

AGENDA ITEM

(2.1.2)

PEOPLE & CULTURE COMMITTEE

WORKFORCE AND ORGANISATIONAL DEVELOPMENT POLICIES

Date of meeting

28/10/2020

FOI Status

Open/Public

If closed please indicate reason

Not Applicable - Public Report

Prepared by

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Presented by

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Approving Executive Sponsor

Executive Director of Workforce & Organisational Development

Report purpose

FOR APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals

Date

Outcome

Workforce Policy Review Group
Local Partnership Forum

20/08/2020
15/09/2020

ENDORSED FOR
APPROVAL

ACRONYMS

NWSSP	NHS Wales Shared Services Partnership
SLA	Service Level Agreement
WRPG	Workforce Policy Review Group

1. SITUATION/BACKGROUND

- 1.1 The purpose of the report is to present the revised Workforce and Organisational Development policies set out below.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 The following policies have been reviewed in partnership by the Workforce Policy Review Group (WPRG), which is accountable to the Local Partnership Forum. The WPRG is responsible for developing and reviewing policies and procedures and where appropriate endorse them following the consultation process.
- 2.2 The following policies and procedures are being presented to the People & Culture Committee for approval.

CTMUHB Workforce Policies and Procedures

- **Adverse Weather Conditions Policy**

The policy has been reviewed and updated. The revised policy includes a robust NHS Wales process that enables clinical and non-clinical staff from another Health Board report to work in Cwm Taf Morgannwg University Health Board and vice versa, during episodes of adverse weather.

- **Time-Off and Facilities for Trade Unions and Professional Organisations Policy**

The policy has been reviewed and updated. The revised policy includes the Terms of Reference for the newly formed Local Partnership Forum and Integrated Locality Groups Local Partnership Fora.

- **Fixed-Term Contract Policy**

This is a new policy. The purpose of the policy is to outline the principles to govern the utilization and the appropriate use of fixed term contracts. It sets out the process to be followed to ensure that managers are aware of their responsibilities, particularly when a fixed term contract is coming to an end.

- **Welsh Language Policy**

This is a new policy that the Health Board is required to have in place to meet the requirements of the Welsh Language (Wales) Measures 2011. The aim of the policy is to promote and facilitate the use of the Welsh language across the organisation.

The policy will enable each service / team to provide a bilingual service and ensure compliance with the legislative requirements set out in the Welsh Language Standards.

- **Nursing & Midwifery Revalidation Policy**

This policy was previously an All Wales Policy. However, responsibility and ownership of this policy has now been delegated to each NHS Wales organisation. The policy has been reviewed and updated to include guidance for managers on how to deal with a registrant that allows their registration to lapse.

- **Professional Registration Policy**

This is an existing policy that has been reviewed and updated. The policy now mirrors the Nursing and Midwifery Revalidation Policy, ensuring a consistent approach across all staff groups, where registration is a requirement. The revised policy includes a process for dealing with suspension, withdrawal and the removal of a registrant's registration.

- 2.3 The following all Wales Policy has been reviewed in partnership by NWSSP, circulated to All Wales Finance Directors and All Wales Workforce and Organisational Development Directors for endorsement by their NHS organization. It should be noted that this policy forms part of the Health Board's SLA with NWSSP.

- **All Wales Lease Car/Pool Vehicle Policy and Procedure**

This policy is an existing NHS Wales policy that has been reviewed and updated. The policy now includes Pool Vehicles which NWSSP are responsible for in a number of Health Boards and Trusts. The reason for the combined approach is to ensure consistency in the process for gaining authorisation from the approver in the organisation, ordering via the CCS framework and maintaining the 3 year lease with the supplier.

All lease car / pool vehicles will now include:

- Standard Safety Packs;
- Warning Triangle/Beacon;
- First Aid Kit;
- Life Hammer;
- 1kg Fire Extinguisher;
- Hi-Vis Vest; and
- Mechanical Relief Vehicle.

The choice of vehicle will be decided by the employee, with the Health Board retaining the right to ensure that the lease vehicle meets the "Green" criteria emissions.

The Finance Bill (2020), introduced primary legislation to clarify that all new cars provided to employees and available for private use and first registered from 6 April 2020, will be taxed according to the CO2 emissions figure, measured under the Worldwide Harmonised Light Vehicles Test Procedure. This is a global, harmonized standard for determining the levels of pollutants, CO2 emissions and fuel consumption of traditional and hybrid cars, as well as the range of fully electric vehicles.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

3.1 The above policies meet all legal and contractual obligations and reflect best practice.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	There are no specific quality and safety implications related to the activity outlined in this report.
Related Health and Care standard(s)	Staff and Resources
	If more than one Healthcare Standard applies please list below:
Equality impact assessment completed	Yes
	No adverse effects. These are available on request.
Legal implications / impact	Yes (Include further detail below)
	There could be legal implications if the policies are not adhered to, as identified, if applicable, within the relevant policies.



Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Strategic Well-being Objectives	Provide high quality, evidence based, and accessible care

5. RECOMMENDATION

- 5.1 The People & Culture Committee are asked to **APPROVE** the above policies developed in partnership and endorsed and recommended for approval by the Health Board's Local Partnership Forum.
- 5.2 Once approval is sought the author will share the policies with the Corporate Governance Team for publication on SharePoint and the Health Board Internet Site.