Draft Committee Annual Report 2023-24 (extract)

Committee Membership

People and Organisational Development Committee

- Kate Young
- Jan Williams
- Mohammed Mehmet

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Legend: Attended | Apologies
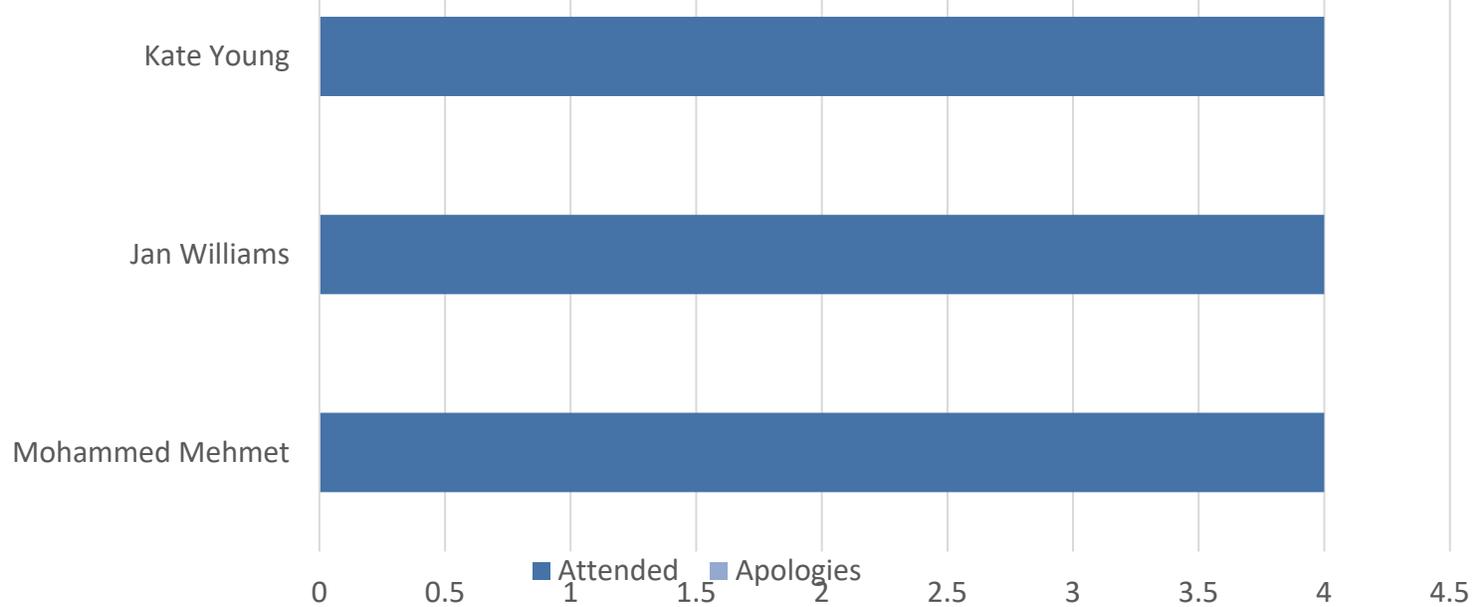
Committee Assurance - PODC

Iechyd Cyhoeddus Cymru
Public Health Wales

Introduction | Committee Membership | Committee Governance | QSIC ACGC | PODC | KRIC | Assurance to Board | 2024/25 Planned Activity

People and Organisational Development Committee

The Committee's role is to provide assurance to the Board that there are appropriate and effective systems in place for areas within its remit, including ensuring that there are appropriate development and quality improvements. The Committee's programme of work was designed to ensure that it was able to discharge fully the provisions of its Terms of Reference and areas of remit:

Workforce Matters

- Took assurance on the workforce planning updates, including the workforce planning dashboard, which set out the challenges the Organisation faced, particularly in relation to workforce recruitment, and implementation of the People Strategy and People Promise.
- Took assurance on the deep dive into Managing Change, which focused on the support provided to facilitate effective Organisational Change within the Organisation. This aimed to realise the goal of the People and Organisational Development Directorate to develop a flexible, sustainable and thriving workforce with the capacity to deliver the proposed Long-Term Strategy.
- Considered the Audit Wales Report into the review of Workforce Planning Arrangements, noting the effectiveness to address current and future challenges and the management response.
- Took assurance on the Cost of Living Action Plan to support staff through the cost of living crisis.
- Approved the Workforce Annual Report 2022-23.

