

Betsi Cadwaladr University Health Board (BCUHB)
Minutes of the People & Culture Committee
meeting held in public
on 12 January 2024 14:00 – 15:30
in the Boardroom, Carlton Court, St Asaph and via Teams

Committee Members Present	
Name	Title
Dyfed Edwards	Chair / Interim Chair of People & Culture Committee
Karen Balmer	Independent Member
Caroline Turner	Independent Member
In Attendance	
Carol Shillabeer	Chief Executive
Phil Meakin	Acting Board Secretary
Georgina Roberts	Associate Director of People Services, West IHC
Nick Graham	Associate Director of Workforce Optimisation
Committee Support	
Laura Jones	Special Measures Project Manager

Agenda Item	Action
OPENING BUSINESS	
<p>PC24/1 Welcome, Introduction to Committee and Apologies for Absence</p> <p>PC24/1.1 Apologies were provided for Jason Brannan and Adele Gittoes and no declarations of interest were raised. It was noted that the meeting was being held in public and would be recorded for the benefit of Audit Wales who were not present at the meeting.</p> <p>PC24/1.2 The Chair stated that his current position as Chair of the Committee was an interim arrangement to enable the Committee to be established. The Health Board are currently working towards a full complement of Independent Members by March 2024 and this will allow more flexibility in relation to Committee member commitments. The Chair confirmed that the main focus of the meeting was to discuss the issues and topics that the Committee should be considering and what the Committee want to achieve in order to provide assurance to the Board.</p>	
<p>PC24/2 Review of the Terms of Reference for the People Committee</p> <p>PC24/2.1 The Chair confirmed that the ToR have previously been shared for comment. The Chief Executive suggested the potential for the Committee to be titled the People & Culture Committee due to the scope of the remit. It was agreed that it is important to send a good message to the organisation in relation to culture and change and agreed to re-name the Committee to the People &</p>	

around workforce and succession planning as well as ways the Board can lead in terms of the culture of the organisation. Independent Member Karen Balmer made reference to staff attendance, people surveys and the annual EDI survey as areas that can benefit culture and wellbeing within the workplace. Independent Member Caroline Turner highlighted recruitment and retention in relation to the current staff structure and difficult to fill areas suggesting that it may be useful to complete data analysis within these areas.

PC24/3.2 It was highlighted that the Planning, Population Health & Partnership Committee have suggested arranging a development session to lay the foundations of the Committee. It was agreed that a development session would also benefit this Committee and would allow a review of baseline data, consideration of which areas require regular reporting arrangements and allow the Committee to monitor progress in these areas. The Special Measures Project Manager agreed to arrange a development session with Committee members.

LJ

PC24/3.3 The Committee also discussed areas including employee relations, HR practice standards, the implementation of the social partnership act, EDI, gender pay gaps, responsibility to implement the race equality action plan and workforce utilisation including job planning, rostering and corporate health standards. The Chair confirmed that he would expect some of these areas to be covered in the cycle of business and requested that this is reviewed. The Chief Executive confirmed that work has commenced on workforce planning as part of Special Measures therefore this needs to be included in the cycle of business. The Chair suggested that sub topics need to be included under workforce planning including culture and leadership and asked for this to be addressed as part of the cycle of business review.

PM/LJ

PC24/3.4 The Chief Executive confirmed the need to understand what our staff and colleagues think of this organisation and establish an approach to cultural change that includes input from the Board. The Chair suggested the need for the Committee to have sufficient time to review progress and gain evidence against what the Board anticipate the Committee to achieve. The Chair also queried whether there are items within the risk register that are relevant to the Committee and asked for this to be shared outside of the meeting. The Committee also discussed the performance audit update in relation to this matter.

PM/LJ

PC24/3.5 The Committee discussed what can be covered and where we want the organisation to be in terms of welsh language. Independent Member Caroline Turner added the need to understand the Welsh language legal requirements and standards and also where these skills will make the most impact for patients for example older people / dementia patients. It was suggested that the Executive Director with responsibility for Welsh Language is added to the terms of reference, the Special Measures Project Manager agreed to make this amendment.

LJ

