

CTM BOARD	
HIGHLIGHT REPORT FROM THE CHAIR OF THE PEOPLE AND CULTURE COMMITTEE	
DATE OF MEETING	30.09.2020
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
PREPARED BY	Wendy Penrhyn-Jones, Head of Corporate Administration
PRESENTED BY	Jayne Sadgrove, Independent Member/Committee Chair
EXECUTIVE SPONSOR APPROVED	Hywel Daniel, Executive Director of Workforce and Organisational Development (interim)
REPORT PURPOSE	FOR NOTING
ACRONYMS	
	None Identified.

1. PURPOSE

- 1.1 This report had been prepared to provide the Board with details of the key issues considered at the inaugural meeting of the People and Culture Committee which took place on 27 July 2020.
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Board is requested to **NOTE** the report.



2. HIGHLIGHT REPORT

ALERT / ESCALATE	No items identified for Alert/Escalation.
ADVISE	<p>It was agreed that a Legacy Statement should be compiled and brought to the next meeting detailing any relevant workforce related issues previously scrutinised by the Board Committee which had, until recently, been overseeing workforce related matters (Finance, Performance & Workforce Committee). This would allow any issues which needed to be built into the forward work plan for the People & Culture Committee.</p> <p>A draft Values & Behaviours Framework was endorsed and the Director of Workforce & OD was charged with summarising the discussions when this item came before the Board for approval later that week.</p> <p>A report was received providing an update on key workforce metrics for May – June 2020 which included historical trends, areas where metrics were improving as well as areas which needed sustained performance improvement. There was a detailed discussion around statutory and mandatory training achievements and the impact that had been caused by Covid-19 along with the risks this presented – recognising that this issue had been on the agenda for improvement since prior to Covid, and needed urgent attention. It was agreed a plan to get performance back on track in relevant areas was required.</p>
ASSURE	Draft Terms of Reference (TOR) were approved in principle on the basis of two trade union representatives being in attendance, one of whom was an Independent Member. There were also some amendments suggested by the Committee Chair to the scope and purpose of the forum which will be considered at the Committee's next meeting prior to being brought back to the Board for ratification.



AGENDA ITEM 2.2.7

	Nicola Milligan was noted to be the Committee Vice Chair.
INFORM	A Reserved Forces Training & Mobilisation Policy was approved supporting employees who are members or wish to become members of the Volunteer Reserve Forces.
APPENDICES	NOT APPLICABLE