

**Minutes of the Public People and Culture Committee  
Held On 14<sup>th</sup> May 2024  
Via MS Teams**

Recording (YouTube link) – [Click here](#)

<b>Chair:</b>		
Sara Moseley	SM	Independent Member for Third Sector/Committee Chair
<b>Present:</b>		
Mike Jones	MJ	Independent Member for Trade Unions
Akmal Hanuk	AH	Independent Member for Local Community
Rhian Thomas	RT	Independent Member for Capital & Estates
Susan Lloyd-Selby	SLS	Independent Member for Local Authority
<b>In Attendance:</b>		
Joanne Brandon	JB	Director of Communications
Claire Beynon	CB	Executive Director of Public Health
Lianne Morse	LM	Deputy Director of People & Culture
Claire Whiles	CW	Assistant Director of OD
Geoff Walsh	DCE	Director of Capital & Estates
Rachel Pressley	HPA	Head of People & Assurance
Rob Warren	RW	Head of Health, Safety & Fire
David Thomas	DT	Director of Digital Health & Intelligence
Rachel Gidman	RG	Executive Director of People & Culture
Paul Bostock	PB	Chief Operating Officer
Francesca Thomas	FT	Head of Corporate Governance
Sian Griffiths	SG	Consultant in Public Health
Leanne Morris	LM	People Services Manager
Jessica Castle	JC	Director of Operations – Specialist Services
Thomas Holmes	TH	Interim Co-Clinical Board Director – Specialist Services
Michael Stephens	MS	Interim Co-Clinical Board Director – Specialist Services
Tom Porter	TP	Consultant in Public Health Medicine
<b>Secretariat</b>		
Nikki Regan	NR	Corporate Governance Officer
<b>Apologies:</b>		
Matt Phillips	MP	Director of Corporate Governance

Item No	Agenda Item	Action
<b>P&amp;C</b> 14/05/001	<b>Welcome &amp; Introductions</b>  The Committee Chair (CC) welcomed everyone to the meeting.	
<b>P&amp;C</b> 14/05/001	<b>Apologies for Absence</b>  Apologies for absence were noted.  Internal Link - <a href="#">PUBLIC People &amp; Culture Committee-20240514_090043-Meeting Recording.mp4</a>	
<b>P&amp;C</b> 14/05/001	<b>Declarations of Interest</b>	

	The IM-CE declared an interest as a panel Chair of the Health & Care Professionals Tribunal Service from June 2024 would be an ongoing declaration.	
<b>P&amp;C 14/05/001</b>	<p><b>Minutes from meeting on 12<sup>th</sup> March 2024</b></p> <p><b>The Committee resolved that:</b></p> <p>a) The draft minutes of the meeting held on 12<sup>th</sup> March 2024 were agreed to be a true and accurate record of the meeting following minor updates.</p>	
<b>P&amp;C 14/05/005</b>	<p><b>Action Log following 12<sup>th</sup> March 2024 Meeting</b></p> <p>The Action Log was received, and the following comments were made:</p> <p>The DDPC requested that learning from exit interviews to be added to the action log for the People &amp; Culture Committee in July.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Action Log was discussed and noted.</p>	
<b>P&amp;C 14/05/006</b>	<p><b>Chair's Actions</b></p> <p>There were no Chair's Actions.</p>	
<b>Items for Review &amp; Assurance</b>		
<b>P&amp;C 14/05/007</b>	<p><b>Staff Story</b></p> <p>The staff story was shared with the People &amp; Culture Committee. This highlighted improvements in quality and safety achieved by Matthew King, the Head of Podiatry and his team. Matthew and the Podiatrists were commended and thanked.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Staff Story was received.</p>	
<b>P&amp;C 14/05/008</b>	<p><b>Board Assurance Framework – Wellbeing</b></p> <p><b>Wellbeing Deep Dive</b></p> <p>The ADOD presented the Board Assurance Framework focusing on Wellbeing and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• The main reasons for absence was anxiety / stress / depression</li> <li>• Staff report feeling unable to meet increasing work demands due to burnout</li> <li>• When asked, more staff are saying they would not be happy for family or friends to be treated at CAV than in past surveys</li> <li>• CAV invested in the Employee well-being service following the pandemic and were now seeing an improvement of staff returning to work after ill health</li> <li>• We now want to improve the wellbeing service for staff who suffer trauma, with the team receiving training regarding delivering a traumatic stress service</li> <li>• All CAV councillors are currently working towards their accreditation</li> <li>• An inaugural meeting is planned for June for staff who have expressed a willingness to work together to address the issues raised in the staff survey</li> </ul>	

