



AGENDA ITEM

2.1.3

PEOPLE & CULTURE COMMITTEE

WORKFORCE AND ORGANISATIONAL DEVELOPMENT POLICIES

Date of meeting

14/07/2021

FOI Status

Open/Public

If closed please indicate reason

Not Applicable - Public Report

Prepared by

Claire Nicholas, Head of Policy,
Compliance and A4C

Presented by

Karen Wright, Assistant Director of
Workforce

Approving Executive Sponsor

Executive Director for People

Report purpose

FOR APPROVAL

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

Committee/Group/Individuals

Date

Outcome

Local Partnership Forum

(06/01/2021)

ENDORSED FOR
APPROVAL

ACRONYMS

WPRG

Workforce Policy Review Group

CTMUHB

Cwm Taf Morgannwg University Health Board

1. SITUATION/BACKGROUND

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

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

- 2.1 The following policy and procedure have been developed 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.

- **Shared Parental Leave Policy**

This is an existing CTMUHB policy that has been reviewed and updated. The policy outlines the eligibility criteria for Shared Parental Leave and Shared Parental Pay and the procedure for applying.

The policy has been reviewed to be gender neutral rather than she/he throughout. The policy has been updated to include the enhanced shared parental leave changes that came into effect during April 2019 when the NHS Terms and Conditions of Service were updated. The forms for applying have also been updated to reflect the changes.

The scope of the policy has been updated to clarify that the entitlements within the policy will also apply to those employees who are the intended parent within a surrogacy arrangement, and to those employees who are working under a "Fostering to Adopt" arrangement.

- **Procedure for Dealing with Anonymous Communications**

This new procedure outlines the process in which CTMUHB will respond to, and deal with the receipt of anonymous letters, faxes, emails, telephone calls, texts, social media posts and any other form of anonymous communications, in line with existing policies and procedures.

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

- 3.1 The above policy and procedure 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 (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.	Yes No adverse effects. These are available on request from Claire Nicholas, Head of Policy, Compliance and A4C
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 policy and procedure, developed in partnership and endorsed and recommended for approval by the Local Partnership Forum.
- 5.2 Once approval is obtained the above policy and procedure will be published on SharePoint.