



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Cadeirydd/Chair: **Emma Woollett**
Prif Weithredwr dros dro/Interim Chief Executive: **Dr Richard Evans**

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Rydym yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. Atebir gohebiaeth Gymraeg yn y Gymraeg, ac ni fydd hyn yn arwain at oedi.
We welcome correspondence in Welsh or English. Welsh language correspondence will be replied to in Welsh, and this will not lead to a delay.

Cais Rhyddid Gwybodaeth / Freedom of Information request **Ein Cyf / Our Ref: 23-I-027**

You asked:

Question 1: How many Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) are currently employed by the Trust?

1223 (Headcount)

Question 2: How many Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) are currently employed by the Trust?

681 (Headcount)

Question 3: Please list the total number of Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) by Ward/Department/Unit/Clinic?

Please see Excel Document *HCSW Breakdown*

Question 4: Please list the total number of Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) by Ward/Department/Unit/Clinic?

Please see Excel Document *HCSW Breakdown*



Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

Question 5: What is the voluntary resignation rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

Between 1st September 2022 and 31st August 2023, substantive Band 2 staff in the job titles named, account for 8.97% of total (substantive) leavers. No 'duplicates' have been removed i.e. in the event and individual holds more than one post and has resigned from multiple positions, all instances have been counted.

Question 6: What is the voluntary resignation rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

Between 1st September 2022 and 31st August 2023, substantive Band 3 staff in the job titles named, account for 6.87% of total (substantive) leavers. No 'duplicates' have been removed i.e. in the event an individual holds more than one post and has resigned from multiple positions, all instances have been counted.

Question 7: What is the total labour turnover rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

LTR HEADCOUNT %	LTR FE %
8.97%	8.69%

Question 8: *What is the total labour turnover rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?*

LTR HEADCOUNT %	LTR FE%
11.51%	11.54%

Question 9: What is the current vacancy rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker)? Please provide the actual number and what percentage of the FTE total this represent.

Please see Excel Document*Band 2 and 3 Staff*



Question 10: What is the current vacancy rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker)? Please provide the actual number and what percentage of the FTE total this represents

Please see Excel Document *Band 2 and 3 Staff*

Question 11: When were the Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker job descriptions last updated?

2023 – Working Group set up to develop core JD which will be in line with the HCSW Framework and will be matched by the All Wales JE Leads Monitoring Group once agreed by the Services

Question 12: When were the Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker job descriptions last updated?

See reply to Question 11

Question 13: Please provide copies the most up-to-date job descriptions and the job descriptions preceding the latest update for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker

Please see

- Health Care Assistant Band 2 JD
- Health Care Support Worker Band 2 JD
- Clinical Support Worker Band 2 JD
- Health Care Assistant Band 2 (Maternity, FMU)JD

Question 14: Please provide copies the most up-to-date job descriptions and the job descriptions preceding the latest update for Band 3 staff with the following job titles: Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

Please see

- Senior Healthcare Assistant Band 3 JD
- Healthcare Support Worker Band 3 JD
- Clinical Support Worker Band 3 JD
- Maternity Care Assistant Band 3 JD

Question 15: When was the last time that the roles of Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker were reviewed at a Job Evaluation matching panel?

February 2022

Question 16: When was the last time that the roles of Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing



Assistant, Maternity Support Worker were reviewed at a Job Evaluation matching panel?

May 2023

Question 17: Please provide copies of the Job Matching Report from the most recent Job Evaluation matching panel review of the following roles: Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

Please see

- Health Care Assistant Band 2 JM
- Health Care Support Worker Band 2 JM
- Clinical Support Worker Band 2 JM
- Health Care Assistant Band 2 (Maternity, FMU)JM

Question 18: Please provide copies of the Job Matching Report from the most recent Job Evaluation matching panel review of the following roles: Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

Please see

- Senior Healthcare Assistant Band 3 JM
- Healthcare Support Worker Band 3 JM
- Clinical Support Worker Band 3 JM
- Maternity Care Assistant Band 3 JM

Question 19: Please provide a copy of the Trust's local Job Evaluation Policy.

Please see documents attached:

- New Post Protocol - Version 1.2
- Re-Evaluation Protocol - Version 1.3

Question 20: Please provide copies of the training and competency frameworks used locally for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) and Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker).

To obtain this information would involve a manual trawl and search of records which we have estimated would significantly exceed the 18 hours limit set down by the FOI Act as the reasonable limit. Section 12 of the FOI Act and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 provides that we are not obliged to spend in excess of 18 hours in any sixty day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

Question 21: Please list all Band 2 job titles currently on the trusts establishment



All (including those outside of the categories stated in above questions) Band 2 Job Titles listed in Excel attachment *HCSW Breakdown*

We are not able to supply vacancy rate for each of these posts, as budget data is not allocated to an individual job title on the General Ledger therefore cannot be matched in this way.

Question 22: Please list all Band 3 job titles currently on the trusts establishment

All (including those outside of the categories stated in above questions) Band 3 Job Titles listed in Excel attachment *HCSW Breakdown*

We are not able to supply vacancy rate for each of these posts, as budget data is not allocated to an individual job title on the General Ledger therefore cannot be matched in this way.

* A report was run from our CAJE system that holds our job descriptions and approved outcomes and only returned entries from when assimilated to A4C between 2006-2008, so we do not hold any copies of job descriptions or job matching for Nursing Assistant.