	<p>The IMCE asked what impact the wellbeing service was having on the HB and what are the long-term aspirations for growing the service? The ADOD explained that a review paper had been produced and would be shared following the meeting.</p> <p>The IMLC asked which clinical boards had the greatest sickness levels. The ADOD agreed to bring back the detail regarding the figures</p> <p><b>The Committee resolved that:</b></p> <p>a) The Board Assurance Framework on Wellbeing was noted.</p>	
<p><b>P&amp;C</b> <b>14/05/009</b></p>	<p><b>Key Workforce Performance Indicators</b></p> <p>The DDPC discussed the Key Workforce Performance Indicators and highlighted the following –</p> <ul style="list-style-type: none"> <li>• Staff turnover continued to improve with Nursing &amp; Midwifery below 10%</li> <li>• Statutory &amp; mandatory training improved and is now above 80%</li> </ul> <p>The CC asked about the continuing lag in the proportion of medical staff with completed job plans. The IEMD explained that work had been done regarding job planning, with the help of the Operations Team, which resulted in completions but that this was still slow. The COO agreed that the process was slow because services were being re-configured and job plans had to be right. However, thorough work was being completed in the Medicine clinical board, with job plans done for each member of staff.</p> <p>The IMTU was pleased to see the rise in the proportion of staff having VBA. He also asked how many staff were on sick leave for three months or more and how many were suffering from long COVID? The DDPC agreed to circulate the figures following the meeting.</p> <p><b>The Committee resolved that:</b></p> <p>a) The contents of the report were noted and discussed.</p>	
<p><b>P&amp;C</b> <b>14/05/010</b></p>	<p><b>Clinical Board Spotlight – Specialist Services</b></p> <p>The DOSS presented the Clinical Board Spotlight for Specialist Services and highlighted the following –</p> <ul style="list-style-type: none"> <li>• The age profile for staff within SS ranged from 20 – 71 years, with a predominantly female workforce</li> <li>• Sickness increased during the winter but returned to below 6% by March</li> <li>• Statutory &amp; mandatory training completion is at 78% and VBA at 79.04%</li> <li>• Band 4 practitioner roles had proved a successful innovation</li> <li>• SS were early adopters for safe care and health roster and will be the first clinical board to roll out electronic prescribing</li> <li>• Recruitment &amp; retention – the Directorate is trialling a different approach for Health care Support Workers and reducing the variable pay</li> </ul> <p>The CC asked how services had been re-shaped during and after COVID, particularly in the areas currently facing difficulties in relation to staffing. She asked also whether there were any themes or underlying recurrent issues in areas of difficulty.</p>	

	<p>The Interim Co-Clinical Board Director – Specialist Services (Michael Stephens) explained that the biggest challenges were in areas where difficulties had not been tackled as well as they should have been over the years with problems allowed to fester and grow. He understood why it was done in the past, but he wanted to ensure this doesn't happen again.</p> <p>The CC thanked the leadership team. She said that the presence of the whole leadership team was an indication of a collaborative culture, also evident in the teams willingness to tackle difficult issues and change post-Covid.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Clinical Board Spotlight – Specialist Services was noted.</p>	
<p><b>P&amp;C</b> <b>14/05/011</b></p>	<p><b>Director of Public Health Update</b></p> <p>The EDPH presented the Director of Public Health Update and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• A new measles outbreak has recorded 1200 cases in the UK with 9 cases in ABHB</li> <li>• CAV to support healthy behaviours which included stop smoking services and healthy eating</li> <li>• Priorities are being set to support healthy behaviours which include focusing on stop smoking services and healthy eating</li> <li>• Overall, 3 priorities were selected due to the biggest impact in our area – vaccination, obesity and smoking For £1 worth of investment public health can deliver £14 worth of savings</li> </ul> <p>The CPHM highlighted the following points:</p> <ul style="list-style-type: none"> <li>• 10 year public health plan will be linked with the IMTP</li> <li>• Immunisation and Obesity will be the initial focus</li> </ul> <p>The IMLC highlighted the issues raised in the community regarding the supply of bad food and eating habits, which weren't seen in privileged areas. He asked how CAV plan to engage regarding these issues? He further added that food banks may be a useful connection.</p> <p>The EDPH explained that CAV were engaging with partners and the next step was to ensure CAV have the correct resources to enable change.</p> <p><b>The Committee resolved to:</b></p> <p>a) The Director of Public Health Update was noted.</p>	
<p><b>P&amp;C</b> <b>14/05/012</b></p>	<p><b>Health and Safety Update:</b></p> <ul style="list-style-type: none"> <li>• Estates</li> </ul> <p>The HHS highlighted the following priority areas:</p> <ul style="list-style-type: none"> <li>• Staff sickness was high across a number of areas</li> <li>• A planned 5-year program was being out in place to replace the drainage in UHW</li> <li>• The Tunnels at UHW has been cleared of all items following focused work</li> </ul>	

