

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting People and Organisational Development Committee Date of Meeting 11 April 2024 Agenda item: 3.1.1 </p>
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Summary of requests / referrals to the People and Organisational Development Committee

Executive lead:	Paul Veysey, Board Secretary
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	Paul Veysey, Board Secretary
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Purpose

To update the People and Organisational Development Committee on Cross-Committee working arrangements, namely requests / referrals to the Committee from other Committee's in relation to Statutory and Mandatory training.

Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input checked="" type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
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The Committee is asked to:

- **Consider** the queries referred from Committee's in relation to Statutory and Mandatory training,
- **Note** that a written summary of the review will be provided to the Committee's via the Board Composite report on the discussion.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	7 - Building and mobilising knowledge and skills to improve health and well-being across Wales
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Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

Summary impact analysis	
Equality and Health Impact Assessment	An equality impact assessment has not been undertaken as no decision is required.
Risk and Assurance	
Health and Social Care (Quality and Engagement) (Wales) Act	This report supports the improvement of quality across the Organisation in relation to Statutory and mandatory staff training.
Financial implications	There are no financial implications
People implications	There are no people implications



1. Purpose / situation

To update the People and Organisational Development Committee on Cross-Committee working arrangements, namely requests / referrals to the Committee from other Committee's in relation to Statutory and Mandatory training

2. Background

As part of each Committee's Terms of Reference, the Committee's must have an effective relationship with each other in order to fully understand the system of assurance for the Board as a whole. As part of the development of effective Cross-Committee working, the Board or Committee's may refer items of business to other relevant Committee's where the subject matter is within their remit, in order to consider the specifics in greater detail.

The Board and Committee's have referred a number of Statutory and Mandatory training queries to the People and Organisational Development Committee for consideration due to its overall remit for workforce matters.

3. Description/Assessment

3.1 Statutory and Mandatory Training Themes from other Committees discussions:

- What is mandated, how is this assessed and are there other areas that should be added (such as counter fraud)

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- Frequency of renewals, how is this determined, and is there any scope to review to increase the frequency for high-risk areas (Cyber and counter fraud)

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- Compliance levels (themes) - Issues with consistent non-compliance above 85% across a number of different modules being reported to



different Committees (IG, H&S all consistently below in Board and Corporate for example but there are others as well) consistent theme - why, how do we address.

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3.2 Specific issues remitted from other Committees

The following specific issues were raised and remitted to the Committee by other Board Committee's:

Committee	Query	Assurance
Audit and Corporate Governance Committee (ACGC)	<p>Business Continuity Training</p> <p>ACGC asked that the Committee consider and take action concerning mandating Business Continuity Planning Training</p>	
Audit and Corporate Governance Committee (ACGC)	<p>Counter Fraud Training</p> <p>The ACGC discussed the importance of the Cyber Security Mandatory Training module and reflected on whether the interval should be changed to an annual requirement given the heightened risk posed to the Organisation of cyber-attacks. It was agreed that the Information Governance Group would consider this and highlight their findings to the Committee for consideration as part of the wider discussion on Statutory and Mandatory training.</p>	

<p>Quality, Safety and Improvement Committee (QSIC)</p>	<p>Health and Safety Training</p> <p>QSIC sought assurance that there was a system in place to monitor Statutory and Mandatory training compliance for those with honorary contracts, and queried compliance levels within this specific cohort of employees, particularly those who made use of the Organisations buildings.</p>	
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4. Recommendation

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- **Note** that a written summary of the review will be provided to the Committee's via the Board Composite report on the discussion.