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University Health Board

# **PEOPLE & CULTURE COMMITTEE**

## **Annual Report 2020-2021**

## **FOREWORD**

I am pleased to present this initial Annual Report of the CTMUHB Committee which outlines the activity between 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

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 to have been established in the Spring of 2020/21 but this was not possible due to the Covid-19 Pandemic. It was therefore not until July 2020 that it held its inaugural meeting. That meeting and each meeting since that time has been held virtually via Teams.

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

Having the right people, in the right place, at the right time, is key to the effective and efficient operation of CTMUHB. Hand-in-hand with this is the issue of organisational culture. The People & Culture Committee is continuing to mature its newly assigned remit, however I feel the contribution made thus far in terms of providing the Board with assurances in this regard has been important.

I commend this first Annual Report to you.

**Jayne Sadgrove**

**Chair of the People & Culture Committee 2020/2021/ Independent Member**

# People & Culture Committee

## Annual Report 2020/2021

### **1. Introduction**

- 1.1 This report summarises the key areas of business activity undertaken by the Committee for the year 2020/2021 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 'Business Cycle' was drafted in March 2021 and considered and approved by the Committee shortly afterwards. This is an important component in ensuring that the Committee effectively carried 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 and Committee meeting dates being set out in advance.
- 3.2 The secretariat for the meeting is provided through 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. These are now due for their annual review which will be undertaken as part of its meeting in July 2021.

4.2 Whilst the Committee Cycle of Business was approved at its first meeting in 2021, the agenda for each meeting is sufficiently flexible to allow the Committee to consider any emerging issues.

## **5. Membership, Frequency and Attendance**

5.1 The Terms of reference of the Committee state that the Committee should consist of a minimum of 4 members of the Board.

5.2 During the year the Committee met in July and October 2020 and was due to meet again in January 2021 but this meeting was cancelled due to Covid-19.

Independent Member attendance at these two meetings was follows:

<b>Name</b>	<b>Digital &amp; Data Committee</b>
Jayne Sadgrove (Committee Chair)	2 out of 2
Nicola Milligan (Committee Vice-Chair)	2 out of 2
Mel Jehu	2 out of 2
Dilys Jouvenat	1 out of 2

5.3 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 2020/2021 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 2020/2021.

## **6. Committee Activity 2020/2021**

6.1 Due to the impact of Covid-19 the Committee prioritise its work plan particularly when it was unable to meet in January 2021 due to the need to pause certain Board Committee meetings. The following topics were considered at its two meetings during 2020/21:

- Values & Behaviours Framework
- Workforce Metrics Analysis
- Employee Experience & Wellbeing
- Managing Equality Issues – Covid-19
- Statutory & Mandatory Training Compliance
- Overseas Nurse Recruitment

- Employee Relations
- Process for Management of Anonymous Concerns
- Policy for Reserve Forces Training & Mobilisation.

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 Despite not being in a position to hold its inaugural meeting until July 2020 and then its meeting of January 2021 being cancelled due to Covid-19 the Committee considered and approved an Annual Cycle of Business at its first meeting of 2021 in April. This being its first annual report, the Committee is continuing to mature in terms of the responsibilities it has defined within its Terms of Reference available on the Health Board's [website](#) for information and is currently finalising its forward work plan for 2021/22.

7.2 The Committee will be receiving updates on matters initially considered in 2020 as well as receiving reports and presentations on new 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 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 is being considered at its meeting in July 2021.

8.2 A committee effectiveness questionnaire will be issued again in April 2022 the outcome will be reported to the Committee as part of its second Annual Report in the summer of 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 ensure that it conducts its business in accordance with legislation and best practice.
- 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.