



|                              |                                                                                                                                                                            |                    |  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--|
| <b>Meeting Date</b>          | <b>20<sup>th</sup> November 2025</b>                                                                                                                                       | <b>Agenda Item</b> |  |
| <b>Name of Meeting</b>       | <b>Health Board Partnership Forum</b>                                                                                                                                      |                    |  |
| <b>Report Title</b>          | <b>Workforce Update</b>                                                                                                                                                    |                    |  |
| <b>Report Author</b>         | [REDACTED] WF Manager                                                                                                                                                      |                    |  |
| <b>Presented by</b>          | [REDACTED]-Head of HR Ops and Business Partners                                                                                                                            |                    |  |
| <b>Purpose of the Report</b> | To provide an update to the forum on recent updates to legislation or policy and provide an overview of OCP consultation papers submitted to the subgroup for information. |                    |  |

## 1. PURPOSE

This report provides an update to the forum on any recent changes to legislation or policy and provides an overview of OCP consultation papers submitted to the subgroup for information.

## 2. UPDATES TO LEGISLATION AND POLICIES

### 2.1 All Wales Anti Sexual Harassment Policy

The Anti Sexual Harassment Policy has been issued on an All-Wales basis. This was developed in partnership via the National People Network which included members of our Workforce team. The policy was agreed by the Welsh Partnership Forum and the Medical and Dental Business Committee.

The policy was developed in response to the Worker Protection Amendment Act (2023) which places a proactive duty on employers to take reasonable steps to prevent sexual harassment of employees in the workplace. NHS Wales is unequivocal that sexual harassment is unlawful and must not be tolerated.

The policy raises awareness of, and provides guidance on, what behaviours constitute sexual harassment (e.g. verbal, non-verbal, physical). It helps and encourages employees to seek help and report sexual harassment and sets out a process to be followed on the disclosure or reporting of sexual harassment.

The policy was adopted by the Subgroup of the Health Board Partnership Forum on behalf of the Health Board

### 2.2 All Wales Flexible Working Policy

The All-Wales Flexible Working Policy has been reviewed in partnership to ensure it is compliant with current legislation.

There is a legal requirement to consider a flexible working application and inform the individual of the outcome within 2 months. The policy has been amended to ensure that this two-month period takes account the appeal process. An extension to time limits can be mutually agreed.

In relation to this, the time for an employee to lodge an appeal against the outcome has been reduced to 7 days to ensure compliance with the two-month time scale.

The policy was adopted by the Subgroup of the Health Board Partnership Forum on behalf of the Health Board

## **2.3 Disclosure and Barring Policy**

This local workforce policy has been reviewed in line in partnership with the normal schedule of policy review. Some minor amendments were made as follows:

**Section 1.2/ section 6.2** Addition of Fit and Proper Person test

**Section 3.5** – clarification- All employees whether subject to a DBS check or not, are required to report any charges, convictions, cautions, reprimands or warnings that occur during the course of their employment

**Section 7.2 /Section 11.1** Clarification of application of DBS update system.

The policy was approved by the Subgroup of the Health Board Partnership Forum on behalf of the Health Board

## **2.4 Personal Relationships at Work**

This local workforce policy has been reviewed in partnership in line with the normal schedule of policy review. Some minor amendments were made as follows:

**Section 7.** Clarity on reporting responsibilities for medical staff

**Section 11.1** Where alternative supervision/line management arrangements are made, access to the personal file of the employee should be restricted to the alternative manager/supervisor only.

The policy was approved by the Subgroup of the Health Board Partnership Forum on behalf of the Health Board

## **2.5 Registration Policy**

This local workforce policy has been reviewed in partnership in line with the normal schedule of policy review. Some minor amendments were made as follows:

- To include revised title of Executive Director of Allied Health Professionals and Health Sciences



- To include section 4 on Professional Accountability
- To clarify process for those employed in roles within PSA Accredited Registers.

The policy was approved by the Subgroup of the Health Board Partnership Forum on behalf of the Health Board

### 3. CONSULTATIONS SUBMITTED TO SUBGROUP FOR INFORMATION

The following table indicates the consultation papers that have been submitted to the subgroup of the Partnership Forum since the meeting on 11<sup>th</sup> September 2025.

| Date    | Title                                                                                                                                                                                                                                                                                      | Manager                                                                                                                                                                    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25/9/25 | <b>Relocation of District Nursing Service Administrative Support</b><br><br>Consultation to relocate the District Nursing administrative support officer from the Guildhall, Swansea to Cwmbwrla Clinic to ensure all DN clusters have full time administrative support available on site. | <br> |

### 4. ACTION

The Health Board Partnership Forum is asked to note this information.