	Name of Meeting
	Board
	Date of Meeting
	25 November 2021
	Agenda item
	3.4

Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	14 October 2021
Quality, Safety and Improvement Committee	Kate Eden	Rhiannon Beaumont-Wood, Executive Director Quality, Nursing & Allied Health Professionals / Meng Khaw, National Director of Health Protection and Screening Services and Executive Medical Director	10 November 2021

Please note, due to the timings of the Quality, Safety and Improvement Committee meeting, the Chair will provide a verbal update on the meeting.

The verbal update will focus on:
- Screening Update
- Winter Planning (links to Board agenda item 3.5).

People and Organisational Development Committee

The Committee:
- **Took assurance** from the presentation and consideration of the Performance Assurance Dashboard, focusing on sickness absences, Staff vaccinations, recruitment and turnover.
- **Took assurance** on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee.
- **took assurance** from the Recruitment Update – Integrated Health Protection Service Business Case paper and were updated on the progress of the recruitment, the use of the tracker in the recruitment process, ensuring that timelines were complied with.

Strategic Discussions:

Summary of key matters considered by the Committee and any related decisions made:

Our Conversation – Principles for the Future of Work

The Committee an update on from the latest Task and Finish Group Meeting:- Work Where/How it works best:

In terms of measurable outcomes, the Committee were assured that the appropriate actions would be put in place, and agreed to receive a further update at the next meeting.

Workforce Equality Analysis

The committee also considered a presentation on the Workforce Equality Analysis. The Gap Analysis had been undertaken using in-house expertise to address known gaps within the Organisation. This work has extended across several Directorates: People and Organisational Development; Health, Knowledge and Research; Quality, Nursing and Allied Health Professionals and Health Protection and Screening.

The Committee discussed the role of the Board to lead on this agenda, to ensure sufficient support from the Board was visible to the organisation, noting its importance.

Key risks and issues/matters of concern of which the Board needs to be made aware:

People and Organisational Development Committee

No key risks or maters of concern to raise at this time.

Delegated action taken by committees:

People and Organisational Development Committee

- Annual Equality Report 2020-21
- Workforce Report Annual Report 2020-21

Unconfirmed Minutes for Committees are available on request.

Previously confirmed minutes can be found on the website at
https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/

Date of next Committee meetings

The Board considered a governance report at its meeting on 25 March 2021 and agreed the following:

- Quality, Safety and Improvement Committee to operate within their scheduled meeting pattern; increased to 5 meetings during 2021/22;
- Audit and Corporate Governance Committee to operate within their scheduled meeting pattern of 5 meetings during 2021/22;
- People and Organisational Development Committee resume as of 1 April 2021, and operate within their scheduled meeting pattern of 4 meetings during 2021/22.

The Board agreed at its meeting on 29 July that:

- Knowledge, Research and Information Committee will resume in Quarter 3 2021/22

The next scheduled Committee meetings are as follows (please note these are subject to change):

People and Organisational Development	13 January 2022
Quality, Safety and Improvement Committee	15 February 2022
Knowledge, Research and Information Committee	8 December 2021
Audit and Corporate Governance Committee	20 January 2022