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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, Committee Services Manager		
Chaired by	Tom Crick, Independent Member		
Lead Executive Director (s)	Hazel Robinson, Director of Workforce and OD		
Date of last meeting	27 August 2019		
Summary of key matters considered by the committee and any related decisions made.			
<ul style="list-style-type: none">• High Value Opportunities – members considered the high value opportunities in relation to nursing, therapies and medical staff. There was a risk of double-counting, so the plans would need to be cross-referenced with those of the units but there were good foundations on which to build. Updates were to be received on a quarterly basis.			
Key risks and issues/matters of concern of which the board needs to be made aware:			
<ul style="list-style-type: none">• Workforce Risks - capacity of the workforce function remained the highest risk and a report was to be received by the board in November 2019 once all the corporate structures had been reviewed.• Compliance with Personal Appraisal and Development Reviews (PADRs) and Statutory and Mandatory Training (Hotel Services) – members received an update as to the work to improve compliance with mandatory training and personal appraisal and development reviews (PADRs) within hotel services and noted that it was a diverse portfolio which included catering, portering and domestic services. As well as supporting the main sites, services were also provided at community services, and as some staff worked an hour a day, it was challenging providing the time for PADRs and training. There had been improvement with compliance but not enough to provide the required assurance and it was agreed that a report would be submitted to the executive board outlining the expected rate of progress as well as the associated risks and potential opportunities from investment.			
Delegated action by the committee:			
No delegated action was taken by the committee.			
Main sources of information received:			
<ul style="list-style-type: none">• 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.• Deep Dive Extended Role: Consultant Physio – the committee received a presentation on an extended job role to see the benefits of having such posts. It was agreed that			

quarterly presentations would be received, with the next one to be scheduled in October 2019 from the consultant nurse in emergency medicine.

- **Deep Dive: Electronic Staff Record system** - a demonstration of the electronic staff record (ESR) and the way in which it should be used for access to statutory and mandatory training was received and noted.
- **Medical Agency Cap** – members noted that there had been some deterioration in relation to the percentage of assignments paid at or below the cap.
- **Personal Appraisal and Professional Development Reviews (PADRs)** – an update as to compliance was received and update was to be given in September 2019 as to the process for determining pay progression in line with PADR dates.
- **Health Inspectorate Wales KW Action Plan** – this was received and noted;
- **Kendall Bluck Report** – the final report was to be discussed by the executive team later that week.
- **Workforce Framework** – an update on the workforce framework was received and it was agreed this would become a standing agenda item.
- **Nurse Staffing Act** – members noted the health board remained compliant with act and consideration was now being given to the next stage of implementation.
- **Maternity Services Action Plan** – while progress against the action plan was under review by the Quality and Safety Committee, the workforce related updates were noted.

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

30th October 2019