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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



		Agenda Item	2.3 (iii)
Freedom of Information Status		Open	
Reporting Committee	Workforce and Organisational Development (OD) Committee		
Author	Liz Stauber, Interim Head of Corporate Governance		
Chaired by	Tom Crick, Independent Member		
Lead Executive Director (s)	Hazel Robinson, Director of Workforce and OD		
Date of last meeting	20 February 2020		
Summary of key matters considered by the committee and any related decisions made.			
<ul style="list-style-type: none">• IMTP Commissioning Figures and Workforce Templates – members received an outline explanation of the work undertaken to determine the workforce commissioning figures and workforce templates for the workforce chapter of the integrated medium term plan (IMTP – three year plan). Heads of profession, clinical and education leads and heads of service reviewed the education commissioning requirements for the existing workforce in addition to future requirements for graduates, taking into account areas such as current vacancies, age profile and turnover rates. A whole systems approach was taken this year, into which workforce was incorporated, and the units were asked to input into the workforce and finance chapters to triangulate the information. Feedback was awaited from Health Education and Improvement Wales and a workshop was taking place on 1st March 2020 to look at commissioning intentions.			
Key risks and issues/matters of concern of which the board needs to be made aware:			
<ul style="list-style-type: none">• Safeguarding Training - following the introduction of the NHS Wales safeguarding training framework (2019), the safeguarding team was undertaking a training needs analysis to map the requirements. Members were disappointed by the level of compliance with training within the units. Included within the report was a request for level two training to be mandatory. As this was not within the committee's remit to agree, it was requested that a report be submitted to the senior leadership team.			
Delegated action by the committee:			
<ul style="list-style-type: none">• Strategic Equality Objectives 2020-24 – members supported the submission of the strategic equality objectives to the health board subject to the revision of the wording of objective one.• Annual Equality Report 2018-19 - the annual equality report and employment information be endorsed for publication on the health board external website, however concerns were raised in terms of the low engagement with the production of the report.• Coaching and Mentoring Policy – this was endorsed.			
Main sources of information received:			

- **Workforce Metrics** – a report outlining performance against a number of key workforce metrics, such as sickness absence and compliance with mandatory and statutory training, was received. Despite the focus being given to support staff, long-term sickness absence levels were continuing to increase, albeit at a slower pace, however turnover rates were at an all-time low.
- **Medical Agency Cap** – members noted that there had been variable improvement in both compliance and expenditure. Data was now available from the locum on-duty system which allocates shifts to internal and external locums and there were 700 doctors were registered on the medical bank.
- **Director of Therapies and Health Sciences Workforce** – the committee received an update on this particular workforce group in which it was noted recruitment was a recognised challenge for a number of services resulting in significant vacancies. As such, a plan was in development for each profession.
- **Project Plan for ‘Just Culture’** – members were encouraged by the project plan which would look at why the rules were broken and what needs that person may have in-line with the values and promoting fairness.
- **Workforce and OD Risk Register** – members received and noted the update.

Highlights from sub-groups reporting into this committee:

Reports were received from:

- Vacancy Control Panel;
- Nursing and Midwifery Board;
- Medical Workforce Board.

Matters referred to other committees

No matters were referred to other committees.

Date of next meeting

16th April 2020