**Confirmed Minutes of the Public Health Wales
People and Organisational Development Committee
Open Meeting 15 March 2023, 10:30
Venue: via Microsoft Teams**

| **Present:** | | |
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| Mohammed Mehmet | (MM) | Committee Chair and Non-Executive Director (Local Authority) |
| Kate Young | (KY) | Non-Executive Director (Third Sector) |
| **In Attendance:** | | |
| Rachel Attwood | (RA) | Assistant Director Organisational Development and Engagement |
| Liz Blayney | (LB) | Acting Board Secretary and Head of Board Business Unit |
| Michelle Battlemuch | (MB) | Assistant Director of Operations, Executive Team (Representing AJ) |
| Liz Heath | (LH) | Staff side representative |
| Tim Hooper | (TH) | Head of Business and Planning, Health and Wellbeing, Executive Team (Representing AJo) |
| Stuart Silcox | (SS) | Assistant Director of Integrated Governance Quality Nursing & Allied Health Professionals |
| Lucy Day | (LD) | Business Manager People/Workforce/HR |
| Neil Lewis | (NL) | Director of People and Organisational Development |
| Samantha Morgan | (SM) | Assistant Director of People Strategy, Insights and Service |
| Reanne Reffell | (RR) | Acting Board Governance Manager |
| Stephanie Wilkins | (SW) | Staff side representative |
| **Apologies** | | |
| Rhiannon Beaumont-Wood | (RBW) | Executive Director of Quality, Nursing and Allied Health Professionals |
| Angela Cook | (AC) | Assistant Director of Quality Nursing and AHPs, Quality Nursing & Allied Health Professionals |
| Tracey Cooper | (TC) | Chief Executive |

| Rupinder Dogra | (RD) | Head of People and Organisational Development Partnering |
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| Andrew Jones | (AJ) | Deputy Director of Health Protection and Screening Services |
| Angela Jones | (AJo) | Acting Director of Health and Well-being |
| Meng Khaw | (MK) | National Director of Health Protection and Screening Services, Executive Medical Director |
| Jan Williams | (JW) | Board Chair |
| **Secretariat** | | |
| Andrew  Morton | (AM) | Board Support Officer |

*The meeting commenced at 10:30*

| **PODC 1/2023.03.15** | **Welcome, Introductions and apologies** |
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The Chair opened the meeting and welcomed all present.

The Committee **noted** the apologies received.

The Committee **noted** that the meeting was recorded to support the accuracy of the minutes, the recording would be deleted once the minutes had been agreed at the following meeting in April 2023.

| **PODC 2/2023.03.15** | **Declarations of Interest** |
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There were no declarations of interest in addition to those already declared on the Declarations of Interest Register.

| **PODC 3/2023.03.15** | **Policies for Approval** |
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The Committee **noted** that the aforementioned policies and procedures had been through the appropriate consultation processes outlined within the Policy, Procedure and other written control documents Procedure, including the Corporate Consultation Database and the Local Partnership Forum, and all had been endorsed by the Leadership Team.

| **PODC 3.1/2023.03.15** | **Family Leave Policy and Procedure** |
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The Committee **considered** the Family Leave Policy and Procedure and noted that it had replaced the Maternity and Paternity Leave Policy, and additionally included a toolkit.

The Committee asked that support for Carers be expressly mentioned and signposted, within the Family Leave policy / procedure.  LD explained that Carer's Leave was covered within the Special Leave Policy, but would ensure that support for Carers was cross referenced across all relevant Policies, and would update the Family Leave Policy and Procedure accordingly. NL agreed that the People and Organisational Development Team would review the

request for Carer's Leave to be considered specifically within the Organisation.

NL agreed to ensure that polices were worded to correctly to reflect the fact that Polices referred to all employees regardless of length of service and to make clear that Paternity Leave was two weeks.

The Committee **approved** the Family Leave Policy and Procedure subject to the incorporation of changes to reflect support for Carer's Leave, a clearly stated duration of Paternity Leave, and the eligibility of all staff. The final policy and procedure would be circulated to the Committee via e-mail.
**Action: NL/LD**

| PODC 3.2/2023.03.15 | Use of the Welsh Language Policy |
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The Committee **considered** the newly formed Use of Welsh Language Policy.

