

**POWYS TEACHING HEALTH BOARD**  
**SUMMARY OF THE WORKFORCE AND CULTURE COMMITTEE**  
**MEETING HELD ON TUESDAY 31 MAY 2022, 14:00 – 16:00**  
**VIA MICROSOFT TEAMS**

**Present:**

Ian Phillips	Independent Member (Chair)
Ronnie Alexander	Independent Member
Cathie Poynton	Independent Member

**In Attendance:**

Carol Shillabeer	Chief Executive Officer
Hayley Thomas	Deputy Chief Executive and Director of Primary, Community Care and MH
Jamie Marchant	Director of Environment
Pete Hopgood	Director of Finance and IT
Stephen Powell	Director of Planning and Performance
Mark McIntyre	Assistant Director of Workforce and Organisational Development
Phil Jones	Audit Wales
Claire Powell	Community Health Council
Louise Richards	Workforce Planning Manager
Paula Walters	Associate Director Corporate Business
Adam Pearce	Service Improvement Manager – Welsh Language
Carl Cooper	Powys Association of Voluntary Organisations

**Apologies for absence:**

Matthew Dorrance	Independent Member
Claire Madsen	Director of Therapies & Health Science
Julie Rowles	Director of Workforce and Organisational Development
James Quance	Interim Board Secretary

**Committee Support:**

Liz Patterson	Interim Head of Corporate Governance
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## **MINUTES FROM THE PREVIOUS MEETING, HELD 15 MARCH 2022**

The Committee APPROVED the minutes of the meeting held 15 March 2022.

### **WORKFORCE AND CULTURE COMMITTEE ACTION LOG**

W&C/21/15 – Request for Single Point of Contact to be included on the work programme.

The Committee were advised that work was ongoing to identify a digital solution that fitted with a service solution. A report would be brought to the next meeting of the Committee.

### **WELSH LANGUAGE STANDARDS MONITORING REPORT EQUALITIES, DIVERSITY, AND INCLUSION MONITORING REPORT**

It was outlined to the Committee that both reports had been considered at the Executive Committee where a number of comments had been made. These, along with any comments from the Committee would be collated and addressed and the final reports would be considered at the July Board for approval.

The Committee received a report outlining that there had been limited progress where actions needed to be taken in a face-to-face context and focus had been on areas where remote working was possible. There had been a number of changes to staff, but an Equalities and Welsh Language Officer and Welsh translator were now in post. The Communications Team had supported the promotion of Welsh Language events.

The team had participated in all Wales equality events, provided training on a variety of topics, and equality is now part of the Manager training programme. Easy read training has been rolled out to enable easy read documents to be produced inhouse.

The Committee NOTED the Welsh Language Standards Annual Report 2021-22 and the Equalities, Diversity and Inclusion Monitoring Report 2021-22 and RECOMMENDED both reports to Board for Approval subject to those amendments identified by the Executive Committee.

## **WORKFORCE PERFORMANCE REPORT**

A report was presented which gave an update in relation to key performance indicators across the health board.

Attention was drawn to the increase in use of fixed term contracts, particularly in relation to mass vaccination, Test Trace and Protect and renewal activity.

It was observed that whilst the rates of bank and agency staff used had levelled off these rates were still too high.

It was reported that the establishment was under review in Community Wards and Mental Health with the intention of producing a sustainable model.

The Workforce Performance Report was NOTED.

## **WORKFORCE FUTURES STRATEGIC UPDATE (CARERS AND VOLUNTEERS)**

The Committee received a presentation on the School of Volunteers and Carers in the Health and Care Academy.

During the pandemic over five hundred volunteers were deployed into the mass vaccination programme with over one hundred volunteers continuing to support this area.

In clinical and care settings volunteers are being reintroduced since the pandemic. A role description has been co-created, a recruitment campaign started with a full training programme offered. Risk assessments are undertaken to ensure there is no risk to the volunteer or patient. FE Health and Care students and community volunteers are being targeted. Six have been deployed with more to be onboarded. The potential to extend the programme to Care Homes is being investigated with two pilot sites identified.

The time bank project 'Time for Us' is under development with nine Time Banks set up across the county. The aim of this programme is to improve social contact and cohesion, help mobilise families, neighbourhoods, communities, and assets in a beneficial way for health.

Reaching Wider has the aim of providing pathways for carers and care leavers to access Level 4 learning via Bangor University.

The Powys Balance Programme has commenced with the aim of enabling volunteers and carers to balance the needs of others, without losing the essence of themselves. This has included holding an April Retreat on the Bronllys Campus.

It was advised that a skills matrix was under development which will include key performance indicators and that indicators were also part of the Powys Balance Programme.

The Committee welcomed the work described within the presentation.

### **IMPLEMENTATION OF AGILE WORKING AND NEW WAYS OF WORKING**

The Committee received a report outlining that agile working could be categorised as 'mobile' (on the move), 'flexible' (work from a variety of locations) and 'fixed' (most of the time from a fixed location). It did not just mean working from home. Agile working related to the 'How and Where' of working whereas Flexible working related to the 'When' of working.

A survey was undertaken in September 2021 which found Administrative and Clerical staff were primarily working in an agile way. The positive and negative experiences of agile working were examined and one of the main issues identified was the need for good hotdesking facilities. This would be a particular challenge for the health board given the inflexible and aged estate.

The Committee NOTED the agile working report.

### **STAFF WELLBEING OVERVIEW (OCCUPATIONAL HEALTH AND UPDATE ON STAFF SURVEY)**

A report was presented, and attention drawn to the increase in staff sickness which was part of a nationwide trend.

The 2020 NHS Staff Survey had demonstrated high levels of staff engagement in the health board which were also the highest in Wales.

The 2021 internal wellbeing survey had identified improvements in wellbeing.

The Committee NOTED the Staff Wellbeing Overview.

## **CORPORATE RISK REGISTER – RISKS OVERSEEN BY THIS COMMITTEE**

The Committee NOTED the Committee Risk Register.

### **COMMITTEE WORK PROGRAMME 2022-23**

A request was made for Agile Working to be brought back to the Committee as the project progresses.

There was no urgent business.

### **DATE OF THE NEXT MEETING:**

20 September 2022, via Microsoft Teams.