	<p>Another episode of Operation POET is being planned, to include UHL</p> <p>The DCEF explained that CAV were investigating leaks to the roof at UHW. Welsh Government had been notified that CAV would submit a business case for repairs. A project mandate was approved last month, with consultants being appointed to survey the roof.</p> <p>The IMCE asked how well CAV is able to identify problematic areas which relate to 3rd party or contractor operations and wanted to understand how exposed CAV is in terms of continuity of supplier support. DCEF said that Welsh Government were now aware of the extent of the work needed.</p> <p>IMCE also asked whether contractors could be found to undertake the remedial work due to the decline of the estate. The HHS didn't think there would be an issue with a company undertaking work on the declining estate of UHW but there may be an issue with the supply of the parts to fix certain areas due to the age of the estate and may no longer be available.</p> <ul style="list-style-type: none"> <li>• H&amp;S Update</li> </ul> <p>The HHS thanked the Estates team for cleaning &amp; clearing the tunnels at UHW.</p> <p><b>The Committee resolved to:</b></p> <p>a) The Health and Safety Update was noted.</p>	
	<b>Items for Approval / Ratification</b>	
P&C 14/05/014	<p><b>Fire Safety Personal Evacuation Plan (PEEP) Policy</b></p> <p>The HHS noted this was to support the work.</p> <p><b>The Committee resolved to:</b></p> <p>a) The Fire Safety Personal Evacuation Plan (PEEP) Policy was approved.</p>	
P&C 14/05/015	<p><b>No Smoking and Smoke Free Environment Policy</b></p> <p>The EDPC explained the original policy was completed in 2011 and was now being updated. The CPH highlighted the following:</p> <ul style="list-style-type: none"> <li>• Smoking was at 13% across the local population but remained higher in areas of deprivation</li> <li>• This was a scheduled review with no significant changes</li> <li>• Smoking is not permitted on any UHB premises</li> <li>• QIA &amp; HIA was impacted with minor changes to the policy documents</li> <li>• Vaping is permitted outdoors only</li> </ul> <p><b>The Committee resolved to:</b></p> <p>a) The updated version of the No Smoking and Smoke Free Environment Policy was approved.</p>	
	<b>Items for Information &amp; Noting</b>	
P&C 14/05/016	<p><b>Industrial Actions – Lessons Learnt – Verbal Update</b></p> <p><b>The Committee resolved to:</b></p> <p>a) The Industrial Actions – Lessons Learnt were not discussed.</p>	
P&C 14/05/017	<b>Estates Overview Slides</b>	

	<p><b>The Committee resolved to:</b></p> <p>a) The Estates Overview Slides were noted.</p>	
<p><b>P&amp;C</b> <b>14/05/018</b></p>	<p><b>Digital Communications &amp; Analytics</b></p> <p>The DoC highlighted the following points on the Digital Communications and Analytics paper:</p> <ul style="list-style-type: none"> <li>• There was an increase &amp; interest in working for CAV UHB as evidenced by visits to our jobs pages.</li> <li>• CAV were capitalising on this and utilising how to direct people to the right webpages.</li> </ul> <p><b>Action – The Digital Communications &amp; Analytics to be added to the forward plan</b></p> <p><b>The Committee resolved to:</b></p> <p>a) The Industrial Actions – Lessons Learnt were noted.</p>	
<p><b>P&amp;C</b> <b>14/05/019</b></p>	<p><b>People &amp; Culture Committee – Annual Report 2023-24</b></p> <p><b>The Committee resolved to:</b></p> <p>a) The People &amp; Culture Committee Annual Report for 2023-24 was noted.</p>	
	<b>Any Other Business</b>	
<p><b>P&amp;C</b> <b>14/05/020</b></p>	No items.	
	<b>Private Agenda Items</b>	
<p><b>P&amp;C</b> <b>14/05/021</b></p>	<p>i) <i>Minutes from the previous meeting – 12.03.2024</i></p> <p>ii) <i>Employee Relations Risks</i></p> <p>iii) <i>Notices from the Welsh Language Commissioner</i></p>	
	<b>Review &amp; Final Closure</b>	
<p><b>P&amp;C</b> <b>14/05/022</b></p>	Items to be deferred to Board/Committees	
	<p><b>Date &amp; time of the next meeting:</b></p> <p>Tuesday July 9<sup>th</sup> 2024 at 9am via MS Teams</p>	