The Committee **NOTED** the report for information.
PCC/1102/12	**Staff Survey Results Report** Daniel Madge (MD), Senior Education and Development Manager, presented to the Committee the results of the Staff Survey, advising that the Health Board ran the survey every October and highlighted there had been a reduction in return rates this year from 18.1% in 2023 to 13.2% in 2024. The Committee was advised that the Health Board ranked below average on 9 out of 10 of the core components compared to other Health Boards with the lowest scores being around morale due to stress, thinking about leaving and work pressures.

	The Committee noted the key findings of the survey, including the following:- • Patient safety had increased by 4.7%; • Staff's ability to contribute to improvements at work decreased by 9.2%; • Compassionate culture increased by 2.6% and Inclusion decrease by 1.6%; • Ability to raise concerns decrease by 0.1%; • Working with line management increase by 1.9% and team working decrease by 1.5%. DM advised the Committee that the Health Board now had access to new detailed reports from the survey's findings that could break down by specific EDI and compare by hospital sites. The Committee was advised that the next steps for this year would be to share the results with the divisions, and work with them to identify a lead to support with developing action plans for areas of improvement based on the findings of the survey. Paul Deneen (PD), Independent Member, questioned the reduction in numbers completing the survey and whether this could be due to the amount of survey's requested for staff to complete. DM advised that the team was looking at the amount of survey's being expected to be completed, along side the pressure of their jobs. The Committee requested an update on the new approach and how the Health Board could improve the engagement from staff in completing the staff survey at the next Committee meeting in June 2025. **Action: Director of Workforce & OD.** The Committee **NOTED** the results and next steps for the Staff Survey.
PCC/1102/13	**Speaking Up Safely Report** Peter Brown (PB), Assistant Director of Workforce & OD, presented the Committee with an overview of the work completed and next steps of the speaking up safely framework. The Committee was advised that the framework had launched in December 2023 with the Health Board

	launching the process in December 2024 to meet the framework standards. PB advised the Committee that an organisational Steering Group has been set up with the Group meeting once a month and the SharePoint pages were also live with 723 views to date. The Committee was advised that the speaking up safely posters were being shared with staff next week with QR codes being made available to access the public website and how to raise a concern. The Committee was advised that the Speaking Up Safely service had been established to support staff when all other mechanisms of raising their concern had failed. PB advised the Committee that between December 2024 to February 2025 there had been a total of 11 concerns raised with all being reported as low risk, 4 being anonymous, 2 around pregnancy and disability. The Committee noted the next steps for the framework:- • Reporting into Committees and Board as part of the structure; • Meeting with communications on how the Health Board can develop a communications strategy; • Distribute infection control compliant posters; • Review capacity of guardian roles. The Committee **NOTED** the update of the Speaking up Safely programme.
PCC/1102/14	**Review of Committee Programme of Business 2024/25** The item was for information and no questions were raised from the committee.
PCC/1102/15	**Items to be Brought to the Attention of the Board and Other Committees** Items to brought to the attention of the Board were:- • Suspension over 4 months; • HEIW report follow up; • Violence & Aggression; • Update on the Staff survey.
PCC/1102/16	**Any Other Urgent Business**

	There was no urgent business.
PCC/1102/17	**Date of the Next Meeting:** Wednesday 11th June 2025