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University Health Board

PEOPLE & CULTURE COMMITTEE

OUTCOME REPORT: PEOPLE & CULTURE COMMITTEE EFFECTIVENESS SURVEY

DATE OF MEETING

14TH July 2021

PUBLIC OR PRIVATE REPORT

PUBLIC

**IF PRIVATE PLEASE INDICATE
REASON**

Not Applicable - Public Report

PREPARED BY

Wendy Penrhyn-Jones, Head of Corporate
Governance & Board Business

PRESENTED BY

Wendy Penrhyn-Jones, Head of Corporate
Governance & Board Business

**EXECUTIVE SPONSOR
APPROVED**

Hywel Daniel, Executive Director for People

REPORT PURPOSE

FOR NOTING

ACRONYMS

1. PURPOSE

- 1.1 The Chair of the People & Culture Committee is required to present an annual report to the Board outlining the Committee's business through the financial year to provide an assurance. As part of this process, the Committee are required to undertake an annual self-assessment questionnaire.
- 1.2 Members of the Committee are asked to discuss and review the feedback set out in this report which relating to its activities and performance during 2020/21.
- 1.3 Members should note six responses were received with a 67% completion rate.



2. SUMMARY REPORT

Positive Assurance	<p>1. Committee Effectiveness:</p> <p>Members/Attendees:</p> <ul style="list-style-type: none">• Were aware that the Committee had approved Terms of Reference in place defining the role of the Committee.• Were largely aware that the Committee had approved a Cycle of Business. <p>2. Committee Business</p> <p>In general most respondents felt the Committee met with sufficient frequency to deal with planned matters in an effective manner. Feedback suggested a desire for additional agenda time on occasion.</p> <p>Whilst virtual meetings have been a positive experience overall in that they had enabled scrutiny to continue, feedback reflected there were also benefits to be gained from a blend approach combining these with face-to-face meetings. The Committee was felt to be adequately supported by the meeting secretariat.</p> <p>3. Behaviour, Culture and Values</p> <p>The meeting behaviours of Members/Attendees were considered courteous and professional.</p> <p>4. Training & Development</p> <p>There was clear consensus that Members/Attendees considered that they had the skills and knowledge to carry out their role in respect of this Committee.</p>
Areas of Note	<p>1. Committee Effectiveness</p> <p>For new Members/Attendees it is important to note the following routine business relating to Committee (also captured in the Forward Work Programme and new Committee Cycle of Business):</p> <ul style="list-style-type: none">• The Terms of Reference are due for consideration at its July 2021 meeting as part of the annual review basis prior to onward approval of any changes by the Health Board. This was acknowledged in the feedback received.• The Committee is for the first time producing an Annual Report given it was only formed part-way into 2020. If approved, the Committee Annual Report is due to be submitted to the Board in July



2021 with a view to providing assurance that the Committee considers activity consistent with its remit.

- A **Committee Cycle of Business has been developed** to further complement the Forward Work Programme and was approved by the Committee earlier in 2021 meeting. This has continues to be updated.

2. Committee Business

Mirroring other Board Committees, the People & Culture Committee operates a **Consent Agenda** system for routine business consideration. If felt that any item on the consent agenda needs to be moved to the main agenda for discussion, this can done.

- Through the development of the new Committee Cycle of Business, meetings are **scheduled to align with activity where decisions may need to be made**. The Committee was held its inaugural meeting in July 2020 and therefore this was its first effectiveness survey. As with all Board Committees, the Committee, where sufficiently urgent can consider any item 'Out of Committee' via 'Chairs Urgent Action'.
- Feedback reflected that the Committee's area of **remit extends beyond the work led by corporate workforce colleagues** and that this needed to be considered when developing its future work programme / business cycle.
- To date the Committee has not yet needed to hold any of its business '**In Committee**' and this was recognised in the feedback. Highlight reports are produced following each meeting so that the Board is kept informed of the **nature of the issues** considered and **any decisions reached**. These reports are available as part of the 'public' Board papers to demonstrate the Health Board's **commitment to openness and transparency**.
- With regard to **Welsh Language** being used at meetings, this would be supported if it was the preferred language of any of the Members/Attendees. Such an instance would require simultaneous translation.



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Areas Requiring Further Consideration	<p>Committee Business - Areas for action/improvement were identified as follows:</p> <ul style="list-style-type: none">• Feedback reflected that to date the Committee had in the main focused on reports from corporate workforce colleagues whereas the remit of the Committee is broader. This needs to be reflected in the forward work programme.• Feedback also suggested there would be benefit in increasing the Executive portfolio representation at the Committee.• Responses indicated that such was the content of the main agenda, it was sometimes challenging to contain this within a three-hour meeting slot.
Action Plan	<p>The forward work plan and therefore meeting agenda content is a matter for the Executive Lead. This needs to reflect a strategic focus.</p> <p>The Director of Corporate Governance/Board Secretary plans to undertake an assurance review of Board Committees during the summer of 2021 which will consider issues such as membership arrangements.</p>
Appendices	Nil

3. Recommendation

3.1 The Committee is asked to **NOTE** the report.