

**Cwm Taf Morgannwg University Health Board
People & Culture Committee: Action Log**

Minute	Issue	Lead	Current Position
Meeting 28.10.20			
2.20.8.1 Matters Arising	Low rate of attendance by managers at Back-to-Work Training to be reviewed and actions communicated to Committee Members.	KW	Plans are being developed to provide the Managing Attendance at Work Policy Training to managers via an online training package with a view to making such training more accessible which should improve record-keeping. The technology to support this should be in place by the beginning of the 2021 / 22. Roll-out therefore scheduled for late Spring 2021.
2.20.9.1 Values & Behaviours	Implementation Plan for Values & Behaviours Framework was being overseen by the project team of which Nicola Milligan was a member. Plan to be shared with the Committee Chair with a view to providing assurances required.	MHT	V & B implementation plan sent to committee chair 10/12/2020
2.20.10.1 Workforce Metrics	Workforce Metrics graphs relating to a single topic to be grouped either by topic or by staff professional group to enable comparison of ILG performance.	DH	The next metrics report will group topics/staff professions together and will compare by ILG
	New starters fire training, proportion completed to be confirmed with H S & Fire Team.	CHRIS BEADLE/ HD	Update 8.4.21: Discussions ongoing between recently appointed Head of Learning & Development and Head of H S & F to

Agenda Item x.xx

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			address this issue.
	Future reports to differentiate compliance per ILG.	DH / MHT	Future metrics reports will differentiate by ILG
	The importance of staff keeping ESR entries up-to-date to be raised with ILG management teams.	KW	This issue has been raised at ILG Management Team meetings and staff have been reminded of the importance of keeping ESR up-to-date. Also, those engaged to cleanse and update staff ESR info have been reminding staff of this responsibility. (Linked to PPF referral made in February 21 regarding declining performance around return to work compliance).
	Confirmation of arrangement in place to take action in the event of an emergency to be confirmed via Chris Beadle, Head of Health Safety & Fire.	HD	Local Fire Procedures would apply in such an instance.
2.20.10.2 Statutory & Mandatory Training	Timeframe for targeted improved compliance to be included within future reports	MHT	Metric Report on Agenda 26.04.21
	CTM fire safety training provision to be benchmarked against other organisations with assistance from NWSSP resulting in an implementation plan.	HD	Discussions ongoing between recently appointed Head of Learning & Development and Head of H S & F to address this issue.

Agenda Item x.xx

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1.7.26 & 2.20.8.1	Finalisation of TOR.	JS/HD	Update: 28.10.20 TOR to be formally reviewed by HD & JS ahead of July 2021 meeting