

ACTION LOG: PLANNING, PEOPLE & CULTURE COMMITTEE					
Minute Reference	Date of Meeting Action Originated	Issue	Lead Officer	Timescale for Action to be completed	Status of Action (as 27.07.2022)
05.22.8	May 2022	<p>Organisational Risk Register Update on actions in relation to the following two risks to be provided.</p> <p>4106 (Long term sustainability and staffing of the Emergency Department (ED) at the Royal Glamorgan Hospital)</p> <p>1133 (Increasing dependency on agency staff cover which impacts on continuity of care, patient safety)</p>	Director of Governance	August 2022	<p>COMPLETE</p> <ul style="list-style-type: none"> • Risk ID 1133 was reviewed with no update to mitigation and risk score – see agenda item 3.1.1b. RTE locality have requested more detail in terms of progress on mitigating actions. • Risk ID 4106 – there is an update in red on the Organisational Risk Register at agenda item 3.1.1b. <p>Further updates will be sought and reflected in the September iteration of the Organisational Risk Register.</p>
05.22.9	May 2022	Disclosure & Barring Service	Assistant Director, Workforce & OD	November 2022	<p>In progress</p> <p>Added to Forward Plan for November 2022 meeting.</p>

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		Further update to be provided to the Committee at a future meeting.			
05.22.10	May 2022	Employee Relations Report – Part 1 & Listening, Learning & Improvement – Part 2 To link in with the Deputy Director of Nursing to provide LNC detail within the next report	Assistant Director, Workforce & OD	August 2022	In progress A discussion has taken place with Debbie Bennion regarding the requirements and the current ER Report format shared. The November 2022 ER Report will contain this information.
05.22.13	May 2022	Employee Experience & Wellbeing Outcome of the survey on recognition to be received once published	Deputy Director for People	August 2022	Completed Results of the survey were included in the Staff Update last week of July 2022. Related to this area of work, and as a result of findings where staff indicated they most appreciated being thanked by both managers and colleagues the team are now concentrating on promoting an “attitude of gratitude” with thank you cards being promoted on social media channels and also being provided with hard copies to services encouraging staff to provide genuine and

					meaningful thanks to others.
05.22.16	May 2022	Workforce Metrics Report To review the conditional and unconditional letters and the barriers causing delays in shortlisting.	Director for People	August 2022	Update to be provided at meeting
PREVIOUSLY COMPLETED ACTIONS					
7.21.14	July 2021	Risk Register Ongoing discussions on recruiting and retaining sufficient numbers of registered nurses and midwives. The Nursing and Midwifery Rosters would be revisited outside of the Committee.	Director for People	July 2021	Complete The Nursing Productivity Rostering group has been established and is led by the Director for Nursing and midwifery, with the express remit of looking at rostering efficiency and productivity.
10.21.8	October 2021	A query was received on Risk 4157, it was advised that this was now outdated, the task and finish group had not met since March 2021 despite numerous emails from the compliance team requesting the policy to be addressed. H. Daniel advised that this risk would need to be addressed and updated as a matter of		February 2022	The Nurse Rostering Policy has been reviewed and is going through the governance process for the approval of employment policies.

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		urgency outside of the meeting.			
10.21.13	October 2021	CAMHS Update Discuss concerns raised to an Independent Member in relation to one specific area outside of the meeting.	Head of Nursing, Bridgend Integrated Locality Group/Independent Member	February 2022	Complete In depth discussions held and actions taken forward resulting from the discussion.
10.21.17	October 2021	Workforce Metrics Review data for pre-employment checks to establish whether the overseas recruitment was making the figures look higher.	Head of Workforce productivity and e-systems	February 2022	Complete Overseas recruitment does make the length of the recruitment process longer for medical staff. This is due to multiple factors such as; length of time involved in Visa and certificate of sponsorship application. Additional practical elements like sourcing of accommodation, arranging flights and dependant visas. Most recently the covid requirements around isolation on arrival have also been a contributory factor to increasing the wait time further.
4.21.33	April 2021	Risk Register	Assistant Director of Governance &	July 2021	Complete Risk Register reviewed by Committee July 2021

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		Update on the risk relating to Theatres to be discussed outside of the meeting.	Risk/Director for People		meeting. Further iteration received by the Committee at the October 2021 meeting.
4.21.3.3.	April 2021	Risk Register Review progress around the Welsh Language Standards to determine if the risk score could be decreased.	Assistant Director, Organisational Development and Wellbeing	July 2021	Complete Most recent iteration of Risk Register received by the Committee July 2021. Welsh Language Standards Report received the July 2021 meeting.
4.21.2	April 2021	Draft Annual Cycle of Business Staff Experience & Wellbeing Update to be added.	Assistant Director, Organisational Development and Wellbeing	July 2021	Complete Staff Experience & Wellbeing received at July 2021 meeting.
1.7.26 & 2.20.8.1	October 2020 & July 2021	Finalisation of Committee Terms of Reference To be completed by next meeting.	Director for People	July 2021	Complete Terms of Reference approved by the Committee at their July 2021 meeting.
4.21.2	April 2021	Shared Parental Leave Policy Issue of surrogacy and miscarriage to be taken into account for the review of this policy and other relevant policies.	Assistant Director, Workforce & organisational Development	July 2021	Complete Revised Policy approved by the Committee at their July 2021 meeting.
4.21.3.4	April 2021	Medical & Dental Rostering System/Medical Workforce Issues	Director for People	July 2021	Complete Report received by the Committee July 2021.

		<p>To provide assurance that a robust plan of action was in place a report setting out outstanding actions and realistic delivery dates would be considered at the next meeting. Dom Hurford would arrange for this to be produced by Nerys Conway. Hywel Daniel agreed to also bring provide further context by way of an update on medical workforce issues and the various pieces of ongoing work around this.</p>			
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