Organisational Development

- Considered a presentation of the 'Big 3' overarching People and Organisational Development Strategic Priorities: Culture and Experience, Organisation Effectiveness and Resources and Proceses
- Took assurance on the progress to realise the vision within the People Strategy.
- Took assurance on the development and implementation of the People Promise, which set out the Organisation's offer to its people in return for their hard work, commitment to the vision and embodiment of the Organisations values.
- Took assurance on the development and implementation of Work How It Works Best throughout the Organisation.
- Regularly considered a live presentation of data from the Performance Assurance Dashboard, focusing on sickness absence, staff vaccinations, recruitment and turnover, and equality, diversity and inclusion data.
- Considered an overview of Statutory and Mandatory Training compliance and My Contribution appraisal data across the Organisation, and the work underway to address compliance such as impact workshops and toolkits. The Committee went on to consider a comprehensive review of appraisal compliance within the Health Protection and Screening Services directorate.

People and Organisational Development Committee

Staff Engagement and Partnership Working with Trade Unions

- Took assurance on a deep dive into Culture, experience and operational effectiveness within the Organisation, which highlighted the Organisations commitment to the development of a positive culture at all levels of the Organisation.
- Considered a comprehensive update on staff engagement and took assurance on the level of engagement with Staff.
- Considered regular updates from the Local Partnership Forum.
- Took assurance on the annual report from the Local Partnership Forum, which had focused on strategic issues, and had been crucial in driving the Organisation's work into culture and employee value proposition.
- Considered an update on the Staff Networks and took assurance on the progress with requests made to the Board by the Staff Diversity Networks to date.

Workforce Equality, Diversity and Human Rights

- Took assurance on the work undertaken to progress the Equality, Diversity and Inclusion agenda in Public Health Wales through regular progress updates, which highlighted the introduction of two new Staff Networks (Ymlaen and Chaps Chat) and improvements in declaration rates., which indicated the level of trust staff had.
- Took assurance on the Organisation's progress towards the Anti-racist Wales Action Plan and Workforce Race Equality Standard.
- Considered the findings and approved the Annual Equalities Report 2022-23.
- Considered the findings and approved the Gender Pay Gap Annual Report 2022-23 and considered.

People and Organisational Development Committee

Welsh Language Provision

- Took assurance on the Organisation's efforts to embed the requirement for the provision of Welsh Language in its work throughout the Organisation via regular Welsh Language compliance updates. These included a focus on areas of progress such as the work underway to transform the Web Estate, the work to embed a bilingual culture within the Organisation, and the identification and plan to address areas of weakness.
- Took assurance on the Welsh Language Annual Report and the position in regard to Welsh Language complaints.

Speaking Up Safely and Raising Concerns

- Considered an update on grievances received by the Organisation, taking assurance that all grievances were treated confidentially and managed in accordance with the polices and protocols in place.
- Approved the Speaking Up Annual Report (previously Raising Concerns Annual Report) and took assurance on the progress with the implementation of the actions within the Speaking Up Safely Action Plan.
- Approved the Speaking Up Safely Framework and Protocol
- Approved the adoption of the All Wales Raising Concerns Procedure

Risk

- The Committee regularly considered and took assurance on the management of both strategic and corporate risks within remit of the Committee.

Policies

- The Committee considered bi-annual reports on the status of policies, procedures and other written control documents within its remit, and took assurance on the management of the review of Policies within its remit.
- The Committee approved 11 policies within its remit during 2023-24.