LB confirmed that the newly appointed Board Secretary would undertake a review of Non-Executive Director induction during Summer 2023 and support for the use of the Welsh language would be considered as part of the review.
**Action: LB**

Reflecting on the phrase 'linguistic courtesy' within the Policy, Committee members recognised the importance of ensuring people felt encouraged and at ease in the use of Welsh at all levels within the working environment.

NL thanked the Committee for positive feedback on the use of the Welsh Language Policy.  He informed the Committee that the new Welsh Language manager would commence work in the spring and would undertake a full review of the use of Welsh language within the Organisation.

The Committee **approved** the Use of the Welsh Language Policy.

| PODC 3.3/ 2023.03.15 | Annual Leave Policy |
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The Committee **considered** the Annual Leave policy, **noting** that the new version combined the annual leave purchase scheme.

The Committee **approved** the Annual Leave Policy.

| PODC 3.4/ 2023.03.15 | Registration for Healthcare Professionals Policy and Procedure |
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The Committee **considered** the Registration for Healthcare Professionals Policy and Procedure.

The Committee considered and **agreed** to SW's request for further input into the policy and procedure.
**Action: SS / SW**

The Committee queried whether there was a systematic renewal process in place across the Organisation. SW advised of areas whereby managers could check an online database to ensure compliance. SS agreed to follow up with the policy author and inform the Committee of the process in place.
**Action: SS**

The Committee **approved** the Registration for Healthcare Professionals Policy and Procedure subject to addition consultation with SW. The final policy and procedure would then be circulated to the Committee via e-mail.

| PODC 4/2023.03.15 | Managing Risk |
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SS introduced the two Strategic Risks and two Corporate Risks within the remit of the Committee and informed the Committee of the proposal to bring a third Corporate Risk jointly to this Committee and to the Quality, Improvement and Safety Committee, which related to the recruitment and retention of Screening Services Staff in North Wales.

The Committee sought assurance on the management of workforce planning within the Organisation. SM assured the Committee that Directorates had been approached to confirm that current capacity and future demands could be maintained against planned changes. The process was at an early stage, and had produced reliable workforce and financial baseline data for the Organisation to build on.

The Committee asked for an update at the next meeting setting out the Organisation's approach to workforce planning.
**Action: NL**

The Committee took **assurance** that the Organisation's Strategic and Corporate risks within the remit of the Committee were being managed appropriately.

| PODC 5/2023.03.15 | Welsh Language Update |
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RA introduced the Welsh Language Update, highlighting:
- The successful recruitment of a Welsh Language Manager, who was due to start in the spring;
- The Organisation's response to complaints regarding social media posts, noting that all actions had been implemented;
- Evidence had been submitted regarding an issue with the Welsh Language website and a response was awaited;
- The Welsh language Network had been established and had held its first meeting.

The Committee:

- Noted that the Welsh Language provision within ESR was limited and was not included in the report. The issue had been repeatedly raised and Welsh Language provision was planned for April;
- Noted difficulties in recruiting bilingual front facing staff to ensure compliance with Standard 17 of the legislation. MB informed the Committee that Welsh Language Compliance was included on the Health Protection and Screening Services Directorate Risk Registers and was therefore discussed at each Directorate Leadership Team meeting. The Committee asked for consideration of whether data around the Organisation's compliance with the standard could be included in a dashboard. MM agreed to raise the issue at the next Audit and Corporate Governance Committee.

**Action: MM**

The Committee took **assurance** on the current position with regard to the Welsh language provision within Public Health Wales and the goals that had been set for the coming year (to reinvigorate our bilingual culture and to consolidate awareness across the organisation of each team's compliance obligations).

Following adoption of the new Welsh Language Policy, RA and NL agreed to discuss the future format of the Welsh Language Update with MM.

**Action: NL/RA**

| **PODC 6/2023.03.15** | **Closing Administration** |
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Any Other Business: None.

Committee Feedback:
- The Committee were invited to provide their feedback of the meeting by e-mail including any areas that worked well, and any areas for improvement;
- It was suggested that the consultation process should take place before Committees to allow time at meetings for full discussion;
- The Committee appreciated the time a separate meeting had afforded to devote time to policy approval.

Date of Next Meeting:
- The next meeting would be held on Tuesday 18 April 2023.

*The meeting closed at 11:49*