

Freedom of Information Request: Our Reference CTMUHB_343_23

You asked:

I see from your website that you operate the All Wales Disciplinary Policy Section 12.5 in relation to Suspension requires that any and all suspensions must follow a formal Risk Assessment process and that this Risk Assessment must be undertaken monthly as part of the Suspension Review

Question 1 - Do you provide your Managers (suspending Officers) with a formal Template for this Risk Assessment?

Yes, CTMUHB managers are provided with a suspension checklist document.

Question 2 - are Suspending Officers told that they must undertake a formal Risk Assessment before any Suspension is made and then every Month as part of the formal suspension review, or is it the LHB's assumption that this is fundamentally clear within the Policy.

In-house Disciplinary training which is provided to managers covers this aspect of the policy. The training reinforces the requirement to complete the Suspension Checklist before a decision is made. The training also confirms they are required to review the suspension every month and provide an update to the employee. The Health Board has a standard template letter for managers to use, to inform the employee of the outcome of the monthly suspension review process.

Question 3 - does the LHB offer formal Suspending Officer training, and if so is compliance recorded in ESR

The Health Board provides managers with disciplinary training, which covers all aspects of the all Wales Policy including suspension.