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**Confirmed Minutes of the Public Health Wales  
Extraordinary People and Organisational Development  
Committee Meeting 6 September 2022, 10:00  
Venue: via Microsoft Teams**

<b>Present:</b>		
Mohammed Mehmet	(MM)	Committee Chair and Non-Executive Director (Local Authority)
Dyfed Edwards	(DE)	Non-Executive Director, and Chair of Audit and Corporate Governance Committee
Kate Young	(KY)	Non-Executive Director (Third Sector)
<b>In Attendance:</b>		
Liz Blayney	(LB)	Deputy Board Secretary and Board Governance Manager
Lucy Day	(LD)	Business Manager, People/Workforce/HR
Neil Lewis	(NL)	Director of People and Organisational Development
Stephanie Wilkins	(SW)	Staff Side Trade Unions representative
<b>Apologies</b>		
Rachel Attwood	(RA)	Assistant Director Organisational Development and Engagement
Rhiannon Beaumont-Wood	(RBW)	Executive Director of Quality, Nursing and Allied Health Professionals
Helen Bushell	(HB)	Board Secretary and Head of Board Business Unit
Liz Heath	(LH)	Staff Side representative
Meng Khaw	(MK)	National Director of Screening and Health Protection Services, Executive Medical Director
<b>Secretariat</b>		
Andrew Morton	(AM)	Board Support Officer

*The meeting commenced at 10:00*

**PODC 1/2022.09.06      Welcome, Introductions and apologies**

The Chair opened the Extraordinary meeting of the People and Organisational Development Committee and welcomed all present.

The Committee **noted** the apologies received.

The Committee **noted** that the meeting was being recorded to support the accuracy of the minutes, the recording would be deleted once the minutes had been agreed at the following meeting in October 2022.

**PODC 2/2022.09.06      Declarations of Interest**

There were no declarations of interest in addition to those already declared on the Declarations of Interest Register.

**PODC 3/2022.09.06      Items for Approval**

MM advised the Committee this additional meeting of the Committee to consider and seek approval for a number of Corporate Policies.

NL introduced the policies and noted the internal approval and review processes that had taken place including review by the Local Partnership Forum (LPF), internal consultation and review and endorsement from the Business Executive Team (BET). For each of the policies, NL noted that changes had been made to ensure the language used was consistent with the culture and tone of the organisation and that an equality impact assessment had been completed for each of the policies, and were included in the agenda for consideration.

The Committee noted that the staff consultation had been completed pre - pandemic, LD clarified that this was the mandatory 28 day full staff consultation, and that other consultation, including review by the LPF and TU colleagues had taken place since then.

It was suggested the cover paper could include reference to when advice had been sought on specific policies, for example by clinical leads, or subject matter experts, to provide context as to who had inputted to the policies. LB agreed to review the cover report to ensure this was appropriately covered.

Following a discussion on the dates where the consultation at BET and LPF had taken place, it was agreed that a table outlining the date be included in the record of the meeting for clarity:

<b>Policy</b>	<b>BET</b>	<b>LPF</b>
Adverse Weather Conditions/ Transport Disruption Policy	2 August 2022	26 October 2021
Mental Wellbeing Policy	2 August 2022	26 October 2021
Substance Misuse (Drugs and Alcohol) Policy	2 August 2022	26 October 2021
Retirement Procedure	18 July 2022	26 October 2021
Personal Relationships at Work Policy	5 July 2022	26 October 2021

This information was contained within each of the covering reports.

**PODC 3.1/2022.09.06 Adverse Weather Conditions /  
Transport Disruption Policy**

The Committee considered the Adverse Weather Conditions / Transport Disruption Policy, which was presented to the Committee for approval.

The Committee:

- Noted the tone of the policy focusing on supporting and being flexible as an organisation where possible.
- Discussed the need to ensure that the forms contained as links within the procedure were available in Welsh as a matter of course, rather than by request. NL agreed to review this.
- Queried as to how this policy would be applied to Carer's, particularly around using annual leave to support caring responsibilities. LD confirmed that this was covered as part of the Special Leave Policy, and agreed to refer this query to be considered as part of the current internal review of review of Annual Leave policy.
- Queried as to how this would apply to those working from home, where there was an adverse condition that affected their ability to work at home, such as a power outage. NL advised that this would apply to those working from home, but that managers were encouraged to apply a common sense approach to such instances and work with teams to resolve.
- Importance of involving the staff networks in appropriate policy reviews to seek input and feedback.
- Suggestion to include the links to other policies and to the Equality, Health Impact Assessment. LB confirmed that this was completed following approval.

The Committee **approved** the Adverse Weather Conditions / Transport Disruption Policy.

**PODC 3.2/2022.09.06 Mental Wellbeing Policy**

The Committee considered the Mental Wellbeing Policy, which was presented to the Committee for approval.

The Committee **approved** Mental Wellbeing Policy.

**PODC 3.3/2022.09.06 Substance Misuse (Drugs and Alcohol) Policy**

The Committee considered the Substance Misuse (Drugs and Alcohol) Policy, which was presented to the Committee for approval

NL noted that policy provided the legal position in terms of Substance Misuse, with a focus on how support could be offered where required

The Committee discussed:

How the policy would be promoted and disseminated within the organisation to ensure awareness.

The input into the policy from health and wellbeing colleagues.

The potential support from the third sector involvement which could be included as a signpost alongside the policy.

The Committee **approved** the Substance Misuse (Drugs and Alcohol) Policy.

#### **PODC 3.4/2022.09.06 Retirement Procedure**

The Committee considered the Retirement Procedure, which was presented to the Committee for approval.

NL advised the Committee that this was an existing Procedure that had been updated, which dealt with the process of retirement. Following questions from the Committee he confirmed that the 'Retire and Return Policy' covered issues raised around the process for returning to work following retirement.

The Committee discussed the need to ensure that the forms contained as links within the procedure were available in Welsh as a matter of course, rather than by request. NL agreed to review this.

LB noted that it was the policy of Public Health Wales to translate all Corporate Policies and Procedures into Welsh. This was being completed when policies and procedures were updated / revised, and were published on the website.

The Committee **approved** the Retirement Procedure.

#### **PODC 3.5/2022.09.06 Personal Relationships at Work Policy**

The Committee considered the Personal Relationships at Work Policy. MM reminded the Committee that this policy was being introduced to replace an existing protocol.

The Committee

- **Approved** the Personal Relationships at Work Policy.
- **Noted** that the Personal Relationships at Work Policy replaces the Protocol for Managing Personal Relationships at Work (PHW/SCD05), which would be removed from the Corporate Policies Register.

MM thanked the Committee for the detailed review and consideration of all the policies presented to the Committee for approval. He noted the assurances provided to and accepted by the Committee as to the consultation and review process followed, and MM reiterated that any queries about the process could be raised with NL in advance of the meeting.

#### **PODC 4/2022.09.06 Closing Administration**

**Any Other Business:**

DE noted his apologies for the next Committee meeting.

**Committee Feedback**

The Committee noted it had been helpful to consider these policies outside of the scheduled meetings, and that this had supported appropriate and timely scrutiny of the policies prior to approval.

**Date of Next Meeting**

The next meeting would be held on Thursday 06 October 2022.

*The meeting closed at 10:50*

CONFIRMED