

PEOPLE & CULTURE COMMITTEE

Annual Report 2021-2022

FOREWORD

I am pleased to present this second Annual Report of the CTMUHB Committee which outlines the activity between 1st April 2021 to 31st March 2022.

The purpose of the Committee is to advise the Board on all matters relating to staff and workforce planning, the delivery of the organisational development and other related strategies to drive continuous improvement.

The Committee was established in July 2020 during the Covid-19 pandemic and has since that time each meeting has been held virtually via Teams. During the period April – March 2022 one meeting of the Committee was stood down due to the Covid-19 pandemic, namely February 2022.

I would like to extend my thanks to Jayne Sadgrove who was original Chair of the Committee until April 2021 when I took over this role, and Kieron Montague, Independent Member who was a member until July 2021. I am very grateful to my colleagues for their valuable contributions in the formative first year of this Committee. Whilst Jayne is no longer a formal member of the Committee I am pleased to welcome her to attend meetings as and when she is able. I would also extend thanks to Nicola Milligan, Independent Member who acts as this Committee's Vice Chair and her fellow Independent Member colleague Mel Jehu, who have been members since this Committee was established in 2020 bringing much needed continuity and experience and linkages with other Board Committees. We were delighted to welcome Lynda Thomas, Independent Member as a new member of the Committee, following her appointment towards the end of 2021.

I would take this opportunity to thank all those who have attended the Committee thus far, for their individual contributions which are essential to the effectiveness of the Committee.

The People & Culture Committee is continuing to mature and build on its work plan and remit as outlined in the terms of reference. The contribution made thus far in terms of providing the Board with assurances in this regard has been important.

I commend this second Annual Report to you.

Dilys Jouvenat
Chair of the People & Culture Committee 2021/2022
Independent Member

People & Culture Committee

Annual Report 2021/2022

1. Introduction

- 1.1 This report summarises the key areas of business activity undertaken by the Committee for the year 2021/2022 and highlights some of the key issues which the Committee intends to give further consideration to over the next 12 months.
- 1.2 The Committee's Annual 'Cycle of Business' for 2022-23 was approved by the Committee at their May 2022 meeting. This is an important component in ensuring that the Committee effectively carries out its role.
- 1.3 The Annual Report reflects the Committee's responsibilities in terms of the development and monitoring of the Governance and Assurance framework with respect to people and culture issues.

2. Role and Responsibilities

- 2.1 The primary purpose of the Committee is to advise the Board on all matters relating to staff and workforce planning of the Health Board, and enhance the environment that supports and values staff in order to engage the talent and nurture the leadership capability of individuals and teams working together to drive the desired culture throughout the health service to deliver safer better healthcare.

The Committee also provides advice and assurance to the Board in relation to the direction and delivery of the organisational development and other related strategies to drive continuous improvement and to achieve the objectives of the Health Board's Integrated Medium Term Plan (IMTP).

3. Agenda Planning Process

- 3.1 The Chair of the Committee, in conjunction with the Committee Vice-Chair, Executive Lead and Meeting Secretariat develop the final agenda using the cycle of business and forward work plan. Committee meeting dates being set out in advance.
- 3.2 The secretariat for the meeting is determined by the Director of Corporate Governance.
- 3.4 The agenda and papers are disseminated to Committee members prior to the date of the meeting. Where appropriate all papers are accompanied by a cover sheet which provides an executive summary and guidance to the Committee on the action required.

4. Operating Arrangements

- 4.1 The Committee held its inaugural meeting in July 2020 and its Terms of Reference and Operating arrangements were approved by the Board at its meeting later that month. They were again reviewed and approved by the Committee at its meeting held on the 4 May 2022.

5. Membership, Frequency and Attendance

- 5.1 The Terms of reference of the Committee state that the Committee should consist of a minimum of four members of the Board.
- 5.2 During 2021 the Committee revised its Independent Member membership of the Committee with a new Chair, Dilys Jouvenat who replaced Jayne Sadgrove due to her appointment as Vice Chair of the Health Board.
- 5.3 During the year the Committee met in April, July and October 2021 and was due to meet again in February 2022 but this meeting was cancelled due to Covid-19.

