

AGENDA ITEM

2.1.2

PEOPLE & CULTURE COMMITTEE
**WORKFORCE AND ORGANISATIONAL DEVELOPMENT
POLICIES**
Date of meeting

10/08/2022

FOI Status

Open/Public

**If closed please indicate
reason**

Not Applicable - Public Report

Prepared by

Karen Wright, Assistant Director of Policy,
Governance and Compliance

Presented by

Karen Wright, Assistant Director of Policy,
Governance and Compliance

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

Workforce Policy Review Group

19/05/2022

SUPPORTED

Local Partnership Forum

14/06/22

ENDORSED

ACRONYMS

CTM

Cwm Taf Morgannwg

1. SITUATION/BACKGROUND

- 1.1** The purpose of the report is to present the Workforce and OD policies set out below.

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

2.1 Workforce Policy Review Group Policies

The Workforce Policy Review Group (WPRG) has developed the following policies in partnership. This Group 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.

It is the responsibility of the People and Culture Committee to approve all Workforce and OD policies for implementation across the Health Board.

2.1.2a Annual Leave Policy

The Annual Leave Policy has been updated to include the additional annual leave entitlement, which was introduced from 1 April 2021.

A link to an electronic annual leave calculator has been added as a useful resource for both managers and staff, to enable quick calculation of annual leave. This is specifically useful when working out annual leave for starters or leavers who may join or leave part way through the annual leave year.

2.1.2b Redeployment Policy

As part of a work stream led by Employee Experience Team, a task and finish group was set up to look at the redeployment process for staff. An outcome of this work was the creation of a 'Management of Redeployment Trial Review Form' for redeployees to complete weekly, with their manager, while they complete their work trial.

The purpose of the weekly reviews is to monitor progress, identify any issues to be addressed and allow both parties to comment on the suitability of the redeployment post. The new form has been incorporated into the Redeployment Policy.

2.1.2c Maternity, Paternity, Adoption and Surrogacy Policy

There has been no legislative changes made to the policy. The application forms within the policy have been updated, to ensure all relevant information is captured at the point of application, to improve the employee's experience of the process.

Links have also been included to the risk assessment form, which must be completed in line with the 'New and Expectant Mothers at Work Policy'.

2.1.2d Recruitment and Retention of Disabled Staff Policy

The CTM Disability Network has reviewed this policy. The policy promotes equality of opportunity for candidates and employees who have a disability. The new Empowerment Passport has been added as a tool to be used by all employees and bank workers as a place to document any 'reasonable adjustments' required, accommodating a disability or health condition at the earliest possible opportunity. This approach will help ensure appropriate arrangements are agreed and put in place, to ensure the well-being of everyone in work.

The policy also advocated the use of the Empowerment Passport when an employee is being managed via the All Wales Managing Attendance at Work Policy. This tool is deemed useful for those employees who have taken up a new role or who may move between roles and different work areas on a regular basis, part of their job.

2.1.2e Appeals Procedure when not Detailed in the Relevant HR Policy or Procedure

This new procedure sets out the process for an employee of the Health Board, to appeal against a decision or action, where the appeal process is not explicit in the relevant HR policy or procedure.

This procedure sets out the formal appeals process, and the order of proceedings, which will be followed at an appeal hearing, falling within the scope of the procedure.



2.1.2f Pension Contributions Alternative Payment Policy

This new policy outlines an option for medical and dental employees who are current active members of the NHS Pension and may be affected by the lifetime tax allowance or annual tax allowance, in respect of their pension.

It should be noted ***the Health Board's Remuneration Committee is currently considering whether this Scheme should be implemented for all employees who may be affected by the annual or lifetime tax allowance limits in respect of their NHS Pension.***

Should this approach be approved the Policy will be amended to reflect that it covers all employees affected by the annual and or lifetime tax allowance limits. It is proposed that the Policy would not come back to the People and Culture Committee for Approval, as the changes would be removal of "medical and dental employee" and insertion of "all employee's affected by the annual or lifetime tax allowance limits in respect of their NHS Pension".

This policy aims to address the potential operational risks that have been identified, because of the pension tax regime. The Health Board has received a number of requests for reduced contractual hours and experienced a reluctance from some medical and dental employees, to take on additional work, and a desire to focus on private work, as a direct result of the pension tax regime. This policy is an attempt to address these operational issues, by providing such employees with an alternative option and encourage them to undertake additional work for the Health Board.

The alternative option will provide affected medical and dental employees with an option to opt out of the NHS Pension Scheme and for their unused employer pension contributions, to be paid to them directly, as additional pay. This option can only be utilised where the employee can demonstrate the lifetime or annual allowance, pension tax thresholds affects them.

The alternative payment options will allow these medical and dental employees to continue to work in their present NHS role, at their present level of service, and continue to develop in their career journey, which providing them with encouragement to continue to support additional service delivery.



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

- 3.1** The above policies and guidelines meet all legal and contractual obligations and reflect best practice. All of the above policies have been developed in partnership with local trade union colleagues.

4. IMPACT ASSESSMENT

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|---|---|
| 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 Available 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 Goals | Sustaining our Future |

5. RECOMMENDATION

- 5.1** The People and Culture Committee is asked to **APPROVE** the above policies and guidelines for implementation across the Health Board.



- 5.2** The People and Culture Committee is asked to **NOTE** the Pension Contributions Alternative Payment Policy will not be presented for re-approval, should the Remuneration Committee decide to extend this policy to all Health Board employees affected by the annual or lifetime Pension tax limits. The necessary amendments will be made to reflect the changes.