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ACTION LOG: PLANNING, PEOPLE & CULTURE COMMITTEE					
Minute Reference	Date of Meeting Action Originated	Issue	Lead Officer	Timescale for Action to be completed	Status of Action (as 06.10.2022)
08.22.6	August 2022	Committee Annual Report & Self Effectiveness Survey Outcome Defer the Self Effectiveness Survey Outcome to the next meeting.	Director of Governance	November 2022	In progress On agenda – 9 November 2022
08.22.8	August 2022	Action Log Closed CAMHS Action update to be checked by Governance Team and shared outside of the meeting with the Committee.	Corporate Governance Manager	August 2022	Completed Circulated via email 10.8.2022
08.22.9	August 2022	Welsh Language Standards Annual Report 2021-22 Welsh version of the Annual Report to be shared with Members.	Welsh Language Manager	August 2022	Completed Report shared via email 6.10.2022
08.22.10	August 2022	Organisational Risk Register Further review mitigating action for Datix Risk 1133 and revert back to the Committee with an update outside of the meeting.	Assistant Director of Governance & Risk	August 2022	Completed An update was sought from the Nurse Director for Unscheduled Care which is captured in the Organisational Risk Register update in item 3.1.1b. As part of the

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					transition to the Care Group Model all risks on the Organisational Risk Register are being aligned to the appropriate Care Group and will be reviewed.
08.22.10	August 2022	Organisational Risk Register A request for further information on retention for risks 4106 and 4157 to be raised outside of the meeting.	Assistant Director of Governance & Risk	August 2022	Completed An update on risks 4106 and 4157 is captured in the Organisational Risk Register update in item 3.1.1b. The Deputy Nurse Director is in the process of amalgamating these two risks with an update planned for the November iteration of the Organisational Risk Register.
08.22.11	August 2022	BAME Story Outcome of the Network Report on DRS reporting to be shared with the Committee once completed.	R. Biswas – Consultant Physician	November 2022	Completed Circulated to Committee via email 7.11.22
08.22.11	August 2022	BAME Story Discussions to be held outside of Committee in relation to how the health board could support the Network in terms of the	Director for People	November 2022	Update to be sought at the meeting of the 9th November 2022.

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		time and resource required to dedicate to this activity.			
08.22.16	August 2022	Values & Behaviours To share the percentages of the April Values Listening Sessions outside of the meeting.	Assistant Director of OD and Wellbeing	August 2022	Complete Information shared outside of the Committee via email 27.10.22
05.22.9	May 2022	Disclosure & Barring Service Further update to be provided to the Committee at a future meeting.	Assistant Director, Workforce & OD	November 2022	In progress Added to Forward Plan for November 2022 meeting.
05.22.10	May 2022	Employee Relations Report – Part 1 & Listening, Learning & Improvement – Part 2 To link in with the Deputy Director of Nursing to provide NMC detail within the next report	Assistant Director, Workforce & OD	August 2022	In progress A discussion has taken place with Debbie Bennion regarding the requirements and the current ER Report format shared. The November 2022 ER Report will contain this information.
05.22.16	May 2022	Workforce Metrics Report To review the conditional and unconditional letters and the barriers causing delays in shortlisting.	Director for People	August 2022	In progress Update provided at August 22 Meeting: NHS Wales Shared Services Partnership implementing a change with regards to the letters from September 2022 which would be one letter of appointment if the person meets all the

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					conditions rather than the previous unconditional and conditional letter and this would be a transformative step from a Managers point of view in eliminating the time gap between these stages.
PREVIOUSLY COMPLETED ACTIONS					
05.22.13	May 2022	Employee Experience & Wellbeing Outcome of the survey on recognition to be received once published	Deputy Director for People	August 2022	Completed Results of the survey were included in the Staff Update last week of July 2022. Related to this area of work, and as a result of findings where staff indicated they most appreciated being thanked by both managers and colleagues the team are now concentrating on promoting an "attitude of gratitude" with thank you cards being promoted on social media channels and also being provided with hard copies to services encouraging staff to provide genuine and

