

RAG Rating/Status

At risk	Red - Action date passed or revised date needed
On track	Yellow - Action on target to be completed by agreed/revised date
Complete	Green- Action complete
No longer needed	Blue - Action to be removed and/or replaced by new action

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

Meeting Item Reference	Action Reference	Lead	Meeting Item Title	Details of action	Update on progress	Original target date	Revised target date	RAG rating/Status
OPEN ACTIONS FOR REVIEW								
None								
OPEN ACTIONS - IN PROGRESS BUT NOT YET DUE								
PODC 5.1/2023.01.12	PODC 2023/6	SB/NL	Gender Pay Gap Annual Report (2022)	The Committee asked for further analysis of the Pay Gap data from the older age bracket as the evidence presented in the report appeared to contradict national trends post-pandemic. SB agreed to investigate this further.	18 April Update: a verbal update will be provided at the meeting.	04/07/2023		OnTrack
PODC 4.2/2023.01.12	PODC 2023/5	JOB/ NL	Performance Assurance Dashboard	The Committee reflected on the increased sickness rates shown by the Dashboard. JOB confirmed that the increase in sickness absence rates were being monitored, and that he would share analysis of sickness absence data alongside turnover data outside of the Committee.	18 April Update: This is in progress, This information will be circulated to members when available.	04/07/2023		On Track
PODC 3.4/2023.04.05	PODC 2023/9	SS/SW	Registration for Healthcare Professionals Policy and Procedure	The Committee considered and to SW's request for further input into the policy and procedure	18 April Update: This is in progress, with SW providing comment by the 21st April. The final version will then be circulated to the Committee in May.	05/05/2023		On Track
PODC 3.4/2023.04.05	PODC 2023/10	SS	Registration for Healthcare Professionals Policy and Procedure	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.	18 April Update: The update on the process in place to confirm compliance will be circulated to the Committee at the same time as the updated policy and procedure.	05/05/2023		On Track
ACTIONS RECOMMENDED TO BE CLOSED AT (18.04.23) MEETING								
PODC 3.2/2023.04.05	PODC 2023/8	LB/PV	Use of the 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	18 April Update: This will be included as part of the consideration of the Non Exec Induction Programme, in consultation with the Board Chair as to the detail. Proposed the action closed.	04/07/2023		Complete
PODC 5/2023.04.05	PODC 2023/13	NL/RA	Welsh Language Update	Following adoption of the new Welsh Language Policy, RA and NL agreed to discuss the future format of the Welsh Language Update with MM	18 April Update: This will be included as part of the Welsh Language Update that is on the Committee's work plan for July 2023. Propose the action is closed.	04/07/2023		Complete
PODC 4.1.1/2023.01.12	PODC 2023/1	NL	Staff Network – Action Plan Update	The Committee noted that there were other Networks in addition to the Diversity Networks and therefore requested an overview of all of the various engagements with staff.	18 April Update: This will be included as part of the Staff Engagement Plan Update that is on the Committee's work plan for November 2023. Propose the action is closed.	08/11/2023		Complete
PODC 4.1.2/2023.01.12	PODC 2023/2	LB/NL	Staff Engagement Update and Plan for 2023/24	The Committee reiterated the need to ensure engagement with front line staff and asked for a summary of the outcomes of the engagements at the appropriate time.	18 April Update: This will be included as part of the Staff Engagement Plan Update that is on the Committee's work plan for November 2023. Propose the action is closed.	08/11/2023		Complete

PODC 4.2/2023.01.12	PODC 2023/4	MB/NL	Performance Assurance Dashboard	The Organisation had recently commenced a new approach to recording information of joiners and leaver, a report of the analysis on this data would be presented to the Committee at an appropriate date in time.	18 April Update: This will be included as part of the Performance Assurance Dashboard item that is on the Committee's work plan for November 2023. Propose the action is closed.	08/11/2023		Complete
PODC 5/2023.04.05	PODC 2023/12	MM	Welsh Language Update	MM agreed to raise issues around the Organisations compliance with Standard 17 at the next Audit and Corporate Governance Committee.	18 April Update: MM raised the issue with the Committee at the March Audit and Corporate Governance Committee meeting. This will be taken forward and the PODC Committee will be updated in due course. Propose the action is closed.			Complete
PODC 4.1.3/2023.01.12	PODC 2023/3	SM/NL	Local Partnership Forum Update	A working party was established by UNISON and UNITE with MiP (Managers in Partnership) to revise the Terms of Reference to be considered by the wider staff committees. SM agreed to update the Committee at the next meeting	18 April Update: A verbal update on Local Partnership Forum is on the agenda for 18.04.23 Committee meeting. Propose the action is closed.			Complete
PODC 3.1/2023.04.05	PODC 2023/7	NL/LD	Family Leave Policy and Procedure for approval	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.	18 April Update: The Family Leave Procedure has been updated to incorporate the requested changes and is currently being finalised in order to circulate to the Committee for information. Propose the action is closed.			Complete
PODC 4/2023.04.05	PODC 2023/11	NL	Managing Risk	The Committee asked for an update at the next meeting setting out the Organisation's approach to workforce planning.	18 April Update: A presentation setting out the approach to workforce planning will be presented at the April Committee meeting. Propose the action is closed.			Complete