Independent Member attendance at these three meetings was follows:

Name	People & Culture Committee
Dilys Jouvenat (Committee Chair)	3 out of 3
Nicola Milligan (Committee Vice-Chair)	3 out of 3
Jayne Sadgrove (Committee Chair until April 2021)	2 out of 2
Mel Jehu	3 out of 3
Kieron Montague (until July 2021)	1 out of 2
Lynda Thomas (confirmed as Committee Member in January 2022)	Not applicable as the Committee's scheduled meeting in February 2022 was not held.

- 5.4 The Committee requires the routine attendance at its meetings of other Health Board Officers for advice, support and information. It may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.
- 5.5 Mirroring other Board Committees, the People & Culture Committee operates a Consent Agenda system for routine business consideration.
- 5.6 All of the meeting papers for this Committee during 2021/2022 are available publically via the CTMUHB [website](#). If there were circumstances where the matter cannot be legitimately considered in the public domain the Committee would convene an in-committee meeting. It was however not necessary to hold an in-Committee meeting in 2021/2022.

6. Committee Activity 2021/2022

- 6.1 Due to the impact of Covid-19 the Committee prioritise its work plan particularly when it was unable to meet in February 2022 due to the need to pause certain Board Committee meetings. The following topics were considered at its two meetings during 2021/22:

- Values & Behaviours Framework
- Workforce Metrics Analysis
- Employee Experience & Wellbeing
- Management & Leadership Development
- Compliance with Sickness Absence
- Medical & Dental Rostering Internal Audit Report
- Medical Agency Usage Internal Audit Report
- Welsh Language Standards Internal Audit Report
- Just & Learning Culture
- Culture, Change and Support - Improving Maternity, Neonatal Care & Child and Adult Mental Health Services (CAMHS)
- Medical Workforce
- Statutory & Mandatory Training Compliance
- Overseas Nurse Recruitment & Principles for Induction
- Living Wage Accreditation
- Pathways to Employment
- Employee Relations
- Equality, Diversity & Inclusion (including Welsh Language and Black and Asian Ethnic Minority (BAME))
- Equality Annual Report
- Welsh Language Standards Annual Report
- Disclosure & Barring Service
- All Wales Special Leave Policy
- Shared Parental Leave Policy
- All Wales Respect and Resolution Policy
- All Wales Secondment Policy
- Pregnancy Loss Leave Provision Policy
- Revised NHS Wales Raising Concerns Procedure
- Protocol for All Wales Recruitment & Retention Payment.
- Fatigue & Facilities Charter for Medical Staff

6.2 Highlight Reports prepared following each meeting provide a summary of the reports and any decisions reached. These are available under the Health Board meeting papers page on our [website](#).

7. Achievements and Plans

- 7.1 This being the second annual report, the Committee is continuing to mature in terms of the responsibilities it has defined within its Terms of Reference available on our [website](#).
- 7.2 The Committee received updates, reports and presentations on areas of work such as workforce related risks, medical and dental rostering systems, progress in terms of cultural change, management and leadership development and equality, diversity and inclusion and Welsh language.

8. Committee Effectiveness & Performance

- 8.1 The Committee is committed to reviewing its effectiveness by producing an Annual Report, reviewing its cycle of business setting out the basis on which it will monitor its progress during the year as well as providing clarity for all of those who contribute to the agenda as to the expectations of them. The outcome of the survey undertaken in May 2021 was considered at its meeting in July 2021.
- 8.2 A committee effectiveness questionnaire was issued following the May 2022 meeting, the outcome will be reported to the Committee as part of its second Annual Report in August 2022 in order that recommendations and aligned actions can once again be developed and implemented in terms of areas identified for improvement.

9. Reporting the Committee's Work

- 9.1 The Committee Chair reports the key issues discussed at each of its meetings by way of a 'Highlight Report' to the Board.
- 9.2 These reports are supported by the relevant and more detailed Committee minutes. [Committee](#) papers, including minutes are routinely published on the Health Board's website.

10. Conclusion and way forward

- 10.1 The Committee is very grateful to all those involved in the work of the Committee for their support over the past 12 months, and for the constructive and positive way in which they have contributed to the activity.
- 10.2 The Committee will continue to seek to ensure that it conducts its business in accordance with legislation and best practice and make improvements to its effectiveness on an ongoing basis.
- 10.3 This will provide the assurance that the Committee has in place the appropriate governance arrangements and resources to ensure success in achieving its objectives.