



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



|   |   |             |           |
|---|---|-------------|-----------|
|   |   | Agenda Item | 2.3 (iii) |
| Freedom of Information Status   |   | Open        |           |
| Reporting Committee   | Workforce and OD Committee  |             |           |
| Author  | Leah Joseph Corporate Governance Officer                                    |             |           |
| Chaired by  | Tom Crick, Independent Member   |             |           |
| Lead Executive Director (s)   | Kathryn Jones, Interim Director of Workforce and Organisational Development |             |           |
| Date of last meeting  | 15 June 2021  |             |           |
| Summary of key matters considered by the committee and any related decisions made.  |   |             |           |
| <ul style="list-style-type: none"><li>• <b>Personal Appraisal Development Review (PADR) Compliance within Estates and Facilities</b> - PADR compliance is now showing 37.7% and mandatory training compliance is now showing 81.88%. Actions have been developed to increase compliance rates for PADR in particular and mandatory training throughout the Estates Department.</li><li>• <b>PADR Compliance within Support Services</b> – The mandatory training compliance for Support Services in May 2021 is at 63.74% compared to the compliance position in November 2019 of 61.54%. The current PADR compliance as at May 2021 was 29%. The compliance in November 2021 was 43.38%. 400 additional new staff were recruited into the department to cover additional domestic hours and staffing to the field hospitals. A pool of bank staff was created to assist the management of staffing.</li></ul>  |   |             |           |
| Key risks and issues/matters of concern of which the board needs to be made aware:  |   |             |           |
| <ul style="list-style-type: none"><li>• <b>Statutory and Mandatory Compliance</b> – The report provided detailed analysis of statutory and mandatory training level 1 compliance activity within Swansea Bay University Health Board (SBUHB). There is currently no automatic mechanism to enter face-to-face training and the Units have been manually inputting the results, and there are audit risks surrounding the manual element.</li></ul>  |   |             |           |
| Delegated action by the committee:  |   |             |           |
| None identified.  |   |             |           |
| Main sources of information received:   |   |             |           |
| <ul style="list-style-type: none"><li>• <b>Medical Agency and Locum Utilisation</b> update was noted.</li><li>• <b>Medical Revalidation</b> update report was noted.</li><li>• <b>Guardian Service Annual Report</b> - From 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 there were 96 contacts overall, with 66 concerns raised and 36 cases have been also been resolved/closed during this period. Online drop in sessions have been arranged up to and including July 2021 and this will be reviewed in light of any COVID-19 restrictions changing.</li><li>• <b>Workforce Metrics</b> - There were spikes in sickness and absence in April 2020 and December 2020 which corresponded with the COVID-19 pandemic waves one and two. The rolling impact figure is expected to be impacted over the next twelve months. SBUHB's overall performance continues to match the target level for NHS Wales when excluding outlier data. The break in processing of Operational Casework between March 2020 and</li></ul> |   |             |           |

|  |                |
|--|----------------|
| <p>September 2020 due to the COVID pandemic continues to distort case numbers for that period.</p> <ul style="list-style-type: none"> <li>• <b>Domestic Recruitment</b> update report was noted.</li> <li>• <b>Nurse Staffing Levels (Wales) Act 2016</b> - The report is the third iteration which detailed the unprecedented year inclusive of the changes in risks and reporting mechanisms.</li> </ul> |                |
| <b>Highlights from sub-groups reporting into this committee:</b>   |                |
| <ul style="list-style-type: none"> <li>• <b>Medical Workforce Board Update Report</b> was noted.</li> <li>• <b>Therapies and Health Science Group Key Issues</b> Report was noted.</li> </ul>  |                |
| <b>Matters referred to other committees</b>  |                |
| None identified.   |                |
| <b>Date of next meeting</b>  | 10 August 2021 |