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					meaningful thanks to others.
05.22.8	May 2022	Organisational Risk Register Update on actions in relation to the following two risks to be provided. 4106 (Long term sustainability and staffing of the Emergency Department (ED) at the Royal Glamorgan Hospital 1133 (Increasing dependency on agency staff cover which impacts on continuity of care, patient safety)	Director of Governance	August 2022	COMPLETE <ul style="list-style-type: none"> Risk ID 1133 was reviewed with no update to mitigation and risk score – see agenda item 3.1.1b. RTE locality have requested more detail in terms of progress on mitigating actions. Risk ID 4106 – there is an update in red on the Organisational Risk Register at agenda item 3.1.1b. <p>Further updates will be sought and reflected in the September iteration of the Organisational Risk Register.</p>
7.21.14	July 2021	Risk Register Ongoing discussions on recruiting and retaining sufficient numbers of registered nurses and midwives. The Nursing and Midwifery Rosters would be	Director for People	July 2021	Complete The Nursing Productivity Rostering group has been established and is led by the Director for Nursing and midwifery, with the express remit of looking at

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10.21.8	October 2021	<p>revisited outside of the Committee.</p> <p>A query was received on Risk 4157, it was advised that this was now outdated, the task and finish group had not met since March 2021 despite numerous emails from the compliance team requesting the policy to be addressed. H. Daniel advised that this risk would need to be addressed and updated as a matter of urgency outside of the meeting.</p>		February 2022	<p>rostering efficiency and productivity.</p> <p>The Nurse Rostering Policy has been reviewed and is going through the governance process for the approval of employment policies.</p>
10.21.13	October 2021	<p>CAMHS Update</p> <p>Discuss concerns raised to an Independent Member in relation to one specific area outside of the meeting.</p>	Head of Nursing, Bridgend Integrated Locality Group/Independent Member	February 2022	<p>Complete</p> <p>In depth discussions held and actions taken forward resulting from the discussion.</p>
10.21.17	October 2021	<p>Workforce Metrics</p> <p>Review data for pre-employment checks to establish whether the overseas recruitment was making the figures look higher.</p>	Head of Workforce productivity and e-systems	February 2022	<p>Complete</p> <p>Overseas recruitment does make the length of the recruitment process longer for medical staff. This is due to multiple factors such as; length of time involved in Visa and certificate of sponsorship</p>

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					application. Additional practical elements like sourcing of accommodation, arranging flights and dependant visas. Most recently the covid requirements around isolation on arrival have also been a contributory factor to increasing the wait time further.
4.21.33	April 2021	Risk Register Update on the risk relating to Theatres to be discussed outside of the meeting.	Assistant Director of Governance & Risk/Director for People	July 2021	Complete Risk Register reviewed by Committee July 2021 meeting. Further iteration received by the Committee at the October 2021 meeting.
4.21.3.3.	April 2021	Risk Register Review progress around the Welsh Language Standards to determine if the risk score could be decreased.	Assistant Director, Organisational Development and Wellbeing	July 2021	Complete Most recent iteration of Risk Register received by the Committee July 2021. Welsh Language Standards Report received the July 2021 meeting.
4.21.2	April 2021	Draft Annual Cycle of Business Staff Experience & Wellbeing Update to be added.	Assistant Director, Organisational Development and Wellbeing	July 2021	Complete Staff Experience & Wellbeing received at July 2021 meeting.

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1.7.26 & 2.20.8.1	October 2020 & July 2021	Finalisation of Committee Terms of Reference To be completed by next meeting.	Director for People	July 2021	Complete Terms of Reference approved by the Committee at their July 2021 meeting.
4.21.2	April 2021	Shared Parental Leave Policy Issue of surrogacy and miscarriage to be taken into account for the review of this policy and other relevant policies.	Assistant Director, Workforce & organisational Development	July 2021	Complete Revised Policy approved by the Committee at their July 2021 meeting.
4.21.3.4	April 2021	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.	Director for People	July 2021	Complete Report received by the Committee July 2021.

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