

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

Minute	Issue	Lead	Current Position
4.21.2 Consent Agenda	Draft Annual Cycle of Business - Hywel Daniel and Michelle Hurley-Tyers to discuss whether highlight reports would be helpful in enabling the work of certain groups such as the Employee Experience Group to be reported through to the Committee. Proposals to come back to the next meeting (14.7.21)	HD/MHT	Staff Experience & Wellbeing Update on agenda 14.7.21
4.21.2 Consent Agenda	Shared Parental Leave Policy – Consideration deferred The issue of surrogacy and miscarriage be taken into account for the review of this policy and any other relevant policies.	KW	On agenda 14.7.21.
4.21.33	Risk Register An update on the risk relating to theatres to be discussed between Cally Hamblyn and Hywel Daniel outside the meeting.	CH/HD	On Agenda 14.7.21
4.21.3.3	Risk Register Michelle Hurley-Tyers to review progress around the Welsh Language Standards to determine if the risk score could be decreased.	MHT	Most recent iteration of Risk Register on Agenda 14.7.21
4.21.3.4 Internal Audit Report	Medical & Dental Rostering System / Medical Workforce Issues 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.	DH HD	On Agenda 14.7.21 On Agenda 14.7.21

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1.7.26 & 2.20.8.1	Finalisation of Committee TOR.	JS/HD	Update: 28.10.20 TOR to be formally reviewed by HD & JS ahead of July 2021 meeting. TOR on agenda 14.7.21 as part of the requirement to confirm annual review.
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	COMPLETED: Revised format presented to meeting 26.04.21
2.20.10.1 Workforce Metrics	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, data cleanse ongoing (Linked to PPF referral made in February 21 regarding declining performance around return to work compliance).
20.10.1 Workforce Metrics	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.

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2.20.10.1 Workforce Metrics	Face-to-Face CTM fire safety training provision to be benchmarked against other organisations with assistance from NWSSP resulting in an implementation plan.	HD	<p>COMPLETED: Discussions ongoing between recently appointed Head of Learning & Development and Head of H S & F to address this issue.</p> <p>Update 26.4.21 Matter referred to H S & F Sub Committee for oversight along with a request for confirmation of whether contractors are made aware of fire procedures. This was subsequently discussed at the Sub Committee on 3rd June 2021.</p>
2.20.10.1 Workforce Metrics	New starters fire training, proportion completed to be confirmed with H S & Fire Team.	HD	<p>COMPLETED Update 8.4.21: Discussions ongoing between recently appointed Head of Learning & Development and Head of H S & F to address this issue.</p> <p>Update 26.04.21: Data to be sourced from ESR to confirm the proportion of new starters who have completed local fire training. This has been provided to the Health Safety & Fire Sub Committee which met on</p>

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			3.6.21
2.20.8.1 Matters Arising	Low rate of RTW meetings to be reviewed and actions communicated to Committee Members.	KW	<p>COMPLETED: 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.</p> <p>Update provided at Meeting 26.4.21: Hywel Daniel had requested action plans from ILGs to address workforce metrics such as this and these were due during May 2021. Plans due to monitored as part of the monthly ILG performance monitoring.</p>